



New York City Department of Buildings

# DOB NOW: Safety

## **Façades Compliance Filing Qualified External Wall Inspector (QEWI) User Manual**

This user manual is a dynamic document that is continually edited and updated. Please check the New York City Department of Buildings website to download the most current user manual.

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## Table of Contents

<b>Introduction .....</b>	6
DOB NOW: Safety Overview.....	6
DOB NOW: Safety Façades Overview.....	6
DOB NOW: Safety Manual Overview.....	6
Inspection & Report Deadlines.....	6
Sub-Cycle Diagram .....	7
Façade Classifications .....	7
SWARMP Filings .....	7
General Façade Report Reminders .....	8
DOB NOW: Safety Filing Numbers.....	8
DOB NOW: Safety Terms .....	9
<b>Accessing DOB NOW: Safety and Getting Oriented .....</b>	11
Access DOB NOW: Safety.....	11
<b>DOB NOW: Safety Façades Dashboard Orientation .....</b>	13
Dashboard Columns .....	15
<b>DOB NOW: Safety Application Features .....</b>	16
Ribbon .....	16
Required Fields.....	16
Form and Property Detailed Information .....	16
History Trace Button.....	17
Property Profile Button .....	18
Payment History Button .....	19
TR6 Report Button .....	20
Calendar Dropdown .....	20
Saving and Filing .....	21
Supporting Documents .....	22
Making Payments .....	25
Locating Your Filings .....	30
Address Search .....	31
<b>TR6 - Technical Report (TR6)/FISP Report.....</b>	35
Dashboard Grid Filing Actions .....	35



Compliance Filing Records .....	35
Creating an Initial TR6 Filing for the Current Cycle .....	36
Report Form Orientation Technical Report (TR6)/FISP.....	36
Section 1. Address Search .....	37
Address Search .....	38
Section 2. Location .....	39
Section 3. Filing Information .....	40
Section 4. Inspection Report Status Information.....	40
Section 5. Building Description .....	41
Section 6. Applicant's Information.....	41
Section 7. Owner Information .....	42
Section 8. Owner Representative .....	42
FISP Report .....	43
Section 1. Heading .....	43
Section 2. Executive Summary .....	44
Section A. Building Information .....	44
Section B. Owner Information .....	45
Section C. Building Description .....	45
Section D. A Detailed Description of any Settlements, Repairs, or Revisions to Exterior Enclosures Since the Previous Report .....	46
Section E. Procedures Used in Making the Critical Examination.....	46
Section F. Rigger Information .....	46
Section G. Description, Location(s) and Classification of Conditions Observed.....	48
Section Ga. Appurtenances .....	48
Section Gb. Balcony, Guardrail, Handrail and Parapet Statement .....	48
Section H. Causes of Conditions Observed .....	48
Section I. Status Report of Exterior Maintenance .....	48
Section Ja. Comparison Chart of Conditions Reported for Current and Previous Cycle .....	49
Section Jb. Work permit numbers, status & sign off dates .....	49
Section K. Recommendations for Repairs or Maintenance .....	49
Section L. Required Work Permits.....	50
Section M. Current Report Classification.....	50



Supporting Documents .....	50
Owner Signature.....	51
TR6 Fees and Payments.....	51
Filing the TR6 Report.....	52
<b>TR6 Subsequent Filing .....</b>	<b>53</b>
Subsequent TR6 Filing .....	54
Owner Signature.....	55
TR6 Fees and Payments .....	56
Filing the Subsequent TR6 Report .....	56
<b>TR6 Amended Filing .....</b>	<b>57</b>
Amended TR6 Filing.....	58
Owner Signature.....	59
TR6 Fees and Payments .....	60
Filing the Amended TR6 Report.....	60
<b>Initial Extension Request – FISP1 Filing .....</b>	<b>61</b>
FISP1 - Initial Extension Request Form.....	63
Section 4. Qualified Exterior Wall Inspector (QEWI) Information .....	64
Section 5. Inspection Report Status .....	64
Section 6. Documentation .....	64
Applicant Electronic Signature.....	65
Supporting Documents .....	66
FISP1 Fees and Payments .....	66
Filing the FISP1 Report .....	66
<b>Additional Time Extension Request – FISP2 .....</b>	<b>67</b>
FISP2 – Additional Time Extension Request Form.....	68
Section 4. Qualified Exterior Wall Inspector (QEWI) Information .....	69
Section 5. Report Information .....	69
Section 6. Documentation .....	69
Section 7. Applicant's Statement.....	71
Supporting Documents .....	71
FISP2 Fees and Payments .....	72
Filing the FISP2 Report .....	72



<b>UNSAFE Notifications – FISP3 .....</b>	73
FISP3 UNSAFE - Form .....	73
Section 1 and 2. Address Search and Location Information .....	73
Section 3. Owner Information .....	75
Section 4. Application Information .....	75
Section 5. Notification Details .....	75
Section 6. Applicant's Statement.....	76
Supporting Documents .....	76
Filing the FISP3 Report .....	76
<b>Partial Shed Removal (PSR) - Filings.....</b>	77
Partial Shed Removal - Access.....	77
Partial Shed Removal Form .....	77
PSR Filing .....	78
Section 1. Address Search .....	78
Section 2. Location Information - PSR .....	79
Section 3. Owner Information - PSR .....	80
Section 4. Applicant Information .....	80
Section 5. Shed Removal Reason for Request – PSR.....	81
Section 6. Supporting Document Types.....	81
Supporting Documents .....	82
Filing the Partial Shed Removal Form .....	82
<b>Height Verification (HV) - Filings.....</b>	83
Height Verification - Access .....	83
Report Form Orientation Height Verification .....	83
Height Verification Form .....	84
Section 1. Address Search - HV .....	84
Section 2. Location Information - HV .....	85
Section 3. Owner Information - HV .....	86
Section 4. Applicant Information - HV .....	86
Section 5. Reason for Request - HV .....	87
Section 6. Supporting Document Types - HV .....	87
Supporting Documents .....	87



Filing the Height Verification Form .....	88
<b>New Control Number Request .....</b>	<b>89</b>
Control Number Request Access .....	89
Report Form Orientation Control Number Request .....	89
Control Number Request Form .....	90
Section 1. Location Information .....	91
Section 2. Reason for Request .....	91
Section 3. Applicant Information .....	92
Supporting Documents .....	92
Form Submission .....	93
<b>Sub Cycle Reassignment .....</b>	<b>94</b>
Sub Cycle Reassignment Request – Form .....	94
Report Form Orientation Sub Cycle Request .....	94
Sub Cycle Reassignment Form .....	95
Section 1. Address Search .....	95
Section 1. Form .....	97
Section 2. Reassignment Request Details .....	97
Section 3. Owner Information .....	98
Section 4. Applicant Information .....	98
Filing the Sub Cycle Reassignment Request Form .....	98
<b>Appendix .....</b>	<b>99</b>
Work Type Acronyms .....	99
Legal Acronyms .....	99
Permit Type Acronyms .....	100
Building Type Acronyms .....	100
Professional Acronyms .....	100



## Introduction

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### DOB NOW: Safety Overview

**DOB NOW: Safety** has been designed to allow Qualified External Wall Inspectors (QEWI), Owners, Registered Architects, and Professional Engineers to interact with the Department of Buildings (DOB) in a more efficient manner. After registering for an account, you can use **DOB NOW: Safety** to submit applications, make payments, check the status of an application, amend an application, and make time extension requests.

### DOB NOW: Safety Façades Overview

To keep buildings safe, owners of properties higher than six and a half stories must have exterior walls and appurtenances, such as balconies, inspected every five years – and they must file a technical façade report with the Department. See NYC Construction Codes §28-302.1 and RCNY §103-04.

Property owners must repair unsafe conditions within 90 days of filing a technical report. Once the work is finished, owners must file an amended report within 14 days.

### DOB NOW: Safety Manual Overview

This user manual provides step-by-step instructions for a QEWI to submit, electronically sign and track compliance filing applications through **DOB NOW: Safety**. This manual is organized into sections that correspond to the forms that users complete when they submit an application. Screenshots have been included to guide you through completing and submitting the required forms.

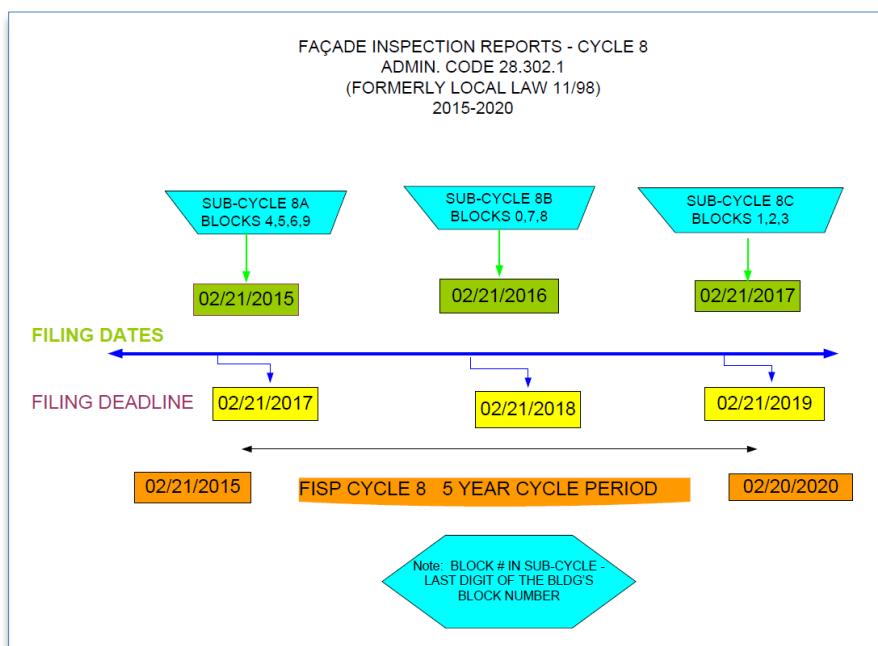
This manual does not represent all the filing requirements for any given application. Every effort is made to continuously update this guide. However, this guide in no way supersedes, or otherwise substitutes for, the guidance provided by the Building Code, Zoning Resolution or any other applicable rules, regulations or policies.

### Inspection & Report Deadlines

Façade report and maintenance/repair deadlines are divided into cycles. Cycle 8 began February 21, 2015, and runs through February 21, 2020. The Department has added sub-cycles to make it easier for owners to hire qualified professionals and contractors. The last digit of a building's block number determines if the property falls into sub-cycle A, B, or C.

Sub-Cycle	Last Digit of Block Number	Filing Period/Deadline
A	4, 5, 6, or 9	February 21, 2015 – February 21, 2017
B	0, 7, or 8	February 21, 2016 – February 21, 2018
C	1, 2, or 3	February 21, 2017 – February 21, 2019

## Sub-Cycle Diagram



## Façade Classifications

The required façade inspections are called critical examinations and may only be performed by a Qualified Exterior Wall Inspector (QEWI). QEWS are New York State licensed Professional Engineers (PE) or New York State Registered Architects (RA). After performing an inspection, the QEWI must file a technical report on the condition of the facade, and classify the building in one of three ways:

- **SAFE:** No observed unsafe conditions;
- **SAFE With a Repair and Maintenance Program (SWARMP):** Safe, but requires repair/maintenance; or
- **UNSAFE:** Observed problems/defects that threaten public safety.

With an UNSAFE classification, the owner must immediately install protection, such as a sidewalk shed, construction fence, etc.

## SWARMP Filings

- The condition of window air conditioner units may be classified as SWARMP.
- SWARMP filings must include a statement that states "There are no unsafe conditions."
- If the QEWI believes the condition will deteriorate and become hazardous in less than 12 months, the façade report must be filed as UNSAFE.

If all necessary repairs are not completed before the next cycle, the next report must be filed as UNSAFE.



## General Façade Report Reminders

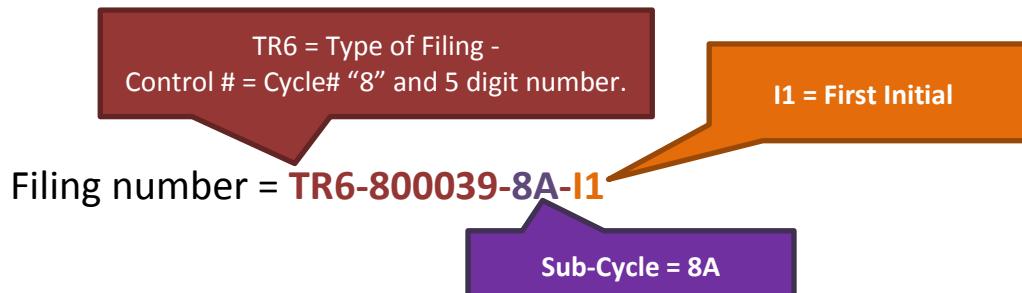
- Buildings with ongoing construction may not be designated as SAFE.
- Provide color photos and a location diagram at the time of filing.
- Include a statement that describes the degree of water retention.
- Submit a certification that repairs identified in the prior cycle have been completed.
- Cite the cause and description of the deterioration.
- Include the QEWI's projected month and year when the defects will become hazardous and cause the façade to be classified as UNSAFE.
- Cite which repairs will need a Department-issued work permit.
- Provide details about appurtenances.
- Include a copy of the Notice of Rejection when resubmitting.

## DOB NOW: Safety Filing Numbers

**Filing Number:** In DOB NOW: Safety, a filing number is a compliance filing reference: the filing type, control number, sub-cycle and filing iteration type.

- a. **Filing type:** is represented by the first set of characters followed by a dash; i.e. TR6 is for the Technical Report being filed. F1 represents a FISP1 extension request. Examples are as follows:
  - a. TR6-800039-8A-I1
  - b. F1-80039-8A-001
- b. **Control Number:** a control number is a building identifier used by the DOB Facades Unit. The number includes as the first digit the five year filing cycle number, followed by the building identifier.
- c. **Sub-Cycle:** the sub-cycle reference is a two year cycle represented by A, B or C. For example, sub-cycle 8A is the first sub-cycle in cycle 8.
- d. **Filing Indicator:** a filing indicator, such as I for Initial, S for Subsequent or A for Amended.

### Example:





## DOB NOW: Safety Terms

The compliance process may result in additional reports and filings.

- Technical Review (TR6):
  - **Initial:** First compliance filing for a cycle / sub-cycle.
  - **Subsequent TR6:** Change of TR6 filing content.
  - **Amended TR6:** After repairs are made for an UNSAFE initial filing.
  - **FISP1 (initial) and FISP2 (additional):** Time extension requests.
- **FISP3:** QEWI or DP providing an UNSAFE Notification.
- **Height Verification (HV) Inspection Request:** Request for determination of whether the building is subject to DOB compliance (over or under 6.5 stories in height).
- **Partial Shed Removal (PSR) Requests:** Request for removal of a shed affecting commerce, traffic flow or hazard.
- **Sub-Cycle Reassignment:** Request to have multiple properties/filings consolidated into one Sub-Cycle.

**DP:** A Design Professional is a Professional Engineer or Registered Architect.

**QEWI:** A Qualified Exterior Wall Inspector is a DOB registered Professional Engineer (PE) or Registered Architect (RA) that has been registered and verified with the DOB Facades Unit.

**CSR:** A Customer Service Representative is a DOB staff member who provides an Administrative Review of a filing, usually before sending the filing to a Plan Examiner. An Administrative Review for a filing in part consists of making sure the content provided is complete.

**ERT:** The Emergency Response Team provides rapid response in all emergencies requiring DOB response to ensure that NYC building codes and rules and regulations are being followed.

**Plan Examiner:** A DOB building Plan Examiner (PE) reviews a filing and determines the condition of each filing. For example, a filing can be rejected, accepted or returned incomplete.

**FISP (Façade Inspection & Safety Program) Forms:** A reference to either a filing extension or an UNSAFE Notification. In the example of a FISP1 (an initial extension request) and FISP2 (additional extension request), each represents a time extension request for a UNSAFE filing. In the example of a FISP3 (or unsafe Condition) report, the report can be filed by a QEWI or a DP.

**Initial Filing:** This option will be enabled for a new compliance filing.

**Amended Filing:** This option will be enabled after an UNSAFE Initial Report has been filed and accepted by DOB.



**Subsequent Filing:** This option will be enabled after a SAFE or SWARMP Initial (TR6) Report has already been filed and accepted. A subsequent report indicating revised conditions may be filed within the current five-year report filing cycle to change a building's filing status for that cycle.

**Inspection:** If a DOB Inspection is determined to be necessary as part of the filing process, an Inspector is assigned to inspect the façade of a building, and report on its condition.

**BIN:** This refers to the Building Identification Number. A BIN is assigned to each building.

**Block and Lot:** This refers to the physical mapped location of a building. The block and Lot is also known as the “tax” block and Lot.

**Task Form:** This form provides information on decisions of an individual filing.

**311:** NYC311 provides access to non-emergency City services and information about City government programs. NYC311 is available online and by phone.



## Accessing DOB NOW: Safety and Getting Oriented

We recommend that you use Internet Explorer 9.0 and above to access DOB NOW: Safety.

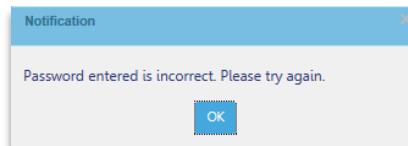
This section will guide you through how to access DOB NOW: Safety and help to get you familiar with navigating between different screens in the system. Screenshots will direct your attention to key features and a step-by-step guide will explain how to use them.

### Access DOB NOW: Safety

Navigate to the DOB NOW login page by going to the following link: [www.nyc.gov/dobnow](http://www.nyc.gov/dobnow)

1. Enter your Username and Password and click **Login**. *This is the same username and password that you have created for eFiling. If your account information is incorrect, you will need to update your information in the eFiling system.*

*Note: If you enter an invalid username and password combination, you will see an error message and will not be able to log in.*



*If your account has been flagged or deactivated by DOB, you will also see an error message and will not be able to log in.*

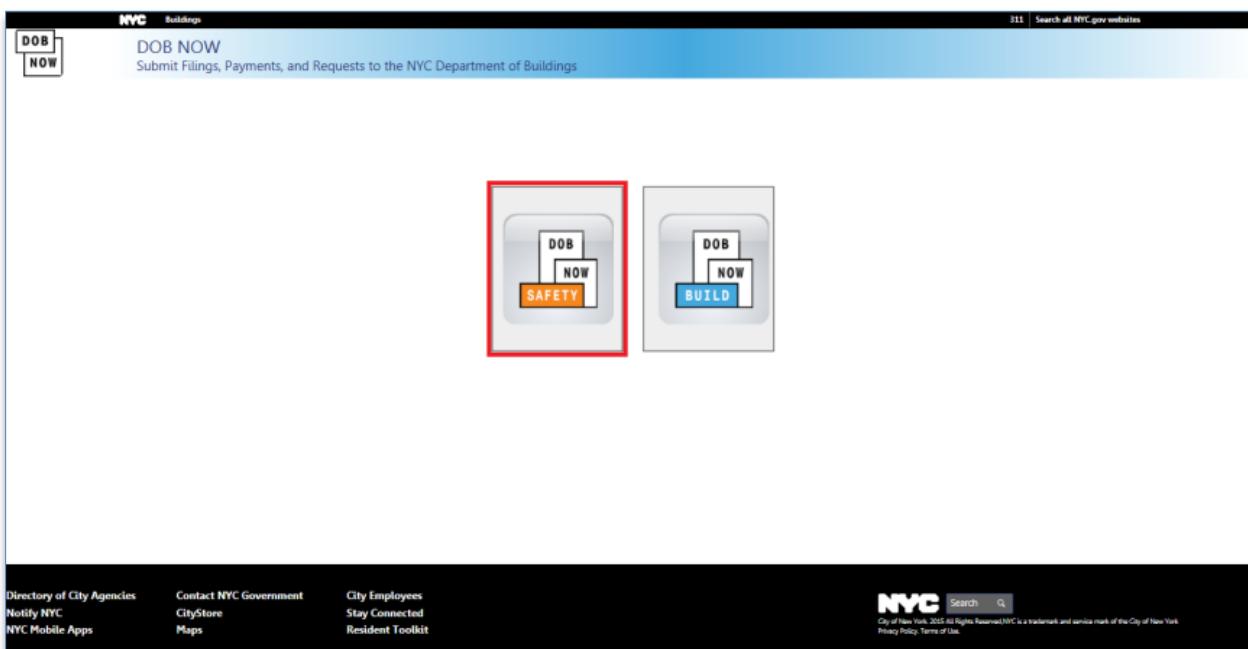


2. If there is an issue with your login, clicking on **Can't access your account?** will bring up a message with an email address ([dobnowsupport@buildings.nyc.gov](mailto:dobnowsupport@buildings.nyc.gov)) to contact for assistance.



*If you do not have a confirmed eFiling account, you will not be able to login to DOB NOW: Safety.*

Once you have successfully logged in, navigate to DOB NOW: Safety by clicking on the DOB NOW: Safety icon.



## DOB NOW: Safety Façades Dashboard Orientation

After logging in, the system will display the Façades main dashboard. The numbers correspond to the list below that explains the buttons and fields, and describes the actions that you can take.

The screenshot shows the DOB NOW: Safety Façades Dashboard. At the top, there are several buttons and links: 'Main Dashboard' (6), 'Technical Report (TR6/FISP Report)' (7), 'Extensions' (8), 'Unsafe Notification (FISP3)' (10), 'Requests' (11), 'Search' (12), 'Welcome JOE ADAM (Role: QEWI) Sign Out' (3), and 'Refresh' (5). Below these are more buttons: 'Initial (FISP1)' (8), 'Additional (FISP2)' (9), 'Unsafe Notification (FISP3)' (10), 'Partial Shed Removal' (16), 'Height Verification' (17), 'Control Number Request' (19), and 'Sub Cycle Reassignment' (20). A red box highlights the main filing table, which lists 10 entries. Each entry includes columns for Filing #, Control #, Address, Borough, QEWI, Owner, Filing Type, Filing Status, Compliance Status, Created Date, Payment Due, and Filing Action. Red circles with numbers 21 through 23 are placed over the 'Select Action' dropdown menus in the Filing Action column. At the bottom of the table, it says 'Total Items: 409 (Showing Items: 10)' and '1 - 10 of 409 items'.

