

# DOBNOW User Guide

Local Law 97 How-to Guides

# Critical Information for DOB NOW: Safety



The **Owner**, **Owners Representative**, and **Service Provider** (RDP/RCxA) email addresses **must be** provided in the DOB NOW Filing Fee process.

- These email addresses are the only way to access your building profile in BEAM.
- While you may be able to create a BEAM account without submitting a DOB NOW filing fee, applicable building information will **not** be present in your building profile.
- The BEAM account must be created using one of the three email addresses identified in the LL97 DOB NOW Fee portal associated with the BIN/BBL.

Email addresses entered in DOB NOW will serve as the **only** email addresses to view building profile in BEAM.

- Owner
- Owner Representative
- Service Provider (RDP/RCxA)

**DOB NOW Filing Fee Payment information and submitted emails are transferred to BEAM on a nightly basis. It is not possible to complete a BEAM report in one day.**

# System Guidelines

Chrome is the recommended browser for optimal DOB NOW performance.

1. Fields with a red asterisk (\*) are required and must be completed.
2. Grayed-out fields are read-only or are auto-populated by the system.
3. Depending on the size of your screen or browser you may have to use the scroll bar to view more options or full fields.

The screenshot shows a web form with two tabs: "Owner Information\*" and "Owner's Representative". The "Owner Information\*" tab is active. It contains several fields: "Email\*" (with the value "AJOETEST3@GMAIL.COM"), "Owner Type\*" (a dropdown menu with "Select Type:"), "Service Provider (RDP/RCxA) email address" (a red circle with the number "1" is next to it), and "First Name" (with the value "AJOE", a red circle with the number "2" is next to it). At the bottom of the form, there is a scroll bar and a pagination control showing "10 Items Per Page" and "1 - 1 of 1 items" (a red circle with the number "3" is next to it).

