Build: Place of Assembly Step-By-Step Guides

In this Step-By-Step Guide, you will learn how to:

Login to DOB NOW- Step-By-Step Guide
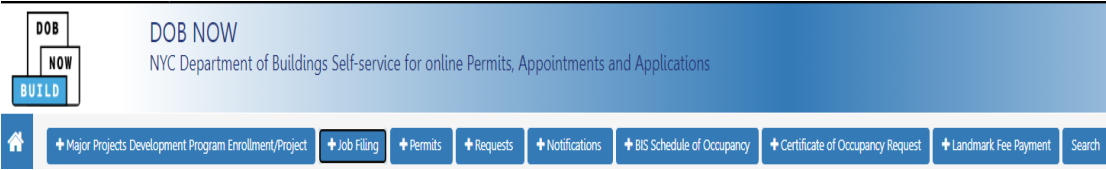
Complete the following steps to log into DOB NOW: *Build*
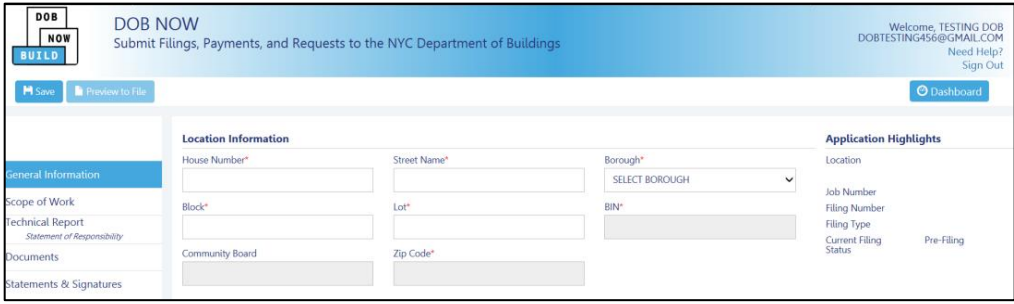
Step	Action
ⓘ	**Note** To log into DOB NOW, you must be registered for eFiling. **Only Professional Engineers/Registered Architects with an active eFiling account associated with their license can be the applicant on a Place of Assembly filing.** ■ *How to Register for eFiling:* www.nyc.gov/efilingtips
1.	Access the Internet.
2.	Enter the url www.nyc.gov/dobnow.
🖥	The DOB Login page is displayed.
3.	Enter your **Email** and **Password**.

Step	Action
4.	Click **Login**.

Step	Action
5.	Click the DOB NOW BUILD icon.

| | The DOB NOW Dashboard displays. The My Jobs tab displays by default. |

You are now logged into DOB NOW; continue to the Create a Place of Assembly Job Filing Step-By-Step Guide.
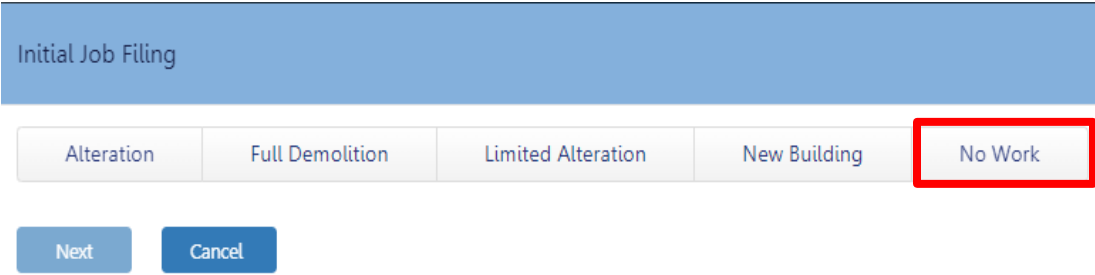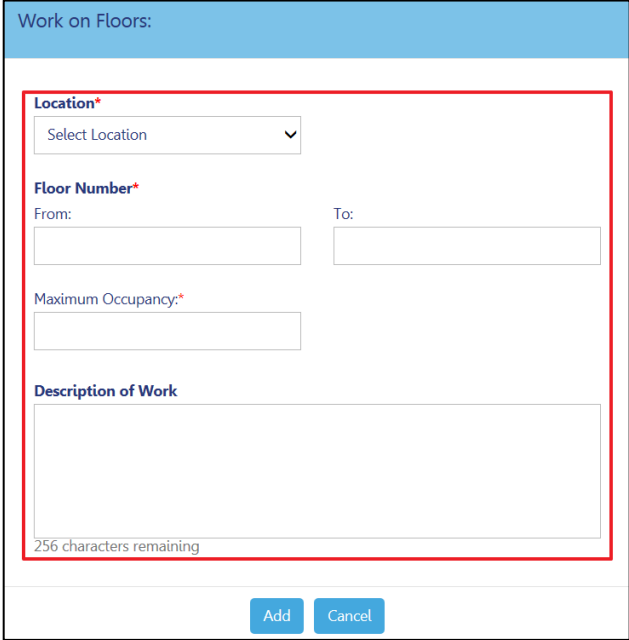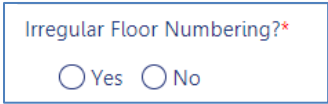
Create a Place of Assembly Job Filing

Complete the following steps in DOB NOW: BUILD to create a Place of Assembly Job Filing:

Step	Action
1.	Click **+ Job Filing**.
	The Initial Job Filing: pop-up window displays.
2.	Select **No Work** and click **Next.**
3.	Select **Place of Assembly or Temporary Place of Assembly** as the Work Type**.**
4.	Click **Submit**.

Step	Action
(i)	**Note** Place of Assembly and Temporary Place of Assembly cannot be filed together.
🖥	The General Information tab displays by default.
(i)	**Note** Important Form Information – required fields and read-only fields All fields marked with a red asterisk $*$ are required and must be completed before submitting a filing. House Number* Fields shaded gray are read-only. Information cannot be entered in these fields. BIN*
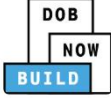
Step	Action
5.	Enter the Location Information: ☐ **House No.** ☐ **Street Name** ☐ **Borough** ☐ **Block** ☐ **Lot** **Location Information** House Number* [ ] Street Name* [ ] Borough* [SELECT BOROUGH ▼] Block* [ ] Lot* [ ] BIN* [ ] Community Board [ ] Zip Code* [ ]
ℹ	**Note** BIN, Community Board and Zip Code are read-only fields and auto populate.
6.	Click **+Add** to add Work on Floor (s). Work on Floor(s)* **+ Add** | Location	Floor From	Floor To	Description of Work	Edit	Delete | ◁ ◀ 1 / 1 ▶ ▶| 7 ▼ Items Per Page

Step	Action
7.	Enter in the required fields in the **Work on Floors** pop-up window: ☐ **Location** ☐ **Floor Number** ☐ **Maximum Occupancy** ☐ **Description of Work** Work on Floors: Location* Select Location Floor Number* From:　　　　　　　　　To: Maximum Occupancy:* Description of Work 256 characters remaining Add　Cancel
ⓘ	**Note** The description of work should state where the Assembly should take place, (e.g., North Auditorium).
8.	Click **Add**. **Add**
9.	Select the applicable radio button for Irregular Floor Numbering. Irregular Floor Numbering?* ○ Yes　○ No
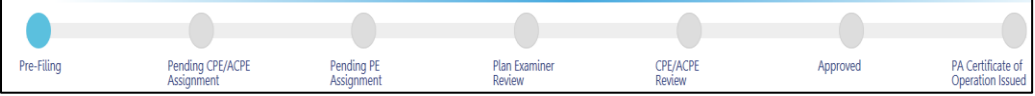
Step	Action
10.	Enter the **E-Mail** address, **License Type**, and **Business Name**, for the Applicant used during eFiling registration. The Applicant must be registered as a Professional Engineer or Registered Architect.

Applicant Information

Email*	License Type*	License Number*
	Select Type:	

Business Name*	First Name*	Last Name*

Business Address*	City*	State

Zip	Phone	

Note   The E-Mail address selected is linked to eFiling.

Email*

DOBTESTING456@GMAIL.COM

DOBTESTING456@GMAIL.COM

Selection of the linked E-mail address determines the License Type. The License Type determines the type of fields on the Scope of Work tab.

The Business Name selected auto-populates the remaining read-only (gray) fields in the Applicant Information section with applicable information from eFiling.

The Location Information and Applicant Information sections are required in order to initially save the job filing.

Step	Action
11.	Enter the Delegated Associate (Filing Representative Class II or Other Licensee), eFiling **E-Mail** address. **Delegated Associate (Filing Representative Class II or Other Licensee)** Email — *Enter email/username...* Last Name First Name Middle Initial Business Name Business Address City State Zip Code Phone
ⓘ	**Note** The remaining fields in the Delegated Associate (Filing Representative Class II or Other Licensee) section are read-only and auto-populate from eFiling.
12.	Select a **Filing Review Type** (e.g., **Standard Plan Examination**) from the drop-down list. **Filing Review Type*** Standard Plan Examination ▾ Select Type: Standard Plan Examination Professional Certification
ⓘ	**Note** When **Professional Certification** is selected from the drop-down list. The filings cannot have the TR inspection waived. **Filing Review Type*** Professional Certification ▾ Select Type: Standard Plan Examination Professional Certification

Step	Action
13.	■ Select the applicable radio button for Party to Renew Place of Assembly Certificate of Operation is same as the Owner? (e.g., **Yes**). ■ Select the **Owner Type** (e.g. **Corporation**) from the drop-down list. ■ Select the applicable radio button for, is **the deed holder a non-profit organization?** (e.g., **No**). **Owner Information** Party to Renew Place of Assembly Certificate of Operation is same as the Owner?* ◯ Yes ◯ No Owner Type* Is the deed holder a non-profit organization? [Select Owner Type ⌄] ◯ Yes ◯ No
14.	Enter the **E-Mail** address for the Owner used during eFiling registration. E-Mail* Registration Number First Name [Enter email/username...] [ ] [ ] Middle Initial Last Name Business Name [ ] [ ] [ ] Business Telephone Business Address City [ ] [ ] [ ] State Zip Phone [ ] [ ] [ ]
ⓘ	**Note** The remaining fields in the Owner section are read-only and auto-populate from eFiling.
15.	When "**No"** is selected for Party to Renew Place of Assembly Certificate of Operation is same as the Owner? An additional section named Party to Renew Place of Assembly Certificate of Operation is displayed. **Owner Information** Party to Renew Place of Assembly Certificate of Operation is same as the Owner?* ◯ Yes ◉ No
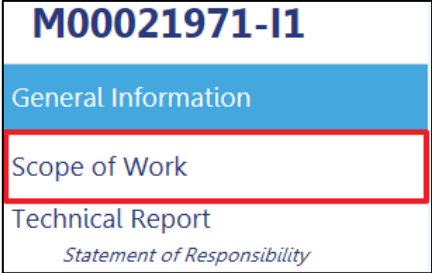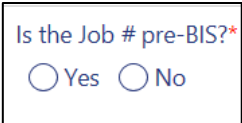
Step	Action
16.	Enter the registered eFiling **E-Mail** address for the Party to renew the Place of Assembly Certificate of Operation. The E-Mail address entered in the Owner section and the Party to renew the Place of Assembly Certificate of Operation section cannot be the same. Enter the **Relationship to Owner** field. **Party to renew the Place of Assembly Certificate of Operation** E-Mail* — Enter email/username… Relationship to Owner Registration Number First Name Middle Initial Last Name Business Name/Agency Business Telephone Business Address City State Zip Code Phone
17.	Enter any additional **Comments** if applicable. **Comments**
18.	Click **Save** in the top left corner of the job filing. **DOB NOW** Submit Filings, Payments, and Requests to the NYC Department of Buildings Save Preview to File

Step	Action
19.	An Address Confirmation pop-up window displays with the message , "Please note that the entered address cannot be changed after saving: Address (e.g., 280 Broadway, Manhattan) Please confirm that you want to proceed with the entered address." Click **Yes** to confirm the address and continue. **Address Confirmation** Please note that the entered address cannot be changed after saving: • **280 BROADWAY, MANHATTAN** Please confirm that you want to proceed with the entered address. Yes No
20.	A Notification pop-up window displays with the message, "Job filing saved successfully". Click **OK** to close the Notification pop-up window. **Notification** ✕ Job filing saved successfully. OK
21.	After saving, the Job Number is generated and is displayed above the General Information tab. **M00021971-I1** **General Information**

Step	Action
22.	The Status Bar is displayed above the Job Number with a Pre-Filing status: **Standard Plan Examination** **Professional Certificaion**

You have completed the Create a Job Filing and Enter General Information Step-By-Step Guide; continue to the Enter the Scope of Work Step-By-Step Guide.