1. **NYC.com Link:** Link to the NYC.gov homepage.
2. **311 Link:** Link to the 311 homepage.
3. **Logged In User:** Identifies the User Name and System Role associated with the user account.
4. **Sign Out:** Sign out of the DOB NOW: Safety system.
5. **Refresh:** Refreshes the data to display the most recent information.
6. **Main Dashboard Button:** Link to the Main Dashboard to select between the DOB NOW: Safety and DOB NOW: Build systems.
7. **New Technical Report (TR6)/FISP Filing Button:** Create a new TR6 (Initial Technical Report) compliance filing for the current cycle. TR6 compliance filing options include:
  - a. **Initial**
  - b. **Subsequent**
  - c. **Amended**
  - d. **FISP1 and FISP2**
8. **The menu item under the Extensions Button ( ) → Initial Extension Request Filing Button (FISP1):** Create a FISP1 report after an “Accepted” Unsafe TR6 filing.
9. **The menu item under the Extensions Button ( ) → Additional Extension Requests Button (FISP2):** Create a FISP2 report after an “Accepted” FISP1 or FISP2 Extension.
10. **Unsafe Notification (FISP3) Button:** A QEWI or a Registered Design Professional can create and file a FISP3 if there are façade concerns. In addition to the FISP3 filing, it is expected that the



QEWI or Design Professional call either 311 or 911 for serious façade safety concerns. The FISP3 form is the only form a Design Professional can file.

11. **Search:** Search Façade property status and information.



12. **The Requests menu has four items:**

- a. **Partial Shed Removal Menu Item:** Filed by a QEWI for the removal of a scaffold that is affecting commerce, traffic flow and/or other potential hazard(s), and where work is currently not occurring.
  - b. **Height Verification Menu Item:** Filed by a QEWI to request validation that a building is either above or below 6.5 stories.
  - c. **Control Number Request Menu Item:** Filed by a QEWI, Owner, or Owner Representative to request that a Control Number on a new building.
  - d. **Sub Cycle Reassignment Request Menu Item:** Filed by a QEWI, Owner, or Owner Representative to request a sub-cycle reassignment.
13. **Technical Report TR6/FISP Job Filings Tab:** Search and view all of the TR6 filings you have saved or filed.
  14. **Initial Extension Request Tab (FISP1):** Search and view all of the FISP1 filings you have saved or filed.
  15. **Additional Extension Requests Tab (FISP2):** Search and view all of the FISP2 filings you have saved or filed.
  16. **Unsafe Notification Tab (FISP3):** Search and view all of the Unsafe Notifications (FISP3 filings) you have saved or filed.
  17. **Partial Shed Removal (PSR) Tab:** Search and view all of the PSR Notification filings you have saved or filed.
  18. **Height Verification Tab:** Search and view all of the Height Verification filings you have saved or filed.
  19. **Control Number Requests Tab:** Search and view the filed Control Number requests you have saved or filed.
  20. **Sub Cycle Reassignment Requests Tab:** Search and view existing requests for Building sub-cycle reassessments you have saved or filed.

**21. List of grid columns:** Filing #, Control #, Address, Borough, QEWI, Owner, Filing Type, Filing Status, Compliance Status, Created Date, Payment Status, Filing Action and View. Relevant data is displayed in each column for each type of compliance filing / request identified in items 13 to 20 above. Each contain their own unique columns of information:

- You are able to sort the data in ascending or descending order, and also remove the

column by clicking on the little arrow next to the column name ( ).

Technical Report (TR6)/FISP Report										Initial Extension Request (FISP1)	Additional Extension Request (FISP2)	Unsafe Notification (FISP3)	Partial Shed Removal	Height Verification
Filing #	Control #	Address	Borough	Filing Type..	Filing Status..	Compliance Report Status..	QEWI	Owner	Payment Stat					
TR6-800021-8A-S3	800021	18 WEST STREET	MANHATTAN	Subsequent	UNSAFE	Pre-Filing							BGFBN hgj...	Due
TR6-800021-8A-S2	800021	18 WEST STREET	MANHATTAN	Subsequent	UNSAFE	Pre-Filing							BGFBN hgj...	Due
TR6-800021-8A-S1	800021	18 WEST STREET	MANHATTAN	Subsequent	UNSAFE	Accepted							BGFBN hgj...	Paid
TR6-800021-8A-I1	800021	18 WEST STREET	MANHATTAN	Initial	SAFE	Accepted	JOE ADAM	GFBGFBN hgj...	Paid					

- You can search each column for specific information by entering that information in the blank field at the top of the column.

Technical Report (TR6)/FISP Report										Initial Extension Request (FISP1)	Additional Extension Request (FISP2)	Unsafe Notification (FISP3)	Partial Shed	
Filing #	Control #	Address	Borough	Filing Type..	Filing Status..	Compliance Report Status..	QEWI							
TR6-800012-8B-A1	800012	27 WHITEHALL STREET	MANHATTAN	Amended	SWAR	Ac				SWARMP	Accepted		JOE ADAM	
TR6-800036-8A-A2	800036	200 LIBERTY STREET	MANHATTAN	Amended	SWAR	Ac				SWARMP	Accepted		JOE ADAM	
TR6-800050-8A-S4	800050	21 SOUTH END AVEN...	MANHATTAN	Subsequent	SWAR	Ac				SWARMP	Accepted		JOE ADAM	

**22. Filing Action:** Select a filing action for the compliance filing.

**23. View:** Directs you to the compliance filing page.

## Dashboard Columns

This section guides you through the actions that you can take from each tab on the dashboard. For example, the default *Technical Report (TR6)/FISP Report* tab has the following columns: *Filing#*, *Control#*, *Address*, *Borough*, *Filing Status*, *Compliance Status*, *Payment Status*, *Action* and *View*. Within each column, you can perform a compliance filing column search.

The options available in the *Action* column dropdown menu will change depending on the status of your filings as indicated in the *Filing Type* column (Initial, Subsequent, Amended, FISP1 or FISP2). Each filing action will be dependent on its status / progress.

Technical Report (TR6)/FISP Report															Initial Extension Request (FISP1)
Filing #	Control #	Address	Borough	Filing Type..	Filing Status..	Compliance Report Status..	QEWI	Owner	Payment Status..	Created Date	Modified Date	Actions	Vie...		Additional Extension Request (FISP2)
TR6-899999-8A-I4	899999	123 STREET	MANHATTAN	Initial	Pre-Filing	JOE ADAM			Due	8/9/2016	8/9/2016				Unsafe Notification (FISP3)
TR6-800028-8A-S1	800028	333 RECTOR PLACE	MANHATTAN	Subsequent	UNSAFE	Rejected	JOE ADAM	hfhf hfhf	Paid	8/9/2016	8/9/2016				Partial Shed Removal
TR6-800077-8A-I1	800077	30 BROAD STREET	MANHATTAN	Initial	SAFE	Administrative Review	JOE ADAM	1234 1234 1234	Paid	8/9/2016	8/9/2016				Height Verification
TR6-800028-8A-I2	800028	333 RECTOR PLACE	MANHATTAN	Initial	SAFE	Accepted	JOE ADAM	hfhf hfhf	Paid	8/9/2016	8/9/2016				Control Number Request
TR6-807794-8A-I3	807794	1770 GRAND CONC...	BRONX	Initial	SAFE	Duplicate Rejected	JOE ADAM	13 123 123	Paid	8/9/2016	8/9/2016				Sub Cycle Reassignment
TR6-807794-8A-I2	807794	1770 GRAND CONC...	BRONX	Initial	SAFE	Duplicate Rejected	JOE ADAM	5555 5555 5555	Paid	8/9/2016	8/9/2016				

## DOB NOW: Safety Application Features

This section of the manual describes the common features that are found in DOB NOW: Safety. These features will help you to navigate DOB NOW: Safety to display information related to your filings.

### Ribbon

At the top of each form a ribbon displays the current filing status to the QEWI. When the TR6 has first been opened, the *Pre-Filing* status will be highlighted in orange on the form, until the application has been saved for the first time. Once the filing has been saved for the first time, additional statuses will be displayed as shown below.



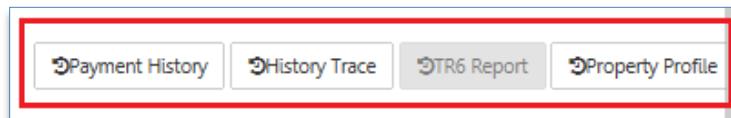
### Required Fields

On all forms of DOB NOW: Safety, required fields are notated by a red asterisk (\*). These fields must have data entered into them by the QEWI in order to file. Optional non-required fields can have data entered into them at the discretion of the QEWI.



### Form and Property Detailed Information

On all façades compliance filing forms, the following buttons are displayed on the right corner of the screen:



- [History Trace](#)
- [Property Profile](#)

On forms where payments are required, including the TR6, FISP1, and FISP2, the following button will display:

- [Payment History](#)

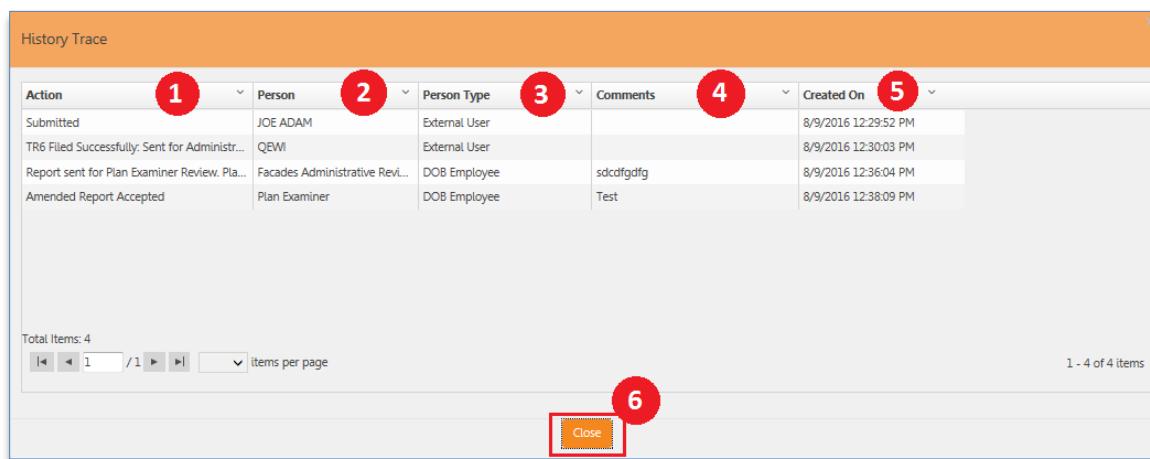
On the TR6 form, once the TR6 has been filed, the following button will display:

- [TR6 Report](#)

The functionality for each of these buttons is described in detail in the following sections.

## History Trace Button

When clicked, the following pop-up screen displays with the list of actions taken on the filing. This information is read only. Clicking the **Close** button will close the pop-up screen.



1. **Action:** The type of action taken.
2. **Person:** The person who performed the action.
3. **Person Type:** The person's user role in the process.
4. **Comments:** Comments related to the action.
5. **Created On:** The date the action was performed.
6. **Close button:** When the QEWI is finished viewing the History Trace, clicking the *Close* button will close the pop-up screen.

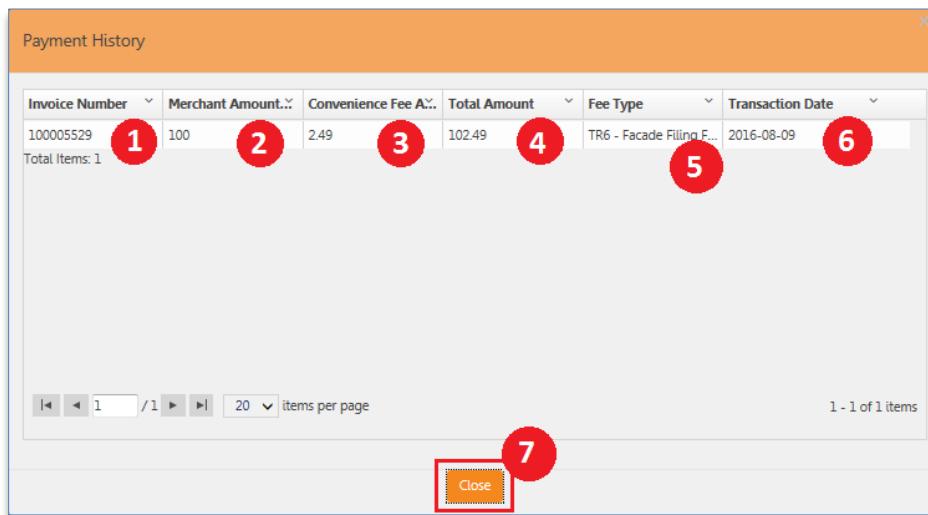
## Property Profile Button

When clicked, the following pop-up screen displays the property profile detail related to the filing. This information is read only. Clicking the **Close** button will close the pop-up screen.

Property Profile			
Action	Additional BINS for Building		
BIN	1008448	Borough	Manhattan
Buildings on Lot	0	City Owned	NO
Community Board	102	Condo	NO
CrossStreet1		CrossStreet1 Numbers	
CrossStreet2		CrossStreet2 Numbers	
CrossStreet3		CrossStreet3 Numbers	
CrossStreet4		CrossStreet4 Numbers	
DOB Building Remarks		DOB Special Place Name	
Environmental Restrictions	N/A	Grandfather's Sign	NO
Health Area	5700	House No	
Landmark Status	L - LANDMARK	Legal Adult Use	NO
Local Law	YES	Loft Flag	
Loft Law	NO	Property Profile GUID	
SRO Restricted	NO	Special Area1	
Special Area2		Special Area3	
Special Area4		Special District	N/A
Special District1		Special District2	
Special Status	N/A	Street Name	BLEECKER STREET
Street Numbers	27 - 31	TA Restricted	NO
Tax Block	529	Tax Lot	55
Transit Authority		UB Restricted	NO
Vacant	NO	Zip Code	10012
<input type="button" value="Close"/>			

## Payment History Button

When clicked, the *Payment History* pop-up screen displays a list of all payments related to the filing. This information is read only.



1. Invoice Number
2. Merchant Amount
3. Convenience Fee Applied
4. Total Amount
5. Fee Type
6. Transaction Date
7. Close button – When the QEWI is finished viewing the History Trace, clicking the Close button will close the pop-up screen.

## TR6 Report Button

When clicked, a new window is opened, displaying a PDF version of the full TR6 Report, which can be saved.

**LOCATION DETAILS**

House No.	410	Street Name	GRAND STREET
Borough	Manhattan	BIN	1083423
Block	341	Lot	58
Zip	10002	C B No	103

**FILING INFORMATION**

Filing type	Amended	Report Cycle	8
Report Sub Cycle	8C	Last cycle Filing Date	07/26/2016
Initial Filing Date	07/27/2016	Initial unsafe Filing Date	07/27/2016

**INSPECTION REPORT STATUS INFORMATION**

Current Cycle: Last Inspection Date	2016-07-05T00:00:00.	Facades Status
Prior Filing Cycle		Prior Filing Sub Cycle
Prior Filing Status	3	Landmark Building
Landmark District		Number of stories
Exterior wall type		# Balconies

## Calendar Dropdown

With each date field, clicking on the calendar icon displays a calendar pop-up screen.



When the calendar icon is clicked and a date is selected, the date will populate in the date field in the proper format (*mm/dd/yyyy*). This applies to date fields throughout DOB NOW: Safety. Only those dates that are applicable to the field will be available for selection.

Last cycle Filing Date

Current Cycle Filing Status\*

Prior Filing Sub Cycle

Landmark District\*



## Saving and Filing

With all data entry forms, the QEWI can save work before filing. This enables the QEWI to confirm the data provided, and work on the forms in stages and complete the filing at a later time when necessary.

When clicking the *Save* button for the first time, a filing number is generated.

When the form has been filled out, electronic signatures checked and payment made (if any), the QEWI can click the *File* button.

The screenshot shows the DOB NOW interface for filing requests. At the top, there's a navigation bar with the NYC Buildings logo and tabs for 'Pre-Filing', 'Administrative Review', 'Plan Examiner Review', and 'Accepted/Rejected'. Below this, a red box highlights the 'Filing # TR6-813333-8B-I1' and the 'Save' and 'File' buttons. A progress bar at the bottom indicates the status: 'TR6' (orange), 'FISP Report' (light orange), and 'Supporting Documents' (light orange).

The *Save* and *File* buttons also can be found on the bottom of all data entry forms.

The screenshot shows the NYC government footer. It includes links for 'Directory of City Agencies', 'Contact NYC Government', 'City Employees', 'NYC Mobile Apps', 'Notify NYC', 'CityStore', 'Maps', 'Stay Connected', and 'Resident Toolkit'. On the right, there's a search bar with the NYC logo and a link to 'Privacy Policy Terms of Use'.

## Supporting Documents

On the *Supporting Documents* form, the QEWI can attach supporting documents by clicking on the **Add New Document** button that brings up the *Upload a Document* pop-up screen.

The screenshot shows a table titled "Supporting Documents" with columns for Document Name, Document Type, View/Download path, and Delete. Below the table is a navigation bar with page numbers and items per page, followed by a red-bordered "Add New Document" button.

The dialog box has four numbered steps: 1. Document Name (containing "Photo1"), 2. Document Type (set to "Detailed Photographs"), 3. Document (with a "Browse..." button), and 4. CONFIRM/CANCEL buttons.

1. **Document Name:** A name the QEWI will enter as a reference.
2. **Document Type:** The types of documents that can be uploaded will be listed as options in the Document Type dropdown menu. There must be at least one document uploaded for each required Document Type. Document Types include:
  - a. **TR6**
    - i. Detailed Photographs
    - ii. Elevation Photographs
    - iii. Plot Plan
    - iv. Seal and Signature
  - b. **FISP1**
    - i. Assessment of temporary safety measures
    - ii. Company name, address, phone and email of PE or RA
    - iii. FENCE

- iv. Notarized letter by owner that work will be completed within stated time of PE/RA estimate
- v. OTHER
- vi. Scope of Work
- vii. Seal and Signature
- viii. SHED
- ix. Signed and sealed statement of estimated time required to repair
- x. Timetable

**c. FISP2**

- i. Detailed Photographs Provided
- ii. Copy of work application/permit
- iii. Scope of Work
- iv. Seal and Signature

**d. FISP3**

- i. Seal and Signature
- ii. Other

**e. Partial Shed Removal**

- i. After Pictures
- ii. Before Pictures
- iii. Building ID/Address
- iv. Facades Elevation Photo
- v. Justification
- vi. Plot Plan/Site Plan

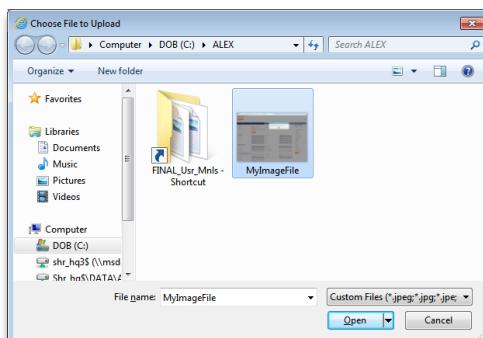
**f. Height Verification**

- i. Demo Sign Off
- ii. Other
- iii. Permit
- iv. Photographs
- v. Property Profile

**g. Control Number Request**

- i. Photo Documentation of all Exterior Walls

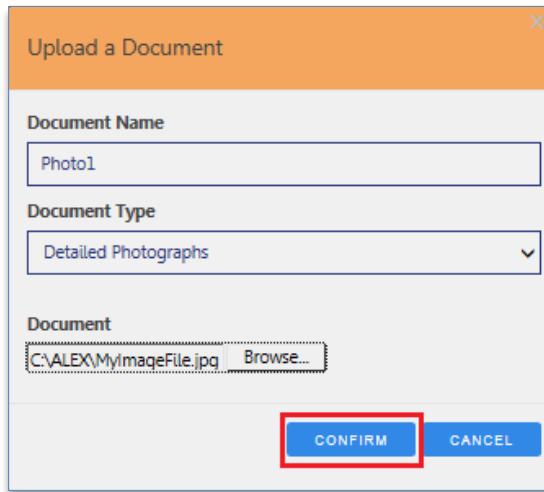
3. **Document:** The QEWI will click on the **Browse...** button to select a file for upload. File types include .PDF and .JPG (or .JPEG). Select the desired file for upload and click the **Open** button.





The file will be prepared for upload. Only one file can be uploaded at a time.

4. **Confirm Button:** The QEWI can click the **Confirm** button to upload the document.



When the QEWI has uploaded at least one document per *Document Type*, a list of all uploaded documents can be viewed and/or deleted by clicking **View/Download** button and/or **Delete** button.

Supporting Documents				
Document Name	Document Type	View/Download path	Delete	
My Detailed Photos	Detailed Photographs	<a href="#">View/Download</a>	<a href="#">Delete</a>	
More of My Detailed Photos	Detailed Photographs	<a href="#">View/Download</a>	<a href="#">Delete</a>	
Elevation Photos	Elevation Photographs	<a href="#">View/Download</a>	<a href="#">Delete</a>	
My Plot / Plan	Plot Plan	<a href="#">View/Download</a>	<a href="#">Delete</a>	
My Seal and Sig.	Seal and Signature	<a href="#">View/Download</a>	<a href="#">Delete</a>	

## Making Payments

In the *Application Highlights* there is a *Fee* section where the *Filing Fee* and *Amount Due* are displayed. When the QEWI is ready to make a payment, clicking the **Pay Now** button begins the payment transaction process.

Application Highlights	
Location :	59 JOHN STREET Manhattan 10038
Compliance Filing Number :	TR600039281
Control #:	800222
Report Status :	Pre-Filing
Current Cycle :	88
Current Filing Type :	Initial
Current Filing Status :	
Filing Deadline :	2018-02-21
FISP3 Filed :	No
Redirect to FISP3 Report	
<b>Fee</b>	
Filing Fee :	\$265.00
Amount Due :	\$265.00
Amount Paid :	
Late Filing Fee :	
Failure to File Fee :	
Failure to Correct Fee :	
<input type="button" value="Pay Now"/>	

After clicking the **Pay Now** button, the *Payment Confirmation* pop-up screen will be displayed. Clicking the **Confirm** button opens the Payment window. To close the window and return to the filing form, click the **Cancel** button.