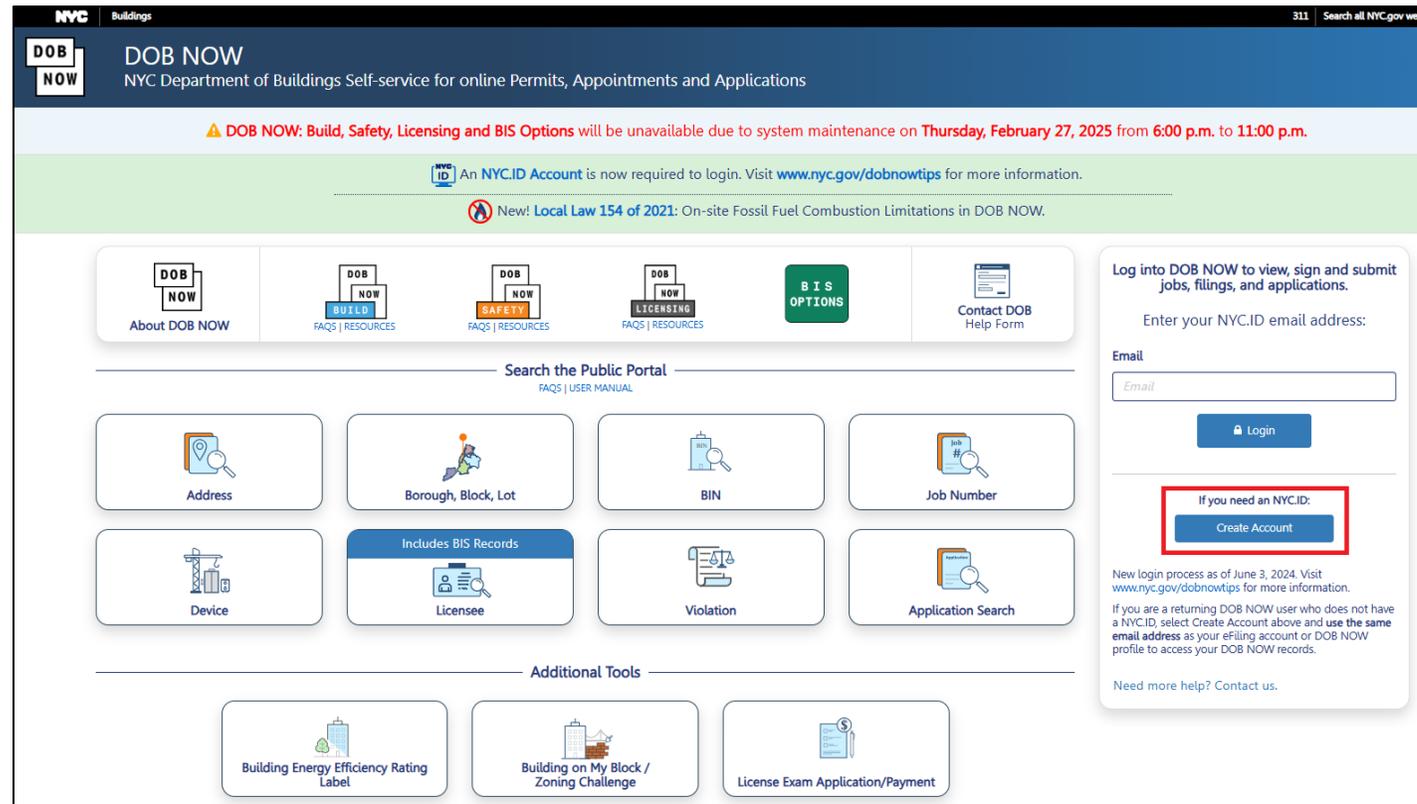
## Helpful Links

- [LL97 Greenhouse Gas Emissions Reduction](#) (covered buildings list and FAQs; Article 320/321 guides)
- [LL88 Lighting System Upgrades & Sub-metering](#) (covered buildings list, requirements, FAQs)
- [Reporting Portal](#)
- [DOB NOW Payments - CityPay User Manual](#)

# NYC.ID Creation



- Begin by selecting "Create Account" on the main DOB NOW page at [nyc.gov/dobnow](https://www.nyc.gov/dobnow).
- This step is not needed if you already have a NYC.ID



# NYC.ID Creation

- Fill out personal information and agree to the NYC.ID Terms of Use agreement. The email address used **must** be an active email address associated with the owner and must also be associated with the Local Law 97 Reporting Portal (BEAM) account. Such owner email address is subject to validation by DOB.

The screenshot shows the 'Name' section with three input fields: 'First Name', 'Middle Initial', and 'Last Name'. Below this is the 'Terms' section, which contains a checkbox and text: 'Check the box to indicate that you understand and agree to the NYC.ID Terms of Use, the overall Terms of Use for NYC.gov, and the Privacy Policy for NYC.gov.' At the bottom of the form are two buttons: 'Create Account' (in blue) and 'Cancel' (in light blue).

The screenshot shows the 'Create Account' form with a blue error message at the top: 'All fields are required.' Below this are two sections: 'Email' and 'Password'. The 'Email' section has two input fields: 'Email Address' and 'Confirm Email Address'. The 'Password' section has two input fields: 'Password' and 'Confirm Password'. Each input field has a question mark icon to its right.

- Confirmation email will be sent to the email used in the previous slide.

## Confirmation Email Sent

Welcome! Your account was created. You cannot log in until your email address is confirmed. To confirm your email address, click on the link in the email that was sent to you. If you have not received the email, check your spam/junk folder.

Continue

# NYC.ID Creation



- You must confirm this email address by clicking on the link highlighted below.

NYC.gov <noreply@nyc.gov> Wed, Nov 13, 11:53AM (6 days ago)  
to me ▾

You have just created a user account with City of New York. If it was created in error, [deactivate your account](#).

[Click this link](#) to confirm your email address.

