



NYC.gov NEWS

April 21, 2008

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Upcoming Buildings Department Upgrades, Modernizations and Changes



The [New NYC Construction Codes](#) are an important achievement for the Buildings Department and New York City: they mark the first comprehensive overhaul of the City's Building Code in nearly 40 years. These Codes respond to many of our 21st century safety, construction and environmental concerns, and are more user-friendly for the professionals building our City's very foundation.

Certain administrative provisions, enforcement provisions and construction safeguards under the New NYC Construction Codes will go into effect on July 1, 2008. As a result, the Buildings Department has a number of corresponding rules and operational changes. In order to effectively transition to the New Codes, we will be providing information and updates on these upcoming changes in a phased approach. Below, you'll find a helpful overview of what changes to expect. Please visit the [NYC Construction Codes](#) section of our website for the most up-to-date information. You may also email New Codes questions to ConstructionCodes@buildings.nyc.gov.

Special Inspections

Dedicated to Safety

To improve construction quality and safety, soon-to-be required [Special Inspections](#) will replace Controlled Inspections. Special Inspections are an important verification that work considered critical to life safety and property protection has been or is being constructed according to approved plans and specifications. The Buildings Department, working with industry professionals, is establishing certain inspections required during construction, as well as qualifications, responsibilities and standards for these inspections. For more information, read our Special Inspections [Codes Compass](#).

Site Safety Coordinator Certification

Dedicated to Safety

To ensure qualified people are managing construction sites and maintaining safe construction site practices, the Department will begin certifying Site Safety Coordinators. These Site Safety Coordinators will be responsible for supervising construction or demolition on buildings meeting certain height requirements. The Department is developing Site Safety Coordinator education and on-the-job training requirements, as well as inspection and notification responsibilities.

Environmental Control Board Violation Reclassification

Dedicated to Safety

To improve Department focus on serious violations and code and safety offenders, we are re-engineering our current violation system. The Buildings Department and the Environmental Control Board are working together to streamline the current classifications and devote their resources to conditions and buildings that present significant safety threats. A public hearing was held April 14. Read the [ECB proposed rule](#). Read the [Buildings proposed rule](#).

Residential Voice Communication Systems

Dedicated to Safety

To improve safety for New York City residents, emergency voice communication systems will be required in new residential buildings 125 feet and higher. These systems will enable the Fire Department to speak directly to people in each of the building's units and in each exit stairwell.

New Photoluminescent Standards

Dedicated to Safety

Effective July 1, 2008, the photoluminescent sign and stair strip requirement for all high-rise office buildings will be expanded. These glow-in-the-dark markings improve emergency evacuations, and they will be required in new high-rise buildings with additional kinds of occupancies. Significantly, the International Code Council has now embraced New York City's cutting-edge photoluminescent standards and incorporated them into the International Building Code.

Impact-Resistance Walls

Dedicated to Safety

The current impact-resistant wall requirement for office buildings will be expanded to all new high-rise buildings. These impact resistant walls are designed to withstand high-impact and provide weather resistance stability.

Temporary Elevator and Hoist

Dedicated to Safety

The New Codes bolster current temporary elevator requirements during construction and demolition of properties higher than 75 feet. New hoist requirements, along new maximum distances between a property's elevators, hoists and stairs and its highest-accessible floor, will go into effect July 1.

Tenant Protection Plans and Single Room Occupancy Properties

Dedicated to Safety

The new codes enhance tenant protection plan requirements to better protect residents. Applications for proposed work in occupied, multiple-dwelling buildings, including Single Room Occupancies, must indicate which units will be occupied during construction. There are additional requirements regarding noise, lead and asbestos.

Flood Hazard Area Construction Requirements

Dedicated to Safety

The Department has consolidated all requirements for construction in special flood hazard areas in Appendix G of the New Building Code. In addition, certain properties, such as hospitals, jails and emergency shelters, may be subject to increases in elevation standards. Read [Appendix G](#) to learn more.

Amusement Rides

Dedicated to Safety

A new rule is being promulgated for Amusement Rides that will maintain the current standards in a more accurate and easier format. These new rules will enhance amusement rides safety through new provisions and codifies the current practice.

Masonry Equivalent Standards: New Materials Accepted

Dedicated to Safety

The Department is modernizing the New Codes by including a new rule that will permit construction professionals to use up-to-date materials. The Department will provide performance requirements based upon nationally-recognized standards.

Approved Agencies

Dedicated to Safety

A rule is being developed that will establish qualifications and standards for third party agencies to conduct inspections, and to evaluate work, materials and equipment. This will include progress inspection agencies, testing labs, elevator inspection agencies, boiler inspection agencies, concrete testing labs, and exterior wall inspectors.

Certifying Correction of Boiler Defects

Dedicated to Safety

Defects noted in annual boiler inspection reports must be corrected and certification of such must be filed with the Department of Buildings.

Licensing Exams and Applications: One-Year Deadline

Information You Need To Know

Applicants seeking a Buildings Department-issued license must begin applying for their license within one year of passing the required licensing exams. In addition, all required licensing documents must be submitted to the Department within one year of filing the first document. Any applicant not meeting these deadlines will have an incomplete application and may be denied the license.

Three-Year Licensing Terms and Fee Changes

Information You Need To Know

Most Buildings Department-issued license terms will be extended to three years upon renewal. New licensing fee structures will also be implemented. These changes will be phased in, beginning with Hoist Machine Operator, Master Fire Suppression Piping Contractor and Master Plumber licenses. View the [fact sheet](#) for more information.

Place of Assembly

Information You Need To Know

Place of Assembly Permits will become Place of Assembly Certificates of Operation.

Application Processing

Information You Need To Know

The 2008 Code requires some changes to the information collected during Application Processing. Some of these changes will apply to all applications, others will apply to only applications being filed for review under the 2008 Code during the one-year transition period. Keep reading Buildings News and our website for more information on upcoming changes.

Visit our [Homepage](#) for more information on any of these announcements.

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The New NYC Construction Codes Upcoming Buildings Department Changes



As the effective date of the [New NYC Construction Codes](#) nears, the Buildings Department is revising many application forms and processes to support the modernization of the [1968 Building Code](#). To assist our applicants with a smooth transition, we are making many of these forms available prior to the July 1, 2008 implementation date. While the New Codes will not be mandated for new construction until July 1, 2009, certain administrative provisions, enforcement provisions and construction safeguards go into effect this July 1.

Below, you'll find a helpful overview of what changes to expect. Please visit the [NYC Construction Codes](#) section of our website for the most up-to-date information. You may also email operational questions to our experts at OperationsRedesign@buildings.nyc.gov.

Application Processing Update

Dedicated to Safety

The New Codes require some changes be made to the information collected during application processing. Some of these changes will apply to all applications; others will apply only to applications submitted under the New Codes that are filed between July 1, 2008 and July 1, 2009. To learn which forms will change, please check the [Forms](#) section of our website. [eFiling](#) will also reflect these changes and will be the easiest way to navigate updates when using these forms.

[Revised PW1 Form](#)

To support the July 1, 2008 New Codes implementation the PW1 form, the first document filed with the Buildings Department to initiate the application process, has been updated and is now available online in draft format. The new version collects additional information on Demolitions, Job Types and Building Characteristics. As of July 1, 2008, the Department will only accept the revised PW1 form.

[Revised PA1 Form](#)

Under the New NYC Construction Codes, any initial or renewal application for a Place of Assembly Permit will be issued as a Place of Assembly Certificate of Operation. As of July 1, 2008, the Department will only accept the revised PA1, now available in draft format online.

Special Note: While applicants cannot submit the revised PW1 and PA1 until July 1, 2008, please familiarize yourself with the new versions in advance. Beginning July 1, 2008, the Department will only accept the new versions of these forms. New versions of these forms are currently available online in draft format and will be available for preparation on June 23.