*Please note that you must remove your pop-up blocker in order to proceed with making a payment.*

Application Highlights	
Location :	90 BROAD STREET Manhattan 10004
Compliance Filing Number :	TR6-800013-88-14
Control #:	800013
Report Status :	Pre-Filing
Current Cycle :	88
Current Filing Type :	Initial
Current Filing Status :	UNSAFE
Initial Filing Date :	
Initial Unsafe Filing Date :	
Filing Deadline :	02/21/2018
FISP3 Filed :	No
Redirect to FISP3 Report	
<b>Fee</b>	
Filing Fee :	\$265.00
Amount Due :	\$265.00
Amount Paid :	
Late Filing Fee :	
Failure to File Fee :	
Failure to Correct Fee :	
<b>Payment Confirmation</b>	
Please note that the following data cannot be changed after the payment has been made on this filing: • Control Number : <b>800013</b>	
Are you sure you want to make a payment now for \$265.00 ?	
<input type="button" value="CONFIRM"/> <input type="button" value="CANCEL"/>	
<b>Please Wait... ☺</b> Please do not click Back or Forward buttons while payment is in progress!	

Enter the required fields to submit your payment information:

1. **Payment Method:** Select the appropriate payment method: **Credit or Debit Card or E-Check.**
2. **Card /Bank Account Information:** Enter your card or bank account information in this section.
3. **Billing Information:** Billing information associated with the credit card or bank account.



### Payment Entry

The City of New York offers multiple payment options. As a convenience to you, the City of New York accepts credit and debit cards. If you choose to pay with a credit or debit card, you will be charged a fee of 2.49% of the payment amount. This fee is nonrefundable. You will see this amount before you check out. The fee will be shown as a separate charge on your credit or debit card statement, and the New York City Department of Finance will be the merchant. If you pay by E-Check, you will not be charged a fee.

You will be asked on the next page to agree to Terms and Conditions governing the use of this website, as well as the services accessed from it. If you choose not to accept the [Terms and Conditions](#) by declining to click "I Agree" on the next page, you will not be able to make a payment on this site and none of your personal information that you insert below will be transmitted or retained by the City of New York.

Payment Method:

Card Information		Billing Information	
Card Number	<input style="width: 100%; height: 25px; border: 1px solid #ccc; border-radius: 3px;" type="text"/>		
Expiration Date	Month <input style="width: 40px; height: 25px; border: 1px solid #ccc; border-radius: 3px;" type="button"/> <input style="width: 40px; height: 25px; border: 1px solid #ccc; border-radius: 3px;" type="button"/>	Year <input style="width: 40px; height: 25px; border: 1px solid #ccc; border-radius: 3px;" type="button"/>	<input style="width: 100%; height: 25px; border: 1px solid #ccc; border-radius: 3px;" type="text"/>
Card Identification Code	<input style="width: 100%; height: 25px; border: 1px solid #ccc; border-radius: 3px;" type="text"/>		
   		<input style="width: 100%; height: 25px; border: 1px solid #ccc; border-radius: 3px;" type="text"/> <input style="width: 100%; height: 25px; border: 1px solid #ccc; border-radius: 3px;" type="text"/> <input style="width: 100%; height: 25px; border: 1px solid #ccc; border-radius: 3px;" type="text"/> <input style="width: 100%; height: 25px; border: 1px solid #ccc; border-radius: 3px;" type="text"/> <input style="width: 100%; height: 25px; border: 1px solid #ccc; border-radius: 3px;" type="text"/> <input style="width: 100%; height: 25px; border: 1px solid #ccc; border-radius: 3px;" type="text"/>	

If you are paying with a credit or debit card, please make sure that the name and address entered above is the same as the one associated with this credit or debit card.

[Privacy Policy](#) | [Terms of Use](#) | [Terms and Conditions](#) | [FAQs](#) | [Contact Us](#)  
[Browser Support](#)



**Note:** If there is no activity on the payment screen for more than 10 minutes, the payment session will expire. You'll see the message shown below and you'll be required to re-start the payment process by clicking on **Pay Now** again.



**Session Expired**

Your session has expired due to inactivity. Your payment has not been processed. If you would like to make a payment, please start from the beginning.

[Privacy Policy](#) | [Terms of Use](#) | [Terms and Conditions](#) | [FAQs](#) | [Contact Us](#)

## Paying with a Credit or Debit Card

If paying with a credit or debit card, you'll need to enter the applicable card information.

Payment Method: Credit or Debit Card

**Card Information**

Card Number:

Expiration Date: Month  Year

Card Identification Code:  ⓘ

## Paying with an E-Check

If paying with an E-Check, you'll need to enter the applicable account information.

Payment Method: E-Check

**Bank Account Information**

Type of Check: E-Check Personal

Routing Number:  ⓘ

Account Number:  ⓘ

Re-enter Account Number:

**echeck**

After entering all the information, click **Continue**.

This will bring you to a Terms and Conditions page. Check the box to agree to the terms and conditions and click **Continue** to review payment details.

The page shows the NYC Buildings logo at the top. Below it is the heading "Terms and Conditions". A paragraph of text follows, stating: "By clicking "I agree," you: (1) acknowledge that you have read and agree to the [Terms and Conditions](#) for using this site; (2) authorize the City of New York to charge your account for the payment amount and, if applicable, the Convenience Fee; (3) confirm that the information provided by you is true, complete, and correct to the best of your knowledge and is supplied in good faith; (4) confirm that you are authorized to instruct this payment using the credit card, debit card, or checking account included in your payment instructions." Below this text is a checkbox labeled "I agree." To the right of the checkbox are three buttons: "Go Back/Edit", "Cancel", and "Continue". The "Continue" button is highlighted with a red box. At the bottom of the page are links for "Privacy Policy", "Terms of Use", "Terms and Conditions", "FAQs", and "Contact Us". There is also a "Browser Support" link and a "Get Adobe READER" button.

The next page will show a payment summary page. If you need to change any information, click on **Go Back/Edit**. If everything is correct, click on **Process Payment**. Your payment will not be processed until you click on **Process Payment**.

The page shows the NYC Buildings logo at the top. Below it is the heading "Payment Detail Review". A red message at the top states: "Please scroll down and click on the "Process Payment" button. Your payment will not be processed until you click on the button." Below this message are two sections: "Card Information" and "Billing Information". The "Card Information" section contains fields for "Card Number" (\*\*\*\*\*1111), "Expiration Date" (2/21), and a "VISA" logo. The "Billing Information" section contains fields for "Name" (Bob), "Country" (US), "Address" (123 Main), "City" (New York), "State" (NY), "Zip" (10015), "Phone" (2125551212), and "Email" (asdo@sdfvds.adsc). At the bottom of the page are three buttons: "Go Back/Edit", "Cancel", and "Process Payment". The "Process Payment" button is highlighted with a red box.

Once the payment is successfully processed, you will be redirected to a receipt page. .



Receipt for Facades Filing Number : TR6-800021-8A-S2

Premises: 18 WEST STREET, MANHATTAN	Block: 15	Lot: 7502	Control #: 800021
Receipt Details			
Date Issued : 8/16/2016 3:49:49 PM	Invoice Number : 100005596	Amount Paid : \$102.49	

The transaction receipt will also be emailed to the email address you entered on the payment entry screen.

Dear John Doe ,

Thank you for your payment.

**Transaction Summary:**

Receipt Number:	4005890807
Date and Time:	04/12/2016 03:47 PM (Eastern Time)

**DOB System ID:** DOBN  
**DOB Record ID:** 01bab13d-3800-e611-8104-005056ab2cd4  
**Item Type:** JobFiling - New Job Filing  
**Item Description:** Build Job Filing Fee Payment - M00000901- II  
**Registered Email ID:** AJOETEST@GMAIL.COM  
**Front-End Record ID:** 1ebab13d-3800-e611-8104-005056ab2cd4

**Payment Information:**

Payment Amount:	\$175.00
Convenience Fee:	\$4.36
Total Amount Paid:	\$179.36
Payment Method:	VI
Account Number:	1111
Auth/Approval Code:	000292

Please note that all times reflect Eastern Time (ET).

Please use this link for any questions: <https://a810-efiling.nyc.gov/eRenewal/OnlineHelp.jsp>

Please Keep This Page For Your Records.

DOB NOW: Safety will also update, in the *Fee* section, the *Amount Due* as \$0.00, and the full paid amount in *Amount Paid*. In addition, the *Pay Now* button will be grayed out. The QEWI has the option to view the [Payment History](#).



Fee	
Filing Fee :	\$100.00
Amount Due :	<b>\$0.00</b>
Amount Paid :	\$100.00
Late Filing Fee :	
Failure to File Fee :	
Failure to Correct Fee :	
<b>Pay Now</b>	

## Bounced/No Good Check

Once a bounced check or a “no good check” was submitted the job filing will be placed on hold and \$20 fee will be added to the original fee. A \$20 fee will be added for each bounced or “no good check” that is received. Please note that once a hold is placed on a job filing the hold will not be lift until we have received notification from the bank that the subsequent payment has cleared. This can take at least five business days from the date of submitting the subsequent payment.

## Locating Your Filings

The QEWI can find all of the facades compliance filings by clicking on the applicable tab on the dashboard. As shown below, the default grid is for the *Technical Report (TR6)/FISP Report*.

Technical Report (TR6)/FISP Report																			
Filing #		Control #	Address		Borough	Filing Type..		Filing Status..		Compliance Report Status..		QEWI	Owner	Payment Status..		Created Date	Modified Date	Actions	Vie...
TR6-800049-8C-11		800049	200 RECTOR PLACE		MANHATTAN	Initial		UNSAFE		Pre-Filing		JOE ADAM		Paid		8/10/2016	8/10/2016	Select Action	<input checked="" type="checkbox"/>
TR6-801020-8A-A3		801020	27 BLEECKER STREET		MANHATTAN	Amended		SAFE		Pre-Filing		JOE ADAM	test ghgfh test	Due		8/10/2016	8/10/2016	Select Action	<input checked="" type="checkbox"/>
TR6-814444-8A-S2		814444	330 EAST 119 STREET		MANHATTAN	Subsequent				Pre-Filing		JOE ADAM	Apple J Rome	Due		8/10/2016	8/10/2016	Select Action	<input checked="" type="checkbox"/>
TR6-801020-8A-S1		801020	27 BLEECKER STREET		MANHATTAN	Subsequent		SWARMP		Pre-Filing		JOE ADAM	test ghgfh test	Due		8/10/2016	8/10/2016	Select Action	<input checked="" type="checkbox"/>

## Address Search

A QEWI has the option to search for a property's Façade filings. On the Dashboard, the QEWI will click on the **+Search** button.



The Address Search page will load. To the right of each section is a down arrow. When clicked, it will display the search type selected.

The screenshot shows the 'Address' search type selected. The search interface includes fields for Borough (dropdown), House No(s) (text input), and Street (text input). A 'Search' button is located below the address fields. Below the search area are three dropdown sections: 'Building Identification Number (BIN)', 'Borough, Block, Lot', and a grid header with various filters. At the bottom, there is a pagination control showing 'Total Items: 0' and a page number '1 / 1'.

The QEWI has the option to search a property by any of the following three options:

- Borough, House Number and Street
- Building Identification Number (BIN)
- Borough, Block and Lot

After the selection information is entered and Search is clicked, the grid below each search type will display the property address match results.

## By Borough, House Number and Street:

NYC Buildings

**DOB NOW**  
Submit Filings, Payments, and Requests to the NYC Department of Buildings

Search

Address

Borough      House No(s)      Street

Manhattan      90      Broad

Search

Building Identification Number (BIN)

Borough, Block, Lot

Cycle	Sub-Cycle	Control#	House#	Street	BBL Seq	Filing Status	BIN	No of Stories	Initial File Date::	View...
8	8B	800323	90	WEST BROAD...	1	NRF	1001499	14		
8	8B	800013	90	BROAD STREET	1	NRF	1000025	26		
7	7B	700323	90	WEST BROAD...	1	SAFE	1001499	14	2012-06-04	
7	7B	700013	90	BROAD STREET	1	SWARMP	1000025	26	2012-08-20	
6	NA	600323	90	WEST BROAD...	1	SAFE	1001499	14	2007-02-21	
6	NA	600013	90	BROAD STREET	1	SAFE	1000025	26	2006-10-11	

Total Items: 6

1 / 1 items per page

1 - 6 of 6 items

## By BIN:

NYC Buildings

**DOB NOW**  
Submit Filings, Payments, and Requests to the NYC Department of Buildings

Search

Address

Building Identification Number (BIN)

Building Identification Number (BIN)  
1000025

Search

Borough, Block, Lot

Cycle	Sub-Cycle	Control#	House#	Street	BBL Seq	Filing Status	BIN	No of Stories	Initial File Date::	View...
8	8B	800013	90	BROAD STREET	1	NRF	1000025	26		
7	7B	700013	90	BROAD STREET	1	SWARMP	1000025	26	2012-08-20	
6	NA	600013	90	BROAD STREET	1	SAFE	1000025	26	2006-10-11	

Total Items: 3

1 / 1 items per page

1 - 3 of 3 items

## By Borough, Block and Lot:

Cycle	Sub-Cycle	Control#	Housen#	Street	BBL Seq	Filing Status	BIN	No of Stories	Initial File Date	View...
8	88	800013	90	BROAD STREET	1	NRF	1000025	26		
7	78	700013	90	BROAD STREET	1	SWARM	1000025	26	2012-08-20	
6	NA	600013	90	BROAD STREET	1	SAFE	1000025	26	2006-10-11	

Total Items: 3         /   items per page      1 - 3 of 3 items

The grid can be viewed by either double-clicking the record (row), or clicking the desired row under the **View** column (using the icon). When clicked (or double-clicked anywhere within the row), the selected row shall populate the subsequent results sections.

Grid columns in the search results include:

Cycle	Sub-Cycle	Control#	Housen#	Street	BBL Seq	Filing Status	BIN	No of Stories	Initial File Date	View...	
7	1	78	2	700013	3	90	4	5	6	7	8
6	NA	600013	90	BROAD STREET	1	SWARM	1000025	26	2016-06-21		
6	NA	600323	90	WEST BROAD...	1	Safe	1001499	14			
7	78	700323	90	WEST BROAD...	1	Safe	1001499	14			
8	88	800013	90	BROAD STREET	1	NRF	1000025	26			
8	88	800323	90	WEST BROAD...	1	UNSAFE	1001499	14	2016-07-07		

Total Items: 6         /   items per page      1 - 6 of 6 items

1. Cycle
2. Sub-Cycle (cycle 6 and prior do not have sub-cycle assignments)
3. Control#
4. House#
5. Street
6. BBL Seq
7. Filing Status
8. BIN
9. No. of Stories
10. Initial Filing Date
11. View (click on view or double-click to populate subsequent results sections)

Search Results (sample) of a cycle 8 (sub-cycle B or 8B) property:

The screenshot shows a search results page with the following fields filled in:

Control Number Information		
Control Number	600013	Premises
Current Status		Effective Filing Date
C.B. NO.	101	Sub Cycle
Cycle	6	Bbl Seq No
Filing Status		Number Of Stories
Primary Address		
BN	1000025	Lot
Street Name	BROAD STREET	Zip Code
Block	10	House Number
Borough		
Filing Information		
Late Filing	No	Failure to File
Failure to Collect	No	Late Filing Fee Paid
Failure to File Fee Paid	False	Failure to Collect Fee Paid
Prev. Cycle Total Civil Penalties		
Last Cycle Total Late Filing Amount(\$)		Last Cycle Total Failure to File Amount(\$)
Last Cycle Failure to Correct Amount(\$)		
Current Cycle Civil Penalties		
Late Filing Amount(\$)		Failure to File Amount(\$)
Current Cycle Failure to Correct Amount (\$)		
Next Filing Deadline Details		
Filing Deadline (Actual)		Filing Deadline (with Buffer)
Last Submission Type		

In addition to Façade status and property information, a list of previous filings is provided.

The screenshot shows a table titled "Related Technical Reports (TR6)" with the following data:

Name	Filing Status	Filing Type	Owner Information	QEWI	Exterior Wall Type	View
TR600026227	SAFE	Subsequent	CARACIOLIO JOE STEPHEN CO...	STEPHEN CO...	BRICK MASONRY, STONE	
TR600009976	SWARM	Initial	CARACIOLIO JOE STEPHEN CO...	STEPHEN CO...	BRICK MASONRY, STONE	

Total Items: 2    1 / 2    Items per page    1 - 2 of 2 items

When clicking (or double-clicking anywhere within) the desired row under the *View* column (using the icon) of the *Related Technical Reports (TR6)*, the selected TR6 filing shall open for view.

## TR6 - Technical Report (TR6)/FISP Report

### Dashboard Grid Filing Actions

For compliance filings listed under the **Technical Report (TR6)/FISP Report** tab, depending on the filing status, based on the previous cycle compliance filing, you can take the following actions from the dropdown button under the **Action** column:

1. Subsequent (Accepted SAFE or SWARMP)
2. Amended (UNSAFE)
3. FISP1 or FISP2 (Accepted UNSAFE time extensions)

Technical Report (TR6)/FISP Report														
Filing #	Control #	Address	Borough	QEWI	Owner	Filing Type	Filing Status...	Compliance Status	Created Date	Payment...	Filing Action	View		
TR6-800358-8C-19	800358	280 BROADWAY	MANHATTAN	JOE ADAM		Initial	SAFE	Pre-Filing	7/21/2016 1:30:47 PM	Due	Select Action			
TR6-800005-8A-15	800005	117 BROAD STREET	MANHATTAN	JOE ADAM		Initial	SWARMP	Pre-Filing	7/21/2016 10:56:55 AM	Due	Select Action			
TR6-800005-8A-14	800005	117 BROAD STREET	MANHATTAN	JOE ADAM		Initial		Pre-Filing	7/21/2016 10:56:46 AM	Due	Select Action			
TR6-800005-8A-13	800005	117 BROAD STREET	MANHATTAN	JOE ADAM		Initial	SWARMP	Pre-Filing	7/21/2016 9:37:14 AM	Due	Select Action			
TR6-800005-8A-12	800005	117 BROAD STREET	MANHATTAN	JOE ADAM	APPLE ROME	Initial	SWARMP	Pre-Filing	7/20/2016 4:54:44 PM	Due	Select Action			
TR6-800358-8C-18	800358	280 BROADWAY	MANHATTAN	JOE ADAM	APPLE ROME	Initial	SAFE	Pre-Filing	7/20/2016 4:07:49 PM	Due	Select Action			
TR6-800005-8A-11	800005	117 BROAD STREET	MANHATTAN	JOE ADAM	APPLE ROME	Initial	SWARMP	Pre-Filing	7/20/2016 3:24:12 PM	Due	Select Action			
TR6-811678-8B-11	811678	87-30 204TH STREET	QUEENS	JOE ADAM	APPLE ROME	Initial	UNSAFE	Accepted	7/20/2016 1:22:35 PM	Paid	Select Action			
TR6-814926-8C-11	814926	3975 SEDGWICK A...	BRONX	JOE ADAM		Initial	SWARMP	Pre-Filing	7/20/2016 1:08:11 PM	Due	FISP2 AMENDED			
TR6-800358-8C-17	800358	280 BROADWAY	MANHATTAN	JOE ADAM	APPLE ROME	Initial	UNSAFE	Pre-Filing	7/20/2016 10:20:19 AM	Due	Select Action			

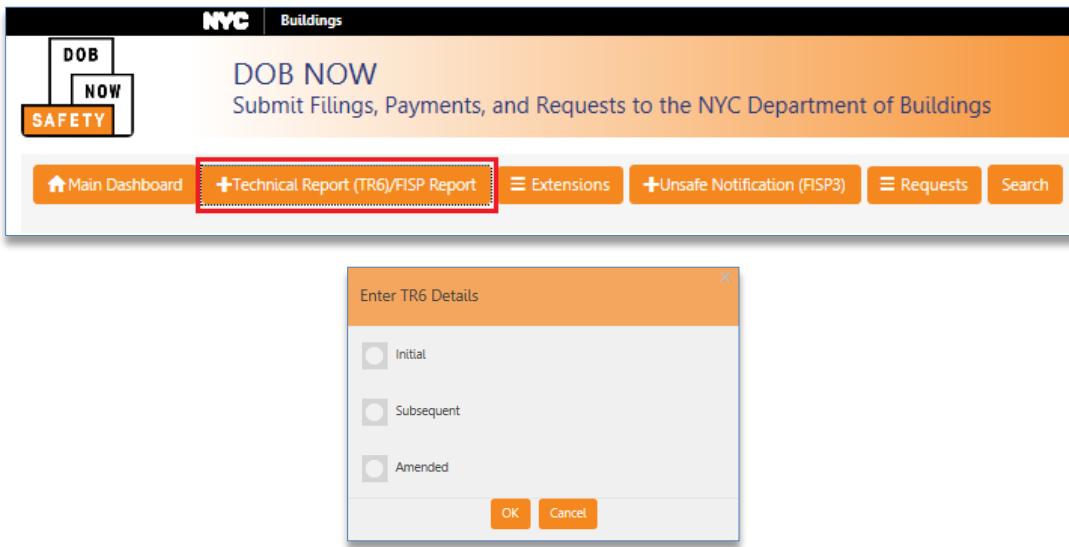
### Compliance Filing Records

Each TR6 compliance filing listed within the grid can be viewed by either double-clicking the record (row), or clicking the desired row under the *View* column (using the icon). When clicked (or double-clicked anywhere within the row), a pop-up message is displayed showing the selected compliance filing number, with the option to proceed (Yes) or cancel (No).



## Creating an Initial TR6 Filing for the Current Cycle

To begin filing an Initial TR6 filing for the current cycle, click the **+Technical Report (TR6)/FISP Report** button. The Enter TR6 Details pop-up screen will open. Select **Initial** and click **OK** to proceed.



## Report Form Orientation Technical Report (TR6)/FISP

After making the selection, you will be redirected to the first screen of the Technical Report (TR6)/FISP Report.

The screenshot shows the DOB NOW interface for filing a TR6 report. The main navigation bar includes links for Main Dashboard, +Technical Report (TR6)/FISP Report (highlighted with a red box and circle 1), Extensions, +Unsafe Notification (FISP3), Requests, and Search. The top right shows a welcome message for 'JOE ADAM (Role: QEWI)' and sign-out options. The main content area features a ribbon at the top with tabs for Pre-Filing, Administrative Review, Plan Examiner Review, Accepted/Rejected, Save (highlighted with circle 2), File, and Filing # TR6-813333-8B-I1. Below the ribbon are sections for Address Search (highlighted with circle 7), Location (highlighted with circle 8), Filing Information, and Inspection Report Status Information. To the right is the 'Application Highlights' panel, which displays application details like location, compliance filing number, and fee information (highlighted with circles 4, 5, 6, and 9). A 'Fee' section at the bottom right of the highlights panel contains buttons for Pay Now and Redirect to FISP3 Report.