If the above link does not work, paste the following address into your browser:

<https://www1.nyc.gov/account/validateToken.htm?guid=dff67821c4804b39abd1d23de438351e&token=PpCuXGYoBCZhBELErzzRKRYzYIdXSTkUxZbgiGskppMRbtXMKLCOJvoygRqZJJy&target=aHR0cHM6Ly9hODEwLWRvYm5vdy5ueWMuZ292L1B1Ymxpc2gvSW5kZXguaHRtbCMh&spName=a810-dobnow.nyc.gov-publish>

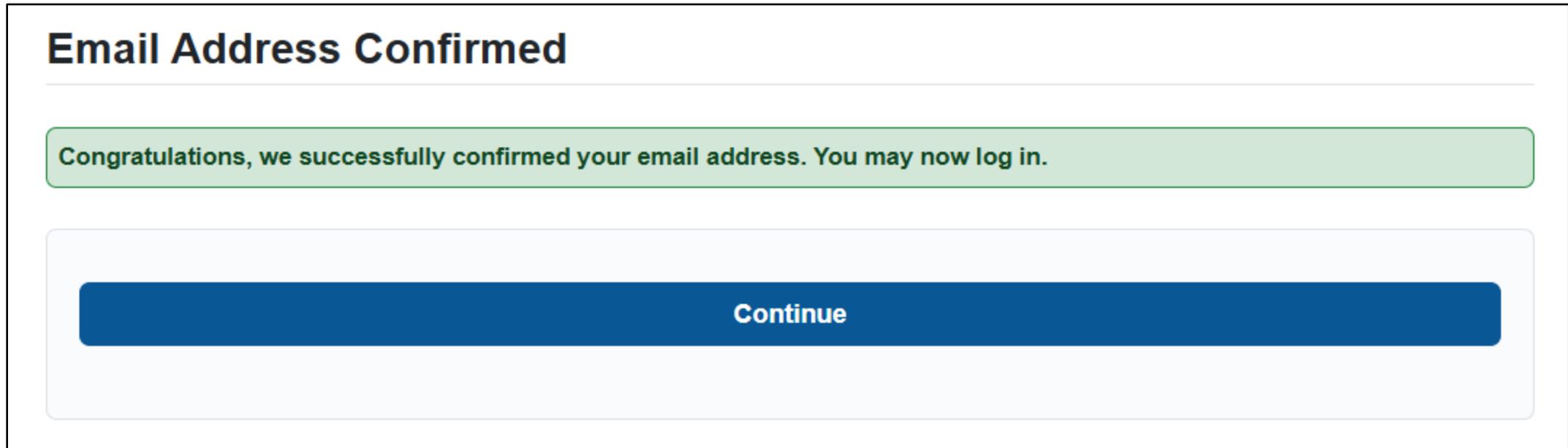
We ask you to confirm your email to ensure our emails will be delivered. This is the address you will log in with, and the address to which we will deliver all email messages regarding invitations and requests, and other system mail.

You can change your email address at any time, but will only be able to log in with it once you have confirmed the email address by clicking the link.

Thank you for using NYC.gov.

Do Not Reply - Automatic Email

- A successful confirmation will display the following message on the DOB NOW site.



# NYC.ID Creation



- Log in by using your email address in the highlighted box.

The screenshot shows the DOB NOW website interface. At the top, there is a navigation bar with the NYC Buildings logo and a search bar. Below the navigation bar, the main header reads "DOB NOW NYC Department of Buildings Self-service for online Permits, Appointments and Applications". A green banner below the header contains a message: "An NYC.ID Account is now required to login. Visit [www.nyc.gov/dobnowtips](http://www.nyc.gov/dobnowtips) for more information." Below this, a red warning icon and text state: "New! Local Law 154 of 2021: On-site Fossil Fuel Combustion Limitations in DOB NOW." The main content area is divided into several sections. On the left, there are icons for "About DOB NOW", "BUILD NOW", "SAFETY", "LICENSING", "BIS OPTIONS", and "Contact DOB Help Form". In the center, there is a "Search the Public Portal" section with a "FAQS | USER MANUAL" link. Below this, there are several service tiles: "Address", "Borough, Block, Lot", "BIN", "Job Number", "Device", "Licensee" (which includes BIS Records), "Violation", and "Application Search". At the bottom, there are "Additional Tools" including "Building Energy Efficiency Rating Label", "Building on My Block / Zoning Challenge", and "License Exam Application/Payment". On the right side, there is a login box with the text "Log into DOB NOW to view, sign and submit jobs, filings, and applications." and "Enter your NYC.ID email address:". Below this text is an "Email" input field, which is highlighted with a red box. Below the input field is a "Login" button. Further down, there is a "Create Account" button and a note about the new login process as of June 3, 2024, and a link to [www.nyc.gov/dobnowtips](http://www.nyc.gov/dobnowtips). A final note states: "If you are a returning DOB NOW user who does not have a NYC.ID, select Create Account above and use the same email address as your eFiling account or DOB NOW profile to access your DOB NOW records." and "Need more help? Contact us."

