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# DOB NOW: Safety

Account Registration – Owner Tutorial

How to sign the TR6

# DOB NOW: Safety – Owner Registration



## Step 1:

Create an email account for the property

## Step 2:

Create an eFiling account

[CLICK HERE FOR EFILING](#)

Click the Register link to proceed to registration page

**Welcome to eFiling**  
Login below for electronic filing:

<b>Email Address:</b>	<input type="text"/>	<a href="#">Forgot your password? Click here to reset it!</a>
<b>Password:</b>	<input type="password"/>	
<b>Login</b>		
<b><a href="#">Register</a> for electronic filing.</b>		
<b>Major Construction</b> Development Hub <ul style="list-style-type: none"><li>• Major Alterations</li><li>• New Buildings</li></ul> Demolitions	<b>Minor Construction</b> Hub Self-Service <ul style="list-style-type: none"><li>• Minor Alterations</li></ul> Hub Full-Service <ul style="list-style-type: none"><li>• Minor Alterations</li></ul> Signs	
<b>Electrical and Minor Plumbing</b> All Electrical Work Limited Alteration Application	<b>Manage Your Account</b> Add License Type Add Sustainable Contractor Designation	

# DOB NOW: Safety – Owner Registration



## Step 3:

Fill out Owner Information

All information should be entered for who will be signing the TR6 and the Business name and address needs to match the record information on the Department of Finance (DoF) or Housing Preservation and Development (HPD).

If the Owner wants to delegate a representative (Property Manager, Owners Representative, etc.) to sign the report, this can be added on the TR-6.

[CLICK HERE FOR DoF SEARCH](#)

[CLICK HERE FOR HPD SEARCH](#)

This will be your DOB NOW login information

Owner Information & Mailing Address (must match DoF or HPD info)

Select "I do not have a license"

### NYC Development Hub Enrollment Form

Please provide the following information to enroll for NYC Buildings eFiling. Items with a (\*) are required. When you have completed the form, please click on 'submit' and follow the instructions.

#### Electronic Filing Account Information (required for all users)

It is important to provide a valid e-mail address you have access to. An activation email will be sent to this email address. If you forget your password the only way to gain access to your account and saved work is with your e-mail address! Your e-mail address can be updated after enrollment.

Email Address (*)	<input type="text"/>
Re-Enter Email Address (*)	<input type="text"/>
Password (*)	<input type="password"/>
Verify Password (*)	<input type="password"/>

#### USER ACCOUNT INFORMATION

First Name (*)	<input type="text"/>
Middle Initial	<input type="text"/>
Last Name (*)	<input type="text"/>
Business Address (*)	<input type="text"/>
Apt #	<input type="text"/>
City (*)	<input type="text"/>
State (*)	<input type="text"/>
Zip (*)	<input type="text"/>
Contact Phone (*)	<input type="text"/>
Mobile Phone	<input type="text"/>

Please select one of the options below.

- I do not have a license - such as filing representatives, owners or others who prepare applications or pays fees.
- I have a license or tradesperson registration - such as NYS Professional Engineers (PE) or Registered Architects (RA), NYC licensed tradespersons (e.g. master plumber) or NYC registered contractors, or other licensees or tradespersons legally allowed to sign and submit applications (even if those applications are prepared by others).

# DOB NOW: Safety – Owner Registration

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## Step 4: Electronically Sign Application

A screenshot of a web form titled "Agreement". The text reads: "I hereby agree to register for eFiling [redacted] with the New York City Department of Buildings (the "Department"). PENALTY FOR FALSIFICATION: Falsification on any statement made while using eFiling with intent to defraud or deceive is a misdemeanor and is punishable by a fine, imprisonment or both. I understand that if I am found guilty after hearing to have knowingly or negligently falsified or allowed to be falsified any certificate, form, signed statement, application, report or certification of the correction of a violation required under the provisions of the laws or rules enforced by the Department or of a law and/or rule of any agency, I may be barred from filing further applications or documents with the Department. I agree that I will only submit documents related to jobs for which I am authorized by the owner and/or applicant of record to do so." Below this is a second paragraph: "I understand and agree that by personally clicking on the button marked "Submit" below I am electronically signing this registration application and my agreement with the above terms. I understand that the electronic signature shall have the same validity and effect as a signature affixed by hand." At the bottom of the form is a dark blue "Submit" button. A callout box with a blue border and the text "Click Submit" has a blue arrow pointing to the "Submit" button.

You should immediately receive an e-mail for verification of your email address

This message is to confirm that your eFiling account has been created. Please [click here](#) to activate eFiling :  
Thank you for your interest in NYC Buildings eFiling.

Click the link in the email and you will be directed to a webpage that automatically verifies your email.

# DOB NOW: Safety – Owner Registration Verification

## Step 5:

### Verify Login in DOB NOW

After verifying your email address visit the DOB NOW login page to verify your account access.



**DOB NOW**  
NYC Department of Buildings Self-service for online Permits, Appointments and Applications

Coming Soon! DOB NOW updates for [Local Law 154 of 2021: Prohibited Emissions in New Buildings](#) starting on January 1, 2024.