1. The ribbon displaying filing progression status.

2. The [Save and File](#) buttons. Once the filing is saved for the first time, the Filing Number will display.
3. The [Dashboard](#) button will take the QEWI back to the default Dashboard.
4. *Filing and Payment History*, a *History Trace* for all significant actions taken on a filing and *Property Profile* information on the compliance filing property.
5. *Application Highlights* displays key elements relating to the property and filing.
6. *Fee* represents the current fee(s) associated to the property on which the filing is intended.
7. *Form progression*; The TR6 Report is broken down into three forms which are all required to file a TR6, in order left to right; **TR6 → FISP Report → Supporting Documents**.
8. The completed compliance filing form.

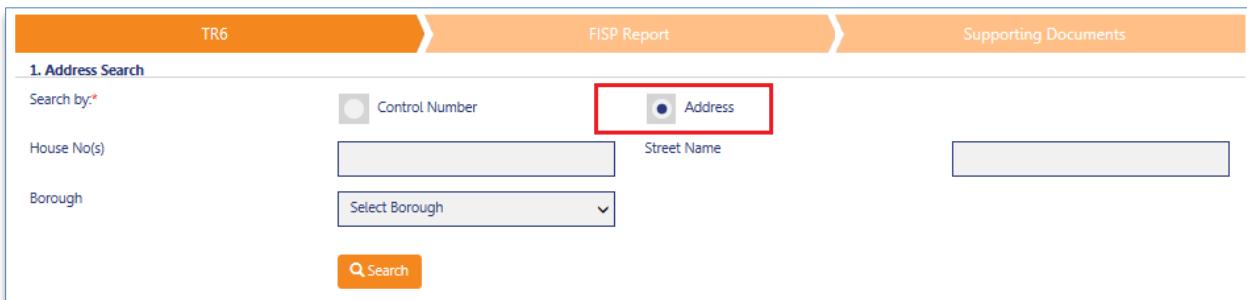
## Section 1. Address Search

In Section 1, the Address Search is used to search for properties in DOB NOW: Safety. You must enter either the exact Control number, with all 6 digits or enter the property address.

When a QEWI enters a Control Number, it will not matter if it is a previous cycle (700013), the QEWI will be provided a selection within the current cycle (800013), and its sub-cycle (8B).

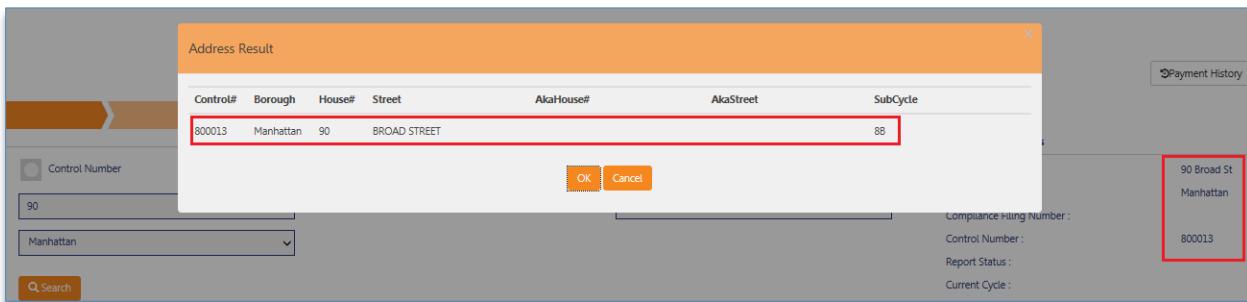
## Address Search

To search by address enter the House Number, Street Name and Borough. Click **Search**.



The screenshot shows a search interface with three tabs at the top: TR6, FISP Report, and Supporting Documents. Below the tabs, there's a section titled '1. Address Search'. It includes fields for 'Search by:' (Control Number or Address), 'House No(s)', 'Street Name', 'Borough', and a dropdown for 'Select Borough'. A large orange 'Search' button is at the bottom.

The Address Result pop-up window will open. Confirm and select the record with the correct Control Number and address. Click **OK**.



The screenshot shows a 'Address Result' pop-up window. It displays a table with columns: Control#, Borough, House#, Street, AkaHouse#, AkaStreet, and SubCycle. A row for '800013 Manhattan 90 BROAD STREET' is highlighted with a red border. At the bottom of the window are 'OK' and 'Cancel' buttons. To the right of the table, there's a sidebar with 'Payment History' and some status information: 'Compliance Filing Number:', 'Control Number:', 'Report Status:', and 'Current Cycle:'. The value '800013' is also highlighted with a red box in this sidebar area.

After completing the Address Search the TR6 form will auto-populate in the following sections:

- *Section 2. Location*
- *Section 3. Filing Information*
- *Section 6. Applicant's Information*
- Application Highlights

The screenshot shows the DOB NOW application interface. At the top, there is a navigation bar with links for Payment History, History Trace, TR6 Report, and Property Profile. On the right, it shows a welcome message for 'JOE ADAM' (Role: QEWI) and a sign-out link. Below the navigation is a search bar with the placeholder 'Submit Filings, Payments, and Requests to the NYC Department of Buildings'. The main area has tabs for 'Pre Filing', 'Save', 'File', 'TR6', 'FISP Report', and 'Supporting Documents'. The 'TR6' tab is active. The '1. Search' section contains fields for 'Search by\*' (Control Number or Address), 'House No(s)' (90), 'Street Name' (BROAD STREET), 'Borough' (Manhattan), and a 'Search' button. The '2. Location' section is highlighted with a red border and contains fields for 'House No(s)\*' (90), 'Street Name\*' (BROAD STREET), 'Borough\*' (Manhattan), 'Block\*' (10), 'BIN\*' (1000025), 'Lot\*' (16), 'Zip\*' (10004), and 'C.B No\*' (101). The '3. Filing Information' section contains fields for 'Filing Type\*' (Initial) and 'Report Sub Cycle' (88). To the right, under 'Application Highlights', there is a summary of filing details:

Location :	90 BROAD STREET Manhattan 10004
Compliance Filing Number :	8000013
Control # :	8000013
Report Status :	
Current Cycle :	BB
Current Filing Type :	Initial
Current Filing Status :	
Initial Filing Date :	
Initial Unsafe Filing Date :	
Filing Deadline :	
FISP3 Filed :	No
Redirect to FISP3 Report	

Below this, there is a 'Fee' section with fields for Filing Fee, Amount Due, Amount Paid, and Late Filing Fee.

## Section 2. Location

The property location details are populated.

The screenshot shows the '2. Location' section of the TR6 form. It contains the following populated fields:

House No(s)*	27	Street Name*	BLEECKER STREET
Borough*	Manhattan	Block*	529
BIN*	1008448	Lot*	55
Zip Code*	10003	C.B. No.*	102

## Section 3. Filing Information

In Section 3., the *Last Cycle Filing Date* will be populated the first time the form is Saved. To Save the TR6 form, click the *Save* button. A Filing Number will be generated and the field will be populated.

The screenshot shows the DOB NOW interface with the following elements highlighted:

- Save**: The 'Save' button is highlighted with a red border.
- Filing # TR6-813333-8B-I1**: The generated filing number is highlighted with a red border.
- Last Filing Date**: The date field containing '06/21/2012' is highlighted with a red border.

## Section 4. Inspection Report Status Information

Enter the information on the Inspection Report status in the following required fields:

1. Current Cycle: Last QEWI Inspection Date
2. Current Cycle Filing Status
  - SAFE
  - SWARMP
  - UNSAFE

The screenshot shows the '4. Inspection Report Status Information' section with the following fields highlighted:

- Current Cycle: Last QEWI Inspection Date\***: The date input field is highlighted with a red border.
- Current Cycle Filing Status\***: The dropdown menu is highlighted with a red border, showing options: select type, SAFE, SWARMP, UNSAFE.
- Prior Filing Cycle**: The input field containing '7' is highlighted with a red border.
- Prior Filing Sub Cycle**: The input field containing '7A' is highlighted with a red border.
- Prior Filing Status**: The dropdown menu is highlighted with a red border, showing option: SAFE.

## Section 5. Building Description

Enter information in the following required fields:

1. **Landmark District:** Select yes or no to identify if the building is in a landmarked district.
2. **Exterior Wall Type:** Enter the type of exterior walls (Stone, Masonry, Brick...).
3. **Number of Balconies:** Enter the number of balconies if applicable.
4. **Walls Subject to Inspection:** Select All or Partial S/N from the drop down menu.

5. Building Description			
Landmark Building		Landmark District*	<input type="radio"/> Yes <input checked="" type="radio"/> No
Number of Stories	007	Exterior Wall Type*	BRICK MASONRY
Number of Balconies*	10	Wall(s) Subject to Inspection*	All

## Section 6. Applicant's Information

In Section 6. Applicant's Information, the Applicant information is prepopulated based on the QEWI's logon credentials. The *License Type* field is a drop down listing all licenses associated with the QEWI. Once the *License Type* is selected, the *NYS Lic. #* field will auto-populate. If any of the contact information has changed, the QEWI must update the eFiling profile.

6. Applicant's Information			
Email*	AJOETEST@GMAIL.COM	License Type*	Professional Engineer
NYS Lic. #*	078712	Last Name*	ADAM
First Name*	JOE	MI	
Business Name		Business Telephone	5455568622
Business Address	JA LLC	Business Fax	
City	JERSEY CITY	State	NJ
Zip Code	07302	Mobile Phone	

In Section 6a., the QEWI will electronically sign the form by clicking the *Applicant's Statement* checkbox. The QEWI's name and the current date will then be populated. In addition, the QEWI will have to upload the QEWI Seal and Signature on the [Supporting Documents](#) form.

6a. Applicant's Statement*		
<p>I hereby state that the Owner/ Owner's Representative has authorized me to submit this report. Furthermore, I hereby state that all statements are correct and complete to the best of my knowledge. A copy of this report has been given to the owner.</p> <p>#28-211-1 False statements in certificates, forms, written statements, applications, reports or certificates of correction. It shall be unlawful for any person to make a material false statement in any certificate, professional certification, form signed statement, application or certification of the correction of a violation requires under the provisions of this code or any rule of any agency promulgated there under that such person knew or should have known to be false.</p> <p><input checked="" type="checkbox"/> I have personally reviewed all information entered on each of the documents listed above. I understand and agree that by personally clicking on the box at left I am electronically signing each document listed above and expressing my agreement with the Statements and Signatures terms for such documents. I understand that this electronic signature shall have the same validity and effect as a signature affixed to each document by hand, and I further agree that, by uploading an electronic image of my signature and professional seal as part of this application, I am applying such signature and seal to this signed statement and each document listed above as if I had personally signed and sealed these statements and documents by hand.*</p>		
Name	JOE ADAM	Date
Electronically Signed		
08/16/2016		



## Section 7. Owner Information

In Section 7. *Owner Information*, provide the associated owner information by entering the owner's email address registered with in eFiling. The additional fields will have to be completed.

7. Owner Info		
E-Mail*		Last Name*
First Name*		MI
Address*		Telephone*
City*		State*
Zip*		
8. Owner Representative		
Email	Please enter minimum 5 characters	Last Name
First Name		Phone
Relationship to owner		

## Section 8. Owner Representative

In Section 8. *Owner Representative*, provide the owner representative information, as applicable, by entering the owner representative email address registered with in eFiling. The *Owner Representative* information in *Section 8.* is optional

The QEWI has the option to [Save the form](#) with the above information.

## FISP Report

The FISP Report screen has the following main sections:

1. The FISP Report
2. Application Highlights
3. Fee

The screenshot shows the FISP Report screen with three main sections:

- TR6:** Displays basic filing information: QEWI First Name (JOE), QEWI Last Name (ADAM), QEWI Address (JA LLC), Block (1600), Lot (26), Cycle (8), and BIN (1074155).
- FISP Report:** Displays the Executive Summary section, which includes a General Description field containing "This façade needs...".
- Supporting Documents:** Displays Application Highlights and Fee sections.

Red circles numbered 1, 2, and 3 point to the TR6, Application Highlights, and Fee sections respectively.

1. Heading		FISP Report		Supporting Documents	
QEWI First Name*	JOE	QEWI Last Name*	ADAM		
QEWI Address*	JA LLC	Block*	1600		
Lot*	26	Cycle	8		
BIN	1074155				
<b>2. Executive Summary</b>					
General Description					
<p>This façade needs...</p> <p><b>B I U</b> Words: 3 Characters: 18</p>					
<b>Application Highlights</b> <p>Location : 15 WEST 116 STREET Manhattan 10026</p> <p>Compliance Filing Number : TR6-813333-8B-I1</p> <p>Control Number : 813333</p> <p>Report Status : Pre-Filing</p> <p>Current Cycle : 8B</p> <p>Current Filing Type : Initial</p> <p>Current Filing Status : SAFE</p> <p>Initial Filing Date :</p> <p>Filing Deadline : 02/21/2018</p> <p>FISP3 Filed : No</p> <p>Redirect to FISP3 Report</p>					
<b>Fee</b> <p>Filing Fee : \$265.00</p> <p>Amount Due : \$265.00</p> <p>Amount Paid :</p> <p>Late Filing Fee :</p> <p>Failure to File Fee :</p> <p>Failure to Correct Fee :</p> <p><b>Pay Now</b></p>					

The TR6 – FISP Report has the following main sections:

4. The TR6 – FISP Report
5. Application Highlights
6. Fee

## Section 1. Heading

**Section 1** displays critical fields previously provided on the TR6 report for this filing's Control Number.

The screenshot shows the TR6 – FISP Report with the following data:

1. Heading		FISP Report		Supporting Documents	
QEWI First Name*	JOE	QEWI Last Name*	ADAM		
QEWI Address*	JA LLC	Block*	10		
Lot*	16	Cycle	8		
BIN	1000025				

## Section 2. Executive Summary

Enter the detailed information of the building's exterior walls' condition in the following four text boxes:

- General Description
- Scope of Inspection
- Summary of Findings
- Conclusions and Recommendations

**2. Executive Summary**

**General Description\***

This is my filing info

You can not input more than 6000 characters (including white spaces)

**Scope of Inspection\***

This is my filing info

You can not input more than 6000 characters (including white spaces)

**Summary of Findings\***

This is my filing info

You can not input more than 6000 characters (including white spaces)

**Conclusions and Recommendations\***

This is my filing info

You can not input more than 6000 characters (including white spaces)

## Section A. Building Information

In Section A. the building information provided on the TR6 report for this filing's Control Number is displayed.

A. Building Information			
Address	90 BROAD STREET	AKA Address	
Block	10	Lot	16
BIN	1000025	Landmark Building	
Landmark District	No	Cross Streets	

## Section B. Owner Information

Provide the associated owner information by selected the appropriate Owner Type from the drop down menu. The owner name will pre-populate from the information provided on the TR6.

B. Owner Information		
Owner Type*	Select Owner Type	Owner

- Private
- City Owned Non-NYCHA
- NYCHA
- State
- Federal
- Diplomat

Select Owner Type
Private
City Owned Non-NYCHA
NYCHA
State
Federal
Diplomat

The Owner name should be populated based on the entry made on the TR6 form.

## Section C. Building Description

The QEWI may edit any pre-populated field, or enter new information as required. Enter the following required fields:

- **Lot and Building Dimensions** (ex. 121.33 x 131.75)
- **Building Use** (ex. Mixed, Commercial, Residential)
- **Exterior Wall Type** (ex. STONE, BRICK, MASONRY)
- **Certificate of Occupancy**
- **Approximate Year Built**

C. Building Description			
Height		Stories	026
Lot & Building Dimensions*		Cert of Occupancy*	
Building Use*		Approx. Year Built*	
Exterior wall type*	BRICK MASONRY, STONE		

## Section D. A Detailed Description of any Settlements, Repairs, or Revisions to Exterior Enclosures Since the Previous Report

Enter information into the text box describing in detail any settlements, repairs or revisions to exterior enclosures which occurred since the previously filed report.

**D. A detailed description of any settlements, repairs, or revisions to exterior enclosures since the previous report\***

B I U    Words: 0    Characters: 0

You can not input more than 6000 characters (including white spaces)

## Section E. Procedures Used in Making the Critical Examination

Enter information into the text box describing in detail the procedures used in making the critical examination.

**E. Procedures Used in Making the Critical Examination\***

B I U    Words: 0    Characters: 0

You can not input more than 6000 characters (including white spaces)

## Section F. Rigger Information

The Rigger information section will have the QEWI's name populated. If there is *Rigger / Operator information*, the QEWI should add the information in the *Rigger Operator* section after selecting the *Rigger Operator Info* checkbox.

**F. Rigger Information**

QEWI First Name	JOE	QEWI Last Name	
		ADAM	
<input type="checkbox"/> Number of person(s) who conducted inspection and his/her relation to QEWI			
<input checked="" type="checkbox"/> Rigger/Operator Info			
First Name*	[ ]	Middle Initial	[ ]
Last Name*	[ ]	Business Name	[ ]
Business Address	[ ]	City	[ ]
State	[ ]	Zip Code	[ ]
Business Phone	[ ]	Business Fax	[ ]
Mobile phone	[ ]	Email	[ ]
Rigger License #*	[ ]		
<b>Location(s) of close-up inspection &amp; Plot Details*</b>			
<p>B I U    Words: 0    Characters: 0</p> <div style="border: 1px solid #ccc; height: 100px; margin-top: 5px;"></div> <p>You can not input more than 6000 characters (including white spaces)</p>			

Select the **Number of person(s)** who conducted an inspection and his/her relation to QEWI from the dropdown. For example, if “3” persons are selected from the dropdown, three sets of fields are displayed. Enter the full name of each person who conducted an inspection and their relationship to the QEWI in each set.

F. Rigger Information		
QEWI First Name	JOE	QEWI Last Name
Number of person(s) who conducted inspection and his/her relation to QEWI	3	<input checked="" type="checkbox"/>
Person 1*		Relationship to QEWI*
Person 2*		Relationship to QEWI*
Person 3*		Relationship to QEWI*

In the *Location(s) of close-up inspection & Plot Details* section, enter information on the location in the text box.

Location(s) of close-up inspection & Plot Details*		
B I U	Words: 0	Characters: 0
You can not input more than 6000 characters (including white spaces)		

Select the *Dates of Inspection* by [clicking on the calendar icon](#). The calendar window will open. Select the appropriate inspection date and add any related comments. Click the **Add** button, to add that inspection. If an inspection item was added in error, click the **Delete** button to remove that inspection.

Mobile phone		Email									
Rigger License #*											
Location(s) of close-up inspection & Plot Details*											
B I U	Words: 0	Characters: 0									
You can not input more than 6000 characters (including white spaces)											
Dates of inspection(s)*	08/03/2016	<input type="button" value="Delete"/>									
(Select date and click Add. You may add up to 10 inspection dates.)											
Comments	<input type="button" value="Add"/>										
<table border="1"> <thead> <tr> <th>Date</th> <th>Comments</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>08/01/2016</td> <td>MyInspection Date1</td> <td><input type="button" value="Delete"/></td> </tr> <tr> <td>08/03/2016</td> <td>My Inspection Date2</td> <td><input type="button" value="Delete"/></td> </tr> </tbody> </table>			Date	Comments	Delete	08/01/2016	MyInspection Date1	<input type="button" value="Delete"/>	08/03/2016	My Inspection Date2	<input type="button" value="Delete"/>
Date	Comments	Delete									
08/01/2016	MyInspection Date1	<input type="button" value="Delete"/>									
08/03/2016	My Inspection Date2	<input type="button" value="Delete"/>									
Total Items: 2											

In the following required sections of the FISP Report (Sections G. through Section M.) the QEWI must provide details for each item by entering information in the text box:



## Section G. Description, Location(s) and Classification of Conditions Observed

G. Description, location(s) and Classification of Conditions Observed\*

B I U    Words: 0    Characters: 0

You can not input more than 6000 characters (including white spaces)

## Section Ga. Appurtenances

Ga. Appurtenances\*

B I U    Words: 0    Characters: 0

You can not input more than 6000 characters (including white spaces)

## Section Gb. Balcony, Guardrail, Handrail and Parapet Statement

Gb. Balcony, guardrail, handrail and parapet statement\*

B I U    Words: 0    Characters: 0

You can not input more than 6000 characters (including white spaces)

## Section H. Causes of Conditions Observed

H. Causes of Conditions Observed \*

B I U    Words: 0    Characters: 0

You can not input more than 6000 characters (including white spaces)

## Section I. Status Report of Exterior Maintenance

I. Status Report of Exterior Maintenance\*

B I U    Words: 0    Characters: 0

You can not input more than 6000 characters (including white spaces)

## Section Ja. Comparison Chart of Conditions Reported for Current and Previous Cycle

In Section Ja. the prior and current filing cycle and status fields are prepopulated. The QEWI is required to enter information in the text box providing comparison detail between the last reporting cycle and the current report.

**Ja. Comparison Chart of Conditions Reported for current and previous cycle\***

Prior Filing Cycle	<input type="text" value="7"/>	Current Filing Cycle	<input type="text" value="8"/>
Prior Filing Status	<input type="text" value="SWARMP"/>	Current Filing Status	<input type="text" value="SWARMP"/>
<span style="border: 1px solid #ccc; padding: 2px;">B</span> <span style="border: 1px solid #ccc; padding: 2px;">I</span> <span style="border: 1px solid #ccc; padding: 2px;">U</span> <span style="border: 1px solid #ccc; padding: 2px;">≡</span> <span style="border: 1px solid #ccc; padding: 2px;">≡</span> <span style="border: 1px solid #ccc; padding: 2px;">C</span> <span style="border: 1px solid #ccc; padding: 2px;">C</span> <span style="margin-left: 10px;">Words: 0</span> <span style="margin-left: 10px;">Characters: 0</span>			
<p>You can not input more than 6000 characters (including white spaces)</p>			

## Section Jb. Work permit numbers, status & sign off dates

**Jb. Work permit numbers, status & sign off dates\***

<span style="border: 1px solid #ccc; padding: 2px;">B</span> <span style="border: 1px solid #ccc; padding: 2px;">I</span> <span style="border: 1px solid #ccc; padding: 2px;">U</span> <span style="border: 1px solid #ccc; padding: 2px;">≡</span> <span style="border: 1px solid #ccc; padding: 2px;">≡</span> <span style="border: 1px solid #ccc; padding: 2px;">C</span> <span style="border: 1px solid #ccc; padding: 2px;">C</span> <span style="margin-left: 10px;">Words: 0</span> <span style="margin-left: 10px;">Characters: 0</span>
<p>You can not input more than 6000 characters (including white spaces)</p>

## Section Jc. ECB Violation Numbers and the Status of the Repairs of the Conditions Cited in the ECB Violations

**Jc. ECB Violation numbers and the status of the repairs of the conditions cited in the ECB violations\***

<span style="border: 1px solid #ccc; padding: 2px;">B</span> <span style="border: 1px solid #ccc; padding: 2px;">I</span> <span style="border: 1px solid #ccc; padding: 2px;">U</span> <span style="border: 1px solid #ccc; padding: 2px;">≡</span> <span style="border: 1px solid #ccc; padding: 2px;">≡</span> <span style="border: 1px solid #ccc; padding: 2px;">C</span> <span style="border: 1px solid #ccc; padding: 2px;">C</span> <span style="margin-left: 10px;">Words: 0</span> <span style="margin-left: 10px;">Characters: 0</span>
<p>You can not input more than 6000 characters (including white spaces)</p>

## Section K. Recommendations for Repairs or Maintenance

In Section K. the SWARMP Recommended Date is pulled from the TR6 form.