Enter the Scope of Work
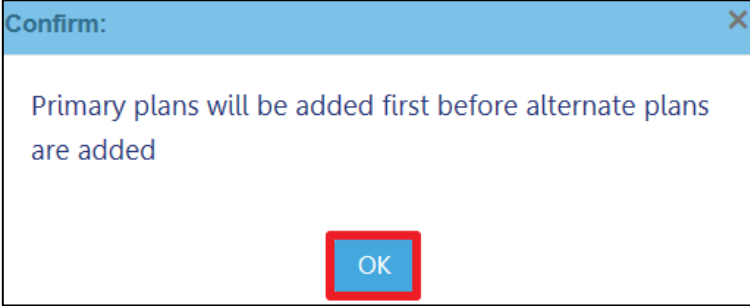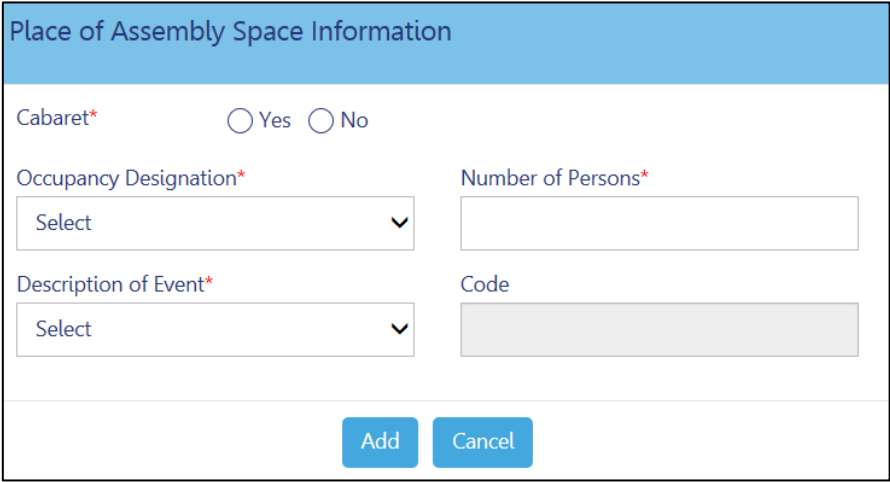
Complete the following steps to enter the Scope of Work:

Step	Action
1.	Select the **Scope of Work** tab. **M00021971-I1** General Information Scope of Work Technical Report *Statement of Responsibility*
ℹ️	**Note** A prerequisite for submitting a PA filing in DOBNOW – requires one associated NB or Major Alteration job/application indicating the number of approved occupants, occupant loads and zoning use group. The associated BIS job does not have to be approved for the PA to be filed.
2.	In the Associated Job(s) section, Enter the **NB/A1 Job Establishing Place of Assembly** (e.g., **S00023494**). **Associated Job(s)** NB/A1 Job # Establishing Place of Assembly*
3.	Select the applicable radio button for "**Is the Job # pre-BIS**? (e.g., **No**) Is the Job # pre-BIS?* ◯ Yes ◯ No

Step	Action
🖥	If Yes**,** the **If Pre-BIS, provide BIN** field and **Prior PA no.** fields display. Enter the **BIN #** as required(e.g., **5168776**). BIN #* [ ] Enter the **Prior PA no.** as required(e.g., ####) Prior PA no.* [ ]
4.	Enter the **Name of Place of Assembly Establishment** (e.g., **Fort Greene Park**). **Place of Assembly Space Information** Name of Place of Assembly Establishment* [ ]

Step	Action
5.	Select the applicable radio button for **FDNY Open Flame Permit Required (**e.g., **Yes**). FDNY Open Flame Permit Required* ◯ Yes ◯ No
🖥️	If an FDNY Open Flame Permit is required, **Select Open Flame Use** from the drop-down list (e.g., **Fire Pit**). FDNY Open Flame Permit Required* ⦿ Yes ◯ No Type of open flame use (select as many that apply):* Select Open Flame Use ▾ Type of open flame use (select as many that apply):* 1 checked ▾ Cooking Warmers ✔ Fire pit Bonfire Circus use Flame breathers Fireworks/Pyrotechnics Flammable Liquid Other
🖥️	**Note** If the Open Flame Use is Other, the Other Open Flame Use Type field displays. Enter the Other Open Flame Use Type as required. Open Flame Use Other Other Open Flame Use Type*

Step	Action
🖥	The selected Open Flame Use(s) display. Type of open flame use (select as many that apply):* 1 checked ▾ Open Flame Use Fire pit
6.	Select the applicable radio button for **Is a Flame Spread Letter required? (**e.g., **Yes**). Is a Flame Spread Letter required?*　　　　　◉ Yes　◯ No
7.	Select **+Add Space Information.** ➕ Add Space Information Plan Type ⌄　Occupancy Designation ⌄　Description ⌄　Code ⌄　Number of Persons ⌄　Cabaret ⌄ Primary Plan　　　　　　　　　　　　　　　　　　　　　　　　　　　　No
ℹ	**Note**　You must enter the Primary Plan information first. Then you can add additional entries for any Alternate Plans.

Step	Action
8.	A Confirm pop-up window displays with the message, "Primary plans will be added first before alternate plans are added". Click **OK** to close the Confirm pop-up window. **Confirm:** ✕ Primary plans will be added first before alternate plans are added [OK]
9.	The Place of Assembly Space Information pop-up window displays. Select the applicable radio button for **Cabaret** (e.g., **No**), and Select or enter the following required information: ☐ **Occupancy Designation** (e.g., A-5) ☐ **Number of Persons** ☐ **Description of Event** The Code will auto-populate when the **Description of Event** is selected from the drop-down list. **Place of Assembly Space Information** Cabaret* ◯ Yes ◯ No Occupancy Designation* Number of Persons* [Select ▾] [ ] Description of Event* Code [Select ▾] [ ] [Add] [Cancel]

Note The selection made from the Occupancy Designation drop-down list determines the available options available in the Description of Event drop-down list.

For example, if the Description of Event is Carnival/Fair, the Occupancy Designation must be either A-3 or A-5 as applicable.

Place of Assembly Space Information

Cabaret*   ○ Yes ● No

Occupancy Designation*   Number of Persons*

A-5   500

Description of Event*   Code

Select

> Select
> Amusement attractions/devices
> Amusement park activites
> Bandstand
> Bleachers
> Camp (day)
> Camp (overnight)
> Carnival / Fair
> Circus
> Golf driving range
> Grandstand
> Gym or recreation center
> Mini golf
> Playground
> Racetrack
> Skating rink
> Stadium
> Swimming pool
> Tennis court

Cancel

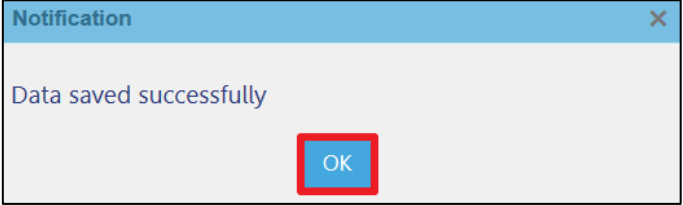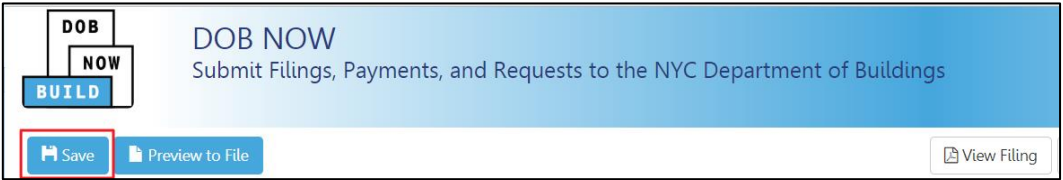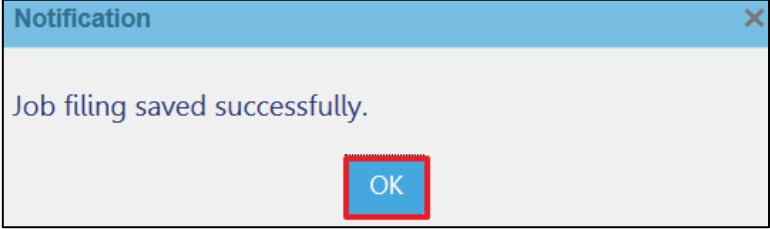A-1, A-2, and A-4 have different options available in the Description of Event drop-down list.

If Occupancy Designation and Description of Event are Other, the Other Description field displays, and is required.

Place of Assembly Space Information

Cabaret*   ○ Yes ● No

Occupancy Designation*   Number of Persons*

Other   500

Description of Event*   Other Description*

Other

Step	Action
10.	A Notification pop-up window is displayed with the message "Data saved successfully". Click **OK** to close the Notification pop-up window. ![Notification window: Data saved successfully, with OK button]
11.	Click **Save** in the top left corner of the job filing. ![DOB NOW Build header with Save and Preview to File buttons and View Filing button]
12.	A Notification pop-up window is displayed with a message that reads "Job filing saved successfully". Click **OK** to close the pop-up window. ![Notification window: Job filing saved successfully, with OK button]
	You have completed the Enter the Scope of Work Step-By-Step Guide; continue to the Technical Reports *Statement of Responsibility* Step-By-Step Guide.

Enter the Technical Report *Statement of Responsibility*

Note: Technical Reports apply to **PA filings only**. (This section does not apply to TPA filings).

Complete the following steps to complete the Technical Report tab:

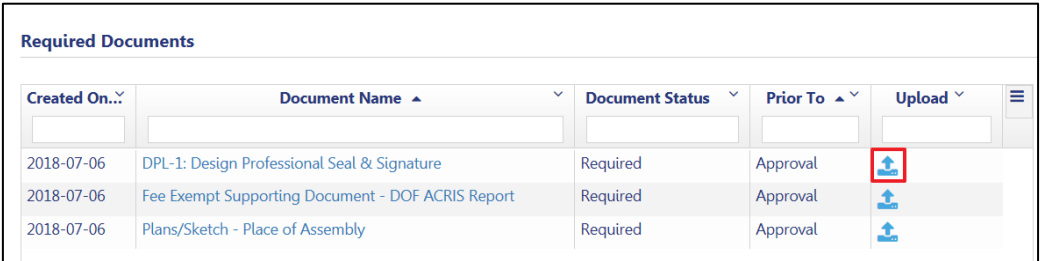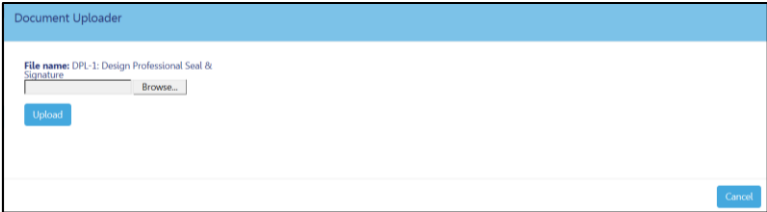| Step	Action
ⓘ	**Note** If the user does not identify the progress inspector for the mandatory inspection before submission, then he has to navigate to General Information tab -> **Comments Field** and request why this application qualifies for an inspection waiver. After filing, and during DOB review, the PE may waive this mandatory inspection, otherwise PE will send it back through Objections for the user to Identify the special inspector and resubmit the job filing
ⓘ	**Note** Professional Certification filings cannot have the TR inspection waived
	Select the **Technical Report (TR1)** *Statement of Responsibility* tab. **Note** M00021971-I1 General Information Scope of Work Technical Report *Statement of Responsibility*
1. ⓘ	**Note** Public Assembly Emergency Lighting inspection information is populated automatically in the Progress Inspection Categories section. Additional Progress Inspection categories cannot be added. **Progress Inspection Categories** | Requirement	Identified	Certified	Progress Inspector	PAA	Waived	Action	Seal & Sign.
---	---	---	---	---	---	---	---
Public Assembly Emergency Lighting	No	No		No	No	✎	⬆ Required	

Step	Action
	Click the icon ( ) in the **Action Column.**

Progress Inspection Categories

Requirement	Identified	Certified	Progress Inspector	PAA	Waived	Action	Seal & Sign.
Public Assembly Emergency Lighting	No	No		No	No		Required

Step	Action
2.	**Note** For the PA filing to show on the Progress Inspectors Dashboard, the Applicant must input the Progress Inspectors Applicants (eFiling) Email and License Type. The License Number auto-populates. The Progress Inspector must login to electronically sign.

Progress Inspection Category

Code
BC12345

Progress Inspection Applicant's E-Mail
BUILDDEP1@GMAIL.COM

License Type
Registered Architect

License Number
002028

	Type in the **Progress Inspection Applicant's Email** and select the **License Type from** the drop-down list to select the type of requirement.

Progress Inspection Category

Add Requirement:
{{value.Value}}

Code
BC12345

Progress Inspection Applicant's Email
Enter email/username...

