Buildings news

service notices   forms   bis   codes   jobs

Mandatory Submission of all BIS Job Applications in eFiling to launch June 8, 2020

Beginning Monday, June 8, 2020, all BIS job applications must be submitted in eFiling, except the project/work types or additional considerations listed below. In addition, it will be required to electronically submit initial permits and withdrawal applications in eFiling. Online web-based training sessions will be held beginning May 29, 2020 to guide users through the new procedures.

New Building (NB) and Alteration Type 1 (Alt-1) Applications
NB and Alt-1 in addition to Alt-2 and Alt-3 applications will no longer be accepted in-person at a borough office. Development Hub applications will continue to be processed by the Development Hub team. All other jobs will be processed by borough office teams. See below for Hub and application types:

Development Hub	Continues to process NB and Alt-1 plan examination applications
Hub Full-Service	Standard plan examination or professional certification of objections for NB, Alt-1, Alt-2 and Alt-3 applications
Hub Self-Service	Professionally certified NB, Alt-1, Alt-2 or Alt-3 applications

An NB or Alt-1 application submitted in Hub Full-Service or Hub Self-Service will be put in D status (assigned to DOB plan examiner) for zoning review. For a Hub Full-Service application to receive D status (assigned to DOB plan examiner) **all** documents need to be uploaded to the application in addition to the PW1: Plan/Work Application, EF1 eFiling receipt, AOS1 signature and seal form, and plan set.

Exceptions

- Full Demolition (FDM)
- Legalization
- School Construction Authority (SCA)
- Subdivision

For the above project/work types or additional considerations, create and print the PW1 and EF1 in eFiling and then drop it off at a borough office with payment by check. Use **eSubmit** to upload the plans and required documents.

- Builders Pavement Plan (BPP)
- Landmarks Preservation Commission (LPC)

BPP can be submitted as standard plan examination only in Hub Full-Service. Properties *with L – Landmark* as the Landmark Status on the BIS Property Profile page can be submitted in Hub Full-Service or Hub Self-Service. For professionally certified BPP applications or properties with *C – Calendar* as the Landmark Status on the BIS Property Profile page, create and print the PW1 and EF1 in eFiling and then drop it off at a borough office with payment by check. Use eSubmit to upload the plans and required documents.

Initial Permits
Initial permits will no longer be accepted in-person at a borough office. Electronically submit (eSubmit) the PW2 Work Permit Application as a PDF in eFiling. Continue to use the *Renew Permits* module in eFiling to renew permits without change. Permits with change (including permits that require an L2) will continue to be dropped off at a borough office. A PW2 cannot be submitted until all filing fees are paid. To make a payment, select *Filing Fees Balance* from the Express Cashier module in eFiling.

Withdrawal Applications
Withdrawal Applications will no longer be accepted in-person at a borough office. Electronically submit (eSubmit) the PW1 as a PDF in eFiling. Once PW1 is selected as the form name, select the request type as Withdrawal.

eFiling Training
Visit the **eFiling Training page** for the dates, times and to sign up for upcoming online web-based training sessions.

Recent updates to eFiling

- Development Hub jobs – updated filing types (Initial, Subsequent, Correction or a New PAA)
- PW1: Plan Work Approval Application – updated filing types (New PAA, Correction, Approved PAA). To submit a Correction, highlight or circle the change that is being made to an existing doc number (initial, subsequent or PAA). Submitting a correction will not create new doc number.
- PW7: Certificate of Occupancy/Letter of Completion Folder Review Request

- Submission of Required Items

The above updates were recently made to replace in-person transactions with the requirement to eSubmit all Correction, Post Approval Amendment (PAA), PW7 requests and any required forms or plans.

- Benchmarking Violations
- Filing Fee Balances
- Immediately Hazardous Violation Civil Penalties
- Post Approval Amendment (PAA)
- Records Management Fee
- Temporary Certificate of Occupancy Renewals

The above payments are required to be submitted in eFiling through the Express Cashier module. See the latest **Service Notices** for more information about these recent updates.

Futures Updates to eFiling
Permit renewals with changes, subsequent filings (except Development Hub jobs) and supersede requests continue to be dropped off in-person at a borough office. **Reinstatement requests** are submitted to the PER11 email address for the appropriate borough. Additional Service Notices will be posted when these transactions are available in eFIling.

Melanie E. La Rocca Commissioner

comments + suggestions
unsubscribe