[Special Inspections](#)

Dedicated to Safety

Beginning July 1, 2008, [Special Inspections](#) will replace Controlled Inspections. Special Inspections are inspections conducted by qualified individuals during construction to verify work is being done according to approved plans and specifications. The [revised TR1 form](#), now available online in draft format, includes a new qualification statement that the principal/director of the Special Inspection Agency must sign, certifying he or she is qualified to perform Special Inspections. View the Special Inspections [fact sheet](#) and [qualifications](#) from [Code Compass](#).

Progress Inspections:

The [revised TR1](#) also includes Progress Inspections, which are inspections that are made throughout the progress of work to verify substantial compliance with approved construction documents. The [Approved Agency Rule](#) describes the qualifications to conduct Progress Inspections.

[Revised TR1](#)

While the revised TR1 includes new information, the process to submit the form will remain the same: 1) the design applicant identifies Special and Progress Inspections on the TR1 prior to approval, 2) the Special Inspection or Approved Agency identifies which inspections it will conduct prior to the issuance of the permit, and 3) the Special Inspection or Approved Agency certifies completion of inspections prior to sign off. The newly-revised form is now available in draft format in the [Forms](#) section of our website at www.nyc.gov/buildings.

[Site Safety - Update](#)

Dedicated to Safety

As of July 1, 2008, a certified [Site Safety Coordinator](#) will be required to supervise construction or demolition of all 10- to 14- story buildings. On June 2, 2008, the Department began certifying Site Safety Coordinators. To become a Site Safety Coordinator, applicants must register with the Licensing Unit by filing a [LIC2](#). To support this new requirement, we have updated several forms:

- [LIC2](#): This Licensing Application has been updated to collect applicable Site Safety Coordinator information regarding previous convictions and outstanding fines. This form is now available on our website. Applicants with any conviction and/or fines must complete the new Licensing Supplemental Affidavit (LIC34), also available on our website.
- [LIC34](#): This new form must be completed by any applicant who has been convicted of

any crimes and/or has any outstanding fines.

- [PW2](#): This form now includes an area for information on the Site Safety Coordinator and required permits for alterations and demolitions. This form will be available on our website beginning July 1, 2008.

Special Note: While only the revised LIC2, LIC34 and PW2 forms will be available online after July 1, 2008, the Department will accept either version until September 2, 2008, unless the application requires a designated Site Safety Coordinator. In that case, only the revised version of the PW2 will be accepted. View the [fact sheet](#) and [how to guide](#) for more information.

Photoluminescent Markings

Dedicated to Safety

The requirement to install photoluminescent sign and stair strips in all existing high-rise office buildings is being expanded to include newly constructed high-rise buildings in most other occupancy groups. We have created a new [TR7 form](#) for these new buildings, though the Department will continue to accept the Photoluminescent Report for existing buildings.

New Required Item for Photoluminescent Markings

The new TR1 requires a Special Inspection to ensure photoluminescent egress markings are properly installed in certain new high-rise buildings. A draft version of the [new TR1](#) is available online and will be ready for use on July 1, 2008.

Tenant Protection Plan

Dedicated to Safety

PW1 Supports New Required Item

To better protect New York City residents, the New Codes enhance Tenant Protection Plan requirements. Applicants must indicate on the PW1 which units will be occupied during proposed work in occupied, multiple-dwelling properties, including Single-Room Occupancies. In addition, the Tenant Protection Plan must be included in the notes section of the submitted plans. View Section [28-104.8.4](#) for more information.

Certifying Correction of Boilers

Dedicated to Safety

As of the July 1, 2008 implementation of the New NYC Construction Codes, any defects found during a low-pressure boiler inspection must be corrected within 45 days of the inspection. After the correction is made, the owner must file the new Affirmation of Correction form with the Buildings Department within 45 days of the inspection. The deadline for the 2008 inspection and report filing remains December 31, 2008. View the [fact sheet](#) for more information.

Did You Know?

Did you know that all new and newly-revised forms are getting a slight name change? Updated and new forms will no longer have a hyphen. For example, the PW-1 will now be called the PW1.

Visit our [Homepage](#) for more information on any of these announcements.

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Buildings News - Special Edition



The [New NYC Construction Codes](#) take effect on July 1, 2008 and are an important achievement for the Buildings Department and New York City: they mark the first comprehensive overhaul of the City's Building Code in 40 years. These Codes respond to many of our 21st century safety, construction and environmental concerns and are more user-friendly for the professionals building our City's very foundation. To enable a smooth transition, below you'll find important information about upcoming revisions and updates in Pre-Filing, Application Processing and eFiling. This includes revisions to the PW1, Schedule A and B forms.

Please visit the [NYC Construction Codes](#) section of our website for the most up-to-date information. You may also email questions directly to our experts at OperationsRedesign@buildings.nyc.gov.

Important Deadlines for Application Filing

With the implementation of the [New Codes](#), there are several important dates for Pre-Filing and Application Processing. Here's what you need to know:

- **Thursday, June 26**

This is the last day applicants can submit new applications prepared using the prior forms. This applies to all initial and subsequent filings and Post-Approval Amendments and includes applications prepared using eFiling. All application documents needed for Application Processing, including payment of all fees due at that time, must also be submitted by the close of business on June 26.

- **Friday, June 27**

On Friday, June 27, no new applications will be accepted in the borough offices. Only submissions to change existing, open BIS job documents will be accepted. Pre-Filing will

not be available. All other borough operations will continue as normal on this day.

- **Monday, June 30**

Beginning Monday, June 30, only the new forms and eFiling paperwork validated and printed on or after June 30 will be accepted. This applies to all initial and subsequent applications.

To learn more about these important Pre-Filing and Application Processing dates, view the Code Implementation for Applications [service announcement](#) (30 kb-pdf) and the Upcoming eFiling Changes and Important, Operational Dates [fact sheet](#) (33 kb-pdf).

June 30 eFiling Update

We are updating [eFiling](#) to accommodate the changes being implemented on the PW1, Schedule A and B forms for the New NYC Construction Codes. Here is some important information:

- Validated, printed eFiling applications will only be accepted in the borough office until close of business on Thursday, June 26. Any fees associated with the application must be paid by the end of the day, June 26.
- eFiling will be temporarily unavailable between Friday, June 27 and Sunday, June 29. It will be available on Monday, June 30 when the update is complete. Beginning June 30, only eFiling paperwork printed for applications successfully validated after the update will be accepted.
- Once the update is complete, all previously-validated applications in the "Saved Applications" section of your account will be changed to the "In Progress" status and will need to be re-validated. Because of new filing requirements, upon re-validation, some eFiling applications will need additional information.

To learn more, please read the [letter](#) (66 kb-pdf) e-mailed to registered [eFiling](#) (job applications) users.

PW1 and Schedule B Filing Amendments Beginning June 30

Beginning June 30, all amendments must be filed with the updated PW1 and Schedule B forms:

- [PW1](#): To ensure amendments are successfully processed, when amending information on the form, please complete the entire section as you would when filling out the application from the beginning. You do not have to provide additional information in sections for which you are not amending any information.
- [Schedule B](#): Remember to use the new Schedule B form when filing amendments as some fixtures have changed.

For more information, view our Filing Amendments Beginning June 30 [fact sheet](#) (33 kb-pdf).

Schedule A Amendments Beginning June 30

Beginning June 30, [Schedule A](#) will require proposed Building Code occupancy group designations from the 2008 Building Code. Read the Code Compass Occupancy Use and Classifications [fact sheet](#) (292 kb-pdf) for more information about the new designations.

- Applications achieving "A/P Entire" status prior to June 30: Continue to use the prior Schedule A form which will be available online.
- Applications achieving "A/P Entire" status on or after June 30: You may only use the latest Schedule A and must use 2008 Building Code Occupancy Group Designations on the "proposed" side of the form.