License Type

License Number

3.	Select the check-box **I Take the Responsibility of Identifying Requirement** to electronically sign.

☐ I Take the Responsibility of Identifying Requirement

Name*

Date For Identification of Responsibility
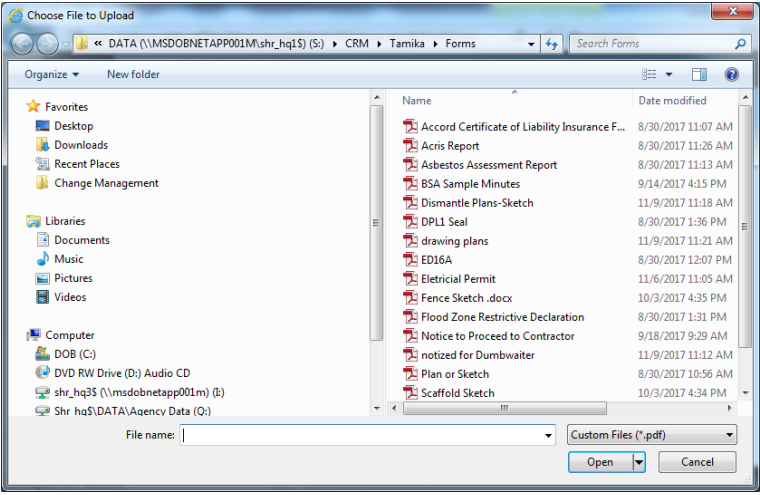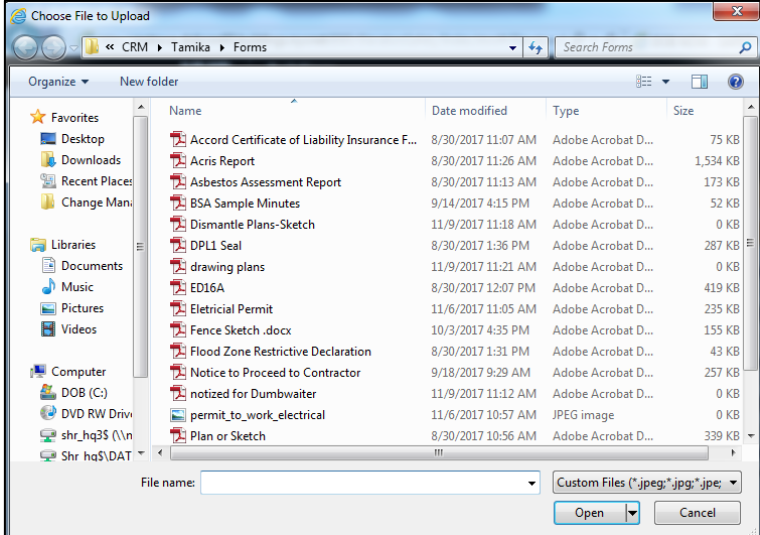
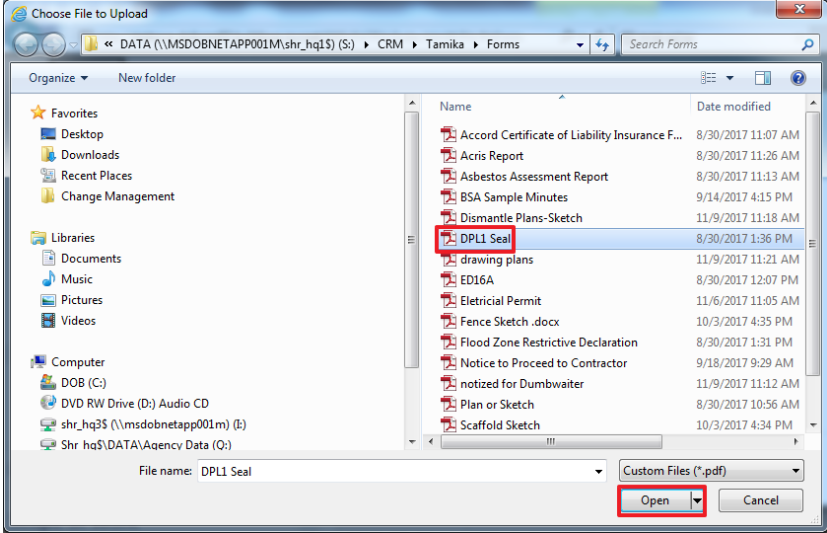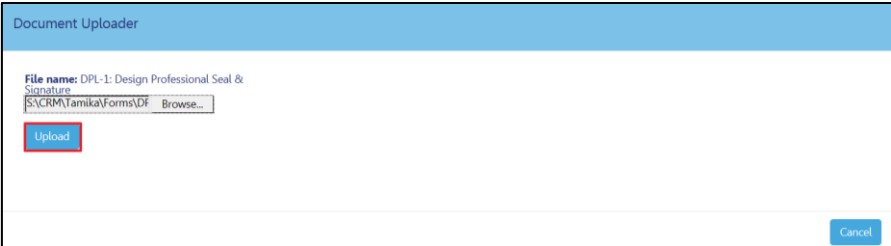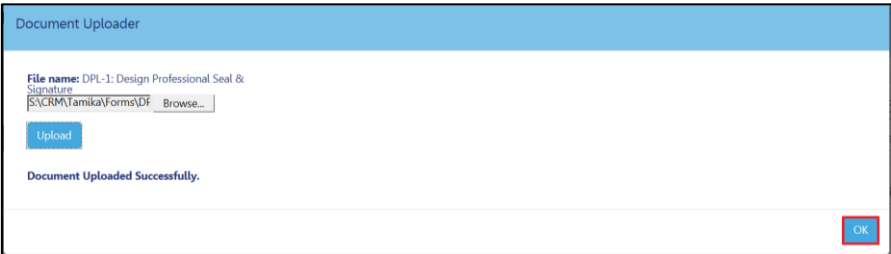| Step	Action
4.	Read the **Inspection Applicant's Identification of Responsibilities** and select the check-boxes to electronically sign.
	Inspection Applicant's Identification of Responsibilities
	☐ I understand that my failure to file a certification of completion or to notify the Department of my withdrawal of responsibilities within one year from expiration of the last valid permit may result in the loss of my privileges to file under Directives 2 and 14 of 1975 or issuance of a violation, or both. I am aware of the additional sanctions imposed on false filings by §28-211.1.2 of the Administrative Code.*
	☐ I understand and agree that by personally clicking on the box at left I am electronically signing this document and expressing my agreement with the Inspection Applicant's Identification of Responsibilities terms of this application. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand, and I further intend that the electronic image of my signature and professional seal uploaded as part of this application is hereby applied to this signed statement as if I had personally signed and sealed this statement by hand.*
	For the *progress inspections* indicated above in section 4, except energy code inspections on the TR1EN form, and/or concrete test items indicated in section 3, I assume the responsibility and I personally, or where permitted by the New York City Construction Codes, qualified personnel under my direct supervision, will perform the required inspections and tests on such forms and in such matter as the Department requires or requests. I am aware of the additional sanctions imposed on false filings by §28-211.1.2 of the Administrative Code.*
	Name* Date*
5.	Click **Save.**
6.	A Notification pop-up window is displayed with a message that reads, "Inspection Requirement details updated successfully. Inspection Requirement details updated successfully.
	(The progress inspector must provide a DPL-1 Seal and Signature form in the Action section by clicking the Upload icon. A DPL-1 form is required even if the progress inspector is also the applicant. The form needs to be uploaded only once.)"
	Click **OK** to close the Confirm pop-up window.
	Notification ✕
	Inspection Requirement details updated successfully. (The progress inspector must provide a DPL-1 Seal and Signature form in the Action section by clicking the Upload icon. A DPL-1 form is required even if the progress inspector is also the applicant. The form needs to be uploaded only once.)
	OK

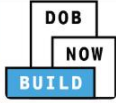| Step	Action
7.	Click the Required( ) Document (See Upload Require Documents) **Progress Inspection Categories** | Requirement ▲	Identified	Certified	Progress Inspector	PAA	Waived	Action
---	---	---	---	---	---	---
ly Emergency Lighting	No	No		No	No	✎	⬆ Required | ‹ ═══════════ ›
8. (i)	**Note** If the answer to **Are you a Progress Inspector**? Is **No**. The Progress Inspector must log in to complete the Progress Inspection Categories. **Applicant Information** Are you a Progress Inspector?* ○ Yes ● No
	Please refer to <u>Upload Required Documents</u> on pages 27 - 30.
9.	You have completed the enter Technical Report *Statement of Responsibility* Step-By-Step Guide; continue to the Upload Required Documents Step-By-Step Guide.

Upload Required Documents

Complete the following steps to Upload Required Document(s):

Step	Action
10.	Click the **Documents** tab. **M00021971-I1** General Information Scope of Work Technical Report *Statement of Responsibility* Documents
ⓘ	**Note** For PA, primary plans are required and have to be uploaded in the documents section and cannot be waived. Alternate plans may be added, up to a number of 25, which are optional.
11.	Click on the **Uploader Icon** to upload the document. **Required Documents** Created On.. / Document Name / Document Status / Prior To / Upload 2018-07-06 / DPL-1: Design Professional Seal & Signature / Required / Approval / ⬆ 2018-07-06 / Fee Exempt Supporting Document - DOF ACRIS Report / Required / Approval / ⬆ 2018-07-06 / Plans/Sketch - Place of Assembly / Required / Approval / ⬆
12.	The Document Uploader pop-up window displays with the file name (e.g., **DPL-1 Design Professional Seal & Signature**). Click **Browse**. Document Uploader **File name:** DPL-1: Design Professional Seal & Signature Browse... Upload Cancel

Step	Action
	The **File Explorer** pop-up window opens.
	The **File Explorer** pop-up window displays.

Step	Action
13.	Locate and select the **Name** of the file. Click **Open** to attach the document.
14.	The **Upload a Document** pop-up window displays with the **File Path** displayed in the Document field to the left of the Browse button. Click **Confirm**.
15.	A Notification pop-up window displays with the message, "Document Uploaded Successfully". Click **OK** to close the Notification pop-up window.
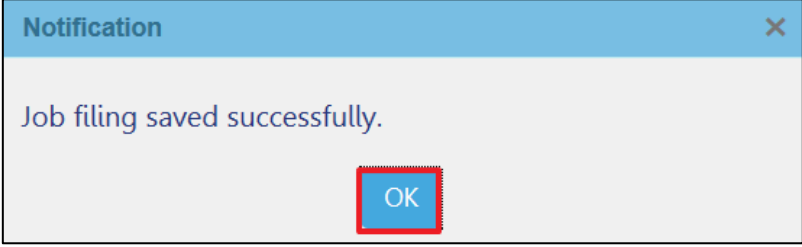
Step	Action
🖥️	The Document Status updates to Pending. Follow the step above to upload any additional required documents. **Required Documents** | Created On	Document Name ▲	Document Status	Prior To ▲	Upload
---	---	---	---	---
2018-07-06	DPL-1: Design Professional Seal & Signature	Pending	Approval	⬆️
2018-07-06	Fee Exempt Supporting Document - DOF ACRIS Report	Required	Approval	⬆️
2018-07-06	Plans/Sketch - Place of Assembly	Required	Approval	⬆️	
16.	Click **Save** in the top left corner of the job filing. **DOB NOW** Submit Filings, Payments, and Requests to the NYC Department of Buildings 💾 Save 📄 Preview to File 📄 View Filing
17.	A Notification pop-up window is displayed with a message that reads "Job filing saved successfully". Click **OK** to close the pop-up window. **Notification** ✕ Job filing saved successfully. OK
	You have completed the Upload Required Documents Step-By-Step Guide; continue to Complete Statements & Signatures Step-By-Step Guide.

Complete Statement and Signatures

Complete the following steps to complete Statements and Signatures:

Step	Action
ℹ️	**Note** All Applicants' associated with the filing must login to DOB NOW: Build using their registered eFiling email address to search for the associated Place of Assembly filing and complete the attestation.
1.	Select the **Statements and Signatures** tab. **M00021971-I1** General Information Scope of Work Technical Report *Statement of Responsibility* Documents Statements & Signatures
2.	Read ALL **Applicant of Record – Statements** and select the **check-box** to electronically sign. **Applicant of Record - Statements & Signatures** Falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. It is unlawful to give to a city employee, or for a city employee to accept any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Violation is punishable by imprisonment or fine or both. I prepared or supervised the preparation of the submittal documents associated with this application and to the best of my knowledge and belief, the submittal documents and work shown thereon comply with the provisions of the NYC Administrative code and other applicable laws and regulations, except as set forth in the accompanying documents. I acknowledge that I have read and complied with all instructions pertaining to this application and supplementary schedules submitted. ☐ I have personally reviewed all information in this application form. I understand and agree that by personally clicking on the box at left I am electronically signing this document and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand, and I further intend that the electronic image of my signature and professional seal uploaded as part of this application is hereby applied to this signed statement as if I had personally signed and sealed this statement by hand. Name Date

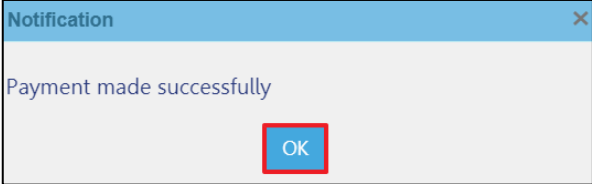| Step	Action
ⓘ	**Note** The Applicant's Name and the Date auto-populate. ☑ I have personally reviewed all information in this application form. I understand and agree that by personally clicking on the box at left I am electronically signing this document and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand, and I further intend that the electronic image of my signature and professional seal uploaded as part of this application is hereby applied to this signed statement as if I had personally signed and sealed this statement by hand. Name: DOB TESTING (Electronically Signed) Date: 07/24/2018
3.	**Owner – Statements & Signatures** Falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. It is unlawful to give to a city employee, or for a city employee to accept any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Violation is punishable by imprisonment or fine or both. I have authorized the applicant to file this application for the work specified herein and all future amendments. ☐ I have personally reviewed all information in this application form. I understand and agree that by personally clicking on the box at left I am electronically signing this document and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand. Name Date
ⓘ	**Note** The Signature and Date auto-populate. ☑ I have personally reviewed all information in this application form. I understand and agree that by personally clicking on the box at left I am electronically signing this document and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand. Name: DOB TESTING (Electronically Signed) Date: 07/24/2018
4.	Click **Save** in the top left corner of the job filing. **DOB NOW** Submit Filings, Payments, and Requests to the NYC Department of Buildings 💾 Save 📄 Preview to File 📄 View Filing

Step	Action
5.	A Notification pop-up window displays with the message," Job Filing saved successfully. " Click **OK** to close the Notification pop-up window.

You have successfully completed the applicant's Statement and Signature; continue to make a Payment Step-By-Step Guide.
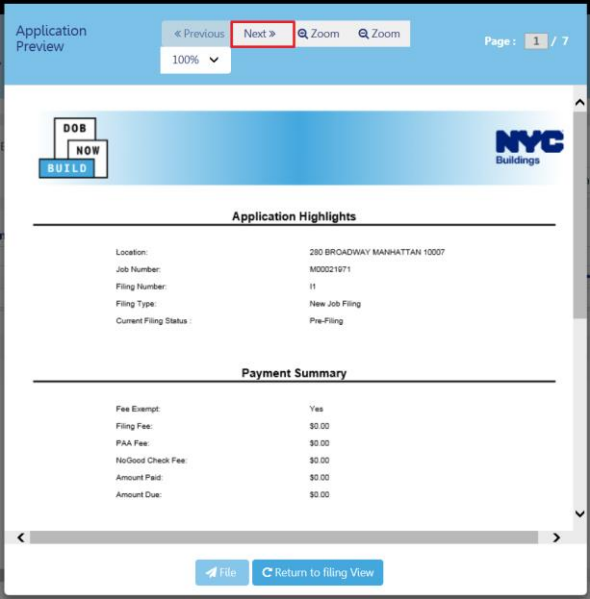
Make a Payment

Complete the following steps to make a payment:

Step	Action
(i)	**Note** Fees must be paid before Preview to File.
1.	Click **Pay Now** **Payment Summary** Fee Exempt — No Filing Fee — $200.00 Record Management Fee — $165.00 NoGood Check Fee — $0.00 **Total Fee** — **$365.00** Amount Paid — $0.00 Amount Due — $365.00 [Pay Now]
2.	A Payment Confirmation Notification pop-up window is displayed with a message that reads "Please note that the following data cannot be changed after the payment has been made on this filing: Owner Type Is the deed holder a non-profit per 28-112.1? Are you sure you want to make a payment now?" Click "Yes" **Payment Confirmation** Please note that the following data cannot be changed after the payment has been made on this filing: • Owner Type • Is the deed holder a non-profit per 28-112.1? Are you sure you want to make a payment now? [Yes] [No]

Step	Action
ⓘ	**Note** Please select the link below to view How to Make a Payment: https://www.youtube.com/watch?v=YHDbxAuS8Dk
3.	On the dashboard A Notification pop-up window displays with the message," Payment made successfully. " Click **OK** to close the Notification pop-up window. Notification ✕ Payment made successfully [OK]
	You have successfully completed the applicant's Make a Payment; continue to Preview to File.