**K. Recommendations for Repairs or Maintenance\***

<span style="border: 1px solid #ccc; padding: 2px;">B</span> <span style="border: 1px solid #ccc; padding: 2px;">I</span> <span style="border: 1px solid #ccc; padding: 2px;">U</span> <span style="border: 1px solid #ccc; padding: 2px;">≡</span> <span style="border: 1px solid #ccc; padding: 2px;">≡</span> <span style="border: 1px solid #ccc; padding: 2px;">C</span> <span style="border: 1px solid #ccc; padding: 2px;">C</span> <span style="margin-left: 10px;">Words: 0</span> <span style="margin-left: 10px;">Characters: 0</span>	
<p>You can not input more than 6000 characters (including white spaces)</p>	
SWARMP Recommended Date	<input type="text" value="08/27/2016"/>

## Section L. Required Work Permits

L. Required Work Permits\*

B I U    C    D    Words: 0    Characters: 0

You can not input more than 6000 characters (including white spaces)

## Section M. Current Report Classification

In Section M. the Current Report Classification is pulled from the TR6.

M. Current Report Classification

SWAMP

## Supporting Documents

The TR6-FISP Report requires a number of documents to be uploaded, including the QEWI Seal and Signature. The documents required to be uploaded are pre-populated based on the information previously provided by the QEWI.

TR6      FISP Report      Supporting Documents

Supporting Documents				
Document Name	Document Type	View/Download path	Delete	
My Detailed Photos	Detailed Photographs	<a href="#">View/Download</a>	<a href="#">Delete</a>	
My Elevation Photos	Elevation Photographs	<a href="#">View/Download</a>	<a href="#">Delete</a>	
My Plot Plan	Plot Plan	<a href="#">View/Download</a>	<a href="#">Delete</a>	
My Seal and Signature	Seal and Signature	<a href="#">View/Download</a>	<a href="#">Delete</a>	

1 - 4 of 4 items

1 / 1    50 items per page

Add New Document

The process for uploading [Supporting Documents process](#) can be found here.



## Owner Signature

Once the QEWI has [saved the filing](#), the Owner or Owner's Representative (detailed in the Owner and Owner's Representative Manual) must log in and certify the filing by providing their electronic signature in Section 9. *Owner's Statement* on the TR6.

**9. Owner's Statement\***

(A) I hereby state that I am the owner/owner's representative of the premises referenced in the report associated with this filing. Furthermore, I have received and read a copy of the request associated with this filing and I am aware of the required repairs and/or maintenance, if any and the recommended time frame for same.

(B) I certify that all items noted as SWARMP conditions in the previous cycle's report have been corrected/repaired; or this report must be rated as Unsafe as per Administrative Code section §28-302-1, if applicable.

§28-211.1 False statements in certificates, forms, written statements, applications, reports or certificates of correction. It shall be unlawful for any person to make a material false statement in any certificate, professional certification, form signed statement, application or certification of the correction of a violation requires under the provisions of this code or any rule of any agency promulgated there under that such person knew or should have known to be false.

I understand and agree that by personally clicking on the box at left I am electronically signing each document listed above and expressing my agreement with the Statements and Signatures terms for such documents.  
I understand that this electronic signature shall have the same validity and effect as a signature affixed to each document by hand.<sup>4</sup>

Name	dsfdf dsfdf dfdf	Date
Electronically Signed		

08/16/2016

## TR6 Fees and Payments

The QEWI can confirm that all fees are paid by reviewing the *Fee* section in the *Application Highlights* section of the screen.

**Application Highlights**

Location :	90 BROAD STREET
	Manhattan 10004
Compliance Filing Number :	TR6-800013-88-11
Control Number :	800013
Report Status :	Pre-Filing
Current Cycle :	88
Current Filing Type :	Initial
Current Filing Status :	SWARMP
Initial Filing Date :	
Filing Deadline :	02/21/2018
FISP3 Filed :	Yes
Redirect to FISP3 Report	FISP3 Report

**Fee**

Filing Fee :	\$265.00
Amount Due :	\$265.00
Amount Paid :	
Late Filing Fee :	
Failure to File Fee :	
Failure to Correct Fee :	

**Pay Now**

If there are any outstanding fees, the QEWI can click on the *Pay Now* button and pay the fees. The [making payments process can be found here](#). Once complete, the Amount Due will be \$0.00 and the *Pay Now* button will be grayed out.

**Fee**

Filing Fee :	\$100.00
Amount Due :	\$0.00
Amount Paid :	\$100.00
Late Filing Fee :	
Failure to File Fee :	
Failure to Correct Fee :	

**Pay Now**



## Filing the TR6 Report

Once the Owner has provided their electronic signature, the QEWI can make a final review of the filing, make any necessary changes, confirm all fees are paid, all documents uploaded, and then file the complete TR6 Report by clicking the [File button](#).

The screenshot shows the DOB NOW interface for submitting filings. At the top, there's a navigation bar with the NYC Buildings logo and tabs for Pre-Filing, Administrative Review, Plan Examiner Review, and Accepted/Rejected. Below this, a large orange banner displays the text "DOB NOW" and "Submit Filings, Payments, and Requests to the NYC Department of Buildings". In the center, there are two buttons: "Save" (orange) and "File" (red, highlighted with a red border). To the right of these buttons, the filing number "Filing # TR6-800013-8B-I1" is displayed.

## TR6 Subsequent Filing

Once a TR6 has been **filed** with a status of **SAFE** or **SWARMP**, and a DOB Plan Examiner has Accepted the initial TR6 compliance filing, the QEWI can file a Subsequent TR6 report.

The QEWI can start to create a Subsequent TR6 filing in one of two ways, either by using the Dashboard menu items, or by using the TR6 Action column in the default grid.

- Dashboard Menu:** Click the **+Technical Report (TR6)/FISP Report** button. The Enter TR6 Details pop-up window will open. Select the **Subsequent** option, enter the Control or Filing Number, and click **OK**.

Enter TR6 Details

Initial

Subsequent

Amended

Please enter the Control # or Filing #

**OK** **Cancel**

- Actions:** From the *Technical Report (TR6)/FISP Report* tab, locate the filing you want to submit a Subsequent report for. From the Actions dropdown, select **Subsequent**.

Technical Report (TR6)/FISP Report														
Filing #	Control #	Address	Borough	Filing Type..	Filing Status..	Compliance Report Status..	QEWI	Owner	Payment Status..	Created Date	Modified Date	Actions	View	
TR6-800041-BC-I1	800041	199 CHAMBERS STREET	MANHATTAN	Initial	Pre-Filing	JOE ADAM	Due	JOE ADAM	Paid	7/25/2016 11:55:25 AM	7/25/2016 11:55:27 AM	Select Action		
TR6-801999-BC-A2	801997	37 WEST 19 STREET	MANHATTAN	Amended	SAFE	Accepted	JOE ADAM	Apple J Rome	Paid	7/25/2016 11:42:25 AM	7/25/2016 11:56:56 AM	Select Action		
TR6-800056-BC-I2	800056	15 BEETON STREET	MANHATTAN	Initial	UNSAFE	Administrative Review	JOE ADAM	Apple A Rome	Paid	7/25/2016 11:24:52 AM	7/25/2016 11:49:07 AM	<b>SUBSEQUENT</b>		

A pop-up window will open to confirm the TR6 report number and property address. If correct, click **Yes** to proceed.

	Filing Type...	Filing Status...	Pre-Filing	JOE ADAM	Due	8/9/2016	8/10/2016	Select Action
TAN	Initial	SWARMP	Pre-Filing	JOE ADAM	Due	8/9/2016	8/9/2016	Select Action
TAN	Amended	SAFE	Pre-Filing	JOE ADAM	Due	8/9/2016	8/9/2016	Select Action
TAN	Amended	SAFE	Pre-Filing	JOE ADAM	Due	8/9/2016	8/9/2016	Select Action
TAN	Amended	SAFE	Pre-Filing	JOE ADAM	Due	8/9/2016	8/9/2016	Select Action
TAN	Amended	UNSAFE	Pre-Filing	JOE ADAM	Due	8/9/2016	8/9/2016	Select Action
TAN	Amended	UNSAFE	Pre-Filing	JOE ADAM	test ghgfh test	Due	8/9/2016	Select Action
TAN	Subsequent	UNSAFE	Accepted	JOE ADAM	Apple J Rome	Paid	8/9/2016	Select Action
TAN	Amended	SAFE	Accepted	JOE ADAM	test ghgfh test	Paid	8/9/2016	SUBSEQUENT

## Subsequent TR6 Filing

Once the Subsequent filing has been saved for the first time, a new TR6 Filing Number will be generated, ending in S1.

This status change is also displayed in the *Application Highlights* section of the screen.

Application Highlights	
Location :	27 BLEECKER STREET Manhattan 10003
Compliance Filing Number :	TR6-801020-8A-S1
Control Number :	801020
Report Status :	Pre-filing
Current Cycle :	8A
Current Filing Type :	Subsequent
Current Filing Status :	SWARMP
Initial Filing Date :	08/09/2016
Filing Deadline :	02/21/2017
FISP3 Filed :	No
Redirect to FISP3 Report	

The Subsequent filing will display all the previously submitted information from the Initial TR6 report. The Subsequent filing will follow the same filing process as the [Initial TR6 report](#), including the entry and/or validation of information in all required fields.

**TR6**      **FISP Report**      **Supporting Documents**

**1. Address Search**

Search by\*:  Control Number  Address  
Control Number\*: 814444

**2. Location**

House No(s)*: 330	Street Name*: EAST 119 STREET
Borough*: Manhattan	Block*: 1795
BIN*: 1087940	Lot*: 7501
Zip Code*: 10035	C.B. No.*: 111

**3. Filing Information**

Filing Type*: Subsequent	Report Cycle: 8
Report Sub Cycle: BA	Last Cycle Filing Date: 08/14/2016

**4. Inspection Report Status Information**

Current Cycle: Last QEWI Inspection Date*: 08/04/2016	Current Cycle Filing Status*: select type
Prior Filing Cycle	Prior Filing Sub Cycle
Prior Filing Status: select type	

**5. Building Description**

Landmark Building	Landmark District*: Yes <input checked="" type="radio"/> No <input type="radio"/>
Number of Stories: 007	Exterior Wall Type*: BRICK, STONE, GLASS
Number of Balconies*: 10	Wall(s) Subject to Inspection*: select type

## Owner Signature

Once the QEWI has [saved the filing](#), the Owner or Owner's Representative (detailed in the Owner and Owner's Representative Manual) must log in and certify the filing by providing their electronic signature in Section 9. *Owner's Statement* on the TR6.

**9. Owner's Statement\***

(A) I hereby state that I am the owner/owner's representative of the premises referenced in the report associated with this filing. Furthermore, I have received and read a copy of the request associated with this filing and I am aware of the required repairs and/or maintenance, if any and the recommended time frame for same.

(B) I certify that all items noted as SWARMP conditions in the previous cycle's report have been corrected/repaired; or this report must be rated as Unsafe as per Administrative Code section §28-302-1, if applicable.

§28-211.1 False statements in certificates, forms, written statements, applications, reports or certificates of correction. It shall be unlawful for any person to make a material false statement in any certificate, professional certification, form signed statement, application or certification of the correction of a violation requires under the provisions of this code or any rule of any agency promulgated there under that such person knew or should have known to be false.

I understand and agree that by personally clicking on the box at left I am electronically signing each document listed above and expressing my agreement with the Statements and Signatures terms for such documents.  
I understand that this electronic signature shall have the same validity and effect as a signature affixed to each document by hand.

Name: dsfdsf dsfdsf dfdf	Date: 08/16/2016
Electronically Signed	

## TR6 Fees and Payments

The QEWI can confirm that all fees are paid by reviewing the *Fee* section in the *Application Highlights* section of the screen.



Fee	
Filing Fee :	\$100.00
Amount Due :	<b>\$0.00</b>
Amount Paid :	\$100.00
Late Filing Fee :	
Failure to File Fee :	
Failure to Correct Fee :	

**Pay Now**

If there are any outstanding fees, the QEWI can click on the *Pay Now* button and pay the fees. The [making payments process can be found here](#). Once complete, the Amount Due will be \$0.00 and the *Pay Now* button will be grayed out

## Filing the Subsequent TR6 Report

Once the Owner has provided their electronic signature, the QEWI can make a final review of the filing, make any necessary changes, confirm all fees are paid, all documents uploaded, and then file the complete Subsequent Report by clicking the [File button](#).

## TR6 Amended Filing

Once a TR6 Report with an UNSAFE status has been accepted, the QEWI may file either an Amended TR6 or FISP1 (First Extension Request).

The QEWI can initiate a TR6 Amended filing in one of two ways, either by using the Dashboard menu items, or by using the TR6 Action column in the default grid.

- Dashboard Menu:** Click the **+Technical Report (TR6)/FISP Report** button. The Enter TR6 Details pop-up window will open. Select the **Amended** option, enter the Control or Filing Number, and click **OK**.

**Enter TR6 Details**

Initial  
 Subsequent  
 Amended

Please enter the Control # or Filing #

**OK** **Cancel**

- Actions:** From the *Technical Report (TR6)/FISP Report* tab, locate the filing you want to submit a Subsequent report for. From the Actions dropdown, select *Amended*.

Technical Report (TR6)/FISP Report													
Filing #	Control #	Address	Borough	Filing Type	Filing Status	Compliance Report Status	QEWI	Owner	Payment Status	Created Date	Modified Date	Actions	V
TR6-800041-8C-I	800041	199 CHAMBERS STREET	MANHATTAN	Initial	Pre-Filing	SAFE	JOE ADAM	Apple J Rome	Due	7/25/2016 11:55:25 AM	7/25/2016 11:55:27 AM	Select Action	v
TR6-801999-8C-A2	801997	37 WEST 19 STREET	MANHATTAN	Amended	Accepted	SAFE	JOE ADAM	Apple A Rome	Paid	7/25/2016 11:42:25 AM	7/25/2016 11:56:56 AM	SUBSEQUENT	v
TR6-800056-8B-I2	800056	15 RECTOR STREET	MANHATTAN	Initial	UNSAFE	Administrative Review	JOE ADAM	Apple A Rome	Paid	7/25/2016 11:24:52 AM	7/25/2016 11:49:07 AM	Select Action	v
TR6-800358-8C-I1	800358	280 BROADWAY	MANHATTAN	Initial	UNSAFE	Administrative Review	JOE ADAM	gfhgfd gfhf	Paid	7/25/2016 11:08:13 AM	7/25/2016 11:20:00 AM	Select Action	v
TR6-800013-8B-I4	800013	90 BROAD STREET	MANHATTAN	Initial	UNSAFE	Pre-Filing	JOE ADAM	Apple Rome	Due	7/25/2016 10:58:55 AM	7/25/2016 11:03:20 AM	FISP1 AMENDED	v
TR6-800056-8B-I1	800056	15 RECTOR STREET	MANHATTAN	Initial	Pre-Filing	SAFE	JOE ADAM	Apple Rome	Due	7/25/2016 9:59:43 AM	7/25/2016 10:00:50 AM	Select Action	v

A pop-up window will open to confirm the TR6 report number and property address. If correct, click **Yes** to proceed.

Action	Owner Name	Address	Status	Created Date	Modified Date	Actions
Pre-Filing	JOE ADAM	test ghgfh test	Due	8/9/2016	8/9/2016	Select Action
Pre-Filing	JOE ADAM	Apple J Rome	Paid	8/9/2016	8/9/2016	Select Action
Accepted	JOE ADAM	test ghgfh test	Paid	8/9/2016	8/9/2016	Select Action
Accepted	JOE ADAM		Due	8/9/2016	8/9/2016	Select Action
Pre-Filing	JOE ADAM		Due	8/9/2016	8/9/2016	Select Action
Pre-Filing	JOE ADAM		Due	8/9/2016	8/9/2016	Select Action
Pre-Filing	JOE ADAM	Apple Rome	Due	8/9/2016	8/9/2016	Select Action
Pre-Filing	JOE ADAM		Due	8/9/2016	8/9/2016	Select Action
Pre-Filing	JOE ADAM	Apple Rome	Due	8/9/2016	8/9/2016	Select Action
Accepted	JOE ADAM	Apple J Rome	Paid	8/9/2016	8/9/2016	Select Action
Accepted	JOE ADAM	test ghgfh test	Paid	8/9/2016	8/9/2016	AMENDED

## Amended TR6 Filing

Once the Amended filing has been saved for the first time, a new TR6 Filing Number will be generated, ending in A1.

NYC | Buildings

**DOB NOW**  
Submit Filings, Payments, and Requests to the NYC Department of Buildings

Pre-Filing    Administrative Review    Plan Examiner Review    Accepted/Rejected

Save    File    **Filing # TR6-807899-8C A1**

TR6    FISP Report    Supporting Documents

The filing type is also displayed in the *Application Highlights* section of the screen.

Application Highlights	
Location :	1849 SEDGEMICK AVENUE Bronx 10604
Compliance Filing Number :	<b>TR6-807899-8C A1</b>
Control Number :	807899
Report Status :	Pre-Filing
Current Cycle :	8C
Current Filing Type :	<b>Amended</b>
Current Filing Status :	UNSAFE
Initial Filing Date :	04/28/2015
Filing Deadline :	02/21/2019
FISP3 Filed :	No
Redirect to FISP3 Report	

The Amended filing will display all the previously submitted information from the Initial TR6 report. The Amended filing will follow the same filing process as the [Initial TR6 report](#), including the entry and/or validation of information in all required fields.

1. Address Search

Search by\*:  Control Number  Address  
Control Number: 807899

2. Location

House No(s)*: 1849	Street Name*: SEDGWICK AVENUE
Borough*: Bronx	Block*: 2881
BIN*: 2092070	Lot*: 84
Zip Code*: 10604	C.B. No.*: 205

3. Filing Information

Filing Type*: Amended	Report Cycle: 8
Report Sub Cycle: 8C	Last Cycle Filing Date: 04/28/2015 <input type="button" value="Calendar"/>

4. Inspection Report Status Information

Current Cycle: Last QEWI Inspection Date*: 03/25/2015 <input type="button" value="Calendar"/>	Current Cycle Filing Status*: SAFE <input type="button" value="Status"/>
Prior Filing Cycle: 8	Prior Filing Sub Cycle: 8C
Prior Filing Status: UNSAFT <input type="button" value="Status"/>	

5. Building Description

Landmark Building	Landmark District*: <input checked="" type="radio"/> Yes <input type="radio"/> No
Number of Stories: 16	Exterior Wall Type*: BRICK MASONRY
Number of Balconies*	Wall(s) Subject to Inspection*: select type <input type="button" value="Select"/>

## Owner Signature

Once the QEWI has [saved the filing](#), the Owner or Owner's Representative (detailed in the Owner and Owner's Representative Manual) must log in and certify the filing by providing their electronic signature in Section 9. *Owner's Statement*.

9. Owner's Statement\*

(A) I hereby state that I am the owner/owner's representative of the premises referenced in the report associated with this filing. Furthermore, I have received and read a copy of the request associated with this filing and I am aware of the required repairs and/or maintenance, if any and the recommended time frame for same.

(B) I certify that all items noted as SWARMP conditions in the previous cycle's report have been corrected/repaired; or this report must be rated as Unsafe as per Administrative Code section §28-302.1, if applicable.

§28-211.1 False statements in certificates, forms, written statements, applications, reports or certificates of correction. It shall be unlawful for any person to make a material false statement in any certificate, professional certification, form signed statement, application or certification of the correction of a violation requires under the provisions of this code or any rule of any agency promulgated there under that such person knew or should have known to be false.

I understand and agree that by personally clicking on the box at left I am electronically signing each document listed above and expressing my agreement with the Statements and Signatures terms for such documents.  
I understand that this electronic signature shall have the same validity and effect as a signature affixed to each document by hand.<sup>4</sup>

Name: dsfdsf dsfdsf dfdf	Date: 08/16/2016
Electronically Signed	

## TR6 Fees and Payments

The QEWI can confirm that all fees are paid by reviewing the *Fee* section in the *Application Highlights* section of the screen.



A screenshot of a software interface showing a 'Fee' section. It contains the following information:

Filing Fee :	\$100.00
Amount Due :	<b>\$0.00</b>
Amount Paid :	\$100.00
Late Filing Fee :	
Failure to File Fee :	
Failure to Correct Fee :	

At the bottom is a button labeled 'Pay Now'.

If there are any outstanding fees, the QEWI can click on the *Pay Now* button and pay the fees. The [making payments process can be found here](#). Once complete, the Amount Due will be \$0.00 and the *Pay Now* button will be grayed out

## Filing the Amended TR6 Report

Once the Owner has provided their electronic signature, the QEWI can make a final review of the filing, make any necessary changes, confirm all fees are paid, all documents uploaded, and then file the complete Amended Report by clicking the [\*File button\*](#).

## Initial Extension Request - FISP1 Filing

Once a TR6 with a status of UNSAFE has been accepted, the QEWI may file either an Amended TR6 or FISP1 (Initial Extension Request) time extension request.

An *Initial Extension Request (FISP1)* is created based on the associated Control number or TR6 Filing number.

The QEWI can initiate a TR6 Amended filing in one of two ways, either by using the Dashboard menu items, or by using the TR6 Action column in the default grid.

- Dashboard Menu:** Click the **+Initial Extension Request (FISP1)** button. The Enter FISP/TR6 Details pop-up window will open. Enter the Control or Filing Number, and click **OK**.