For more information, view our Filing Amendments Beginning June 30 [fact sheet](#) (33 kb-pdf).

Did You Know?

Did you know that all new and newly-revised forms are getting a slight name change? Updated and new forms will no longer have a hyphen. For example, the PW-1 will now be called the PW1.

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Michael R. Bloomberg
Mayor

Robert D. LiMandri
Acting Commissioner

Code Implementation for Applications

The New [NYC Construction Codes](#), effective July 1, 2008, are an important achievement for the Buildings Department and New York City: they mark the first comprehensive overhaul of the City's Building Code in nearly 40 years.

In order to implement the New Codes, the Department is making a number of filing changes in Pre-Filing and Application Processing:

Thursday, June 26: Last day to Submit New Applications Prepared Using the Former Forms. This applies to initial and subsequent filings and Post-Approval Amendments (PAAs). All application documents needed for Application Processing, including payment of all fees due at that time, must also be submitted by the close of business on June 26. **This includes applications prepared using eFiling.**

Friday, June 27: No New PW1 Applications Will Be Accepted in the Borough Offices. Only submissions to change existing open BIS job documents will be accepted on June 27. No new initial filings, subsequent filings, or PAA BIS job documents will be created on this day, and Pre-Filing will not be available. All other borough operations will continue normally.

Monday, June 30: Only the New Forms and eFiling Paperwork Validated and Printed on or after June 30 Will Be Accepted. This applies to all initial and subsequent applications and for all amendments. For more important information please see the following:

- [Notice to eFiling Users](#)
- [June 30 eFiling Update Important Information](#)
- [Filing Amendments Fact Sheet](#)

Information You Need To Know!

Visit our website at www.nyc.gov/buildings for more information.

Post: June 12, 2008 Remove: July 31, 2008

Filing Amendments Beginning June 30, 2008

As part of the implementation of the New NYC Construction Codes, the Buildings Department is launching important changes to our filing process. The below information articulates these changes.

PW1 and Schedule B Form Amendments

Beginning June 30, all amendments must be filed with the updated PW1 and Schedule B forms:

- **PW1**: To ensure your amendment will be successfully processed, when amending a piece of information in a section on the form please complete that entire section as if you were filing the application from the beginning, using the new form. You do not have to provide additional information in sections for which you are not amending any information.
- **Schedule B**: It is important to use the latest Schedule B form when filing amendments as some fixtures have changed.

Schedule A Amendments

Beginning June 30, [Schedule A](#) will require proposed Building Code occupancy group designations to be from the 2008 Building Code. Please follow these guidelines for Schedule A amendments:

- **Applications achieving “A/P Entire” Status prior to June 30**: Continue using the former Schedule A form, which will be available online. You will not be allowed to use 2008 Building Code occupancy group designations for the life of these applications.
- **Applications achieving “A/P Entire” Status on or after June 30**: You may only use the latest Schedule A and must use [2008 Building Code Occupancy Group Designations](#) on the “proposed” side of the form.



Upcoming eFiling Changes and Important, Operational Dates

The New NYC Construction Codes take effect on July 1, 2008 and are an important achievement for the Buildings Department and New York City: they mark the first comprehensive overhaul of the City's Building Code in nearly 40 years. These Codes respond to many of our 21st century safety, construction and environmental concerns and are more user-friendly for the professionals building our City's very foundation.

In order to implement the Codes, a number of changes are taking place at the Department. This includes revised versions of the PW1, Schedule A and Schedule B forms, currently available in draft form on our [website](#). "Fill-in" forms will be available on June 23. The Department is also updating eFiling (job applications) to accommodate these changes. The following information describes how eFiling changes will be implemented and associated operational milestones:

Thursday, June 26: Final Day to Submit New Applications Prepared Using the Former PW1, Schedule A and Schedule B.

This applies to initial and subsequent filings and Post-Approval Amendments (PAAs). All application documents needed for Application Processing, including payment of all fees due at that time, must also be submitted by the close of business on June 26. **This includes applications prepared using eFiling.**

Friday, June 27: No New Applications Will Be Accepted in the Borough Offices.

Only submissions to change existing open BIS job documents will be accepted on June 27. No new initial filings, subsequent filings, or PAA BIS job documents will be created on this day, and Pre-Filing will not be available. All other borough operations will continue normally.

Monday, June 30: The eFiling Update Will Be Complete and Only eFiling Paperwork Successfully Validated After the Update Will Be Accepted for Filing.

After the update is complete, you will be required to re-validate your eFiling applications before they can be submitted in-person to the Department (even if they were previously validated). Please read the [flyer](#) for other important information about this update. In addition, as of June 30 the borough offices will only accept the new PW1, Schedule A and Schedule B forms for all filing activities. Please read the [service notice](#) for more detailed information.

Please e-mail any questions regarding changes to OperationsRedesign@buildings.nyc.gov.

June 30 eFiling (Job Applications) Update: Important Information

To accommodate the changes being implemented on the PW1, Schedule A and B forms for the [New NYC Construction Codes](#), eFiling is being updated. Here is what you need to know:

1. Validated eFiling applications printed before the June 30 update will only be accepted in the borough offices until close of business on Thursday, June 26. These applications must be submitted to Application Processing, including any fees due at that time, by the end of June 26.
2. From Friday, June 27 through Sunday June 29, the eFiling system will be temporarily unavailable in order for the Department to update the system. eFiling will be available again beginning the morning of Monday, June 30.
3. Once the update is complete **all** previously validated applications in the “Saved Applications” section of your account will be automatically changed into “In Progress” status and will require re-validation before the paperwork can be filed with the Department. This is necessary to ensure all applications submitted on and after June 30 meet the new form requirements for PW1, Schedule A and B. **This process will update the version number portion of the [DOB Reference Number](#) associated with your application.**
4. Because of the new filing requirements, you will discover upon re-validation that some of your eFiling applications now need you to complete additional information. In addition, some of these new requirements also necessitate **clearing some** information previously entered in applications in the “Saved Applications” section of your eFiling account:
 - Alteration 1 “change” reasons (PW1, section 5);
 - Legalization questions (PW1, section 9);
 - Proposed dominant occupancy classification (PW1, section 13);
 - Mechanical means demolition question (PW1, section 21);
 - Owner’s certifications regarding occupied housing / DHCR (PW1, section 26); and
 - All **proposed** Building Code occupancy group classifications on Schedule A.

Please be assured that other than the specific information that must be cleared above, **none** of your saved eFiling applications will be deleted as part of this update.

5. Beginning Monday, June 30, only eFiling paperwork printed for applications successfully validated after the update will be accepted. This paperwork must be signed and sealed appropriately, signature pages from old forms will **not** be accepted for the new forms.

Please e-mail any questions regarding changes to OperationsRedesign@buildings.nyc.gov.

Registration:

Can I register my company under a single account?

eFiling user accounts are for *individuals*. If a company has multiple users, each individual must sign up for a separate account and is solely responsible for protecting his or her password. Account sharing is not permitted, and eFiling will not work properly if multiple individuals are logged in from different computers using the same account ID and password.

How do I register for eFiling?

Anyone with an active email account may register for an eFiling account by visiting our website and clicking on [eFiling](#). It is very important you provide an accurate e-mail address when registering for eFiling. You may register at anytime.

I have an eFiling account, but I cannot prepare job applications (PW-1). What should I do?

Some existing eFiling users need to enable their accounts to access the prepare job applications functions. To do this click "Manage Account" at the bottom of the page after you login. On the next page find "Business Name" and fill in the space. If you do not have a business name type "not applicable." Once this is complete, click "Submit" at the bottom of the page. When you return to the main menu a new "Prepare Job Applications" section should appear at the top of the page.

If I forgot my password, how can I access to my account?