Preview to File

Complete the following steps to Preview the job filing:

Step	Action
1.	Click Preview to File.
2.	Click **Next** to read and progress through the Application Preview.
ⓘ	**Note** If you discover errors when you Preview File, click **Return to Filing**, correct the errors, complete the attestations and complete Preview to File again.

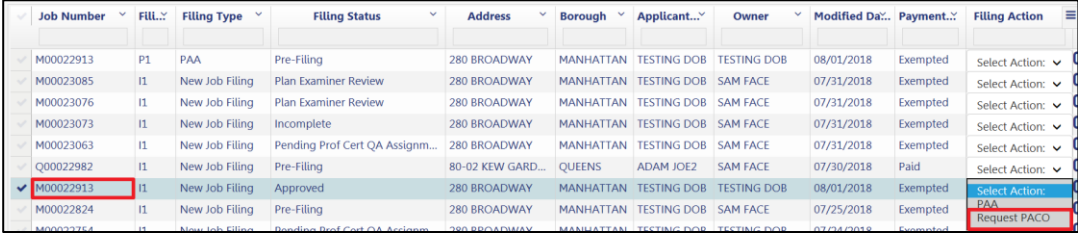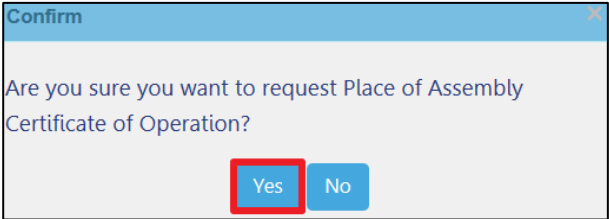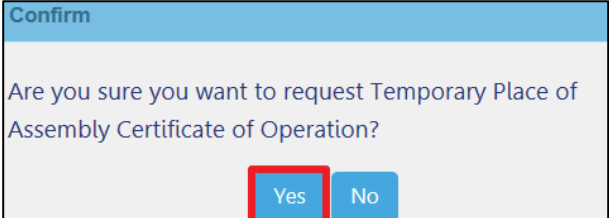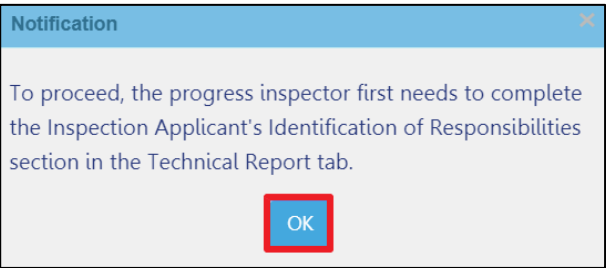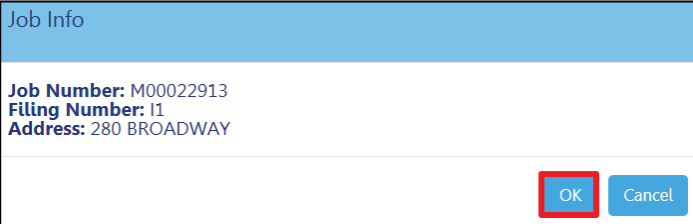| Step	Action
3.	On the last page of the Preview / PDF file, select the check-box to attest that you have reviewed the Application. ☐ "I have personally reviewed all information entered on this application." Name Date ✈ File ⟳ Return to Filing View
4.	A Notification pop-up window displays with the message: "Job/Filing saved successfully. Information forwarded to DOB for review." Click **OK** to close the Confirm pop-up window. **Confirm:** ✕ Job/Filing saved successfully. Information forwarded to DOB for review. OK View Filing
🖥️	The Status Bar changes to suit the type of Filing Review (e.g. Pending CPE/ACPE Assignment. Standard Plan Examination Pre-Filing Pending CPE/ACPE Assignment Pending PE Assignment Plan Examiner Review CPE/ACPE Review Approved PA Certificate of Operation Issued Professional Certification Pre-Filing Pending Prof. Cert. QA Assignment Prof. Cert QA Review Approved PA Certificate of Operation Issued
You have successfully completed the Preview to File Step-By-Step Guide.	

Request a Certificate of Operation (PACO or TPACO)
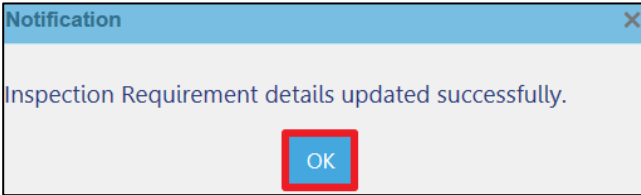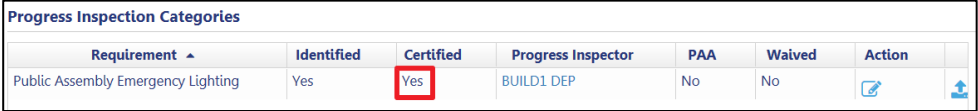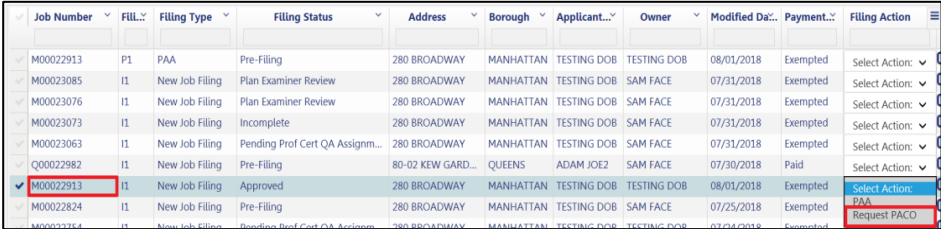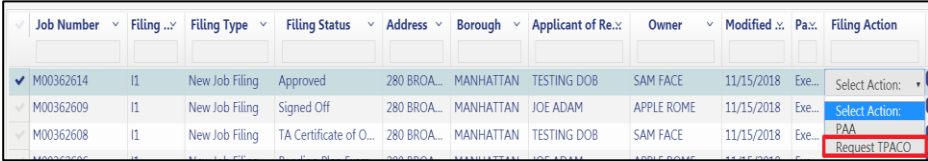
Complete the following steps to request a Place of Assembly Certificate of Operation (PACO):
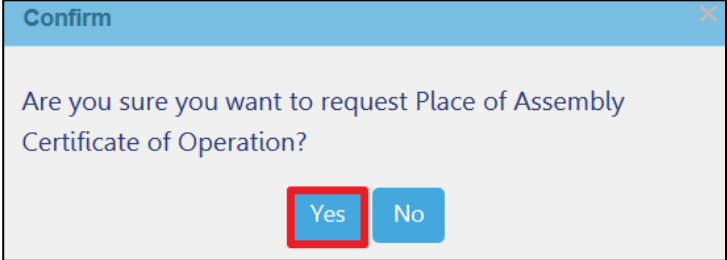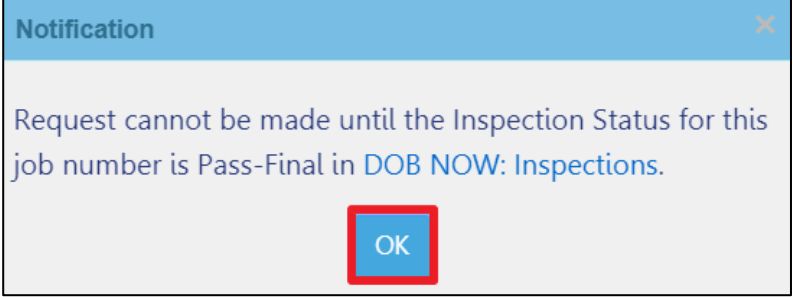
Step	Action
ⓘ	**Note** Once the PA filing is approved, the applicant can request an inspection in DOB NOW Inspections.
ⓘ	**Note** Once the DOB Inspections are completed and BUILD receives PASS Final, then the applicant can request for a PACO.
🖥	The Status of the job filing is now Approved. After completing the steps in this section, the Status Bar will update to display the Certificate of Operation Issued status. **PA** **PA-Prof. Cert.** **TPA**
1.	Locate the Job Number to request a Place of Assembly Certificate of Operation (PACO).

Step	Action
2.	Select the appropriate action from the **Select Action** drop-down list in the Filing Action Column (e.g., **Request PACO**). **PA** **TPA**
3.	A Confirm pop-up window is displayed, with the message "Are you sure you want to request…Certificate of Operation?". Click **Yes** to proceed with the Certificate of Operation request. **PA** **TPA**
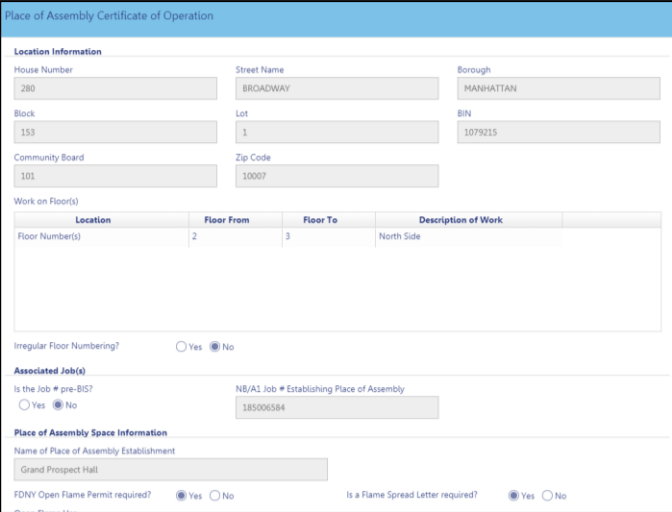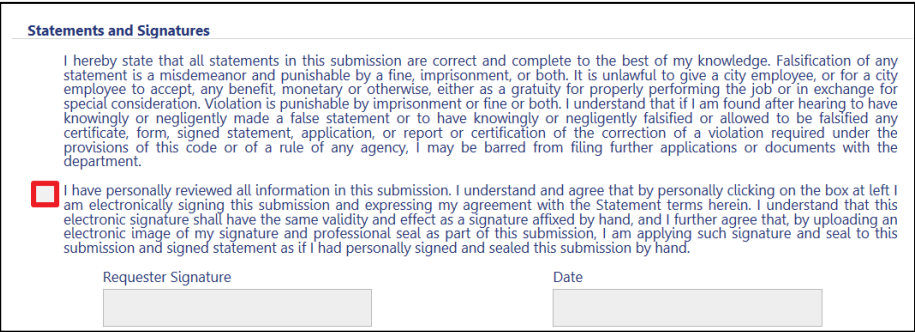
Step	Action
4.	A Notification pop-up window displays with the message, "To proceed, the Progress Inspector first needs to complete the Inspection Applicant's Identification of Responsibilities section in the Technical Report tab." Click **OK** to close the Notification pop-up window. **Notification** To proceed, the progress inspector first needs to complete the Inspection Applicant's Identification of Responsibilities section in the Technical Report tab. OK
5.	Select the filing to complete the Progress Inspection. | Job Number	Fili...	Filing Type	Filing Status	Address	Borough	Applicant o...	Owner	Modifie...	Payment...	Filing Action
---	---	---	---	---	---	---	---	---	---	---
M00022913	P1	PAA	Approved	280 BROADWAY	MANHATTAN	TESTING DOB	TESTING DOB	08/01/2018	Exempted	Select Action: ∨
M00023085	I1	New Job Filing	Plan Examiner Review	280 BROADWAY	MANHATTAN	TESTING DOB	SAM FACE	07/31/2018	Exempted	Select Action: ∨
M00023076	I1	New Job Filing	Plan Examiner Review	280 BROADWAY	MANHATTAN	TESTING DOB	SAM FACE	07/31/2018	Exempted	Select Action: ∨
M00023073	I1	New Job Filing	Incomplete	280 BROADWAY	MANHATTAN	TESTING DOB	SAM FACE	07/31/2018	Exempted	Select Action: ∨
M00023063	I1	New Job Filing	Pending Prof Cert QA Assign...	280 BROADWAY	MANHATTAN	TESTING DOB	SAM FACE	07/31/2018	Exempted	Select Action: ∨
Q00022982	I1	New Job Filing	Pre-Filing	80-02 KEW GARDE...	QUEENS	ADAM JOE2	SAM FACE	07/30/2018	Paid	Select Action: ∨
M00022913	I1	New Job Filing	PAA Approved	280 BROADWAY	MANHATTAN	TESTING DOB	TESTING DOB	08/01/2018	Exempted	Select Action: ∨	
6.	A Job Info pop-up window displays with the **Job Number**: (e.g., M00022913) **Filing Number**: (e.g., I1) **Address**: e.g., 280 BROADWAY) Click **OK** to close the Job Info pop-up window. **Job Info** **Job Number:** M00022913 **Filing Number:** I1 **Address:** 280 BROADWAY OK Cancel
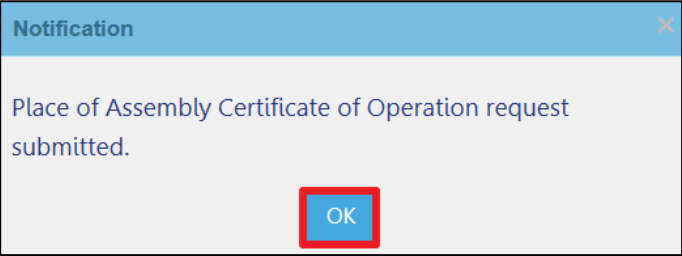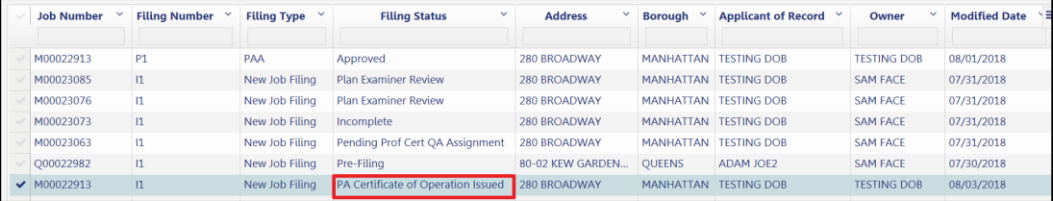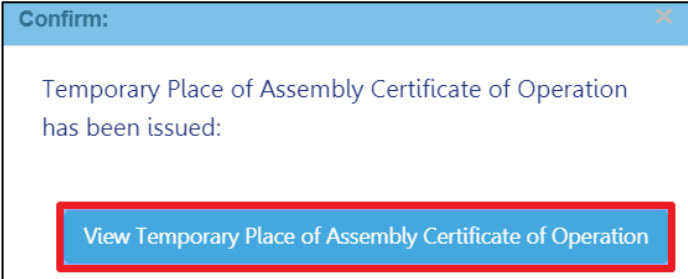
Step	Action
7.	Select the **Technical Report** *Statement of Responsibility*. **M00022913-I1** General Information Scope of Work Technical Report *Statement of Responsibility* Documents Statements & Signatures
8.	If **Certified** displays "**No**", Click the **Action** icon. **Progress Inspection Categories** | Requirement ▲	Identified	Certified	Progress Inspector	PAA	Waived	Action
Public Assembly Emergency Lighting	Yes	No	BUILD1 DEP	Yes	No	✏️ 🔼	
9.	Select the check-box for **"I Certify Complete Inspection/Test"** to electronically sign. Progress Inspection Category Add Requirement: {{value.Value}} Code BC12345 Progress Inspection Applicant's Email: BUILDDEP1@GMAIL.COM	License Type: Registered Architect	License Number: 002028 ☑ I Take the Responsibility of Identifying Requirement Name*: BUILD1 DEP	Date For Identification of Responsibility: 07/30/2018 (Electronically Signed) ☐ I Certify Complete Inspections/Tests Name*	Date For Certify Complete Inspections
10.	Read the **Inspection Applicants Certification of Full Completion** section and select the check-box to electronically sign. **Inspection Applicant's Certification of Full Completion** ☐ All work performed substantially conforms to approved construction documents and has been performed in accordance with applicable provisions of the New York City Construction Codes and other designated rules and regulations. I am aware of the additional sanctions imposed on false filings by §28-211.1.2 of the Administrative Code.* I understand and agree that by personally clicking on the box at left I am electronically signing this document and expressing my agreement with the Certification of Completion terms above. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand, and I further intend that the electronic image of my signature and professional seal uploaded as part of this application is hereby applied to this signed statement as if I had personally signed and sealed this statement by hand. Name*	Date*