# DOB NOW Account Creation



- Fill out personal information and agree to the NYC DOB Terms of Use agreement. If you have a DOB issued license/registration number, select the highlighted prompt. If you don't have a license/registration number skip to page 13.

Create Profile – DOB NOW Tracking Number: Not Yet Issued Profile Status: Pre-filing

Do you have a DOB Issued license/registration number?\*

No, I do not have a DOB issued license/registration number. (includes owners, building managers, or owner representatives and applicants for a new license to be submitted in DOB NOW: BIS Options or DOB NOW: Licensing).

Yes, I have a DOB issued license/registration number. (includes professional engineers, registered architects, licensed tradespersons (e.g. master plumbers), general contractors, and filing representatives).

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Contact Information

First Name*	Middle Initial	Last Name*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Business Name	House Number*	Street Name*
<input type="text"/>	<input type="text"/>	<input type="text"/>
City*	State*	Zip Code*
<input type="text"/>	New York	<input type="text"/>
Business Telephone*	Mobile Phone	
<input type="text"/>	<input type="text"/>	

By checking this box and clicking Submit (below) you are affirming that you have read and agree to the [terms](#) of the New York City Department of Buildings.\*

# DOB NOW Account Creation

- Click the highlighted "+Add License/Registration" button.

DOB issued license/registration Information \*

1 Select +Add License/Registration to add License/Registration information.      2 Click Save below and then the Print Authentication Form button.      3 Complete/sign/seal/notarize according to the directions on the form.  
4 Select the Upload Form and Submit tab above.      5 Upload the form and a copy of your identification as one document.      6 Check the box to affirm your submission.  
7 Select the Submit button. Your submission will not be reviewed until it is submitted.

**+ Add License/Registration**

Action	License Type	License Class/Class Type	License Number	Expiration Date	Business Name	Business Address	Business Telephone
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1 / 1      10 items per page

Save      Print Authentication Form

# DOB NOW Account Creation

- Select License Type and License Class/Class Type from the dropdown menus then add license number.

License Information

License Type\*  
Select

License Class/Class Type\*  
N/A

License Number\*  
License Number

Add Cancel

Expiration Date	Business Name	Business Address
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# DOB NOW Account Creation

- Print Authentication Form using the button on the bottom.
  - **NOTE:** The review and approval of validating license information can take up to 10 business days.

DOB issued license/registration Information \*

1 Select +Add License/Registration to add License/Registration information.      2 Click Save below and then the Print Authentication Form button.      3 Complete/sign/seal/notarize according to the directions on the form.  
4 Select the Upload Form and Submit tab above.      5 Upload the form and a copy of your identification as one document.      6 Check the box to affirm your submission.  
7 Select the Submit button. Your submission will not be reviewed until it is submitted.

+ Add License/Registration

Action	License Type	License Class/Class Type	License Number	Expiration Date	Business Name	Business Address	Business Telephone
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1 / 1      10 items per page

Save      **Print Authentication Form**

# DOB NOW Account Creation



- Once all information is completed and licenses/registration numbers are added or omitted you can click the submit button at the bottom. This will finalize the creation of your DOB NOW account.

Create Profile – DOB NOW Tracking Number: Not Yet Issued Profile Status: Pre-filing

Do you have a DOB Issued license/registration number?\*

No, I do not have a DOB issued license/registration number. (includes owners, building managers, or owner representatives and applicants for a new license to be submitted in DOB NOW: BIS Options or DOB NOW: Licensing).

Yes, I have a DOB issued license/registration number. (includes professional engineers, registered architects, licensed tradespersons (e.g. master plumbers), general contractors, and filing representatives).