To reset your password you must use the "Forgot Password" link on the eFiling login page. eFiling will automatically send instructions on how to gain access to your account to the e-mail address you used to register. Because this is the only way to assist users who have forgotten passwords, it is very important to provide an accurate, active email account when registering for an eFiling account. Please use the account management function inside eFiling to keep your e-mail address up to date.

eFiling information:

How does eFiling "Prepare Job Applications" work?

eFiling allows applicants to **prepare** initial and subsequent PW-1 applications. This includes preparing Schedule A and B forms. In-person submission is still required. Learn more [here](#). All initial and subsequent applications that could be prepared in PC Filing are available in this release of eFiling. (This includes New Buildings, Alterations, Demolitions, Signs and Subdivisions.)

What are the minimum computer requirements I need to use eFiling?

eFiling requires an Internet-connected computer capable of running the [Internet Explorer](#) (version 6 or above) or [Mozilla Firefox](#) (version 2 or above) web browsers. All [pop-up blockers](#) must be configured properly to allow eFiling to create pop-up windows, and JavaScript must be enabled in your web browser. [Adobe Acrobat Reader](#) (version 8 or above) is also required.

Though eFiling can work with a dial-up Internet connection, it is strongly recommended that you use eFiling on a computer with a broadband Internet connection, such as cable modem or DSL.

Why doesn't eFiling work well in the Safari web browser?

To use eFiling on a Macintosh computer, please download the latest version of the free Mozilla Firefox web browser for Macintosh, available here: <http://www.mozilla.com/en-US/firefox/all.html>. eFiling does not currently support the Safari web browser.

Can I save my application, even if it's only partially complete?

Yes, and we encourage applicants to do so. When preparing job applications (PW-1) in eFiling, every time you switch to a different page in the interview process, the application is automatically saved. In addition, each page has a "Save Now" button that will save all information inputted when clicked by the user.

I frequently prepare the same type of application. Do I have to retype the same information?

eFiling for job applications now has a [copy feature](#) that allows you to duplicate applications to modify copies of similar applications and use them as a template for other filings.

I work with several other people who have eFiling accounts. Can I send them applications in progress and work with them collaboratively through eFiling?

You can send **copies** of applications from your account to other eFiling users. The copy you send will not be linked in any way to the original. For example, changes made to the original in your account will **not** be included in the copy you sent to another eFiling account. See this [flyer](#) for more information.

If I still have to submit the application in person, why was eFiling expanded?

Though in-person submission is still required, this phase of eFiling represents a major step in the Department's commitment to expand eFiling opportunities for the filing community. (Click [here](#) to view the Department's 2006 – 2009 Strategic Plan). By moving from the PC Filing model to a web-based system, many more opportunities for future eFiling enhancements can be explored and considered.

When I submit eFiling-generated paperwork with my application, are there any rules I must follow?

Yes. Every page of all forms generated by eFiling for that application must display the latest DOB Reference Number for that application. Please see this [flyer](#) for more information.

What types of initial and subsequent applications can be prepared using eFiling?

All initial and subsequent filings for the following can be prepared online:

- New Building Applications
- Alterations 1, 2 and 3*
- Demolitions
- Signs
- Subdivisions*

*Alteration 3 and Subdivisions are not allowed to have subsequent documents.

Why was PC Filing discontinued?

PC Filing was discontinued because it was based on older, standalone technology limited to Microsoft Windows-based machines. By replacing PC Filing with web-based eFiling, the Department can provide a better system to the filing community that is more robust and easier to grow in the future.

Also since your work is saved on our server like many other web services, you can access your work using virtually any Internet-connected computer anywhere in the world – not just the computer where your copy of PC Filing was installed.

When I prepare a job application with eFiling, what is the official filing record?

The official record of filing when using eFiling to prepare a job application (PW-1) is the **hard copy**, signed and sealed forms and documentation submitted in person and accepted by the Department for filing. The electronic record stored in the eFiling server for PW-1 job applications simply helps facilitate the filing process and is not an official record of filing.

Can I still file manually or do I have to use eFiling?

Manual filing is still an option. If you would like to download PDF forms for manually filing, please

visit <http://www.nyc.gov/html/dob/html/forms/forms.shtml>. Of course, we encourage everyone to use eFiling, since it's the fastest and easiest way to accurately prepare job applications and save time.

Can anyone file erroneous jobs through eFiling?

No. The successful preparation of a PW-1 using eFiling does not constitute a filing with the Department until the hard copy forms are printed from eFiling, signed and sealed appropriately, submitted in person and accepted for filing along with all other filing requirements. No information will appear on BISWeb until this occurs.

What are preparers? Why can't I register as a professional engineer or registered architect?

Because in this eFiling release full digital submission of PW-1 job applications is not supported, it's not necessary to require additional information and proof of identity from professional engineers or registered architects as part of eFiling registration at this time. If digital submission for professional engineers or registered architects becomes fully or partially supported in future releases, you'll be able to upgrade your existing eFiling account with the appropriate credentials to take advantage of those features.

I prepared my application in eFiling before the PW-1 revision for July was required. Can eFiling take the information I entered and generate the PDF using the latest forms so I do not have to re-create my application?

Yes. To do this, click "Edit" on the application for which you want to print the latest PDF. (Click "OK" if you are asked if you really want to edit the application.) Then click "Validate" on the right side of the blue navigation bar located in the upper part of the page. If eFiling does not find any errors in your application, you will be brought to the "Finalize" page, and when you click "Continue" a PDF file using the latest forms will be generated.

If you arrive on a page called "Validation Results" you must resolve those items before you can get a new PDF using the latest forms. It is possible for an application that was previously validated successfully to now have errors because of the changes made for July 2008.

eFiling Problems:

When I put "0" in the multiple dwellings section, it tells me that I must have a valid number to move forward.

Instead of placing a "0" in the field, just leave the section blank.

PDF Problems:

Why can't I generate the eFiling PDF?

The [eFiling - PW-1](#) application uses pop-ups and therefore requires pop-up blockers to be configured to "Allow Access" to this site. If you receive a pop-up blocker message, or you cannot view the Job Filing Package PDF, there is a good chance you have pop-up blocker software installed and activated. View the [flyer](#) (1,527 kb) on how to remove or turn off the pop-up blocker.

I cannot resolve my problem by reading any of the documentation made available by the Department. What should I do next?

If you think the problem you're having is specific to the eFiling application, the Department may be able to assist. Please read the [eFiling Technical Support Policy](#). To request help in these cases, please click the "Help" button located at the top of an eFiling page.

On normal business days between 9am and 4pm, you can also call the Department Call Center at (212) 227-4416. If the Call Center cannot resolve your problem, a representative will complete the web form for further assistance.

The Department does not provide support for problems caused by your specific computer. One way to determine the source of the issue is by using your eFiling account on another computer; if you do not experience any problems by doing this, your computer, its configuration or Internet connection may be the source of the issue. If the problem is unique to your computer or Internet connection, you will need to seek private technical support.

New PW-1

What software do I need to fill out the New PW-1?

The new PW-1 is posted in PDF format, designed to be used with Adobe Acrobat Reader (version 8 and above). It is recommended all users upgrade to the latest version of [Acrobat Reader](#) as it supports helpful new features, such as the ability to save filled-in content.

All users are encouraged to use the eFiling system to complete PW-1, Schedule A and B information. eFiling offers a number of [benefits](#) that will help make it easier for you to file.

What happened to Equipment Modification or Repair for Alteration Type 2?

This information was duplicative with what already exists on the [Schedule C](#) and, therefore, it was removed from the New PW-1. Please provide this information using the Schedule C (PW-1C) form.

I need to file a New Building application, and the Topographical Bureau in my borough still needs to create the new address. Can I use eFiling to generate the PW-1 they need to complete that process?