Step	Action
11.	Click **Save**

 |
| 12. | A Notification pop-up window is displayed with a message that reads "Inspection Requirement details updated successfully."

Click **OK** to close the Confirm pop-up window.

Notification ×

Inspection Requirement details updated successfully.

OK |
| 🖥 | The Certified Status is "**Yes**".

Progress Inspection Categories

Requirement ▲	Identified	Certified	Progress Inspector	PAA	Waived	Action
Public Assembly Emergency Lighting	Yes	Yes	BUILD1 DEP	No	No	📝 ⬆	
13.	Select **PACO** from the drop-down list in the **Filing Action** Column.

Select T**PACO** from the drop-down list in the **Filing Action** Column. |

Step	Action
14.	For PACO a Confirm pop-up window displays with the message, "Are you sure you want to request Place of Assembly Certificate of Operation." Click **Yes** to close the Notification pop-up window. **Confirm** Are you sure you want to request Place of Assembly Certificate of Operation? [Yes] [No]
ⓘ	**Note** For PA, a user will receive this pop-up message if an Inspection has not be completed when requesting a Certificate of Operations, a Notification pop-up window displays with the message, "Request cannot be made until the Inspection Status for this job number is Pass-Final in DOB NOW: Inspections. Click **OK** to close the Notification pop-up window. **Notification** Request cannot be made until the Inspection Status for this job number is Pass-Final in DOB NOW: Inspections. [OK]
ⓘ	Once the DOB Inspections are completed and BUILD receives PASS Final, then the applicant can request for a PACO.

Step	Action
15.	Select **PACO** from the drop-down list in the **Filing Action** Column. Select T**PACO** from the drop-down list in the **Filing Action** Column.
16.	For PACO a Confirm pop-up window displays with the message, "Are you sure you want to request Place of Assembly Certificate of Operation." Click **Yes** to close the Notification pop-up window.

Step	Action
	The Place of Assembly Certificate of Operation window will display.
17.	Read the **Statements & Signatures** section (at the bottom of the page) and select the check-box to electronically sign.
18.	Click **Submit**
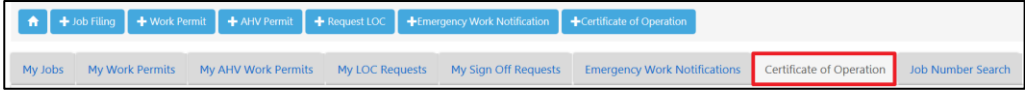
Step	Action
19.	For **PACO** a Notification pop-up window displays with the message, "Place of Assembly Certificate of Operation request submitted." Click **OK** to close the Notification pop-up window. **Notification** Place of Assembly Certificate of Operation request submitted. OK
20.	When DOB approves the PACO, the status of the job filing changes to PA Certificate of Operation Issued.
21.	For **TPACO** A Confirm notification pop-up displays with the message, "Temporary Place of Assembly Certificate of Operation has been issued: View Temporary Place of Assembly Certificate of Operation. **Confirm:** Temporary Place of Assembly Certificate of Operation has been issued: View Temporary Place of Assembly Certificate of Operation

Step	Action
22.	When DOB approves the PACO/TPACO request, the status of the job filing changes to PACO Issued. _(table of job filings)_ 	Job Number	Filing Number	Filing Type	Filing Status	Address	Borough	Applicant of Record	Owner	Modified Date
M00022913	P1	PAA	Approved	280 BROADWAY	MANHATTAN	TESTING DOB	TESTING DOB	08/01/2018
M00023085	I1	New Job Filing	Plan Examiner Review	280 BROADWAY	MANHATTAN	TESTING DOB	SAM FACE	07/31/2018
M00023076	I1	New Job Filing	Plan Examiner Review	280 BROADWAY	MANHATTAN	TESTING DOB	SAM FACE	07/31/2018
M00023073	I1	New Job Filing	Incomplete	280 BROADWAY	MANHATTAN	TESTING DOB	SAM FACE	07/31/2018
M00023063	I1	New Job Filing	Pending Prof Cert QA Assignment	280 BROADWAY	MANHATTAN	TESTING DOB	SAM FACE	07/31/2018
Q00022982	I1	New Job Filing	Pre-Filing	80-02 KEW GARDEN...	QUEENS	ADAM JOE2	SAM FACE	07/30/2018
M00022913	I1	New Job Filing	**PA Certificate of Operation Issued**	280 BROADWAY	MANHATTAN	TESTING DOB	TESTING DOB	08/03/2018 | **Temporary Place of Assembly** | Job Number	Filing ...	Filing Type	Filing Status	Address	Borough	Applicant of Record
M00362614	I1	New Job Filing	Approved	280 BROADWAY	MANHATTAN	TESTING DOB
M00362608	I1	New Job Filing	**TA Certificate of Operation Issued**	280 BROADWAY	MANHATTAN	TESTING DOB	
	The Status of the job filing is now PA Certificate of Operation Issued. Pre-Filing — Pending CPE/ACPE Assignment — Pending PE Assignment — Plan Examiner Review — CPE/ACPE Review — Approved — PA Certificate of Operation Issued The Status of the job filing is now TPA Certificate of Operation Issued. Pre-Filing — Pending CPE/ACPE Assignment — Pending PE Assignment — Plan Examiner Review — CPE/ACPE Review — Approved — TA Certificate of Operation Issued
	You have successfully completed the Request a Place of Assembly Certificate of Operation (PACO) Step-By-Step Guide; continue to the Print a Place of Assembly Certificate of Operation (PACO) Step-By-Step Guide.

Print a Certificate of Operation (PACO or TPACO)

Complete the following steps to print a Place of Assembly Certificate of Operation PACO:

1.	To display a history of issued Certificates of Operation, click the Certificate of Operation tab.
2.	Click the Certificate of Operations tab to find the filing.
3.	A Confirm pop-up window displays with the message, "Would you like to proceed with printing the …. Certificate of Operation?" Click **Yes** to close the Notification pop-up window. **PA** **TPA**

4.	Click **Print To PDF**.
5.	The Print window will display.
6.	Click **Print**
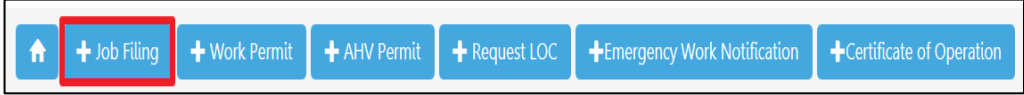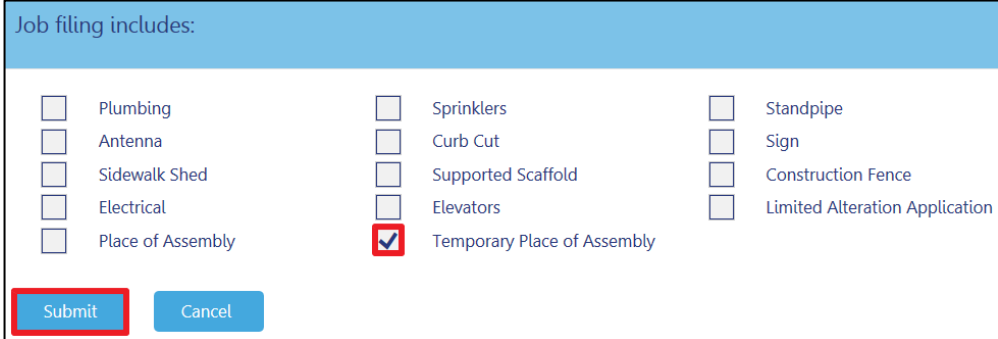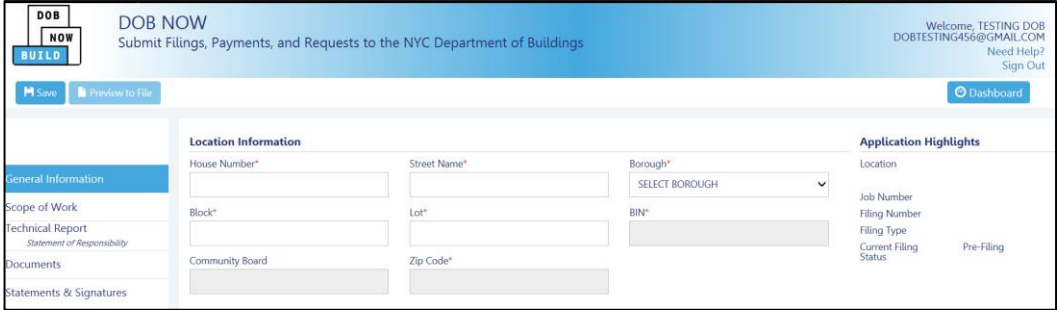
You have successfully completed the Request a Place of Assembly Certificate of Operation (PACO).
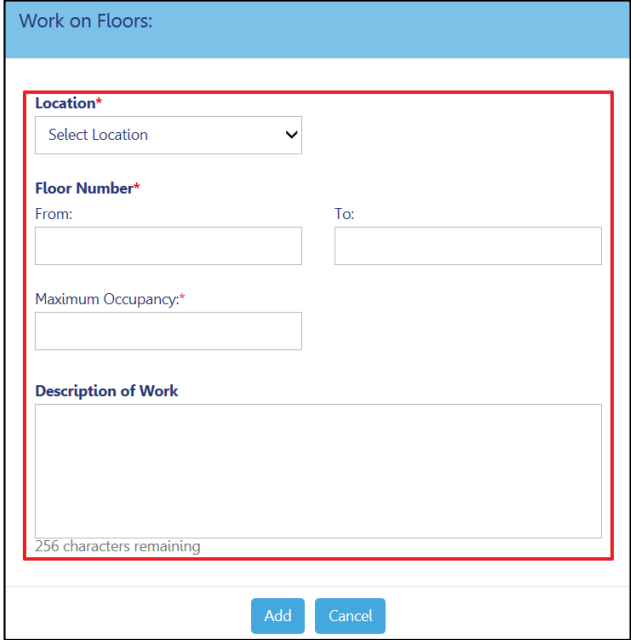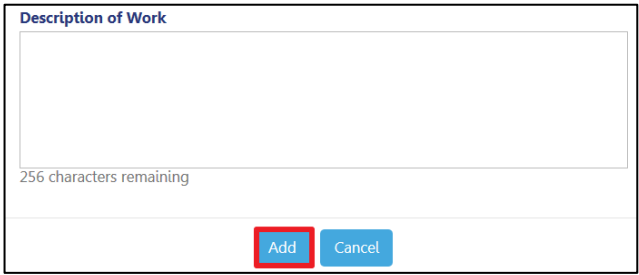
Create a Temporary Place of Assembly Job Filing

Complete the following steps to DOB NOW: Temporary Place of Assembly Filing:

Step	Action
1.	Click **+** Job Filing to initiate a new job filing.
	The Job filing window is displayed.
2.	Select the check-box for each **Work Type** (e.g., **Temporary Place of Assembly**) included in this Job filing. Click **Submit**.
(i)	**Note** Place of Assembly and Temporary Place of Assembly cannot be filed together.
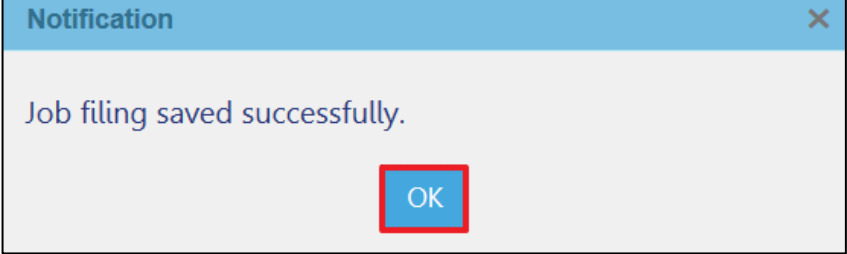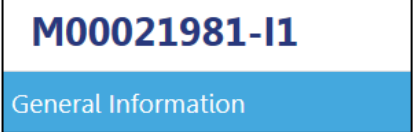
Step	Action
	The General Information tab is displayed.
	Note Important Form Information – required fields and read-only fields. Fields marked with a red asterisk * are required and must be completed before submitting a filing. Fields shaded gray are read-only and are populated from the Building Information System (BIS) or from eFiling registration

BUILD: PA1 (PA/TPA) STEP-BY-STEP GUIDES

Step	Action
3.	Enter the Location Information: ☐ **House No.** ☐ **Street Name** ☐ **Borough** ☐ **Block** ☐ **Lot** **Location Information** House Number* Street Name* Borough* [SELECT BOROUGH ▾] Block* Lot* BIN* Community Board Zip Code*
ⓘ	**Note** BIN, Community Board and Zip Code are read-only fields and auto populate.
4.	To add Work on Floor (s), select **+Add**. Work on Floor(s)* **+ Add** | Location	Floor From	Floor To	Description of Work	Edit	Delete | ◄ 1 /1 ► ►| 7 ▾ Items Per Page

Step	Action
5.	Enter the required fields in the Work on Floors pop-up window: ☐ Location ☐ Floor Number ☐ Maximum Occupancy ☐ Description of Work Work on Floors: Location* Select Location Floor Number* From: To: Maximum Occupancy:* Description of Work 256 characters remaining Add Cancel
6.	Click **Add**. Description of Work 256 characters remaining Add Cancel
ⓘ	**Note** If there is an apartment number, you must add a note within the Description of Work field.