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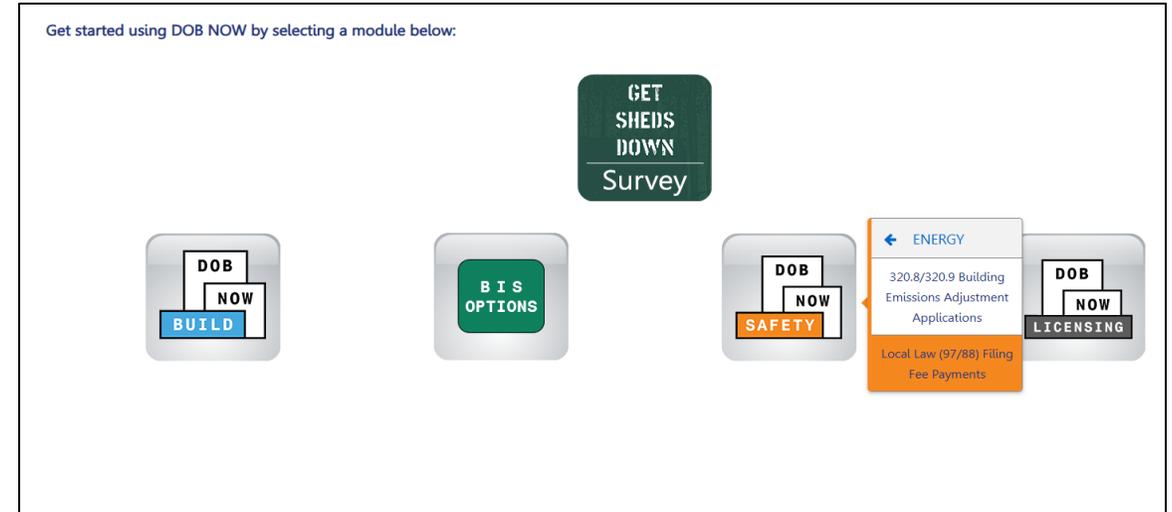
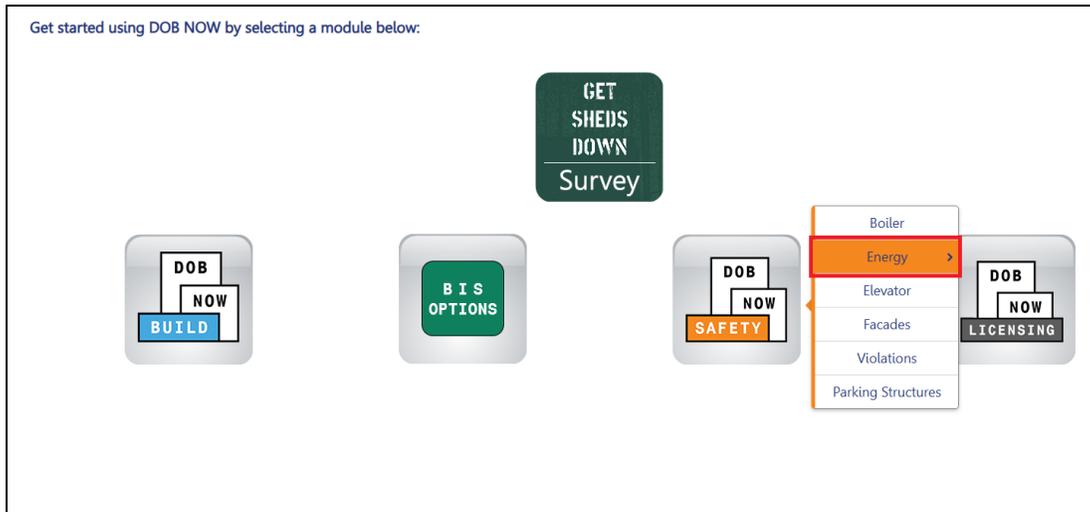
Contact Information

First Name*	Middle Initial	Last Name*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Business Name	House Number*	Street Name*
<input type="text"/>	<input type="text"/>	<input type="text"/>
City*	State*	Zip Code*
<input type="text"/>	New York	<input type="text"/>
Business Telephone*	Mobile Phone	
<input type="text"/>	<input type="text"/>	

By checking this box and clicking Submit (below) you are affirming that you have read and agree to the [terms](#) of the New York City Department of Buildings.\*

# LL97 Payments

- You will be directed to the main DOB NOW Self-Service Portal. From this page you can go to the Local Law 97 Portal by clicking DOB NOW Safety > Energy > Local Law (97/88) Filing Fee Payments.