Yes. For initial New Building applications, eFiling will allow you to print a PW-1 with an unverified address so that documentation can be submitted when requested by the Topographical Bureau. However, after the address is created by the Topographical Bureau and the documentation is submitted to the BIS Unit to create an address in BIS, the applicant will have to edit the application in eFiling so the new address can be verified **before** filing the application. This is similar to how the disk is corrected in PC Filing today between Topographical Bureau approval and DOB Pre-Filing to ensure the application can be uploaded.

I am the filing professional, and I submitted the initial application generated by eFiling to the building owner who signed the form. Now the building owner has verbally submitted a change to me. Do I have to send the entire set of forms to the owner for signature after I make the changes in eFiling before I can file it?

No. You can make the authorized changes in eFiling without having to re-obtain the owner's signature. However, you are required reprint the other pages in the packet generated by eFiling with the exception of the plot map page of the PW-1. Please remember that there are instances that require the owner to re-sign the complete set of forms. (For example, if the application had been for a New Building and now it's an Alteration 3). Please speak to the borough office you are filing in if you require additional information on this topic.

Can I continue to submit the PW-1, Schedule A and Schedule B form versions released in February 2008 with eFiling or must I use the form versions revised for July 2008?

As of June 30, 2008 you must use the July revision of the PW-1. For more information on form revision policies and the implementation of the New NYC Construction Codes, click [here](#).

Registration:

Can I register my company under a single account?

eFiling user accounts are for *individuals*. If a company has multiple users, each individual must sign up for a separate account and is solely responsible for protecting his or her password. Account sharing is not permitted, and eFiling will not work properly if multiple individuals are logged in from different computers using the same account ID and password.

How do I register for eFiling?

Anyone with an active email account may register for an eFiling account by visiting our website and clicking on [eFiling](#). It is very important you provide an accurate e-mail address when registering for eFiling. You may register at anytime.

I have an eFiling account, but I cannot prepare job applications (PW-1). What should I do?

Some existing eFiling users need to enable their accounts to access the prepare job applications functions. To do this click "Manage Account" at the bottom of the page after you login. On the next page find "Business Name" and fill in the space. If you do not have a business name type "not applicable." Once this is complete, click "Submit" at the bottom of the page. When you return to the main menu a new "Prepare Job Applications" section should appear at the top of the page.

If I forgot my password, how can I access to my account?

To reset your password you must use the "Forgot Password" link on the eFiling login page. eFiling will automatically send instructions on how to gain access to your account to the e-mail address you used to register. Because this is the only way to assist users who have forgotten passwords, it is very important to provide an accurate, active email account when registering for an eFiling account. Please use the account management function inside eFiling to keep your e-mail address up to date.

eFiling information:

How does eFiling "Prepare Job Applications" work?

eFiling allows applicants to **prepare** initial and subsequent PW-1 applications. This includes preparing Schedule A and B forms. In-person submission is still required. Learn more [here](#). All initial and subsequent applications that could be prepared in PC Filing are available in this release of eFiling. (This includes New Buildings, Alterations, Demolitions, Signs and Subdivisions.)

What are the minimum computer requirements I need to use eFiling?

eFiling requires an Internet-connected computer capable of running the [Internet Explorer](#) (version 6 or above) or [Mozilla Firefox](#) (version 2 or above) web browsers. All [pop-up blockers](#) must be configured properly to allow eFiling to create pop-up windows, and JavaScript must be enabled in your web browser. [Adobe Acrobat Reader](#) (version 8 or above) is also required.

Though eFiling can work with a dial-up Internet connection, it is strongly recommended that you use eFiling on a computer with a broadband Internet connection, such as cable modem or DSL.

Why doesn't eFiling work well in the Safari web browser?

To use eFiling on a Macintosh computer, please download the latest version of the free Mozilla Firefox web browser for Macintosh, available here: <http://www.mozilla.com/en-US/firefox/all.html>. eFiling does not currently support the Safari web browser.

Can I save my application, even if it's only partially complete?

Yes, and we encourage applicants to do so. When preparing job applications (PW-1) in eFiling, every time you switch to a different page in the interview process, the application is automatically saved. In addition, each page has a "Save Now" button that will save all information inputted when clicked by the user.

I frequently prepare the same type of application. Do I have to retype the same information?

eFiling for job applications now has a [copy feature](#) that allows you to duplicate applications to modify copies of similar applications and use them as a template for other filings.

I work with several other people who have eFiling accounts. Can I send them applications in progress and work with them collaboratively through eFiling?

You can send **copies** of applications from your account to other eFiling users. The copy you send will not be linked in any way to the original. For example, changes made to the original in your account will **not** be included in the copy you sent to another eFiling account. See this [flyer](#) for more information.

If I still have to submit the application in person, why was eFiling expanded?

Though in-person submission is still required, this phase of eFiling represents a major step in the Department's commitment to expand eFiling opportunities for the filing community. (Click [here](#) to view the Department's 2006 – 2009 Strategic Plan). By moving from the PC Filing model to a web-based system, many more opportunities for future eFiling enhancements can be explored and considered.

When I submit eFiling-generated paperwork with my application, are there any rules I must follow?

Yes. Every page of all forms generated by eFiling for that application must display the latest DOB Reference Number for that application. Please see this [flyer](#) for more information.

What types of initial and subsequent applications can be prepared using eFiling?

All initial and subsequent filings for the following can be prepared online:

- New Building Applications
- Alterations 1, 2 and 3*
- Demolitions
- Signs
- Subdivisions*

*Alteration 3 and Subdivisions are not allowed to have subsequent documents.

Why was PC Filing discontinued?

PC Filing was discontinued because it was based on older, standalone technology limited to Microsoft Windows-based machines. By replacing PC Filing with web-based eFiling, the Department can provide a better system to the filing community that is more robust and easier to grow in the future.

Also since your work is saved on our server like many other web services, you can access your work using virtually any Internet-connected computer anywhere in the world – not just the computer where your copy of PC Filing was installed.

When I prepare a job application with eFiling, what is the official filing record?

The official record of filing when using eFiling to prepare a job application (PW-1) is the **hard copy**, signed and sealed forms and documentation submitted in person and accepted by the

Department for filing. The electronic record stored in the eFiling server for PW-1 job applications simply helps facilitate the filing process and is not an official record of filing.

Can I still file manually or do I have to use eFiling?

Manual filing is still an option. If you would like to download PDF forms for manually filing, please visit <http://www.nyc.gov/html/dob/html/forms/forms.shtml>. Of course, we encourage everyone to use eFiling, since it's the fastest and easiest way to accurately prepare job applications and save time.

Can anyone file erroneous jobs through eFiling?

No. The successful preparation of a PW-1 using eFiling does not constitute a filing with the Department until the hard copy forms are printed from eFiling, signed and sealed appropriately, submitted in person and accepted for filing along with all other filing requirements. No information will appear on BISWeb until this occurs.

What are preparers? Why can't I register as a professional engineer or registered architect?

Because in this eFiling release full digital submission of PW-1 job applications is not supported, it's not necessary to require additional information and proof of identity from professional engineers or registered architects as part of eFiling registration at this time. If digital submission for professional engineers or registered architects becomes fully or partially supported in future releases, you'll be able to upgrade your existing eFiling account with the appropriate credentials to take advantage of those features.

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Can I continue to submit the PW-1, Schedule A and Schedule B form versions released in February 2008 with eFiling or must I use the form versions revised for July 2008?

As of June 30, 2008 you must use the July revision of the PW-1. For more information on form revision policies and the implementation of the New NYC Construction Codes, click [here](#).



General Contractor Registration Frequently Asked Questions

Who must complete the full General Contractor Registration?

All General Contractors pulling New Building (NB) permits for one-, two- and three-family homes must register with the Buildings Department's Licensing Unit. Beginning November 1, 2008, no NB permits for these types of structures will be issued to non-registered General Contractors.

What if I'm a GC not pulling NB permits for one-, two- or three-family homes?