Step	Action
7.	Enter the **E-Mail** address, License Type, and Business Name, for the Applicant used during eFiling registration. **Applicant Information** Email* License Type* [Select Type:] License Number* Business Name* First Name* Last Name* Business Address* City* State Zip Phone
8.	Enter the Delegated Associate (Filing Representative Class II or Other Licensee), eFiling **E-Mail** address). **Delegated Associate (Filing Representative Class II or Other Licensee)** Email [Enter email/username...] Last Name First Name Middle Initial Business Name Business Address City State Zip Code Phone
ⓘ	**Note** All fields, except Owner Type, under the Owner Information section auto-populate from eFiling and are read-only.
🖥	Filing Review Type: **Standard Plan Examination**. **Filing Review Type*** [Standard Plan Examination ▼]

Step	Action
9.	☐ Select the Owner Type (e.g. Corporation). ☐ Select the applicable radio button for: **Is the deed holder a non-profit organization?** **Owner Information** Owner Type* Is the deed holder a non-profit organization? Select Owner Type ⌄ ○ Yes ◉ No
10.	Enter the **E-Mail** address for the Owner used during eFiling registration. E-Mail* Registration Number First Name Enter email/username... Middle Initial Last Name Business Name Business Telephone Business Address City State Zip Phone
ⓘ	**Note** The remaining fields in the Owner section are read-only and auto-populate from eFiling.
11.	Enter **Comments.** Comments
12.	Select the answer that applies to close the pop-up window. **Address Confirmation** Please note that the entered address cannot be changed after saving: • **280 BROADWAY, MANHATTAN** Please confirm that you want to proceed with the entered address. Yes No

Step	Action
13.	A Notification pop-up window is displayed with the message, "Job filing saved successfully". Click **OK** to close the Notification pop-up window. **Notification** ✕ Job filing saved successfully. OK
🖥	After saving, the Job Number generates and is displayed at the top of the navigational tabs. **M00021981-I1** General Information

You have successfully completed the Create a Temporary Place of Assembly Job Filing; continue to the Enter the Scope of Work Step-By-Step Guide.
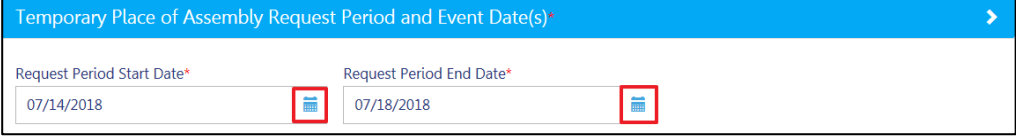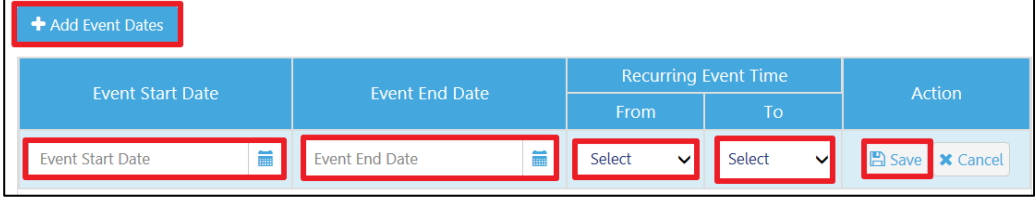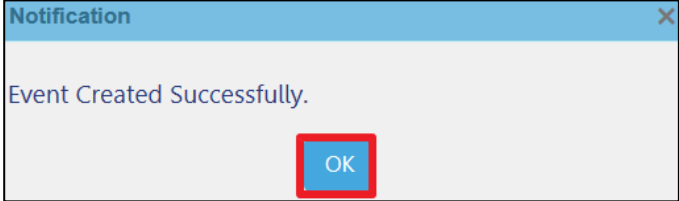
Enter the Scope of Work

Complete the following steps to DOB NOW: Scope of Work:

Step	Action
1.	Click **Scope of Work.**
2.	Enter the required fields for the **Event Details**:
3.	Enter the **Event Information**: ☐ Select from the Category drop-down ☐ Enter the Event Name ☐ Select the applicable button for Event Location
4.	For Event Location **Indoor or Outdoor (both)**, select from the **Building Code** drop-down list.

Step	Action
5.	Enter the **Event Description.** **Event Description*** [ ]
6.	Select the applicable radio button for **Fire Guards.** **Fire Guards** Fireguards Present?* ◯ Yes ⦿ No
7.	When **Yes** is selected for Fire Guards, enter the **Number of Fire Guards**. **Fire Guards** Does your event require Fire Guards?* ⦿ Yes ◯ No Number of Fire Guards required* [ ]
8.	Select the applicable radio button for **Temporary Structure.** **Temporary Structure** Does your event require a Temporary Structure(s)?* ◯ Yes ⦿ No
9.	When **Yes** is selected for **Temporary Structure**; enter the Associated BIS or DOB NOW Job number(s). Select from the **Temporary Structure** drop-down list. **Temporary Structure** Does your Event require a Temporary Structure?* ⦿ Yes ◯ No Associated BIS or DOB NOW Job number(s) [ ] Separate each by a comma "," Type of Temporary Structure* [Select Temporary Structure ▾]
10.	Select the applicable radio button for **Other Information.** **Other Information** Does your event require Emergency Power or Lighting?* ◯ Yes ⦿ No Are you providing parking spaces for the event?* ◯ Yes ⦿ No FDNY Open Flame Permit required?* ◯ Yes ⦿ No All work under this application complies with the accessibility requirements of the building code?* ◯ Yes ⦿ No Are Portable Toilet Facilities required?* ◯ Yes ⦿ No Includes structure that cannot be used during the event?* ◯ Yes ⦿ No

Step	Action
11.	When **Yes** is selected for **Does your event require Emergency Power or Lighting**? **Select Type from the** drop-down list.
12.	When **Yes** is selected for **Are you providing parking spaces for the event? Type the amount**.
13.	When**Yes** is selected for **Does this require a FDNY open flame permit? Select Open Flame Use** from the drop-down list.
14.	When**Yes** is selected for **Includes structure that cannot be used during the event?** Type the **Specify structure(s).**

Step	Action
15.	For Temporary Place of Assembly Request Period and Event Date(s), Select the **Request Period Start Date** and **Request Period End Date**.
16.	Click **Save.**
17.	Select **+Add Events Dates.** Select: ☐ **Event Start Date** ☐ **Event End Date** ☐ **Recurring Event Time** Click **Save**
18.	A Notification pop-up window is displayed with the message Event Created Successfully. Click **OK** to close the Notification pop-up window.

You have completed the **Scope of Work** Step-By-Step Guide; continue to Step-By-Step Guide **Technical Report** *Statement of Responsibility*

Technical Report (*Statement of Responsibility*)

Enter the Technical Report *Statement of Responsibility*

Complete the following steps under DOB NOW: Technical Report (Statement of Responsibility.):

Step	Action
ⓘ	Please refer to <u>Technical Report *Statement of Responsibility*</u> on page 22 - 26.

Upload Required Documents

Complete the following steps to DOB NOW: Upload Required Document(s):

Step	
ⓘ	**Note** Please refer to <u>Upload Required Documents</u> on pages 27 – 30.

Complete Statements and Signatures

Complete the following steps to complete the applicant's Statements and Signatures:

Step	Action
ⓘ	**Note** Please refer to <u>Signatures</u> <u>Statements</u> on pages 31 - 33.

Make a Payment

Complete the following steps to make a payment:

ⓘ	**Note** Please refer to <u>Make a Payment</u> on pages 34-35.
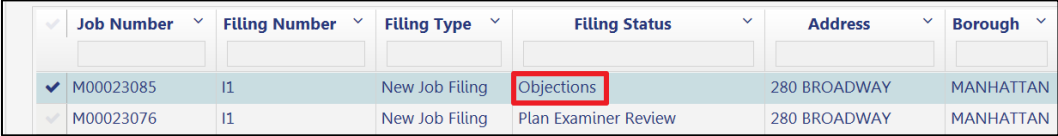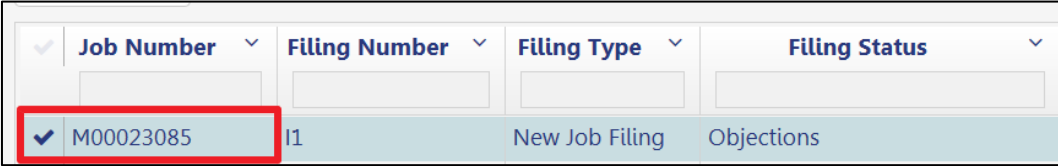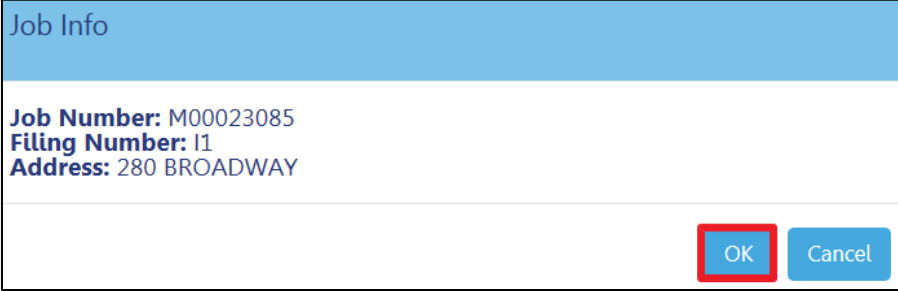
Preview to File
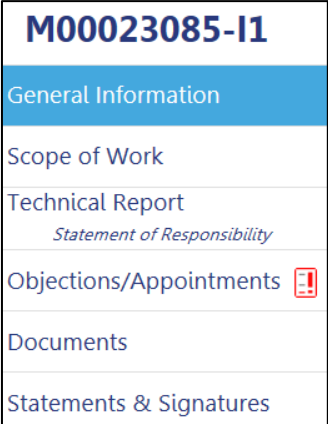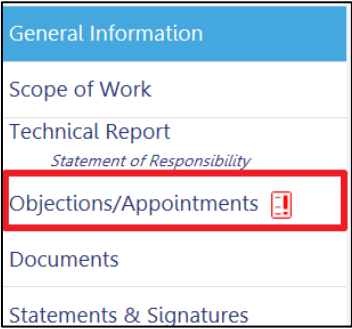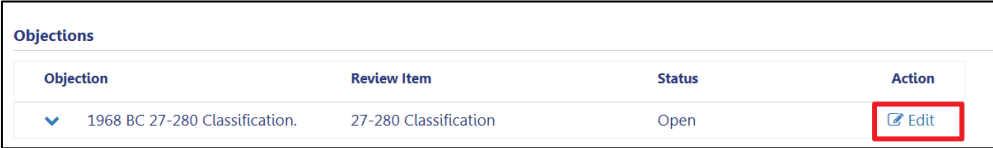
Complete the following steps to Preview to File complete in DOB NOW: Temporary Place of Assembly:
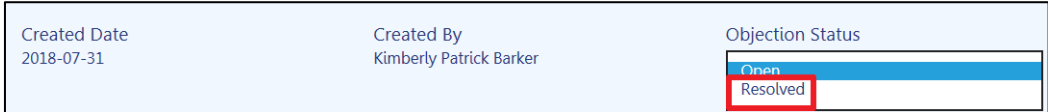
Step	Action
(i)	**Note** Please refer to <u>Preview to File</u> on pages 36 - 37.
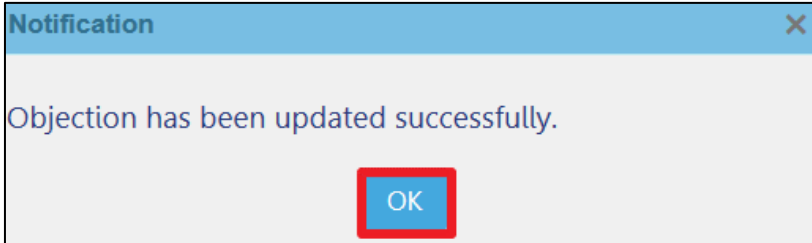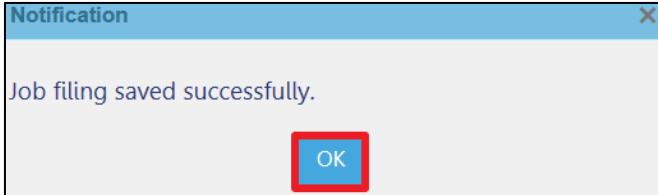
Respond to Objections
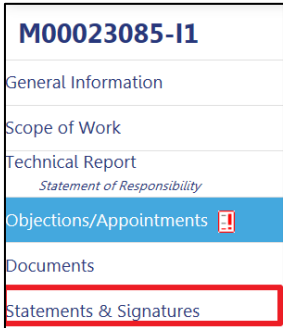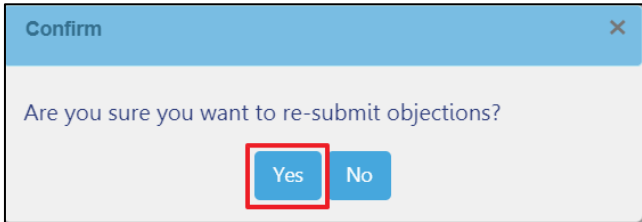
Complete the following steps to respond to objections for PA/TPA Filing:
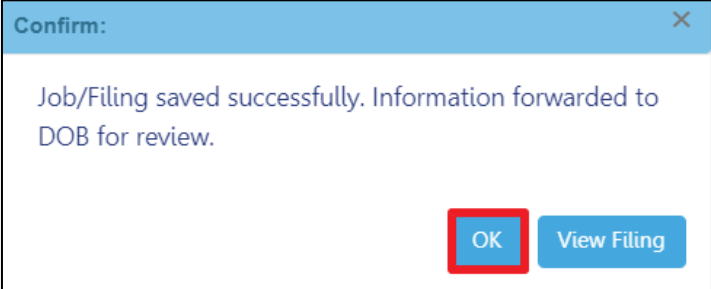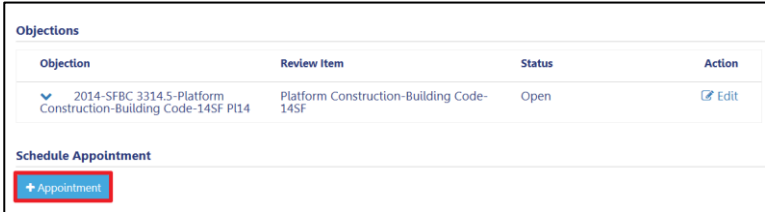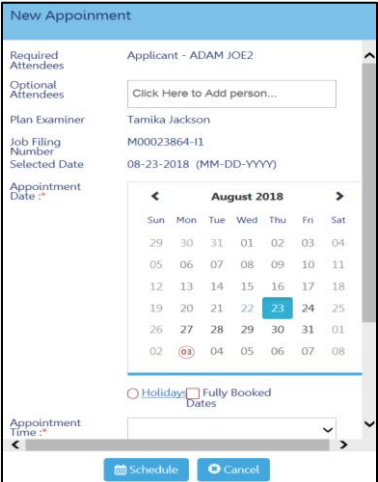
Step	Action
ⓘ	After filing, and during DOB review, the PE may waive this mandatory inspection. If there is no wavier, the PE will send it back through Objections for the user to Identify the Special Inspector and resubmit the job filing.
🖥	
1.	Double-click the filing on the Dashboard.
2.	Click **OK**.
3.	
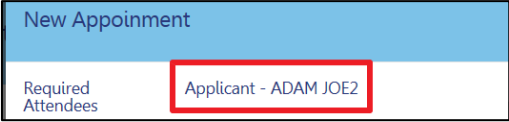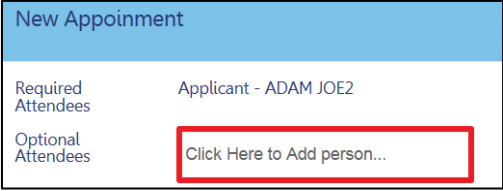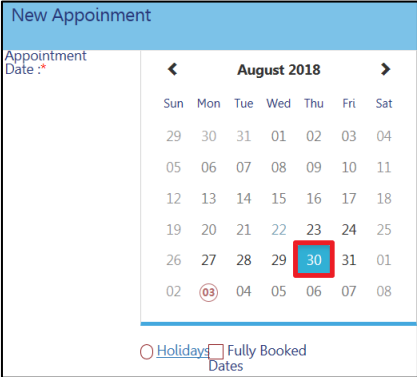
Step	Action
	The General Information tab displays. **M00023085-I1** General Information Scope of Work Technical Report *Statement of Responsibility* Objections/Appointments ⚠ Documents Statements & Signatures
4.	Select the **Objections/Appointments** tab. General Information Scope of Work Technical Report *Statement of Responsibility* Objections/Appointments ⚠ Documents Statements & Signatures
5.	Click **Edit** to display the Objection details. **Objections** | Objection	Review Item	Status	Action
-----------	-------------	--------	--------
⌄ 1968 BC 27-280 Classification.	27-280 Classification	Open	☑ Edit	
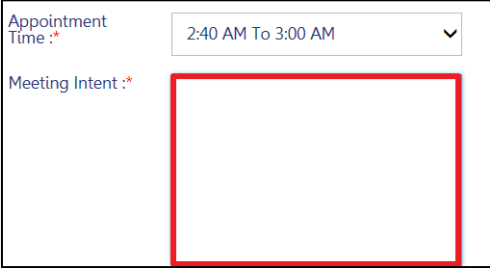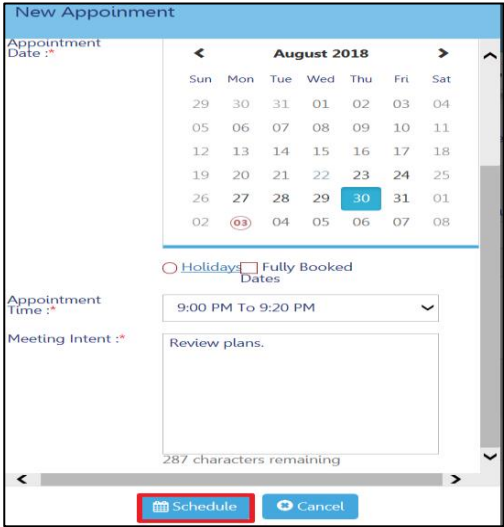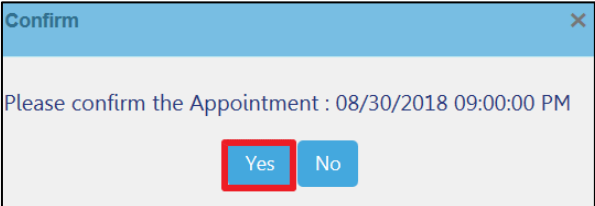
Step	Action
	The Objection expands to display more details.
6.	Please refer to the Upload Required Documents to use the Documents tab to attach supporting documents that justify your claim that the issue(s) raised by the Plan Examiners is resolved.
7.	Select **Resolved** from the **Objection Status** drop-down list to confirm the issues have been resolved.
8.	Enter **Comments** explaining the resolution of the issue.
9.	Click **Update**.
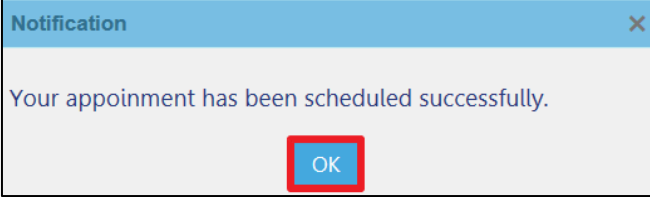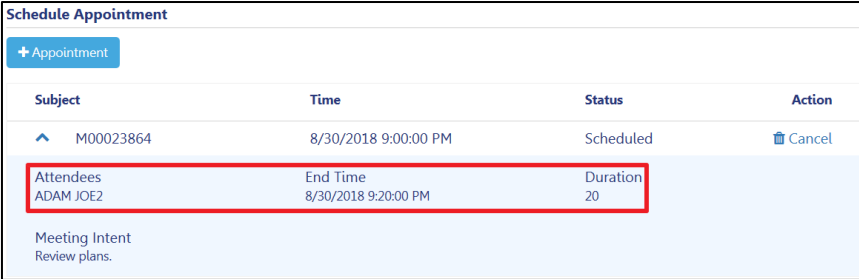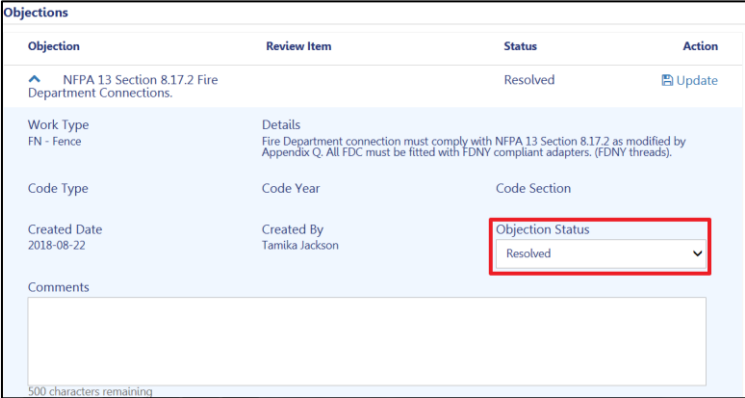
Step	Action
10.	A Notification pop-up window displays with the message, "Objection has been updated successfully." Click **OK** to close the Notification pop-up window. **Notification** ✕ Objection has been updated successfully. OK
11.	Click **Save** in the top left corner of the filing**.** 💾 Save
12.	A Notification pop-up window displays with the message, "Job filing saved successfully." Click **OK** to close the Notification pop-up window. **Notification** ✕ Job filing saved successfully. OK
🖥	**Objections/Appointments** tab is displayed. **M00022544-I1** General Information Scope of Work Technical Report *Statement of Responsibility* Objections/Appointments Documents Statements & Signatures
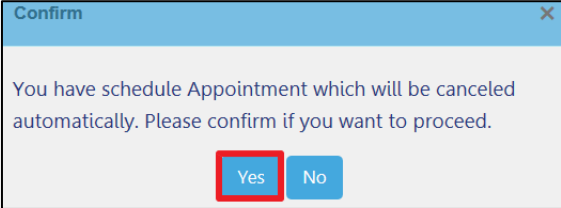
Step	Action
(i)	**Note** All Applicants' associated with the filing must login to DOB NOW: Build using their registered eFiling email address to search for the associated Place of Assembly filing and complete the attestation.
15.	Select the **Statements & Signatures** tab. **M00023085-I1** General Information Scope of Work Technical Report *Statement of Responsibility* Objections/Appointments ▣ Documents Statements & Signatures
(i)	**Note** **Note** Complete Statement and Signatures on pages 31-33.
16.	Click **Re-Submit**. ✓ Pre-Filing ✓ Pending CPE/ACPE Assignment ✓ Pending PE Assignment ! Plan Examiner Review 💾 Save 📄 Re-Submit
17.	A Confirm Notification pop-up window displays with the message, "Are you sure you want to re-submit objections?" Click **Yes** to close the Notification pop-up window. **Confirm** ✕ Are you sure you want to re-submit objections? Yes No

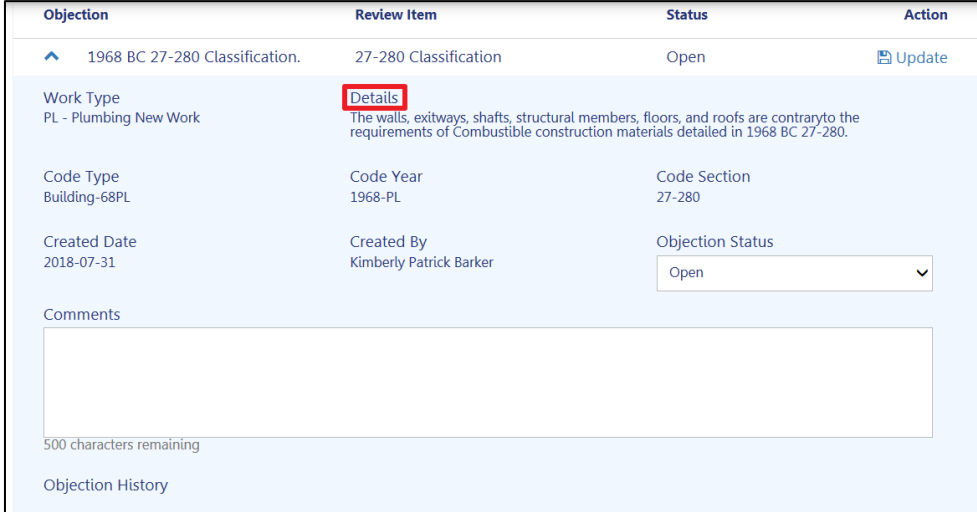| Step	Action
18.	A Confirm Notification pop-up window displays with the message, "Job/Filing saved successfully. Information forwarded to DOB for review." Click **OK** to close the Notification pop-up window. Confirm: ✕ Job/Filing saved successfully. Information forwarded to DOB for review. OK View Filing
ⓘ	**Note** Please refer to **Preview to File** on pages 36 - 37.
1.	When an appointment is required the + Appointment button displays. Click **+Appointment**. **Objections** 	Objection	Review Item	Status	Action	 |---|---|---|---| 	⌄ 2014-SFBC 3314.5-Platform Construction-Building Code-14SF Pl14	Platform Construction-Building Code-14SF	Open	☑ Edit	 **Schedule Appointment** + Appointment
2.	The New Appointment page is displayed. **New Appointment** Required Attendees Applicant - ADAM JOE2 Optional Attendees Click Here to Add person... Plan Examiner Tamika Jackson Job Filing Number M00023864-I1 Selected Date 08-23-2018 (MM-DD-YYYY) Appointment Date :* ‹ August 2018 › Sun Mon Tue Wed Thu Fri Sat 29 30 31 01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 01 02 03 04 05 06 07 08 ○ Holidays ☐ Fully Booked Dates Appointment Time :* ⌄ 📅 Schedule ⊘ Cancel

Step	Action
🖥	The **Require Attendees** is displayed (i.e. Applicant-**ADAM JOE2**) New Appoinment Required Attendees — Applicant - ADAM JOE2
19.	Select **Click Here to Add person…** in the Optional Attendees field to add a person to attend the appointment. New Appoinment Required Attendees — Applicant - ADAM JOE2 Optional Attendees — Click Here to Add person…
ⓘ	**Note** Plan Examiner, Job Filing Number and Selected Date are pre-populated.
20.	Select an Appointment Date from the calendar. New Appoinment Appointment Date :* ‹ August 2018 › Sun Mon Tue Wed Thu Fri Sat 29 30 31 01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 01 02 03 04 05 06 07 08 ○ Holidays ☐ Fully Booked Dates
🖥	Dates which are Holidays or that are already fully booked will be marked on the Calendar. ○ Holidays ☐ Fully Booked Dates

Step	Action
21.	Select an **Appointment Time** from the drop-down list.
22.	Enter the purpose of the appointment in the **Meeting Intent** field.
23.	Click **Schedule** to proceed with the appointment time.
24.	A Confirm pop-up window displays with the message, "Please confirm the Appointment : 08/30/2018 09:00:00 PM." Click **Yes** to close the Notification pop-up window.