# LL97 Payments

Select either “+ Local Law 97 Payment” or “ + Local Law 88 Payment”.

**Note:** If there is an LL97 Report due in 2025, the LL88 fee does not need to be submitted separately because it is included in the LL97 filing fee.

View...	Actions	Transaction Number	Transaction Status	Payment Status
	Select Action: <input type="button" value="v"/>	LL97000001041	Pre-filing	Due

# LL97 Payments

In the **Stakeholders** section, select your role: **Owner** or **Owner's Representative**. The information of the logged in user will auto-populate in the selected section. **Owner** information is required.

- To change the name or address, select **Manage/Associate Licenses** from the person icon in the top right corner of the screen.
- If the logged in user is an Owner's Representative, enter the email address associated with the NYC.ID account of the owner on the Owner Information tab. The grayed-out fields will auto-populate from the DOB NOW profile associated with the NYC.ID account.

**NOTE:** To submit a compliance report in BEAM, you must first pay your filing fee and create an account in BEAM using **one of the following emails provided here: Owner, Owner's Representative, or Service Provider (RDP/RCxA)**. Only these emails will allow you to access your building profile in BEAM. You **must** add all three email addresses by clicking either the Owner information or the Owner's Representative tabs.

Stakeholders\* >

Are you an:\*

Owner  Owner's Representative (also provide Owner Information)

Owner Information\* | Owner's Representative

Email\*

Owner Type\*

Service Provider (RDP/RCxA) email address

First Name

Middle Initial

Last Name

Business Name\*

Business Address\*

City\*

State\*

Zip Code\*

Business Telephone

# LL97 Payments

Under **Owner Information**, select the **Owner Type**.

- The following owner types are fee exempt: Non-profit organization, NYC Agency, NYCHA/HHC Owned and Operated, Other Government Owned and Operated, School Construction Authority.
- Fee-exempt owners are exempt from payment but still must complete these payment steps to get the Payment Confirmation Number to be entered in the Reporting Portal.
- If a fee exempt owner type is selected, the NYC Department of Finance Property Information must indicate that the Tentative or Final Assessment Roll assessed value is zero. Go to [nyc.gov/nycproperty](http://nyc.gov/nycproperty) to print proof of exemption and upload it in the Reporting Portal with your report.

The screenshot shows a web form titled "Stakeholders\*" with a right-pointing arrow. Below the title is the question "Are you an:" followed by two radio button options: "Owner" (which is selected and highlighted with a red box) and "Owner's Representative (also provide Owner Information)". Below this is a tabbed interface with two tabs: "Owner Information\*" (active) and "Owner's Representative". The "Owner Information\*" tab contains several input fields: "Email\*" (with placeholder "Please enter email address"), "Owner Type\*" (a dropdown menu with "Select Type:" and a downward arrow, highlighted with a red box), "Service Provider (RDP/RCxA) email address", "First Name", "Middle Initial", "Last Name", "Business Name\*", "Business Address\*", "City\*", "State\*", "Zip Code\*", and "Business Telephone".

# LL97 Payments

If “+**Local Law 97 Payment**” is selected, specify which article under LL97 applies to your building: “**Article 320**” (most private buildings) or “**Article 321**” (certain affordable housing and houses of worship). This information can be found on the [LL97 Covered Buildings list \(CBL\)](#).

Indicate if you will be filing a compliance report in the Reporting Portal.  
If **No** is selected, indicate if you will be submitting an extension request or adjustment application.

Transaction Information\*

Which article under Local Law 97 applies to your building?\* (This information can be found on the LL97 Covered Buildings list.)