Contractors not pulling or renewing NB permits for one-, two- or three-family homes are still required to transfer their current insurance tracking number, though they are not required to complete the full registration. All contractors with an active tracking number must go to the Licensing Unit with their original insurance certificates no later than October 31, 2008. Contractors failing to present proper documentation to the Licensing Unit by this date will have an invalid tracking number and will no longer be able to pull or renew permits.

What insurance certificates are required for General Contractor Registration?

Contractors completing the full general contractor registration must have proof of Workers' Compensation, Disability and Liability Insurance. To learn more, please read Guidelines for Keeping Insurance Current.

Is Liability Insurance required if I am not registering, but I am obtaining or transferring my tracking number?

No. Liability Insurance is not required if you are simply updating or obtaining a tracking number. However, it is required for some permits. If Liability Insurance is required for your permit, you must submit it to the Licensing Unit under your tracking number.

Will my General Contractor Registration be immediately active?

No. Upon approval, the Department will notify you when you may come in to make payment and obtain your photo identification. There is a processing time of approximately 10 business days once your application is approved.

What if I already have an insurance tracking number in the borough?

Because the Licensing Unit is now updating and issuing General Contractor tracking numbers, all Contractors with an active tracking number must visit the Licensing Unit with original insurance certificates by October 31, 2008. If you have not visited the Licensing Unit with proper documentation by this deadline, your tracking number will be invalid and you will no longer be able to pull or renew permits.

Will I be able to keep the same tracking number I have now?

Yes. All General Contractors will keep the same insurance tracking number. However, for those who are registering to become a General Contractor, the number will become a registration number. For all other GCs it will remain an insurance tracking number.

What do I need to submit to transfer my tracking number?

You must submit Workers' Compensation and Disability Insurance certificates and, if applicable, a Liability Insurance certificate to transfer your tracking number. Additionally, you must submit the first and last name of the General Contractor and the tracking number that needs to be updated. This information can be dropped off or mailed to the Licensing Unit; however, mailed information will not be returned. Please read [Guidelines for Keeping Insurance Current](#) for more information.

What do I need to submit to obtain a new tracking number?

If your company does not have a tracking number, you must submit Workers' Compensation and Disability Insurance certificates. If your jobs require Liability Insurance, that must be submitted as well. You must also submit the first and last name of the General Contractor. This information may be dropped off at the Licensing Unit. Please read our [Guidelines for Keeping Insurance Current](#) for more information.

Will insurance waivers be accepted?

Insurance waivers will not be accepted for general contractors. Waivers will only be accepted for homeowners doing small jobs on their own homes.

Will BISWeb reflect my tracking number once I register with the Licensing Unit?

Yes. However, GC tracking numbers will be located in a different section in BISWeb after you transfer your information to the Licensing Unit. Once you have updated your insurance with the Licensing Unit, your insurance information will be displayed in the [Search for Skilled Trades Licensees](#) on [BISWeb](#). Important note: Only those who have updated with the Licensing Unit will appear in this section.

For those who have not yet updated their information with the Licensing Unit, insurance information will continue to be found in the [General Contractor](#) section on BISWeb.

You can view your record by typing in your information and selecting "General Contractor" from the drop-down menu.

What happens if I don't come to the Licensing Unit prior to November to transfer my tracking number?

If you do not come to the Licensing Unit prior to November 1, 2008, you will not be able to pull or renew any permits and your tracking number will no longer be active.

Do I need a Buildings Department General Contractor registration if I have a Home Improvement Contractor (HIC) license from Department of Consumer Affairs?

Yes. The General Contractor registration and the HIC license are independent of each other. The HIC license is used for repairs and renovations on residential structures. The GC registration is for New Buildings only, not repairs and renovations. You may visit the [Department of Consumer Affairs](#) website to obtain further information on the HIC license.

Where is the Licensing Unit?

The Licensing Unit is located at 280 Broadway, 6th Floor in Manhattan. General Contractor registration hours are Monday through Friday 1:30pm to 3:30pm. **General Contractors will not be processed between 9:00am to 1:30pm.**

How to Research General Contractor Registration and Tracking Numbers

The Licensing Unit is now responsible for updating and issuing General Contractor tracking numbers, and all contractors with an active tracking number must bring original insurance certificates to the Licensing Unit by October 31, 2008. Contractors who do not supply the proper documentation (Workers' Compensation, Disability, and when applicable, Liability Insurance certificates) by this deadline will have an invalid tracking number and will not be permitted to pull or renew permits.

Once you have updated your insurance with the Licensing Unit, your insurance information will be displayed in the Search for Skilled Trades Licensees section on [BISWeb](#). **Important note:** Only those who have updated their information with the Licensing Unit will appear in this section.



For those who have not yet updated their information with the Licensing Unit, your insurance information will remain in the General Contractor section on BISWeb.

In addition, your Disability Insurance expiration date will be displayed:

Insurance Type	Required	Company	Expiration Date
GEN LIABILITY:	Y	Liberty Mutual	04/01/2009
Workers' Compensation	Y	NYS INSURANCE FUND	04/01/2009
Disability	Y	First Rehab	04/01/2009

For more information, visit our website at www.nyc.gov/buildings.

STEP ONE: You must meet the minimum qualifications to become a certified Site Safety Coordinator. Applicants must:

- Be at least 18 years old;
- Be able to read, write, and understand the English language; and
- Be able to provide the required documentation to verify experience for one of the qualifications below.

In addition, applicants must have:

- Completed a Department of Buildings [approved Site Safety Manager Training Course](#); and
- Good moral character, so as to not adversely impact upon fitness to perform the duties and responsibilities of a Site Safety Manager.

Applicants must meet one set of qualifications listed in the following table:

REQUIREMENT	DOCUMENTATION
<p>A.</p> <ul style="list-style-type: none"> • Be a New York State Licensed Professional Engineer; • Have satisfactorily completed a Buildings-approved Site Safety Manager course of no less than eight hours in duration within one year prior to application; and • Have two years of experience supervising major buildings. 	<p>a. Copy of certification as a New York State Licensed Professional;</p> <p>b. Certificate of completion of the required course;</p> <p>c. Documentation to verify two years of experience supervising work on major buildings. Specifically, buildings that are:</p> <ol style="list-style-type: none"> 1) 10 or more stories; or 2) 125 feet or more in height; or 3) 100,000 square feet or more of lot coverage, regardless of height; or 4) Designated by the Commissioner of the Department of Buildings; and <p>d. Additional documentation specified in Step Two below.</p>
<p>B.</p> <ul style="list-style-type: none"> • Be a New York State Registered Architect; • Have satisfactorily completed a Buildings-approved Site Safety Manager course of no less than eight hours in duration, within one year prior to application; and • Have two years of experience supervising major buildings. 	<p>a. Copy of certification as a New York State Registered Architect;</p> <p>b. Certificate of completion of the required course;</p> <p>c. Documentation to verify two years of experience supervising work on major buildings. Specifically, buildings that are:</p> <ol style="list-style-type: none"> 1) 10 or more stories; or 2) 125 feet or more in height; or 3) 100,000 square feet or more of lot coverage, regardless of height; or 4) Designated by the Commissioner of the Department of Buildings; and <p>d. Additional documentation as specified in Step Two below.</p>
<p>C.</p> <ul style="list-style-type: none"> • Have five years of practical experience in construction supervision or construction safety experience, including at least three years of such experience with major buildings; and • Have satisfactorily completed a Buildings-approved Site Safety Manager course of no less than eight hours in duration, within one year prior to the application. 	<p>a. For each year of experience that counts toward your years of experience you must submit your Social Security History of Earnings*;</p> <p>b. Documentation to verify three years of experience supervising work on major buildings, a building that is either:</p> <ol style="list-style-type: none"> 1) 10 or more stories; or 2) 125 feet or more in height; or 3) 100,000 square feet or more of lot coverage, regardless of height; or 4) Designated by the Commissioner of the Department of Buildings; and <p>c. Certificate of completion of the required course.</p>
<p>D.</p> <ul style="list-style-type: none"> • Satisfactory Education and Experience Equivalent 	<p>Candidates applying prior to July 1, 2008 CANNOT QUALIFY UNDER THE SATISFACTORY EQUIVALENT. Qualification under this option will become effective on July 1, 2008 and more information will be available at a later date.</p>