The screenshot shows the DOB NOW dashboard with the 'Buildings' tab selected. The main header reads 'DOB NOW Submit Filings, Payments, and Requests to the NYC Department of Buildings'. Below the header, there are several navigation buttons: 'Main Dashboard', 'Technical Report (TR6)/FISP Report', 'Extensions', 'Unsafe Notification (FISP3)', 'Requests', and 'Search'. The 'Extensions' button is highlighted. A dropdown menu under 'Extensions' shows two options: '+ Initial (FISP1)' and '+ Additional (FISP2)'. A modal dialog box titled 'Enter FISP/TR6 Details' is overlaid on the page. It contains a text input field labeled 'Please enter the Control # or Filing #' and two buttons at the bottom: 'OK' and 'Cancel'.

- Actions:** From the *Technical Report (TR6)/FISP Report* tab, locate the filing you want to submit a FISP1 report for. From the Actions dropdown, select *FISP1*.

The screenshot shows a grid of filing records. The columns include: Filing #, Control #, Address, Borough, Filing Type, Filing Status, Compliance Report Status, QEWI, Owner, Payment Status, Created Date, Modified Date, and Actions. The row for filing TR6-800013-88-11 is highlighted with a red box. An 'Actions' dropdown menu is open next to the last column of this row, showing three options: 'Select Action', 'FISP1', and 'AMENDED'.

Technical Report (TR6)/FISP Report												
Filing #	Control #	Address	Borough	Filing Type	Filing Status	Compliance Report Status	QEWI	Owner	Payment Status	Created Date	Modified Date	Actions
TR6-800041-8C-I1	800041	199 CHAMBERS STREET	MANHATTAN	Initial		Pre-Filing	JOE ADAM		Due	7/25/2016 11:55:25 AM	7/25/2016 11:55:27 AM	Select Action
TR6-801999-8C-A2	801997	37 WEST 19 STREET	MANHATTAN	Amended	SAFE	Accepted	JOE ADAM	Apple J Rome	Paid	7/25/2016 11:42:25 AM	7/25/2016 11:56:56 AM	SUBSEQUENT
TR6-800056-8B-I2	800056	15 RECTOR STREET	MANHATTAN	Initial	UNSAFE	Administrative Review	JOE ADAM	Apple A Rome	Paid	7/25/2016 11:24:52 AM	7/25/2016 11:49:07 AM	Select Action
TR6-800358-8C-I1	800358	280 BROADWAY	MANHATTAN	Initial	UNSAFE	Administrative Review	JOE ADAM	ghfgfd gfhf	Paid	7/25/2016 11:03:13 AM	7/25/2016 11:20:00 AM	Select Action
TR6-800013-88-11	800013	90 BROAD STREET	MANHATTAN	Initial	UNSAFE	Pre-Filing	JOE ADAM	Apple Rome	Due	7/25/2016 10:58:55 AM	7/25/2016 11:03:20 AM	FISP1
TR6-800056-8B-I1	800056	15 RECTOR STREET	MANHATTAN	Initial		Pre-Filing	JOE ADAM		Due	7/25/2016 9:59:43 AM	7/25/2016 10:00:50 AM	AMENDED

A pop-up window will open to confirm the TR6 report number and property address. If correct, click **Yes** to proceed.

Filing Status	Created Date	Modified Date	Actions
Pre-Filing	8/9/2016	8/9/2016	Select Action
Pre-Filing	8/9/2016	8/9/2016	Select Action
Pre-Filing	8/9/2016	8/9/2016	Select Action
Accepted	8/9/2016	8/9/2016	Select Action
Accepted	8/9/2016	8/9/2016	Select Action
Pre-Filing	8/9/2016	8/9/2016	Select Action
Pre-Filing	8/9/2016	8/9/2016	Select Action
Pre-Filing	8/9/2016	8/9/2016	Select Action
Pre-Filing	8/9/2016	8/9/2016	Select Action
Pre-Filing	8/9/2016	8/9/2016	Select Action
Accepted	8/9/2016	8/9/2016	Select Action
Accepted	8/9/2016	8/9/2016	Select Action

After clicking **Yes**, the FISP1 form will open. The location information sections are populated from the information provided on the TR6.

## FISP1 - Initial Extension Request Form

Once the FISP1 filing has been saved for the first time, a FISP1 Filing Number will be generated, beginning in F1 and ending in a 3 digit sequence number.

The following FISP1 sections are pre-populated based on the information provided on the initial TR6:

1. Address Search
2. Location Information
3. Owner Information
4. Qualified Exterior Wall Inspector (QEWI)

Application Highlights	
Location :	27 BLEECKER STREET Manhattan 10003
Compliance Filing Number :	F1-801020-8A 001
Control Number :	801020
Current Cycle :	8A
Current Status :	UNSAFE
Initial Report Accepted date :	08/09/2016
<b>Fee</b>	
Filing Fee :	\$135.00
Amount Due :	\$135.00
Amount Paid :	\$0.00
<b>Pay Now</b>	

## Section 4. Qualified Exterior Wall Inspector (QEWI) Information

In Section 4 the QEWI has the option to update the *License Type* field. The *License Type* field is a drop down listing all licenses associated with the QEWI. Once the *License Type* is selected, the *License Number* field will auto-populate. If any of the contact information has changed, the QEWI must update the eFiling profile.

## Section 5. Inspection Report Status

In Section 5. *Inspection Report Status*, the QEWI will validate, and edit if necessary, the *Last QEWI Inspection Date* and enter any / all DOB Violation numbers not already populated. To update the *Last QEWI Inspection Date*, click on the calendar icon and select the date. [Calendar details can be found here.](#)

## Section 6. Documentation

In Section 6. *Documentation*, in the *Safety of Premises* section, the QEWI must select one or more checkboxes for the following (*Note: in the required document section, for each selected item there must be at least one document uploaded for each selected item*):

- Shed
- Fence
- Other (if other is selected, a textbox shall appear for *Explain Others*)

In the *Timetable and Statement from a PE or RA* section, the QEWI must select all checkboxes. Each checkbox has a corresponding *Document Type* on the [Supporting Documents](#) form.



In [Supporting Documents](#), a document upload of each item of the following is required

- Signed and sealed statement of estimated time required to repair
- Company name, address, phone and email of PE or RA
- Timetable
- Assessment of temporary safety measures

In the Scope of Work section, the QEWI must select one option from the *Scope of Work* dropdown, and as applicable, upload the appropriate documentation in [Supporting Documents](#):

- No permit is required
- Copy of work application/permit
- Scope of work where a portion of repairs requires a work permit
- Scope of work revised which requires a permit

Select Current Filing status
No Permit is required
Copy of work application/permit
Scope of work where a portion of repairs requires a work permit
Scope of work revised which requires a permit

For any of the selected items, the QEWI must enter a brief description of the scope of work in the *Scope of Work Description* field. For the selection of **No permit is required**, documentation is not required to be uploaded.

Scope of Work has been reviewed as per current work permit requirements*	Select Current Filing status
Scope of Work Description*	<input type="text"/>

A notarized letter signed by the owner stating that the work will be completed within the stated timetable must be submitted in the [Supporting Documents](#) tab.

## Applicant Electronic Signature

The QEWI must electronically sign the form by clicking the Applicant's Statement checkbox in Section 7. The QEWI's name and the current date will then be auto-populated.

7. Applicant's Statement*		
<small>§28-211:1 False statements in certificates, forms, written statements, applications, reports or certificates of correction. It shall be unlawful for any person to make a material false statement in any certificate, professional certification, form signed statement, application or certification of the correction of a violation requires under the provisions of this</small>		
<input checked="" type="checkbox"/> I have personally reviewed all information entered on each of the documents listed above. I understand and agree that by personally clicking on the box at left I am electronically signing each document listed above and expressing my agreement with the Statements and Signatures terms for such documents. I understand that this electronic signature shall have the same validity and effect as a signature affixed to each document by hand, and I further agree that, by uploading an electronic image of my signature and professional seal as part of this application, I am applying such signature and seal to this signed statement and each document listed above as if I had personally signed and sealed these statements and documents by hand.*		
Name	JOE ADAM Electronically Signed	Date
		08/16/2016

## Supporting Documents

The FISP1 Report requires [supporting documents to be uploaded](#), including the QEWI Seal and Signature form (DPL-1). The documents required to be uploaded are pre-populated based on the information previously entered on the FISP1.

Initial Extension Request (FISP1)				Supporting Documents	
Supporting Documents					
Document Name	Document Type	View/Download path	Delete		
My Assessment	Assessment of temporary safety mea...	<a href="#">View/Download</a>	<a href="#">Delete</a>		
My Seal and Signature	Seal and Signature	<a href="#">View/Download</a>	<a href="#">Delete</a>		
My Notarized Letter	Notarized letter by owner that work...	<a href="#">View/Download</a>	<a href="#">Delete</a>		
My Company Info	Company name, address, phone and...	<a href="#">View/Download</a>	<a href="#">Delete</a>		
Scope	Scope of Work	<a href="#">View/Download</a>	<a href="#">Delete</a>		
Timetables	Timetable	<a href="#">View/Download</a>	<a href="#">Delete</a>		
SHED Info	SHED	<a href="#">View/Download</a>	<a href="#">Delete</a>		
Statements	Signed and sealed statement of esti...	<a href="#">View/Download</a>	<a href="#">Delete</a>		

Items per page: 50 / 1 item

1 - 8 of 8 items

Add New Document

## FISP1 Fees and Payments

The QEWI can confirm that all fees are paid by reviewing the *Fee* section in the *Application Highlights* section of the screen.

Fee	
Filing Fee :	\$100.00
Amount Due :	<b>\$0.00</b>
Amount Paid :	\$100.00
Late Filing Fee :	
Failure to File Fee :	
Failure to Correct Fee :	
<a href="#">Pay Now</a>	

If there are any outstanding fees, the QEWI can click on the *Pay Now* button and pay the fees. The [making payments process can be found here](#). Once complete, the Amount Due will be \$0.00 and the *Pay Now* button will be grayed out.

## Filing the FISP1 Report

Once the Owner has provided their electronic signature, the QEWI can make a final review of the filing, make any necessary changes, confirm all fees are paid, all documents uploaded, and then file the complete FISP1 Report by clicking the [File button](#).

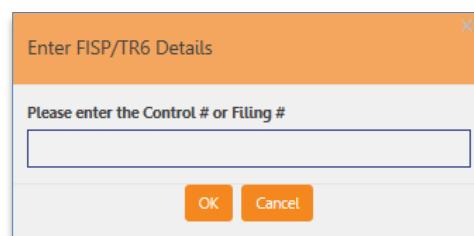
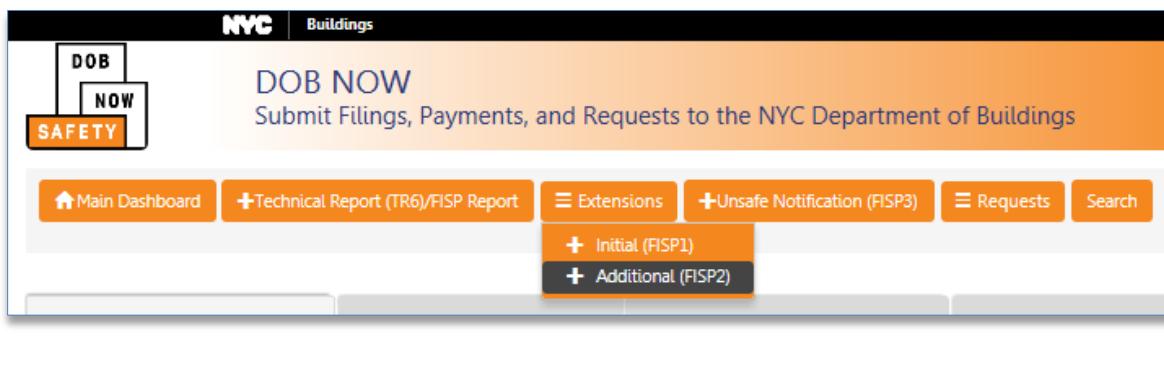
## Additional Time Extension Request - FISP2

When the FISP1 is set to expire, the QEWI may submit a request for an Additional Extension Request (FISP2).

An *Additional Time Extension Request (FISP2)* is created based on the associated Control number or TR6 Filing number.

The QEWI can file a FISP2 in one of two ways, by the Dashboard menu items, or by the TR6 Action column in the default grid.

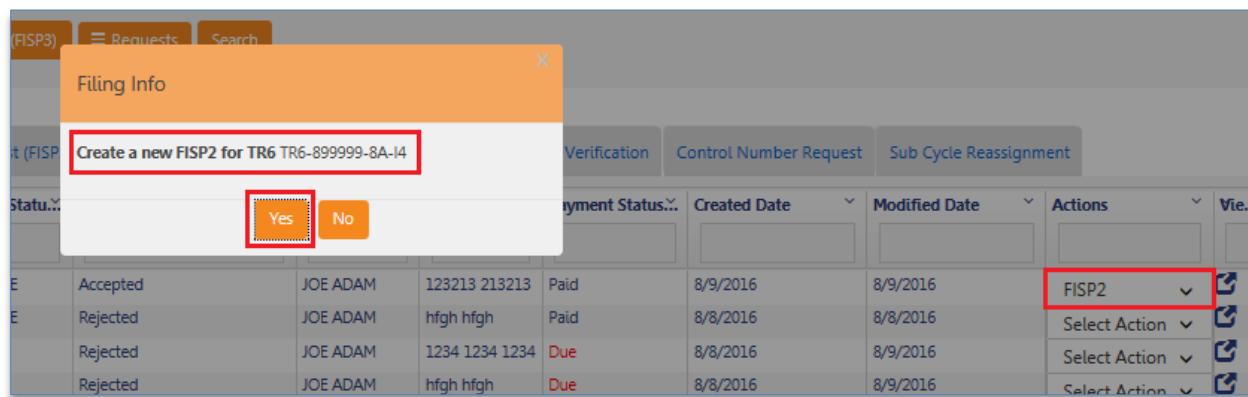
1. **Dashboard menu:** Click on the **+Additional (FISP2)** button on the *Dashboard*. The Enter FISP/TR6 Details pop-up window will open. Enter the Control Number or TR6 Filing Number. Click OK.



2. **Actions:** The QEWI can select the FISP2 option from the *Select Action* dropdown, which is already associated with the TR6 number.

Technical Report (TR6)/FISP Report														
Filing #	Control #	Address	Borough	Filing Type	Filing Status	Compliance Report Status	QEWI	Owner	Payment Status	Created Date	Modified Date	Actions	Vie...	
TR6-899999-8A-14	899999	123 STREET	MANHATTAN	Initial	UNSAFE	Accepted	JOE ADAM	123213 213213	Paid	8/9/2016	8/9/2016	<b>Select Action</b>		
TR6-800028-8A-S1	800028	333 RECTOR PLACE	MANHATTAN	Subsequent	UNSAFE	Rejected	JOE ADAM	hfgh hfgh	Paid	8/8/2016	8/8/2016	<b>FISP2 AMENDED</b>		
TR6-800077-8A-D1	800077	30 BROAD STREET	MANHATTAN	Initial	SAFE	Rejected	JOE ADAM	1234 1234 1234	Due	8/8/2016	8/9/2016			

A pop-up window will open to confirm proceeding with a new FISP2 for the listed TR6 report number. If correct, click **Yes** to proceed.



After clicking Yes, the FISP2 form will open. The location information sections are pre-populated from the information provided on the TR6.

## FISP2 – Additional Time Extension Request Form

Once the FISP2 filing has been saved for the first time, a FISP2 Filing Number will be generated, beginning in F2 and ending in a 3 digit sequence number.

The following FISP2 sections are pre-populated based on the information provided on the initial TR6:

1. Address Search
2. Location Information
3. Owner Information
4. Qualified Exterior Wall Inspector (QEWI)

## Section 4. Qualified Exterior Wall Inspector (QEWI) Information

In Section 4., the Applicant information is prepopulated based on the QEWI's logon credentials. The *License Type* field is a drop down listing all licenses associated with the QEWI. Once the *License Type* is selected, the *License Number* field will auto-populate. If any of the contact information has changed, the QEWI must update the eFiling profile.

4. Qualified Exterior Wall Inspector(QEWI) Information			
E-Mail*	AJOETEST@GMAIL.COM	License Type*	Professional Engineer
License Number*	078712	Last Name*	ADAM
First Name*	JOE	MI	
Business Name	Joe's	Business Telephone	5455568622
Business Address	JA LLC	Business Fax	
City	JERSEY CITY	State	NJ
Zip Code	07302	Mobile Phone>	254234

## Section 5. Report Information

In Section 5. *Report Information*, the QEWI will validate, and edit if necessary, the *Last Inspection Date* and enter any / all DOB Violation numbers. To update the *Last QEWI Inspection Date*, click on the calendar icon and select the date. [Calendar details can be found here.](#)

5. Report Information			
Additional Request		DOB Violation*	213213213
Last Inspection Date*	08/01/2016	Initial Filing Date*	08/09/2016

## Section 6. Documentation

In Section 6., the QEWI must select the estimated date of completion and select an option from the *Scope of Work* drop down and as applicable [upload the appropriate documentation](#):

6. Documentation*			
Scope of Work has been reviewed as per current work permit requirements*	No Permit is required	Estimate date of completion*	07/06/2017
Dated Photographs provided <input checked="" type="checkbox"/>	No work done* <input checked="" type="checkbox"/>		
Reasons for delay* <div style="border: 1px solid #ccc; padding: 5px; height: 40px;">           Description of Work that has been completed since the last extension was granted *         </div>			

If no work was performed, the QEWI must select the check box for *No Work Done*.

The QEWI must select one option from the *Scope of Work* drop down and as applicable upload the appropriate documentation:

- No Permit Required
- Copy of Shed/Fence Permit Provided
- Shed Renewed/DOB Approved Date
- Scope of Work Requiring a Permit

Select Current Filing status

No permit required  
Copy of shed/fence permit provided  
Shed renewed/DOB approved date  
Scope of work requiring a permit

A notarized letter signed by the owner stating that the work will be completed within the stated timetable must be submitted in the *Supporting Documents* form. The process for uploading [Supporting Documents process](#) can be found here.

The QEWI must enter a short *Description of Work that has been completed since the last extension was granted* in the following text box.

Description of Work that has been completed since the last extension was granted\*

You can not input more than 6000 characters (including white spaces)

B I U    Words: 0    Characters: 0

The QEWI must enter a short *Description of Remaining Work to be completed* in the following Rich Text box, or select *No Work Done* directly above all of the Rich Text boxes.

Description of Remaining work to be completed\*

You can not input more than 6000 characters (including white spaces)

B I U    Words: 0    Characters: 0

The QEWI is required to add the *Reasons for Delay* in the following text box.

Reasons for delay\*

You can not input more than 6000 characters (including white spaces)

B I U    Words: 0    Characters: 0

## Section 7. Applicant's Statement

The QEWI must electronically sign the form by clicking the Applicant's Statement checkbox in Section 7. The QEWI's name and the current date will then be auto-populated.

7. Applicant's Statement*		
<small>#28-2111: False statements in certificates, forms, written statements, applications, reports or certificates of correction. It shall be unlawful for any person to make a material false statement in any certificate, professional certification, form signed statement, application or certification of the correction of a violation requires under the provisions of this</small>		
<input checked="" type="checkbox"/> I have personally reviewed all information entered on each of the documents listed above. I understand and agree that by personally clicking on the box at left I am electronically signing each document listed above and expressing my agreement with the Statements and Signatures terms for such documents. I understand that this electronic signature shall have the same validity and effect as a signature affixed to each document by hand, and I further agree that, by uploading an electronic image of my signature and professional seal as part of this application, I am applying such signature and seal to this signed statement and each document listed above as if I had personally signed and sealed these statements and documents by hand.		
Name	JOE ADAM Electronically Signed	Date 08/16/2016

## Supporting Documents

The FISP2 Report requires supporting documents to be uploaded, including the QEWI Seal and Signature form (DPL-1). The documents required to be uploaded are pre-populated based on the information previously entered on the FISP1.

Additional Extension Request (FISP2)				Supporting Documents																																					
<b>Supporting Documents</b> <table border="1"> <thead> <tr> <th>Document Name</th> <th>Document Type</th> <th>View/Download path</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>My Assessment</td> <td>Assessment of temporary safety mea...</td> <td><a href="#">View/Download</a></td> <td><a href="#">Delete</a></td> </tr> <tr> <td>My Seal and Signature</td> <td>Seal and Signature</td> <td><a href="#">View/Download</a></td> <td><a href="#">Delete</a></td> </tr> <tr> <td>My Notarized Letter</td> <td>Notarized letter by owner that work...</td> <td><a href="#">View/Download</a></td> <td><a href="#">Delete</a></td> </tr> <tr> <td>My Company Info</td> <td>Company name, address, phone and...</td> <td><a href="#">View/Download</a></td> <td><a href="#">Delete</a></td> </tr> <tr> <td>Scope</td> <td>Scope of Work</td> <td><a href="#">View/Download</a></td> <td><a href="#">Delete</a></td> </tr> <tr> <td>Timetables</td> <td>Timetable</td> <td><a href="#">View/Download</a></td> <td><a href="#">Delete</a></td> </tr> <tr> <td>SHED Info</td> <td>SHED</td> <td><a href="#">View/Download</a></td> <td><a href="#">Delete</a></td> </tr> <tr> <td>Statements</td> <td>Signed and sealed statement of esti...</td> <td><a href="#">View/Download</a></td> <td><a href="#">Delete</a></td> </tr> </tbody> </table>				Document Name	Document Type	View/Download path	Delete	My Assessment	Assessment of temporary safety mea...	<a href="#">View/Download</a>	<a href="#">Delete</a>	My Seal and Signature	Seal and Signature	<a href="#">View/Download</a>	<a href="#">Delete</a>	My Notarized Letter	Notarized letter by owner that work...	<a href="#">View/Download</a>	<a href="#">Delete</a>	My Company Info	Company name, address, phone and...	<a href="#">View/Download</a>	<a href="#">Delete</a>	Scope	Scope of Work	<a href="#">View/Download</a>	<a href="#">Delete</a>	Timetables	Timetable	<a href="#">View/Download</a>	<a href="#">Delete</a>	SHED Info	SHED	<a href="#">View/Download</a>	<a href="#">Delete</a>	Statements	Signed and sealed statement of esti...	<a href="#">View/Download</a>	<a href="#">Delete</a>	<a href="#">Add New Document</a>	
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1 / 1    50 items per page				1 - 8 of 8 items																																					

The process for uploading [Supporting Documents process](#) can be found here.