Article 320    Article 321

Will you be filing a compliance report in the LL97 Reporting Portal?\*  Yes    No

Are you submitting a 120-day extension request to file a compliance report in the LL97 Reporting Portal?\*  Yes    No

Will you be filing an Article 320.7 adjustment application in the LL97 Reporting Portal?\*  Yes    No

# LL97 Payments

If **Yes** is selected, indicate the type of compliance report and all applicable selections. There are different selections for **Article 320** and **Article 321**.

**Transaction Information\***

Which article under Local Law 97 applies to your building?\* (This information can be found on the LL97 Covered Buildings list.)

Article 320  Article 321

Will you be filing a compliance report in the LL97 Reporting Portal?\*

Yes  No

Report Year\*

2024

**Article 320 Information\***

What type of Article 320 compliance report will you be filing in the LL97 Reporting Portal?\*

Annual building emissions report (28-320.3.7; RCNY 103-14(b))

Good Faith Efforts report (RCNY 103-14(i)(2))

Unexpected or Unforeseeable Event (RCNY 103-14(i)(1))

**Transaction Information\***

Which article under Local Law 97 applies to your building?\* (This information can be found on the LL97 Covered Buildings list.)

Article 320  Article 321

Will you be filing a compliance report in the LL97 Reporting Portal?\*

Yes  No

Report Year\*

2024

**Article 321 Information\***

What type of Article 321 compliance report will you be filing in the LL97 Reporting Portal?\*

Compliance Report - Energy Compliant Building or Prescriptive Energy Conservation Measures (28-321.3; RCNY 103-17(b)(1))

Mediated resolution (RCNY 103-17(g))

Unexpected or Unforeseeable Event (RCNY 103-17(f)(1))

Eligible Energy Conservation Alteration Project (RCNY 103-17(f)(2))

# LL97 Payments

If **Good Faith Efforts** report is selected under Article 320 Information or **Mediated resolution** is selected under Article 321 Information, enter the **Payment Confirmation Number** for an Article 320/321 compliance report on the same BIN entered in the Property Information section below. Property Information is required to be entered to be able to enter the Payment Confirmation Number.

Article 321 Information\*

What type of Article 321 compliance report will you be filing in the LL97 Reporting Portal?\*

Compliance Report - Energy Compliant Building or Prescriptive Energy Conservation Measures (28-321.3; RCNY 103-17(b)(1))

Mediated resolution (RCNY 103-17(g))

Article 321 compliance report Payment Confirmation number\*

*Enter Compliance Report Payment Confirmation number like 97321CR000001007*

Unexpected or Unforeseeable Event (RCNY 103-17(f)(1))

Eligible Energy Conservation Alteration Project (RCNY 103-17(f)(2))

# LL88 Payments

If you selected **+Local Law 88 Payment** in Slide 16 above, in the **Transaction Information** section, select **Yes**, or **No**, for the questions about LL88 and LL97 compliance reports. Depending on your answers, additional questions may appear.

**Note:** LL97 report filing fees in 2025 include LL88 filing fees. Owners are only required to pay the LL88 filing fee if they are not filing a LL97 report in 2025.

Transaction Information\*

Will you be filing a report for Local Law 88 compliance in the Reporting Portal?\* (This information can be found on the LL88 Covered Buildings list.)  Yes  No

Is your LL97 compliance report required to be submitted in 2025?\*  Yes  No

# Property Information

Save your information by clicking the Save button. In the Property Information section, enter the Borough, Block and Lot and click Search & Add.

Property Information\* ▼

Select the BIN(s) for which you are filing a single LL88 report.

Borough, Block, Lot

Borough\*  ▼

Block\*

Lot\*

**Q Search & Add**

# Property Information

In the **Building Identification Number** pop-up window, check the box(es) by the BIN(s) for this payment then click **Select & Add**. If the payment is for an **Article 320.7 adjustment application**, a section will also appear to select the adjustment type:

Building Identification Number

	BIN	Address	Borough	320.7 Adjustments
<input checked="" type="checkbox"/>	1001199	45 JOHN STREET	MANHATTAN	Select: Select: RCNY § 103-12 (b) External Constraints RCNY § 103-12 (c)(3) Financial Constraint RCNY § 103-12 (c)(4) Financial Constraint

Total Items: 1

1 / 1 10 Items Per Page

Select & Add 1 Cancel

# Property Information

The property information will then be listed in a grid under the Search & Add button and can be removed by selecting the trash icon. If selections are changed in the Transaction Information section after an address has been added, the system will remove the address and it will need to be re-entered.