STEP TWO: To submit the required documents, applicants must schedule an appointment by calling the Licensing Unit at (212) 566-4100. Appointments are offered Monday through Friday, 1:30pm to 3:30pm. To complete an application, the following **original** documents must be submitted at the appointment:

- Typewritten LIC-2 license application
- Notarized background investigation questionnaire
- Social Security History of Earnings* for the years you are claiming as experience
- Notarized letters from all supervisors for the years you are claiming as experience stating: dates of employment; titles held; years and addresses of major buildings work; specific daily duties and responsibilities; and dates of construction supervision experience. (Note: Letters from company Human Resources will not be accepted.)
- Photo ID (Driver License)
- Original Social Security card
- Original birth certificate, current passport or green card
- Proof of residence with a utility bill, lease or deed. (Note: Cell phone bills will not be accepted.)
- Latest pay stub or W-2
- 40-hour Site Safety Manager course certificate

STEP THREE: Background Investigation – Part 1.
Once the requisite documentation is submitted to the Licensing Unit and approved, the applicant's information will undergo a preliminary background investigation.

STEP FOUR: Obtain your temporary Site Safety Coordinator Certificate.
Applicants will be issued a temporary certificate number after successful completion of the background investigation.

STEP FIVE: Background Investigation - Part 2.
After receiving a temporary Site Safety Coordinator certificate, applicants will be subject to a full background investigation, including experience verification. The Licensing Unit will contact these applicants with the results of the full investigation.

STEP SIX: Apply for your Site Safety Coordinator Certificate.
The Licensing Unit will notify applicants, in writing, that they have successfully completed the full background investigation and have been found qualified, and the Unit will provide instructions and a list of required items to obtain a license card. Applicants can obtain license cards Monday through Friday, 1:30pm to 3:30pm.

For more information, visit the "[Licenses and Renewals](http://www.nyc.gov/buildings)" section of our website at www.nyc.gov/buildings.

** The Social Security Administration requires a fee for this service. The Social Security Administration's website is <http://www.ssa.gov/online/ssa-7050.html>. You **MUST** request the report to be run by company name. You may request the information by mail or in person, but your background investigation will not proceed until this information is received.*



Site Safety Coordinator Certification

Effective June 2, 2008

Site Safety Coordinator Certification Begins June 2, 2008

As part of our ongoing effort to ensure construction sites are managed by professional and responsible individuals, the Buildings Department will begin certifying Site Safety Coordinators on June 2, 2008.

A number of changes apply to Site Safety Coordinators:

- Beginning July 1, 2008, a Certified Site Safety Coordinator or Certified Site Safety Manager must be on-site at all construction or demolitions of major buildings that are 10 to 14 stories.
- A Certified Site Safety Manager must be on-site at buildings above 14 stories where construction or demolition is being conducted. Site Safety Coordinators may not supervise buildings this height.
- The Site Safety Coordinator certification is valid for one year, and a \$100.00 initial fee must be paid prior to the background investigation.
- The Department will begin temporarily certifying Site Safety Coordinators on June 2, 2008. Official Certification will be completed, pending the outcome of the applicant's background investigation.

To learn more about the qualifications and requirements to become a Certified Site Safety Coordinator, read [How to Become a Site Safety Coordinator](#). Please see the provisions of the NYC Construction Codes for the specific Site Safety Coordinator duties and qualification requirements.

Applications for Site Safety Coordinators will be accepted by appointment only Monday through Friday, 1:30pm to 3:30pm. Please call (212) 566-4100 to schedule an appointment.

We're Dedicated to Safety!

License Term and Fee Changes

Beginning July 1, 2008, all Hoist Machine Operator, Master Fire Suppression Piping Contractor and Master Plumber licenses will be extended to three-year terms.

Hoist Machine Operators (Class A, B and C)

Applicants whose original license transactions are processed or whose renewal application is postmarked **prior to July 1, 2008** will receive the current one-year term. These applicants will be granted the three-year term for the new fee upon renewal in 2009.

Applicants whose original license transaction is processed or whose renewal application is postmarked **after July 1, 2008** will receive a three-year term and must submit the new fee according to license class:

License Class	Postmarked/ Process Date	Original Fee	Renewal Fee	Late Renewal*	License Term
Class A	Before 7/1/08	\$50	\$10	\$15	1 year from current expiration
	After 7/1/08	\$150	\$150	\$200	3 years from current expiration
Class B	Before 7/1/08	\$50	\$10	\$15	1 year from current expiration
	After 7/1/08	\$200	\$150	\$200	3 years from current expiration
Class C	Before 7/1/08	\$25	\$10	\$15	1 year from current expiration
	After 7/1/08	\$100	\$75	\$125	3 years from current expiration

Master Fire Suppression Piping Contractors and Master Plumbers

Applicants whose transaction is processed **prior to July 1, 2008** will receive the current two-year term. These applicants will receive the three-year term upon the next renewal.

Applicants whose transaction is processed **after July 1, 2008** will receive a three-year term and must submit according to the new fees:

Type	Postmarked/ Process Date	Original Fee	Renewal Fee	Late Renewal*	License Term
License, plate and seal	Before 7/1/08	\$325	\$250	\$350	2 years from current expiration
License, plate and seal	After 7/1/08	\$325	\$325	Additional \$50 up to 30 days late; from 31 days to 5 years late, add an extra \$100 for each year or partial year.	3 years from current expiration
Certificate only	Before 7/1/08	\$200	\$100	\$200	2 years from current expiration
Certificate only	After 7/1/08	\$200	\$150	Additional \$50 up to 30 days late; from 31 days to 5 years late, add an extra \$100 for each year or partial year.	3 years from current expiration

*Applicants must renew licenses 30-60 days prior to expiration to avoid a late fee.



Place of Assembly Changes Effective July 1, 2008

Information You Need To Know!

With the implementation of the New NYC Construction Codes, the following Place of Assembly Permit changes become effective July 1, 2008:

Place of Assembly Permits Become Certificates of Operation

Any initial or renewal Place of Assembly Permit will be issued as a Certificate of Operation.

The PA-1 Form Will Be Updated and Will Be Required

The Department will only accept the most updated PA-1 Form for initial applications and Post-Approval Amendments. Applicants must follow the complete requirements on the new PA-1 Form.

Use and Occupancy Classification Designations Will Be Updated

Applicants must use the 2008 Code designations for proposed occupancy classifications on the PA-1 Form.

To learn more about the New Codes and changes going into effect July 1, 2008, please visit the NYC Construction Codes section of the Buildings Department website or email questions directly to operations experts at OperationsRedesign@buildings.nyc.gov.



Michael R. Bloomberg
Mayor

Robert D. LiMandri
Acting Commissioner

Site Safety Coordinator Certification: Extended Evening Hours

To better process Site Safety Coordinator Certification applications, beginning June 10th the Licensing Unit will provide extended service hours every Tuesday and Wednesday, from 5:00pm to 7:00pm.

Appointments are required to submit the requisite documents and application, and applicants may set an appointment by calling (212) 566 – 4100.

Applicants with evening-hours appointments may only pay application fees with checks or money orders; no other forms of payment are accepted during evening hours.

To learn more about the qualifications and requirements to become a Certified Site Safety Coordinator, read our [service notice](#) and [How to Become a New York City Certified Site Safety Coordinator](#).

We're Making it Easier!