## FISP2 Fees and Payments

The QEWI can confirm that all fees are paid by reviewing the *Fee* section in the *Application Highlights* section of the screen.

Fee	
Filing Fee :	\$100.00
Amount Due :	<b>\$0.00</b>
Amount Paid :	\$100.00
Late Filing Fee :	
Failure to File Fee :	
Failure to Correct Fee :	
<b>Pay Now</b>	

If there are any outstanding fees, the QEWI can click on the *Pay Now* button and pay the fees. The [making payments process can be found here](#). Once complete, the Amount Due will be \$0.00 and the *Pay Now* button will be grayed out

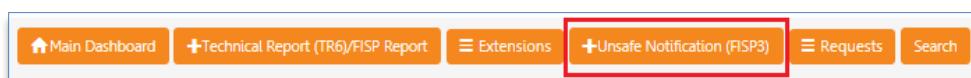
## Filing the FISP2 Report

Once the Owner has provided their electronic signature, the QEWI can make a final review of the filing, make any necessary changes, confirm all fees are paid, all documents uploaded, and then file the complete FISP2 Report by clicking the [\*File button\*](#).

## UNSAFE Notifications – FISP3

If a registered Design Professional or QEWI observes any unsafe façade conditions, the Design Professional or QEWI should call 311 to report the condition or 911 to report any immediately hazardous conditions. The Design Professional or QEWI should also file a FISP3 in DOB NOW: *Safety*. Initiate a FISP3 by clicking the **+Unsafe Notification (FISP3)** button on the dashboard.

There are no fees associated with filing a FISP3 form.



### FISP3 UNSAFE - Form

#### Section 1 and 2. Address Search and Location Information

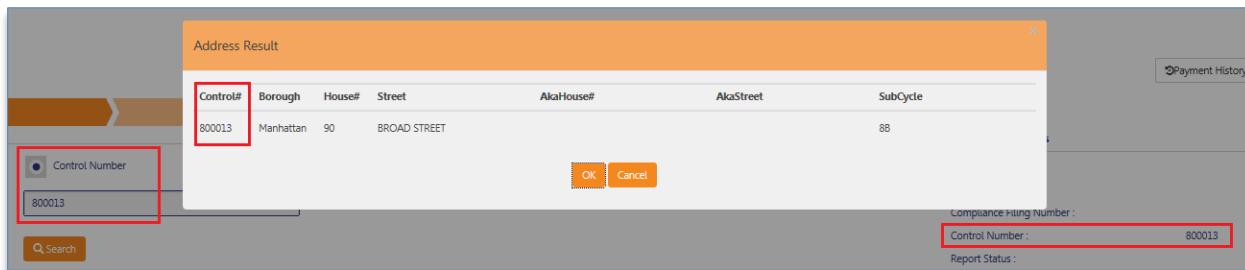
The QEWI has the option to search for the address by either the Control Number or by Address. Once the search is complete and the correct address has been selected, the required property detail is pre-populated in Section 2. *Location Information*, and in the *Application Highlights*.

## Search by Control Number

When a QEWI enters a Control Number, it will not matter if it is a previous cycle (700013), the QEWI will be provided a selection within the current cycle (800013), and its sub-cycle (8B).

The screenshot shows the 'Unsafe Notification (FISP3)' search interface. Under '1. Address Search', there is a 'Search by\*' dropdown with two options: 'Control Number' (which is selected and highlighted with a red box) and 'Address'. Below this, a text input field contains '800013'. At the bottom right of the search area is a blue 'Search' button.

The Address Result pop-up window will open. Confirm and select the record with the correct Control Number and address. Click **OK**.



## Search by Address

To search by address enter the House Number, Street Name and Borough. Click **Search**.

The screenshot shows the 'Unsafe Notification (FISP3)' search interface. Under '1. Address Search', there is a 'Search by\*' dropdown with two options: 'Control Number' (which is selected and highlighted with a red box) and 'Address' (which is also highlighted with a red box). Below this, there are two text input fields: 'House No(s)\*' containing '90' and 'Borough\*' containing 'Manhattan'. To the right of these fields is a text input field containing 'Broad S'. At the bottom right of the search area is a blue 'Search' button.

The Address Result pop-up window will open. Confirm and select the record with the correct Control Number and address. Click **OK**.



## Section 3. Owner Information

The Owner information in Section 3 on the FISP3 UNSAFE filing is optional since the Design Professional or QEWI may not know who the Owner is, or have the Owner's eFiling email address at the time of filing. If available, the QEWI should provide the owner information by entering the owner's email address registered in eFiling.

3. Owner Information	
E-Mail	<input type="text"/>
First Name	<input type="text"/>
Telephone	<input type="text"/>
City	<input type="text"/>
Zip Code	<input type="text"/>
Business Fax	<input type="text"/>
Mobile	<input type="text"/>
Last Name	<input type="text"/>
MI	<input type="text"/>
Address	<input type="text"/>
State	<input type="text"/>
Business Name	<input type="text"/>
Business Phone	<input type="text"/>

## Section 4. Application Information

In Section 4., the Applicant information is prepopulated based on the QEWI's logon credentials. The *License Type* field is a drop down listing all licenses associated with the QEWI. Once the *License Type* is selected, the *License Number* field will auto-populate. If any of the contact information has changed, the QEWI must update the eFiling profile.

4. Applicant Information		
E-Mail*	<input type="text" value="AJOETEST@GMAIL.COM"/>	License Type*
License Number*	<input type="text" value="078712"/>	<input type="text" value="Professional Engineer"/>
First Name*	<input type="text" value="JOE"/>	Last Name*
Business Name	<input type="text" value="Joe's"/>	MI
Business Address	<input type="text" value="JA LLC"/>	Business Telephone
City	<input type="text" value="JERSEY CITY"/>	Business Fax
Zip Code	<input type="text" value="07302"/>	State
		Mobile Phone

## Section 5. Notification Details

Enter additional details on the UNSAFE condition in the following text box.

5. Notification details*	
<p>Please be advised that during the Critical Examination of the referenced building, I discovered unsafe conditions on the exterior walls, which are detailed as follows:</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <span>B</span> <span>I</span> <span>U</span> <span>≡</span> <span>≡</span> <span>C</span> <span>↻</span>    Words: 0    Characters: 0         </div> <div style="border: 1px solid #ccc; height: 100px; margin-top: 10px;"></div> <p>You can not input more than 6000 characters (including white spaces)</p>	

## Section 6. Applicant's Statement

The QEWI must electronically sign the form by clicking the Applicant's Statement checkbox in Section 6. The QEWI's name and the current date will then be auto-populated.

### 6. Applicant's Statement\*

§28-211.1 False statements in certificates, forms, written statements, applications, reports or certificates of correction. It shall be unlawful for any person to make a material false statement in any certificate, professional certification, form signed statement, application or certification of the correction of a violation requires under the provisions of this code or any rule of any agency promulgated there under that such person knew or should have known to be false.

I have personally reviewed all information entered on each of the documents listed above. I understand and agree that by personally clicking on the box at left I am electronically signing each document listed above and expressing my agreement with the Statements and Signatures terms for such documents. I understand that this electronic signature shall have the same validity and effect as a signature affixed to each document by hand, and I further agree that, by uploading an electronic image of my signature and professional seal as part of this application, I am applying such signature and seal to this signed statement and each document listed above as if I had personally signed and sealed these statements and documents by hand.<sup>1</sup>

Name

JOE ADAM

Date

08/17/2016

Electronically Signed

## Supporting Documents

The FISP3 Report requires [supporting documents to be uploaded](#), including the QEWI Seal and Signature form (DPL-1). The QEWI may add additional applicable documents and/or photos using the *Other Document Type*.

Unsafe Notification (FISP3)				Supporting Documents																																				
<b>Supporting Documents</b> <table border="1"> <thead> <tr> <th>Document Name</th> <th>Document Type</th> <th>View/Download path</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>My Assessment</td> <td>Assessment of temporary safety me...</td> <td><a href="#">View/Download</a></td> <td><a href="#">Delete</a></td> </tr> <tr> <td>My Seal and Signature</td> <td>Seal and Signature</td> <td><a href="#">View/Download</a></td> <td><a href="#">Delete</a></td> </tr> <tr> <td>My Notarized Letter</td> <td>Notarized letter by owner that work...</td> <td><a href="#">View/Download</a></td> <td><a href="#">Delete</a></td> </tr> <tr> <td>My Company Info</td> <td>Company name, address, phone and...</td> <td><a href="#">View/Download</a></td> <td><a href="#">Delete</a></td> </tr> <tr> <td>Scope</td> <td>Scope of Work</td> <td><a href="#">View/Download</a></td> <td><a href="#">Delete</a></td> </tr> <tr> <td>Timetables</td> <td>Timetable</td> <td><a href="#">View/Download</a></td> <td><a href="#">Delete</a></td> </tr> <tr> <td>SHED Info</td> <td>SHED</td> <td><a href="#">View/Download</a></td> <td><a href="#">Delete</a></td> </tr> <tr> <td>Statements</td> <td>Signed and sealed statement of esti...</td> <td><a href="#">View/Download</a></td> <td><a href="#">Delete</a></td> </tr> </tbody> </table>				Document Name	Document Type	View/Download path	Delete	My Assessment	Assessment of temporary safety me...	<a href="#">View/Download</a>	<a href="#">Delete</a>	My Seal and Signature	Seal and Signature	<a href="#">View/Download</a>	<a href="#">Delete</a>	My Notarized Letter	Notarized letter by owner that work...	<a href="#">View/Download</a>	<a href="#">Delete</a>	My Company Info	Company name, address, phone and...	<a href="#">View/Download</a>	<a href="#">Delete</a>	Scope	Scope of Work	<a href="#">View/Download</a>	<a href="#">Delete</a>	Timetables	Timetable	<a href="#">View/Download</a>	<a href="#">Delete</a>	SHED Info	SHED	<a href="#">View/Download</a>	<a href="#">Delete</a>	Statements	Signed and sealed statement of esti...	<a href="#">View/Download</a>	<a href="#">Delete</a>	<a href="#">View/Download</a>
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1   <   <   1   >   >   50   items per page				1 - 8 of 8 items																																				
<a href="#">Add New Document</a>																																								

## Filing the FISP3 Report

Once the Owner has provided their electronic signature, the QEWI can make a final review of the filing, make any necessary changes, confirm all fees are paid, all documents uploaded, and then file the complete FISP3 Report by clicking the [File button](#).

There are no fees associated with filing a FISP3.

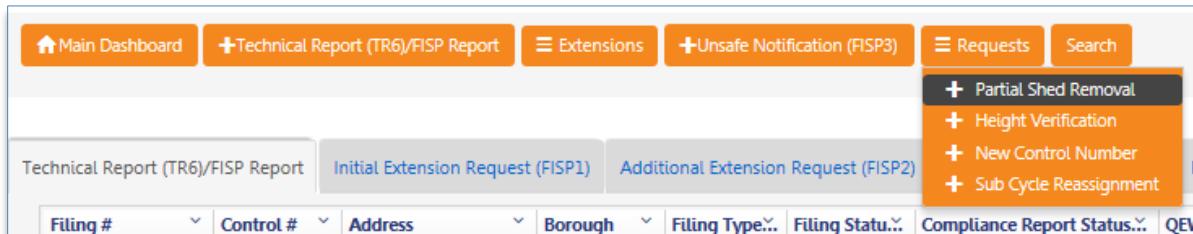
## Partial Shed Removal (PSR) - Filings

The Partial Shed Removal (PSR) form is designed to allow the Owner or QEWI to request the removal of a sidewalk shed.

There are no fees associated with filing a Partial Shed Removal form.

### Partial Shed Removal - Access

Select the **+Partial Shed Removal** button from the requests drop down in the dashboard.



### Partial Shed Removal Form

The Partial Shed Removal form will open.

The screenshot shows the DOB NOW Partial Shed Removal form. The interface includes a header with the DOB NOW logo, a ribbon at the top, and a sidebar on the right. The main form area contains sections for Address Search, Location Information, and Owner Information, each with various input fields. A red box highlights the sidebar on the right, which displays application highlights like location and filing number. Red numbers 1 through 7 are overlaid on the form to point to specific features:

- The ribbon displaying filing progression status.
- The Filing # PSR-800013-8B-004.
- The Dashboard button.
- The History Trace and Property Profile buttons.
- The Application Highlights section.
- The Supporting Documents tab.
- The Control Number field in the Address Search section.

1. The ribbon displaying filing progression status.

2. The [Save and File](#) buttons and the current Filing Number (once the form has been saved for the first time).
3. The *Dashboard* button will take the QEWI back to the default Dashboard.
4. *History Trace* for all significant actions taken on a filing, and *Property Profile* information on the property.
5. *Application Highlights* displays key elements relating to the property and filing.
6. Form progression; The Report is broken down into two forms which are all required to file a Partial Shed Removal Request, in order left to right; **Partial Shed Removal → Supporting Documents**.
7. The Partial Shed Removal form details.

## PSR Filing

Once the PSR filing has been saved for the first time, a PSR Filing Number will be generated, beginning in PSR and ending in a 3 digit sequence number.

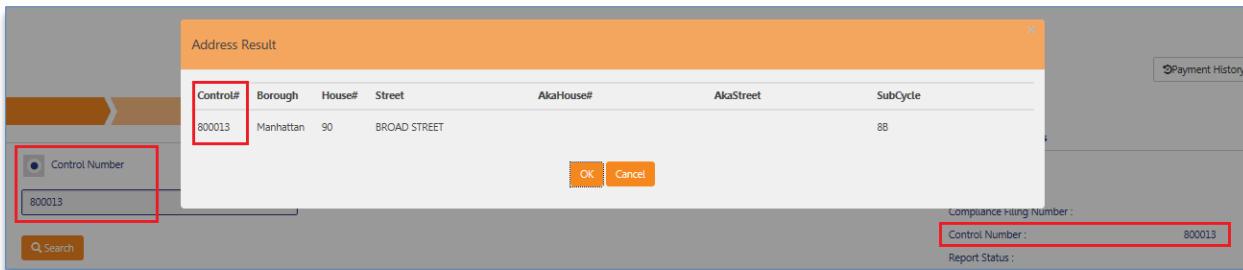
The screenshot shows the DOB NOW interface for filing a Partial Shed Removal (PSR). At the top, there's a navigation bar with tabs for 'Pre-Filing', 'Plan Examiner Supervisor Review', 'Plan Examiner Review', and 'Accepted/Rejected'. Below this, there are 'Save' and 'File' buttons. The 'Filing #' field contains the value 'PSR-800004-8A-001', which is highlighted with a red box. A progress bar at the bottom indicates the process: 'Partial Shed Removal' on the left and 'Supporting Documents' on the right, with an arrow pointing from left to right.

## Section 1. Address Search

In Section 1, The QEWI will be presented with the option to search by *Control Number or Address*.

The screenshot shows the DOB NOW interface for performing an address search. At the top, it's identical to the previous screenshot. Below the search bar, there's a section titled '1. Address Search' with a 'Search by:' dropdown menu. The 'Control Number' option is selected and highlighted with a red box. There's also an 'Address' option. Below this, there's a 'Control Number\*' input field containing the value '800004', and a 'Search' button.

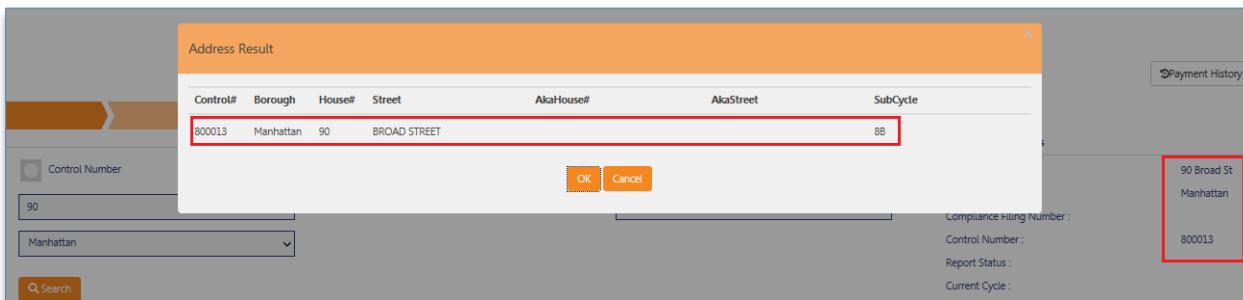
When a QEWI enters a Control Number, it will not matter if it is a previous cycle (700013), the QEWI will be provided a selection within the current cycle (800013), and its sub-cycle (8B).



## Address

When the QEWI selects the option to search by *Address*, the QEWI is prompted to enter the House Number, Street Name and Borough.

When the QEWI enters the desired address or Control Number, the QEWI will be able to validate the address DOB has on file with pertinent information.



## Section 2. Location Information - PSR

Once the Address or Control Number has been selected, the Location information will be populated with the property information.

2. Location Information					
House No(s)*	113	Street Name *	BROAD STREET		
Borough*	Manhattan	Block*	5		
BIN*	100007	Lot *	10		
Zip Code*	10005	Control Number*	800004		
Filing Status*	SWAMP				

## Section 3. Owner Information - PSR

In Section 3. Owner Information, provide the associated owner information by entering the owner's email address registered with in eFiling.

3. Owner Information			
E-Mail*	Applerome17@gmail.com	Last Name*	Apple
First Name*	Rome	MI	N
Telephone*	9851254879	Address*	12 Freemont Ave
City*	San Diego	State*	CA
Zip Code*	98457	Business Name*	PM ARCH
Business Fax	9851254879	Business Phone*	9851254879
Mobile*	9851254879		

## Section 4. Applicant Information

In Section 4., the Applicant information is prepopulated based on the QEWI's logon credentials. The *License Type* field is a drop down listing all licenses associated with the QEWI. Once the *License Type* is selected, the *License Number* field will auto-populate. If any of the contact information has changed, the QEWI must update the eFiling profile.

4. Qualified Exterior Wall Inspector(QEWI) Information			
E-Mail*	AJOTEST@GMAIL.COM	License Type*	Professional Engineer
License Number*	078712	Last Name*	ADAM
First Name*	JOE	MI	
Business Name	Joe's	Business Telephone	5455568622
Business Address	JA LLC	Business Fax	
City	JERSEY CITY	State	NJ
Zip Code	07302	Mobile Phone	254234

## Section 5. Shed Removal Reason for Request – PSR

The QEWI enters a detailed justification for the shed removal in the text box provided.

5. Shed Removal

Reason for Request\*

You can not input more than 6000 characters (including white spaces)

Words: 0 Characters: 0

B I U = C ⌂ Words: 0 Characters: 0

Select the Calendar icon for the pop-up [calendar dropdown](#) to select the **QEWI Inspection Date**.

QEWI Inspection Date\*

[Calendar icon]

## Section 6. Supporting Document Types

The QEWI will then click on each of the following document types, which will require upload on the *Supporting Documents* form:

6. Supporting Document Types\*

Justification *	<input type="checkbox"/>	Plot Plan/Site Plan *	<input type="checkbox"/>
Before Pictures *	<input type="checkbox"/>	After Pictures *	<input type="checkbox"/>
Facades Elevation Photo *	<input type="checkbox"/>	Building ID/Address *	<input type="checkbox"/>

- Justification
- Plot Plan/Site Plan
- Before Pictures
- After Pictures
- Facades Elevation Photo
- Building ID/Address

## Supporting Documents

The Partial Shed Removal Report requires [supporting documents to be uploaded](#), including the QEWI Seal and Signature form (DPL-1). The documents required to be uploaded are pre-populated based on the information previously entered.

Partial Shed Removal				Supporting Documents
Supporting Documents				
Document Name	Document Type	View/Download path	Delete	
Before Pictures	Before Pictures	<a href="#">View/Download</a>	<a href="#">Delete</a>	
After Pictures	After Pictures	<a href="#">View/Download</a>	<a href="#">Delete</a>	
Building ID/Address	Building ID/Address	<a href="#">View/Download</a>	<a href="#">Delete</a>	
Facades Elevation Photo	Facades Elevation Photo	<a href="#">View/Download</a>	<a href="#">Delete</a>	
Plot Plan/Site Plan	Plot Plan/Site Plan	<a href="#">View/Download</a>	<a href="#">Delete</a>	

1 - 8 of 8 items

Add New Document

## Filing the Partial Shed Removal Form

The QEWI can make a final review of the filing, make any necessary changes, all documents uploaded, and then file the complete Partial Shed Removal form by clicking the [File button](#).

There are no fees associated with filing a Partial Shed Removal form.

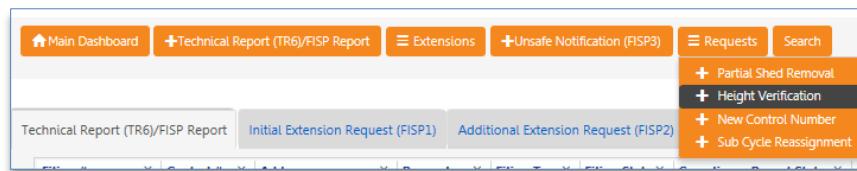
## Height Verification (HV) - Filings

A QEWI creates a Height Verification Request form to validate that a building is either above or below 6.5 stories in height.

There are no fees associated with filing a Height Verification form.

### Height Verification - Access

The QEWI can initiate a new Height Verification filing by clicking on the *+Height Verification* button on the *Dashboard*.



### Report Form Orientation Height Verification

The Height Verification Report will open.

The screenshot shows the DOB NOW Height Verification Request form. The top navigation bar includes links for Main Dashboard, Technical Report (TR6)/FISP Report, Extensions, Unsafe Notification (FISP3), Requests, and Search. The main content area has tabs for Technical Report (TR6)/FISP Report, Initial Extension Request (FISP1), and Additional Extension Request (FISP2). A progress bar at the top indicates 'Complete - Height more than 6.5 stories/Height under 6.5 stories'. Below the tabs, there are 'Save' and 'File' buttons, and a current Filing Number 'Filing # HV00000125'. The form is divided into sections: 1. Address Search, 2. Location Information, and 3. Owner Information. The 'Address Search' section is highlighted with a red box and contains fields for Control Number (radio button selected) and Address (checkbox), with a 'Search' button. To the right, an 'Application Highlights' box displays location details: 90 BROAD STREET, Manhattan 10004, Compliance Filing Number HV00000125, Control Number 800013, and Request Status Pre-Filing. Other sections include 'Height Verification Request' and 'Supporting Documents' tabs, and a sidebar with 'History Trace' and 'Property Profile' buttons.

