



NYC DOB Permit Readiness Checklist — Before You File

NYC DOB • DOB NOW: BUILD • PRE-FILING CHECKLIST FOR OWNERS & CONTRACTORS

Many DOB NOW objections and permit delays start with something that could have been checked before filing: property data that doesn't match DOB records, the wrong job type, a missing asbestos report or a contractor whose insurance has lapsed. Mark each item **Done**, **Not needed** for your scope, or **Need help**, and confirm requirements with your applicant of record.

Property address	Borough
BIN	BBL (boro-block-lot)
Owner	Applicant (PE / RA)
Planned work	Checklist date

A. PROPERTY & ZONING FACTS — look these up before design starts

#	Item	Done	Not needed	Need help	Notes
1	BIN & BBL confirmed — Look up the property in BIS or DOB NOW. Address, BIN, BBL, stories and units on the filing must match DOB records.	☐	☐	☐	
2	Zoning district checked — Check the zoning district and overlays on ZoLa (NYC Planning), especially for enlargements, new buildings and changes of use.	☐	☐	☐	
3	Landmark / historic district status — Check LPC's Discover NYC Landmarks map. Most exterior changes to designated buildings need LPC review.	☐	☐	☐	
4	Existing Certificate of Occupancy reviewed — Open it from the BIS or DOB NOW Property Profile; confirm legal use, floors and units. Pre-1938 buildings may have none.	☐	☐	☐	
5	Open violations & penalties checked — Search BIS and DOB NOW (OATH/ECB and some DOB violations appear only in BIS). Note unpaid penalties.	☐	☐	☐	
6	Filing history checked — Search the DOB NOW Public Portal and BIS for open jobs, active permits or work never signed off at the property.	☐	☐	☐	

B. PROJECT SCOPE, JOB TYPE & WORK TYPES

#	Item	Done	Not needed	Need help	Notes
7	Scope of work written down — Floors and areas affected, demolition, new walls or openings, fixtures, equipment, structural, façade or roof work.	☐	☐	☐	
8	Job type chosen — Alteration, Alteration-CO, New Building or Full Demolition. A change in use, egress or type of occupancy needs a new or amended CO.	☐	☐	☐	
9	Work types listed — e.g. General Construction, Plumbing, Mechanical Systems, Structural. Every work type on the drawings must be on the filing; electrical is filed separately.	☐	☐	☐	
10	Estimated cost of work — Needed for the PW3 Cost Affidavit. Keep the contract or estimate that supports it.	☐	☐	☐	

C. DESIGN TEAM, OWNER & INSPECTIONS

#	Item	Done	Not needed	Need help	Notes
11	Registered design professional engaged — A Professional Engineer (PE) or Registered Architect (RA) prepares the plans and files as applicant of record.	☐	☐	☐	
12	Owner ready to e-sign — The owner completes the Owner's Attestation in DOB NOW, logged in with the same email entered as owner on the filing.	☐	☐	☐	
13	Special & progress inspections identified — Required inspections identified on the TR1 (Statement of Responsibility); special inspection agency selected.	☐	☐	☐	
14	Energy code documentation — Energy Analysis and TR8 (energy code progress inspections) table prepared; commissioning noted where the energy code requires it.	☐	☐	☐	

Not sure which job type applies? We review your scope and property records to find the correct filing.

Free project review: (347) 470-5275
nyconstructionpermit.com/request-a-review



Permit Readiness Checklist (continued)

DOCUMENTS • OTHER CITY AGENCIES • OCCUPIED BUILDINGS

D. REQUIRED DOCUMENTS & CONTRACTORS

#	Item	Done	Not needed	Need help	Notes
15	Construction drawings — Complete plan set signed and sealed by the PE / RA, consistent with the job type, work types and property data on the filing.	☐	☐	☐	
16	Site survey & soil information — Survey by a land surveyor and borings / soil tests where the scope requires them (e.g. horizontal enlargements).	☐	☐	☐	
17	Asbestos investigation — By a DEP-certified asbestos investigator: ACP5 Asbestos Assessment Report. If abatement is needed: ACP7 notification to DEP, then ACP21 completion form.	☐	☐	☐	
18	General contractor ready — Registered with DOB, with general liability, workers' compensation and disability insurance current in DOB's system. Lapsed coverage blocks the permit.	☐	☐	☐	
19	Trade contractors identified — Plumber, electrician and fire-suppression contractor lined up for those work types, with current DOB credentials.	☐	☐	☐	

E. OTHER AGENCY ITEMS — only where your scope or property triggers them

#	Item	Done	Not needed	Need help	Notes
20	LPC permit or approval — For work on a designated landmark or in a historic district. DOB must be filed first only for enlargements and new buildings.	☐	☐	☐	
21	DEP approvals — Asbestos filings (section D); sewer certification / site or house connection proposal for any new sewer or drain connection.	☐	☐	☐	
22	FDNY approvals — FDNY plan review for fire alarm and certain fire suppression systems where included in the scope.	☐	☐	☐	
23	DOT permits / Builders Pavement Plan — DOT permit for any sidewalk, curb or roadway work; Builders Pavement Plan for most new buildings and major alterations.	☐	☐	☐	

F. OCCUPIED BUILDINGS

#	Item	Done	Not needed	Need help	Notes
24	Tenant Protection Plan (TPP) — Required in the construction documents when any dwelling unit will be occupied during the work: occupied units plus the means and methods used to protect occupants.	☐	☐	☐	
25	TPP notice & posting — TPP shown on the cover page of the plans. Owner notifies DOB 72 hours before starting work and gives tenants a copy on request.	☐	☐	☐	

Ready to file? ☐ Yes — every item Done or Not needed ☐ Not yet Any "Need help" box checked? List it below.

Need help with any item?

Get a free project review: we check your property records, scope and documents and tell you what's missing before you file. Call (347) 470-5275 or visit nyconstructionpermit.com/request-a-review.

Items marked "Need help" / questions for the review

PREPARED BY _____ PHONE / EMAIL _____ DATE _____

Stuck on an item? We prepare DOB NOW filings and objection responses.

Free project review: (347) 470-5275
nyconstructionpermit.com/request-a-review