Step	Action
25.	A Notification pop-up window displays with the message, "Your appointment has been scheduled successfully." Click **OK** to close the Notification pop-up window.
26.	The Scheduled appointment time is displayed.
27.	If an issue is resolved before the scheduled appointment time arrives, select **Resolved** from the **Objection Status** drop-down list. Click the drop-down in the **Objection Status** field.
ⓘ	**Note** Statement and Signatures need to completed, if Resolved is selected after an appointment is made, before the applicant can Re-submit. Please refer to <u>Statements and Signatures</u> on page 31-33.
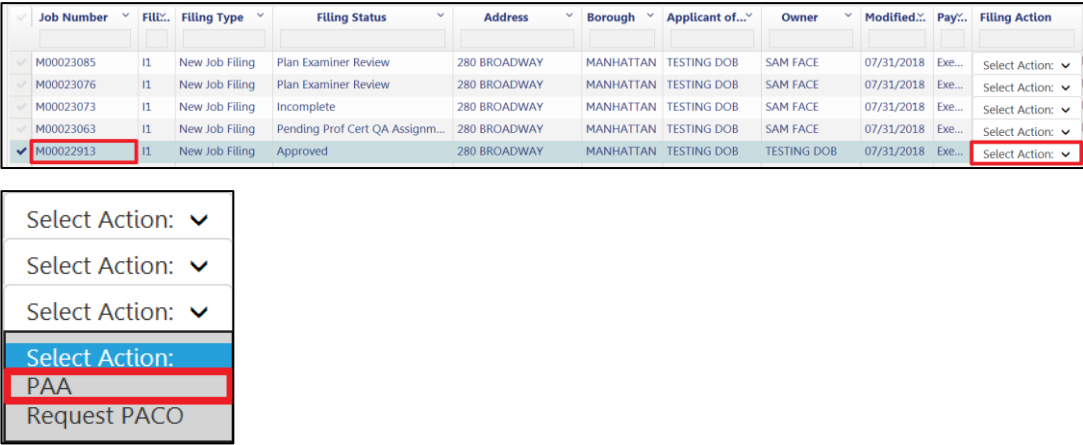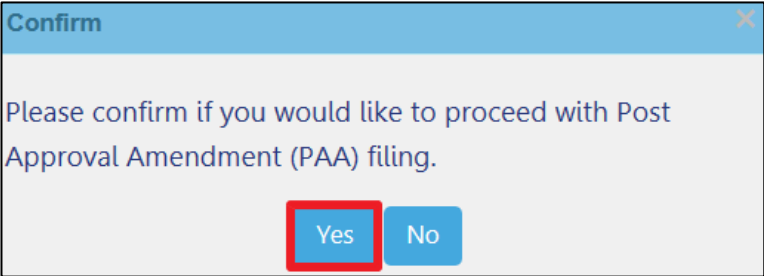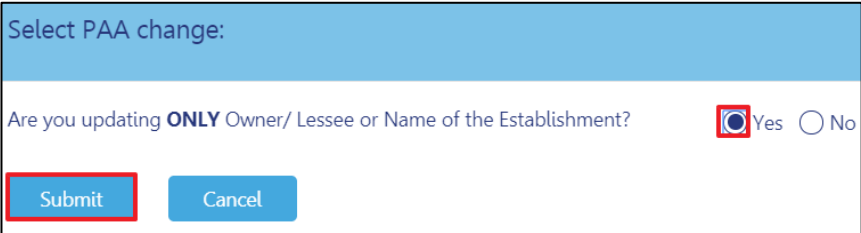
Step	Action
28.	Click **Re-Submit** ![Re-Submit button]
29.	A Confirm pop-up window displays with the message, "You have schedule Appointment which will be canceled automatically. Please confirm if you want to proceed." Click **Yes** to close the Notification pop-up window. **Confirm** ✕ You have schedule Appointment which will be canceled automatically. Please confirm if you want to proceed. Yes No
ⓘ	**Note** Please refer to <u>Preview to File</u> on pages 36 - 37.
🖥	The Status Bar updates to display the new status (e.g. Pending PE Assignment). ✔ Pre-Filing — ✔ Pending CPE/ACPE Assignment — ✔ Pending PE Assignment — ● Plan Examiner Review

You have completed the Respond to Objections Step-By-Step Guide.
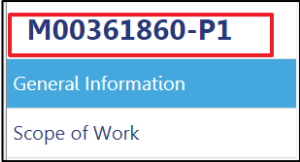
Submit a Post Approval Amendment (PAA)

Complete the following steps to submit a Post Approval Amendment to a PA/TPA filing:

Step	Action
ⓘ	**Note** After the DOB approves your application and plans, changes are common as the job progresses. There may be a minor change in the work or you may discover you need to correct an error in your initial filing. The DOB requires applicants to maintain a current and accurate record of their jobs by filing Post-Approval Amendments (PAAs) for these changes.
ⓘ	**Note** Only one PAA can be initiated/filed at a time. The following are possible scenarios for which a PAA can be filed on a PA: - Change in layout and no change in occupancy. - Increase in occupancy and/or change or additional layout. - Decrease in occupancy. - Change in Owner, Lessee or Name of Establishment
ⓘ	**Note** The user will be able to initiate a PAA even after PACO has been issued. Once the user initiates and saves a PAA after PACO has been issued, the job status will change from PACO Issued back to Job In Process. Attestation by the PE/RA will not be required if only the following fields are being modified in the PAA: Owner, Lessee, and Name of Establishment

Step	Action
ⓘ	**Note** For TPAs, the applicant will only be able to file a PAA on an existing active TPA until it reaches the point where the applicant can initiate the request for TPACO. This means that a PAA <u>cannot</u> be filed once one of the following occurs: - If DOB NOW: *Inspections* has a disposition of PASS FINAL on the inspections. - TR1 certification has been completed "No Inspections Needed." - PE has waived the TR1 Certification and "No Inspections Needed." **Note** PAAs can be submitted during the TPA Request Date/period, however, once the end date of a TPA is past, it becomes expired and a PAA cannot be filed. The applicant will need to file a new TPA request. **Note** Once either the TR1 certification is done OR the Development Unit completes the inspection with a Pass, then PAAs can no longer be filed on the TPA request. A new TPA will need to be filed if the applicant chooses to make any changes.
1.	Locate the Job Filing that you would like to make a Post Approval Amendment (PAA) to, and scroll to the right to display the Filing Action column.

✓	Job Number ⌄	Fili⋎..	Filing Type ⌄	Filing Status ⌄	Address
✓	M00023085	I1	New Job Filing	Plan Examiner Review	280 BROADWAY
✓	M00023076	I1	New Job Filing	Plan Examiner Review	280 BROADWAY
✓	M00023073	I1	New Job Filing	Incomplete	280 BROADWAY
✓	M00023063	I1	New Job Filing	Pending Prof Cert QA Assignm…	280 BROADWAY
✓	M00022913	I1	New Job Filing	Approved	280 BROADWAY

|
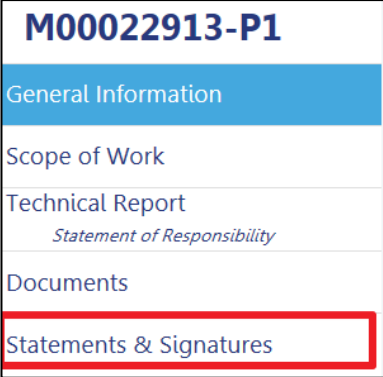
Step	Action
2.	Select **PAA** from the drop-down list in the Filing Action Column.

Job Number	Fili...	Filing Type	Filing Status	Address	Borough	Applicant of...	Owner	Modified...	Pay...	Filing Action
M00023085	I1	New Job Filing	Plan Examiner Review	280 BROADWAY	MANHATTAN	TESTING DOB	SAM FACE	07/31/2018	Exe...	Select Action: ∨
M00023076	I1	New Job Filing	Plan Examiner Review	280 BROADWAY	MANHATTAN	TESTING DOB	SAM FACE	07/31/2018	Exe...	Select Action: ∨
M00023073	I1	New Job Filing	Incomplete	280 BROADWAY	MANHATTAN	TESTING DOB	SAM FACE	07/31/2018	Exe...	Select Action: ∨
M00023063	I1	New Job Filing	Pending Prof Cert QA Assignm...	280 BROADWAY	MANHATTAN	TESTING DOB	SAM FACE	07/31/2018	Exe...	Select Action: ∨
M00022913	I1	New Job Filing	Approved	280 BROADWAY	MANHATTAN	TESTING DOB	TESTING DOB	07/31/2018	Exe...	Select Action: ∨

Select Action: ∨
Select Action: ∨
Select Action: ∨
Select Action:
PAA
Request PACO

Step	Action
3.	The Confirm pop-up window is displayed, with the message "Please confirm if you would like to proceed with Post Approval Amendment (PAA) filing.". Click **Yes** to proceed with the PAA.

Confirm ✕

Please confirm if you would like to proceed with Post Approval Amendment (PAA) filing.
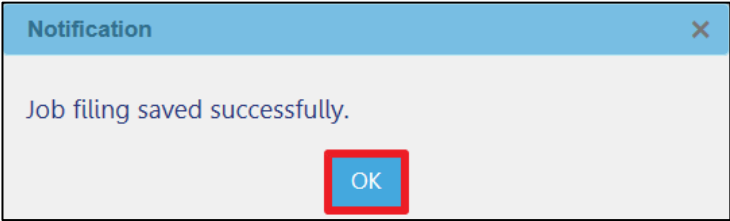
[Yes] [No]

Step	Action
4.	A Notification pop-up window displays with the message, "Are you updating Only Owner/Lessee or Name of the Establishment?". Select "**Yes**" radio button. Click **Submit.**

Select PAA change:

Are you updating **ONLY** Owner/ Lessee or Name of the Establishment?   ⦿ Yes ◯ No

[Submit] [Cancel]

Step	Action
	A new Filing opens with the fields on the General Information tab auto-populated.
5.	Click **Save**.
6.	A Notification pop-up window is displayed with a message that reads "Job filing saved successfully.". Click **OK** to close the pop-up window.
	Note The job number generated in the initial filing is the same as the initial filing's job number with P1 added as a suffix. (e.g., M00361860-P1).
	Note Please refer to Preview to File on pages 36 - 37.

Step	Action
7.	Select "No" to "Are you updating Only Owner/Lessee or Name of the Establishment? Select "Yes" to Does this PAA include primary plan updates? Click **Submit.** Select PAA change: Are you updating **ONLY** Owner/ Lessee or Name of the Establishment? ○ Yes ◉ No Does this PAA include primary plan updates? ◉ Yes ○ No **Submit** Cancel
ⓘ	**Note** If the PAA includes primary plan updates, you will need to upload new plans and also print the plans once the PAA is approved.
🖥	A new Filing opens with the fields on the General Information tab auto-populated. **Location Information** General Information Scope of Work Technical Report _Statement of Responsibility_ Documents Statements & Signatures House Number* 280 Street Name* BROADWAY Borough* MANHATTAN Block* 153 Lot* 1 BIN* 1079215 Community Board 101 Zip Code* 10007
8.	Select the **Scope of Work** tab. **M00022913-P1** General Information Scope of Work Technical Report _Statement of Responsibility_ Documents Statements & Signatures

Step	Action
ⓘ	**Note** Any change in the following fields will require reprinting of the Certificate of Operations: Name of Establishment Owner Number of People Occupancy
ⓘ	All fields are editable. **Place of Assembly Space Information** Name of Place of Assembly Establishment* park FDNY Open Flame Permit Required* ⦿ Yes ◯ No
9.	Click on all necessary fields, tabs or drop-down lists and make applicable changes to the filing. Type of open flame use (select as many that apply):* 2 checked ▾ Cooking Warmers Fire pit Bonfire ✔ Circus use ✔ Flame breathers Fireworks/Pyrotechnics Flammable Liquid Other
10.	**Yes** is auto-populated for "Do you intend to update the Primary Plans? Do you intend to update the Primary Plans?* ⦿ Yes ◯ No
11.	Click **(+) Add Space Information.** **+ Add Space Information**

Step	Action
12.	Select the changes to be made in Place of Assembly Space Information. **Place of Assembly Space Information** Cabaret* ◯ Yes ◯ No Occupancy Designation* Number of Persons* [Select ▾] [ ] Description of Event* Code [Select ▾] [ ] [Add] [Cancel]
🖥	Altenate Plan 1 will be displayed. | Plan Type	Occupancy Designation	Description	Code	Number of Persons	Cabaret
---	---	---	---	---	---
Alternate Plan 1	A-1	Playhouse	37	50	No
Primary Plan	A-2	Dance hall (food/drink)	50	50	No	
13.	**M00022913-P1** General Information Scope of Work Technical Report *Statement of Responsibility* Documents Statements & Signatures
14.	**M00022913-P1** **Required Documents** |	Created On	Document Name ▲	Document Status	Prior To ▲	Up
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	2018-08-01	Alternate Plan 1	Required	Approval	⬆
	2018-08-01	DPL-1: Design Professional Seal & Signature	Required	Approval	⬆
	2018-08-01	Fee Exempt Supporting Document - DOF ACRIS Report	Required	Approval	⬆
	2018-08-01	Plans/Sketch - Place of Assembly	Required	Approval	⬆	
	Note Please refer to Upload Required Documents on pages 27 - 30.

Step	Action
15.	Select the **Statements & Signatures** tab. **M00022913-P1** General Information Scope of Work Technical Report *Statement of Responsibility* Documents Statements & Signatures
ⓘ	**Note** Please refer to Statement and Signature on page 31-33.

You have completed the Post Amendment Approval Filing Guided Practice.