Action	BIN	Address	Borough	Block	Lot
	1001199	45 JOHN STREET	MANHATTAN	78	7508

Select **Yes** to confirm the BIN(s) has either a single owner or the property is a co-op or condo. Enter any **Related Payment Confirmation Number** (any payment that has already been processed in DOB NOW: *Safety* for the same property).

Is the selected BIN(s) associated with a single owner or is the property a co-op or condo?\*  Yes  No

Related Payment Confirmation Number (any payment that has already been processed in DOB NOW: *Safety* for the same property).

*Separate each by a comma ","*

# Submit and Pay

Select the **Save** button to proceed. For **fee-exempt buildings**, click the **Submit** button.



For all other buildings, the **Proceed to Pay** button will display the payment amount. Click **Proceed to Pay** and then **Pay Now**. A CityPay window will open in a new window/tab where payment is made by selecting the eCheck or Credit Card tab. See the [DOB NOW Payments CityPay Manual](#) for step-by-step instructions.



# Submit and Pay



After a credit card/PayPal/Venmo or eCheck payment is submitted in City Pay, receipt details will be provided that show a receipt number. This is NOT the receipt number to be entered in the reporting portal.

Return to the DOB NOW window and for credit card/PayPal/Venmo payments you will see a notification with a **Payment Confirmation Number**. This is the number to be submitted in the Reporting Portal, and it will also be sent to you by email.

DOB  
NOW  
SAFETY

Local Law 97 Fee Payments

Receipt Details

Transaction Number: LL97000002239      Date Paid: 01/23/2025  
Invoice Number: 10100287740      Total Amount Paid: \$306.00  
Receipt Number: CPY301705351

BINs

BIN	Address	Borough	Block	Lot
1001199	45 JOHN STREET	MANHATTAN	78	7508

Notification

Payment has been processed.

Payment Confirmation Number: 97ADJ7FC2000002239

Enter this Confirmation Number in the Reporting Portal. An email notification has also been sent with this Confirmation Number.

OK

# Submit and Pay



For payments by eCheck, the status of the transaction will change to **Pending Payment Verification**. The **Payment Confirmation Number** will be sent by email when the payment clears (up to 10 business days after it is submitted).

The **Payment Confirmation Number** can be viewed on your dashboard once the Transaction Status is Submitted. To view all transaction details, double click on the transaction number to open it. From the Actions column, you can delete any transaction in Pre-Filing status.

The screenshot shows the NYC Department of Buildings Local Law Payments dashboard. At the top, there is a header with the 'DOB NOW SAFETY' logo and the text 'NYC Department of Buildings Local Law Payments'. Below the header, there are two buttons: '+ Local Law 97 Payment' and '+ Local Law 88 Payment'. Underneath, there are two tabs: 'Local Law 97 Fee Payments' (selected) and 'Local Law 88 Fee Payments'. The main content is a table with the following columns: View..., Actions, Transaction Number, Transaction Status, Payment Status, Payment Confirmation Number (highlighted with a red box), Article, Amount Paid, Amount Due, and Owner. The table contains one row of data with the following values: View... (icon), Actions (Select Action: dropdown), Transaction Number (LL97000002239), Transaction Status (Submitted), Payment Status (Paid), Payment Confirmation Number (97ADJ7FC2000002239), Article (20), Amount Paid (\$300.00), Amount Due (\$0.00), and Owner (u unduru).

View...	Actions	Transaction Number	Transaction Status	Payment Status	Payment Confirmation Number	Article	Amount Paid	Amount Due	Owner
	Select Action: <input type="button" value="v"/>	LL97000002239	Submitted	Paid	97ADJ7FC2000002239	20	\$300.00	\$0.00	u unduru