1. The filing progress status.
2. The Save and File buttons and the current Filing Number (once the form has been saved for the first time).
3. The *Dashboard* button will take the QEWI back to the default Dashboard.

4. *History Trace* for all significant actions taken on a filing, and *Property Profile* information on the compliance filing property.
5. *Application Highlights* displays key elements relating to the property and filing.
6. Form progression; The Report is broken down into two forms which are all required to file a Height Verification Request, in order left to right; **Height Verification → Supporting Documents**.
7. The Height Verification compliance filing form details.

## Height Verification Form

Once the Height Verification filing has been saved for the first time, a Height Verification Filing Number will be generated, beginning with HV. When the Height Verification filing has been determined that a building that was not over 6.5 stories, but now is, a new Control Number is generated. There are no fees associated with filing a Height Verification form.

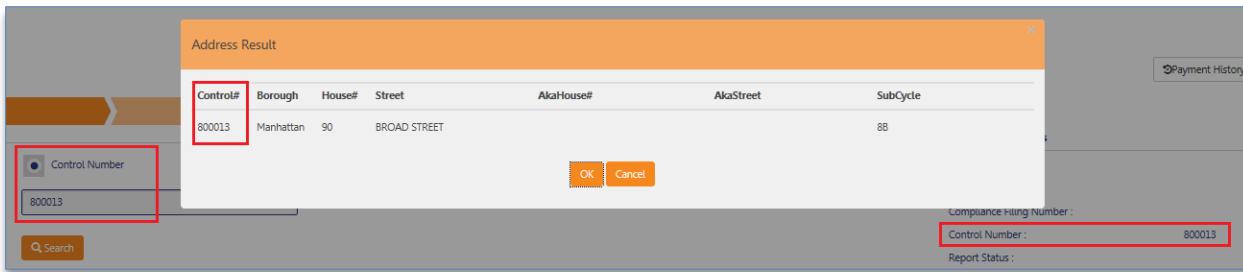
The screenshot shows the NYC DOB NOW website interface. At the top, there's a navigation bar with 'NYC' and 'Buildings'. Below it is a logo for 'DOB NOW SAFETY'. The main area has a header 'DOB NOW' and 'Submit Filings, Payments, and Requests to the NYC Department of Buildings'. Below this are several tabs: 'Pre-Filing', 'Administrative Review', 'Plan Examiner Supervisor Review', 'Plan Examiner Review', and 'Complete - Height more than 6.5 stories/Height under 6.5 stories'. In the center, there are two buttons: 'Save' and 'File'. To the right of these buttons, the text 'Filing # HV00000123' is displayed. Below these buttons is a progress bar with two segments: 'Height Verification Request' and 'Supporting Documents'. The 'Height Verification Request' segment is orange and has a right-pointing arrow. The 'Supporting Documents' segment is also orange.

## Section 1. Address Search - HV

In Section 1, The QEWI will be presented with the option to search by *Control Number* or *Address*.

This screenshot shows the '1. Address Search' section of the NYC DOB NOW website. It features a header with 'NYC' and 'Buildings', followed by the 'DOB NOW SAFETY' logo and the text 'Submit Filings, Payments, and Requests to the NYC Department of Buildings'. Below this is a row of tabs: 'Pre-Filing', 'Administrative Review', 'Plan Examiner Supervisor Review', 'Plan Examiner Review', and 'Complete - Height more than 6.5 stories/Height under 6.5 stories'. In the center, there are 'Save' and 'File' buttons, followed by the text 'Filing # HV00000123'. A progress bar at the bottom shows 'Height Verification Request' and 'Supporting Documents'. The main search area is titled '1. Address Search' and includes a 'Search by:' dropdown with 'Control Number' and 'Address' options. Under 'Control Number', there is a text input field with the placeholder 'Please enter 6 digit Control No.' and a 'Search' button.

When a QEWI enters a Control Number, it will not matter if it is a previous cycle (700013), the QEWI will be provided a selection within the current cycle (800013), and its sub-cycle (8B).



## Address Search

When the QEWI selects the option to search by *Address*, the QEWI is prompted to enter the House Number, Street Name and Borough.

When the QEWI enters the desired address or Control Number, the QEWI will be able to validate the address DOB has on file with pertinent information.



## Section 2. Location Information - HV

Once the Address or Control Number has been selected, the Location information will be populated with the property information.

2. Location Information			
House No(s)*	90	Street Name*	BROAD STREET
Borough*	Manhattan	Block*	10
BIN*	1000025	Lot *	16
Zip Code	10004	Control Number	800013

## Section 3. Owner Information - HV

In Section 3. Owner Information, provide the associated owner information by entering the owner's email address registered with in eFiling.

3. Owner Information			
E-Mail*	Applerome17@gmail.com	Last Name*	Apple
First Name*	Rome	MI	N
Telephone*	9851254879	Address*	12 Freemont Ave
City*	San Diego	State*	CA
Zip Code*	98457	Business Name*	PM ARCH
Business Fax	9851254879	Business Phone*	9851254879
Mobile*	9851254879		

## Section 4. Applicant Information - HV

In Section 4., the Applicant information is prepopulated based on the QEWI's logon credentials. The *License Type* field is a drop down listing all licenses associated with the QEWI. Once the *License Type* is selected, the *License Number* field will auto-populate. If any of the contact information has changed, the QEWI must update the eFiling profile.

4. Applicant Information			
Email*	APPLEROME16@GMAIL.COM	License Type*	Preparer
License Number*	023020	Last Name*	ROME
First Name*	APPLE	MI	
Business Name		Business Telephone	4584664485
Business Address	ROME LLC	Business Fax	
City	NYC	State	NY
Zip Code	10001	Mobile Phone	

## Section 5. Reason for Request - HV

In Section 5. *Reason for Request*, select one of the following options:

5. Reason for Request	
Reason for Request*	<input type="text" value="Other"/>
Explain Others	<input type="text"/>

- Building is not in DOB NOW: Safety and has more than 6.5 stories
- Building is in DOB NOW: Safety and has less than 6.5 stories
- Building has been demolished
- Other (*if selected, the Explain Others required field shall be displayed*)

Select Reason For Request
Building is not in DOB NOW: Safety and has more than 6.5 stories
Building is in DOB NOW: Safety and has less than 6.5 stories
Building has been demolished
Other

## Section 6. Supporting Document Types - HV

In Section 6. *Supporting Document Types*, the QEWI shall select of any/all of the following:

- Photographs
- Property Profiles
- Demo Sign Off
- OTHER (*if selected, the Explain Others required field shall be displayed*)
- Permits

Explain Others*
<input type="text"/>

## Supporting Documents

The Height Verification Report requires [supporting documents to be uploaded](#), including the QEWI Seal and Signature form (DPL-1). The documents required to be uploaded are pre-populated based on the information previously entered.

Height Verification Request				Supporting Documents	
<b>Supporting Documents</b>					
Document Name	Document Type	View/Download path	Delete		
Before Pictures	Before Pictures	<a href="#">View/Download</a>	<a href="#">Delete</a>		
After Pictures	After Pictures	<a href="#">View/Download</a>	<a href="#">Delete</a>		
Building ID/Address	Building ID/Address	<a href="#">View/Download</a>	<a href="#">Delete</a>		
Facades Elevation Photo	Facades Elevation Photo	<a href="#">View/Download</a>	<a href="#">Delete</a>		
<a href="#">Add New Document</a>					
<input type="button" value="1"/> <input type="button" value="&lt;"/> <input type="button" value="&gt;"/> <input type="button" value="&gt;&gt;"/> /1 <input type="button" value="50"/> items per page				1 - 8 of 8 items	



## Filing the Height Verification Form

The QEWI can make a final review of the filing, make any necessary changes, confirm all documents have been uploaded, and then file the complete report by clicking the [File button](#).

There are no fees associated with filing a Height Verification form.

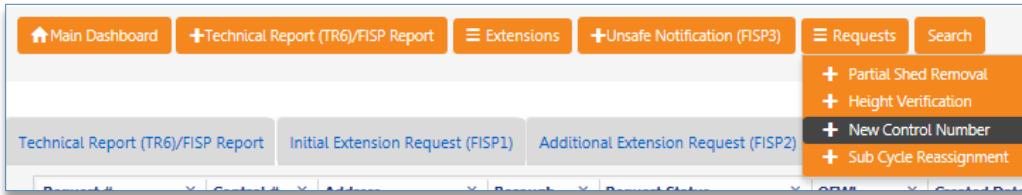
## New Control Number Request

All Buildings that require a facades compliance filing are required to obtain a Control Number. The *Control Number Request* form enables a QEWI to create a request for a control number for a given building.

There are no fees associated with filing a New Control Number Request form.

### Control Number Request Access

To initiate a New Control Number request, click on the **+New Control Number** menu item from the requests drop down menu.



### Report Form Orientation Control Number Request

The Control Number Request form will open.

The screenshot shows the 'New Control Number Request' form with the following numbered elements:

1. The ribbon displaying filing progression status.
2. The Save and Submit buttons and the current Filing Number (once the form has been saved for the first time).
3. The **Dashboard** button will take the QEWI back to the default Dashboard.
4. **History Trace** for all significant actions taken on a filing, and **Property Profile** information on the compliance filing property.
5. **Application Highlights** displays key elements relating to the property and filing.
6. The 'Supporting Documents' section.
7. The 'Location Information' section containing fields for House No(s), Street Name, Borough, Lot, Zip Code, C.B. No., Exterior Wall Type, Street Name\*, BIN\*, Control Number, Block, and Number of Stories.

1. The *ribbon* displaying filing progression status.
2. The Save and Submit buttons and the current Filing Number (once the form has been saved for the first time).
3. The *Dashboard* button will take the QEWI back to the default Dashboard.
4. *History Trace* for all significant actions taken on a filing, and *Property Profile* information on the compliance filing property.
5. *Application Highlights* displays key elements relating to the property and filing.

6. Form progression; The Report is broken down into two forms which are all required to file a Height Verification Request, in order left to right; **New Control Number Request → Supporting Documents.**
7. The Control Number Request form details.

## Control Number Request Form

Once the Control Number Request filing has been saved for the first time, a Control Number Request Filing Number will be generated, beginning with CNR.





## Section 1. Location Information

Enter the property address details in the following:

1. House Number
2. Street Name
3. Borough
4. BIN
5. Number of Stories
6. Exterior Wall Type

The following are read-only fields that will be populated once the address has been validated:

1. Lot
2. Control Number
3. Zip Code
4. Block
5. C.B. No.

New Control Number Request

Supporting Documents

**1. Location Information**

House No(s)*	127	Street Name*	Lexington Ave
Borough*	Manhattan	BIN*	1018210
Lot	22	Control Number	
Zip Code	10016	Block	884
C.B. No.	106	Number of Stories	9
Exterior Wall Type	STONE		

## Section 2. Reason for Request

Enter the Reason for the Request in the following text box.

**2. Reason for Request**

Reason for Request\*

You can not input more than 4000 characters (including white spaces)

## Section 3. Applicant Information

In Section 3., the Applicant information is prepopulated based on the QEWI's logon credentials. The *License Type* field is a drop down listing all licenses associated with the QEWI. Once the *License Type* is selected, the *License Number* field will auto-populate. If any of the contact information has changed, the QEWI must update the eFiling profile.

3. Applicant's Information			
Email*	AJOTEST@GMAIL.COM	License Type*	Professional Engineer
NYS Lic. #*	078712	Last Name	ADAM
First Name	JOE	MI	
Business Name		Business Telephone	5455568622
Business Address	JA LLC	Business Fax	
City	JERSEY CITY	State	NJ
Zip Code	07302	Mobile Phone	

## Supporting Documents

The Control Number Request requires a number of [supporting documents to be uploaded](#), including the QEWI Seal and Signature. The documents required to be uploaded are pre-populated based on the information previously provided by the QEWI.

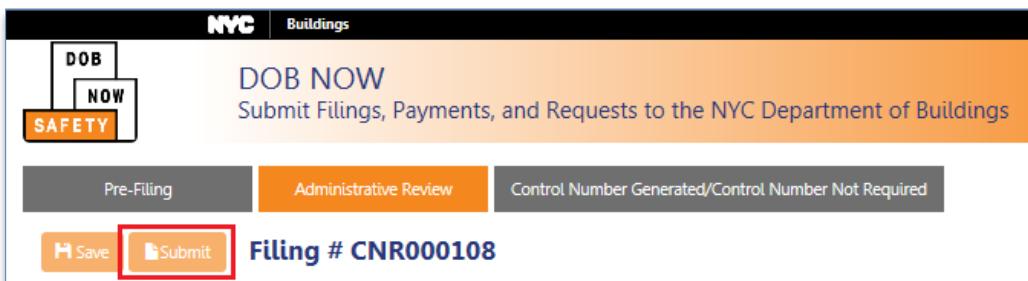
The screenshot shows a table with four columns: Document Name, Document Type, View/Download path, and Delete. The first row contains the following data:

Document Name	Document Type	View/Download path	Delete
Photo	Photo Documentation of all Exterior...	<a href="#">View/Download</a>	<a href="#">Delete</a>

Below the table, there are navigation controls (back, forward, search, etc.) and a message indicating 1 - 1 of 1 items. At the bottom left is a button labeled "Add New Document".

## Form Submission

Click on the *Submit* button, to file the request.



There are no fees associated with filing a New Control Number Request form.

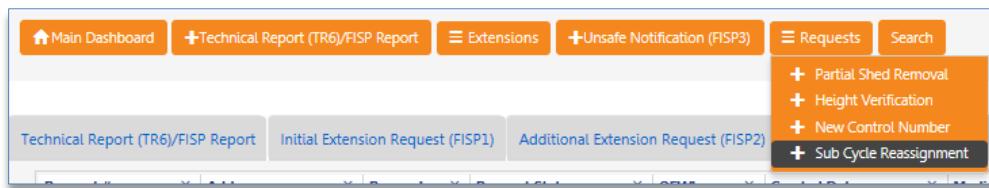
## Sub Cycle Reassignment

A QEWI has the option to change the sub-cycle currently assigned to one or more contiguous zoning lots that are under a single ownership.

There are no fees associated with filing a Sub Cycle Reassignment Request form.

### Sub Cycle Reassignment Request – Form

To initiate a Sub Cycle Reassignment request, click on the **+Sub Cycle Reassignment** menu item from the requests drop down menu.



### Report Form Orientation Sub Cycle Request

The Sub Cycle Request form will open.

1. The *ribbon* displaying filing progression status.

House No	Street Name	Borough	Block	Lot	Control Number	Sub Cycle	Delete
151	BROADWAY	Manhattan	62	7501	858550	8C	<input type="button" value="Delete"/>
1750	GRAND CONCOURSE	Bronx	2825	10	858549	8A	<input type="button" value="Delete"/>
750	8 AVENUE	Manhattan	1018	7502	858547	8B	<input type="button" value="Delete"/>

Total Items: 3      1 - 3 of 3 items

1. The *ribbon* displaying filing progression status.



2. The [Save and File](#) buttons and the current Filing Number (once the form has been saved for the first time).
3. The *Dashboard* button will take the QEWI back to the default Dashboard.
4. *History Trace* for all significant actions taken on a filing.
5. Form Name.
6. The Sub Cycle Request form details.

## Sub Cycle Reassignment Form

Once the Sub Cycle Reassignment filing has been saved for the first time, a Sub Cycle Reassignment Filing Number will be generated, beginning with SR.

The screenshot shows the DOB NOW interface for a Sub Cycle Reassignment Request. At the top, there's a navigation bar with the NYC Buildings logo and tabs for Prefiling, Administrative Review, and Approved/Rejected. Below that is a toolbar with Save and File buttons, and the Filing Number is displayed as Filing # SR000063. A large orange banner at the bottom reads "Sub Cycle Reassignment Request".

## Section 1. Address Search

In Section 1, The QEWI will be presented with the option to search by *Control Number* or *Address*.

The screenshot shows the DOB NOW interface for a Sub Cycle Reassignment Request, specifically the '1. Address Search' section. It includes fields for 'Search by\*' (radio buttons for Control Number and Address, with Control Number selected), a 'Control Number' input field, and a 'Address Search' button.

When a QEWI enters a Control Number, it will not matter if it is a previous cycle (700013), the QEWI will be provided a selection within the current cycle (800013), and its sub-cycle (8B).

The screenshot shows the 'Address Result' dialog box. On the left, there is a radio button labeled 'Control Number' which is selected, and a text input field containing '800013'. In the center, there is a table with columns: Control#, Borough, House#, Street, AkaHouse#, AkaStreet, and SubCycle. The first row shows data for Control# 800013, Borough Manhattan, House# 90, Street BROAD STREET, and SubCycle 8B. At the bottom right of the dialog box are 'OK' and 'Cancel' buttons.

## Search by Address

When the QEWI selects the option to search by *Address*, the QEWI is prompted to enter the House Number, Street Name and Borough.

The screenshot shows the 'Address Result' dialog box. On the left, there is a radio button labeled 'Control Number' which is selected, and dropdown menus for 'House' (containing '90') and 'Borough' (containing 'Manhattan'). In the center, there is a table with columns: Control#, Borough, House#, Street, AkaHouse#, AkaStreet, and SubCycle. The first row shows data for Control# 800013, Borough Manhattan, House# 90, Street BROAD STREET, and SubCycle 8B. At the bottom right of the dialog box are 'OK' and 'Cancel' buttons. To the right of the dialog box, there is a summary area with fields: 'Compliance Filing Number:', 'Control Number:', 'Report Status:', and 'Current Cycle:'. The 'Control Number:' field contains '800013' and the 'Current Cycle:' field contains '90 Broad St Manhattan'.

## Section 1. Form

Once the QEWI selects the desired address and clicks the *OK* button, the address will be listed in the grid below. The QEWI can enter as many addresses as required where all the properties have one Owner.

If the QEWI wishes to remove an address before filing the request, the QEWI can click on the *Delete* button on the row that includes the address to be removed.

The screenshot shows the 'Sub Cycle Reassignment Request' section of the DOB NOW application. At the top, there are search fields for 'Control Number' and 'Address', and dropdowns for 'House No(s)\*' (151) and 'Street Name\*' (Broadway). Below these are dropdowns for 'Borough\*' (Manhattan). A red box highlights the table below, which lists two addresses: 90 WEST BROADWAY and 280 BROADWAY, both in Manhattan. Each row has a 'Delete' button. At the bottom, there are pagination controls showing 'Total Items: 2' and '1 - 2 of 2 items'.

House No#...	Street Name	Borough	Block	Lot	Control Number	Sub Cycle	Delete*
90	WEST BROADWAY	Manhattan	137	35	800323	8B	<button>Delete</button>
280	BROADWAY	Manhattan	153	1	800358	8C	<button>Delete</button>

## Section 2. Reassignment Request Details

In Section 2. *Reassignment Request Details*, enter the *Reason for Reassignment* in the text box. Select the requested new sub cycle for the listed buildings from the dropdown menu.

The screenshot shows the '2. Reassignment Request Details' section. It contains a rich text editor with toolbar buttons for bold, italic, etc., and a status bar showing 'Words: 0 Characters: 0'. Below the editor is a note: 'You can not input more than 2000 characters (including white spaces)'. A dropdown menu labeled 'Reassignment to Sub Cycle\*' shows the option '8C'.



## Section 3. Owner Information

In Section 3. Owner Information, provide the associated owner information by entering the owner's email address registered with in eFiling.

3. Owner Information			
E-Mail*	Enter email/username...	Last Name*	
First Name*		MI	
Telephone*		Address*	
City*		State*	
Zip Code*			

## Section 4. Applicant Information

In Section 3., the Applicant information is prepopulated based on the QEWI's logon credentials. The *License Type* field is a drop down listing all licenses associated with the QEWI. Once the *License Type* is selected, the *License Number* field will auto-populate. If any of the contact information has changed, the QEWI must update the eFiling profile.

4. Applicant Information			
E-Mail*	AJOETEST@GMAIL.COM	License Type*	Professional Engineer
License Number*	078712	Last Name*	ADAM
First Name*	JOE	MI	
Business Name	Business Name	Business Telephone	5455568622
Business Address	JA LLC	Business Fax	
City	JERSEY CITY	State	NJ
Zip Code	07302	Mobile Phone	2589631478

## Filing the Sub Cycle Reassignment Request Form

Once the Owner has provided their electronic signature, the QEWI can make a final review of the filing, make any necessary changes, confirm all fees are paid, all documents uploaded, and then file the complete FISP1 Report by clicking the [File button](#).

There are no fees associated with filing a Sub Cycle Reassignment Request form.

## Appendix

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### Work Type Acronyms

- BL: Boiler
- CC: Curb Cut
- CH: Chute
- DM: Demolition and Removal
- EQ: Construction Equipment
- EW: Equipment Work
- FA: Fire Alarm
- FB: Fuel Burning
- FN: Fence
- FP: Fire Suppression
- FS: Fuel Storage
- MH: Mechanical/HVAC
- OT: Other
- PL: Plumbing
- SD: Standpipe
- SF: Scaffold
- SG: Sign
- SP: Sprinkler
- EL: Elevator

### Legal Acronyms

- AC: Administrative Code
- APPN: Administrative Policy and Procedure Notice
- BC: Building Code
- HPD: Housing Preservation and Development
- LL: Local Law
- LPPN: Legal Policy and Procedures Notice
- MDL: Multiple Dwelling Law
- NYC DEP: New York City Department of Environmental Protection
- NYC RR: New York City Report Recommendations
- NYS DOH: New York State Department of Health
- NYS ECL: New York State Environmental Conservation Law
- OPPN: Operations Policy and Procedure Notice
- PPN: Policy and Procedure Notice
- RCNY: Rules of the City of New York
- RS: Reference Standard
- TPPN: Technical Policy and Procedure Notice

- ZR: Zoning Regulations

## Permit Type Acronyms

- AR: Architectural
- EA: Earthwork
- FO: Foundation
- ME: Mechanical
- NP: No Plans
- PL: Plumbing
- SH: Sidewalk Shed
- ST: Structural
- ZO: Zoning

## Building Type Acronyms

- NB: New Building
- Alt 1: Alteration
- Alt 2: Alteration
- Alt 3: Alteration

## Professional Acronyms

- PE: Professional Engineer
- RA: Registered Architect
- GC: General Contractor
- DP: Design Professional
- FR: Filing Representative
- QEWI: Qualified Exterior Wall Inspector (PE/RA)
- QRWI: Qualified Retaining Wall Inspector (PE/RA)
- Agency Director or Director (PE/RA)
- MP: Master Plumber
- OBI: Oil Burner Installer
- LP: Licensed Professional

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