Visit our website for more information: www.nyc.gov/buildings



Michael R. Bloomberg
Mayor

Robert D. LiMandri
Acting Commissioner

New Filing Representative ID Cards

As part of the Buildings Department's ongoing transformation, the Department will no longer use the term "expeditor" to describe filing representatives.

To remain in good standing with Buildings, filing representatives must exchange their current identification card for a new Filing Representative Identification, after completing the 2009 mail-in renewal form. Filing representatives who do not exchange their identification before December 31, 2008 will not be permitted to conduct business with the Department.

To exchange current ID cards for new Filing Representative Identification, applicants must call (212) 566 – 4120 to schedule an appointment. Filing representatives who do not mail their renewal postmarked by June 30, 2008 will incur a \$50 late fee. Applicants mailing their renewal after June 30 must include a \$100 payment, or the application will be returned.

Filing Representative registration does not establish any special privileges or employment relationships with the Department. The Department registers Filing Representatives for identification, submission of applications on behalf of owners and record retention.

Visit our website at www.nyc.gov/buildings for more information.

Post: May 2008 Remove: December 31, 2008

Information You Need To Know!



Michael R. Bloomberg
Mayor

Robert D. LiMandri
Acting Commissioner

Revised TR1 Form Now Available

The draft, revised TR1 form is now available for online review. The final TR1 will be ready for use July 1, 2008 for all new jobs that require a TR1.

In addition, for jobs filed before July 1, 2008, the prior TR1 will be available online and may be used in some circumstances:

Jobs Prior to APPROVED Status: New 2008 TR1

- The 2008 TR1 Required Item (prior to approval) will be added to all jobs;
- The job must comply with the 2008 Code Special Inspections and Progress Inspections requirements;
- Controlled Inspections already entered into BIS will automatically be waived; and
- Borings/Test Pits already received in BIS will not be waived.

Jobs at APPROVED Status: Old TR1

- Use the current Controlled Inspections and follow the 1968 Code requirements; and
- If all of the TR1s have been received identifying responsibility for the Controlled Inspections, a permit must be pulled prior to January 1, 2009 to use the old TR1.

Jobs at PERMIT Status: Old TR1

- Use the current Controlled Inspections and follow the 1968 Code requirements through sign off.

Any Post-Approval Amendment in which the scope of work affects the inspection program must file a 2008 TR1 and follow the 2008 Code

Information You Need To Know!

Visit our website at www.nyc.gov/buildings for more information.

Post: June 5, 2008 Remove: June 30, 2009



Michael R. Bloomberg
Mayor

Robert D. LiMandri
Acting Commissioner

New LAA Fees and Civil Penalties under the New NYC Construction Codes

Estimated Job Costs	1- and 2-Family Fees	1- and 2-Family Penalties	Other Fees	Other Penalties
\$ 0 - \$500	\$100.00	\$500.00	\$100.00	\$5,000.00
\$501 - \$999	\$100.00	\$500.00	\$100.00	\$5,000.00
\$1,000 - \$2,000	\$100.00	\$500.00	\$100.00	\$5,000.00
\$2,001 - \$3,000	\$100.00	\$500.00	\$100.00	\$5,000.00
\$3,001 - \$4,000	\$100.00	\$500.00	\$120.00	\$5,000.00
\$4,001 - \$5,000	\$100.00	\$500.00	\$140.00	\$5,000.00
\$5,001 - \$6,000	\$105.15	\$500.00	\$150.30	\$5,000.00
\$6,001 - \$7,000	\$110.30	\$500.00	\$160.60	\$5,000.00
\$7,001 - \$8,000	\$115.45	\$500.00	\$170.90	\$5,000.00
\$8,001 - \$9,000	\$120.60	\$500.00	\$181.20	\$5,000.00
\$9,001 - \$10,000	\$125.75	\$503.00	\$191.50	\$5,000.00
\$10,001 - \$11,000	\$130.90	\$523.60	\$201.80	\$5,000.00
\$11,001 - \$12,000	\$136.05	\$544.20	\$212.10	\$5,000.00
\$12,001 - \$13,000	\$141.20	\$564.80	\$222.40	\$5,000.00
\$13,001 - \$14,000	\$146.35	\$585.40	\$232.70	\$5,000.00
\$14,001 - \$15,000	\$151.50	\$606.00	\$243.00	\$5,000.00
\$15,001 - \$16,000	\$156.65	\$626.60	\$253.30	\$5,000.00
\$16,001 - \$17,000	\$161.80	\$647.20	\$263.60	\$5,000.00
\$17,001 - \$18,000	\$166.95	\$667.80	\$273.90	\$5,000.00
\$18,001 - \$19,000	\$172.10	\$688.40	\$284.20	\$5,000.00
\$19,001 - \$20,000	\$177.25	\$709.00	\$294.50	\$5,000.00
\$20,001 - \$21,000	\$182.40	\$729.60	\$304.80	\$5,000.00
\$21,001 - \$22,000	\$187.55	\$750.20	\$315.10	\$5,000.00
\$22,001 - \$23,000	\$192.70	\$770.80	\$325.40	\$5,000.00
\$23,001 - \$24,000	\$197.85	\$791.40	\$335.70	\$5,000.00
\$24,001 - \$25,000	\$203.00	\$812.00	\$346.00	\$5,000.00

Note: Oil Burner limited to boilers less than 650,000 BTUs. Cost: \$100.00

Asbestos Forms and Fees

ASB - Asbestos Exemption:	No fee
ACP5 - Not an Asbestos Project:	\$15.00
ACP7 - Asbestos Project:	Refer to ACP7 for calculations

Visit our website at www.nyc.gov/buildings for more information.

Post: June 24, 2008

Information You Need To Know!

New LAA-1 Replaces ARA-1

As part of the Buildings Department's transition to the New NYC Construction Codes, effective July 1, 2008 the Alteration Repair Application (ARA-1) will be replaced with the Limited Alterations Application (LAA-1). This new form incorporates the following changes:

Section 6:

- Estimated plumbing and sprinkler equipment and labor costs increased to \$25,000

Section 7:

- Estimated cost increased for boiler work to \$25,000
- The BTUs limit raised to 600,000
- Maximum oil tank capacity raised to 330 gallons

Section 8:

- New chimney statement certifying existing chimney has been inspected and is of adequate size for the boiler being installed
- New energy code statement certifying compliance

Section 9:

- Estimated cost for fire suppression work increased to \$25,000

Section 13:

- New noise ordinance statement certifying compliance with §24-220 of the NYC Noise Code

Sign Off:

- Sign off section added for Buildings Department inspectors to approve the work authorized to be completed



Michael R. Bloomberg
Mayor

Robert D. LiMandri
Acting Commissioner

New PW3 Requirements

To make it easier to verify the cost alteration work, the Department has revised the PW3 to require more detailed construction cost information.

Effective Monday, August 4, the revised PW3 will now be required at Pre-Filing for all amendments affecting costs, to obtain a work permit and to receive sign off. The below table describes when the revised PW3 is required at each phase of the filing process:

PW3 Submission Required:	Signed and Submitted by:	Additional Signatures Required:
At Pre-Filing	Design Applicant	Owner
Prior to Permit	Contractor	Owner
Prior to Sign Off	Contractor	Owner
With Prior to Approval Amendments	Design Applicant	Owner
With Post-Approval Amendments (PAAs)	Contractor	Owner

The owner is ultimately responsible for the accuracy of the PW3. However, applicants or contractors are responsible, to the best of their knowledge, for informing owners of the costs needed to complete the PW3.

Please read the revised PW3 instructions to understand the requested details. Applicants must now include description of all work being done, *and certain general descriptions used in the past will no longer be accepted.*

Borough offices will review and/or audit the PW3 forms submitted at various filing phases to validate the details for accuracy and completeness. Applicants must resolve any PW3 objections prior to approval.

Visit our website at www.nyc.gov/buildings for more information.