**Enter Login Information**

Login to DOB NOW to submit Jobs, Filings & Applications

Enter your eFiling or DOB NOW: Licensing account information

Email

Password

I'm not a robot

To use DOB NOW's Build or Safety, register for an eFiling account [here](#). To reset your eFiling password, [click here](#).

Elevator Agency, Gas Work Qualification, Journeyman or Welder applicants only – [click here](#) to create a new DOB NOW: Licensing profile. To change your DOB NOW profile password, [click here](#).

Need more help? [Contact us](#).

**Additional Tools**

- Building Energy Efficiency Rating Label
- Building on My Block / Zoning Challenge
- Elevator License Exam Payment

# DOB NOW: Safety – Owner Registration Verification

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## Step 6:

Select DOB NOW: Safety

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Welcome to DOB NOW, the self-service online tool that enables Owners, Design Professionals, Licensees, and Filing Representatives to do all business with the Department of Buildings online.

Get started using DOB NOW by selecting a module below:



Click Here



# DOB NOW: Safety – How to sign the TR6



## DOB NOW Dashboard:

After your QEWI uploads your report, it will appear on your dashboard

The screenshot shows the DOB NOW dashboard interface. At the top, there is a navigation bar with 'NYC Buildings' and '311 Search all NYC.gov websites'. Below this is a header area with the 'DOB NOW SAFETY' logo and the text 'DOB NOW Submit Filings, Payments, and Requests to the NYC Department of Buildings'. A 'Welcome' message and a 'Sign Out' link are also present. A row of navigation buttons includes 'Main Menu', 'Technical Report (TR6)/FISP Report', 'Extensions', 'Unsafe Notification (FISP3)', 'Requests', and 'Search'. A 'Refresh' button is located on the right. Below the navigation is a row of tabs for different filing types: 'Technical Report (TR6)/FISP Report', 'Initial Extension Request (FISP1)', 'Additional Extension Request (FISP2)', 'Unsafe Notification (FISP3)', 'Partial Shed Removal', 'Height Verification', and 'Control Number Request'. A 'Sub Cycle Reassignment' link is also visible. The main content area features a table with the following columns: 'Filing #', 'Control #', 'Address', 'Borough', 'Filing Type', 'Filing Status', 'Compliance Report Status', 'QEWI', 'Owner', 'Payment Status', 'Created Date', 'Modified Date', and 'Ac'. A blue box highlights the 'Address' column, and a blue arrow points to it from a text box below that says 'Building Address will appear here Double Click to open FISP report'. At the bottom of the table, it says 'Total Items: 0'.

# DOB NOW: Safety – How to sign the TR6



Current Report Status

Save Button

NYC Buildings 311 Search all NYC.gov websites

DOB NOW SAFETY Submit Filings, Payments, & Requests to the NYC Department of Buildings Welcome [Redacted] Sign Out

Pre-Filing Administrative Review Plan Examiner Review Accepted/Rejected

Save File Filing # TR6- Dashboard

Payment History History Trace TR6 Report Property Profile

Application Highlights

Location :

Compliance Filing Number : Control Number :

Report Status : Pre-Filing

Current Cycle :

Current Filing Type : Initial

Current Filing Status : SAFE

Initial Filing Date :

Filing Deadline :

FISP3 Filed : No

Redirect to FISP3 Report

Submission Count : 1

Director's Submission

1. Address Search

Search by:\*  Control Number  Address

Control Number\* [Input Field]

Search

2. Location

House No(s)\* [Input Field] Street Name\* [Input Field]

Borough\* [Input Field] Block\* [Input Field]

BIN\* [Input Field] Lot\* [Input Field]

Zip Code\* [Input Field] C.B. No.\* [Input Field]

3. Filing Information

FISP Report Content



# DOB NOW: Safety – How to sign the TR6



Scroll Down to Section 8 of the TR6



## 8. Owner Representative

Email	<input type="text" value="Please enter minimum 5 chara..."/>	Relationship to owner	<input type="text"/>
First Name	<input type="text"/>	Last Name	<input type="text"/>
Phone	<input type="text"/>		

## 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. Further, I have personally reviewed 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/repared unless I have indicated above that the current inspection report status is UNSAFE as per administrative code article 302, 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 knowingly or negligently make or allow to be made a material false statement in any certificate, professional certification, form, signed statement, application, report or certification of the correction of a violation that is either submitted directly to the department or that is generated with the intent that the department rely on its assertions.

Click Here to Sign



I have personally reviewed all information in this submission. I understand and agree that by personally clicking on the box at left I am electronically signing this submission and expressing my agreement with the Statement terms herein. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand. \*

Name	<input type="text"/>	Date	<input type="text"/>
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Scroll up and click SAVE - then you're DONE!

## DOB NOW: Safety – Completion

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Please inform your Project Manager that the TR6 has been signed.

For a thorough tutorial of the features of the new DOB NOW: Safety website, please see the link below to the manual provided by the New York City Department of Buildings.

[CLICK HERE FOR OWNERS' MANUAL](#)

Please feel free to contact us with any questions.

Thank you,

Howard L. Zimmerman Architects & Engineers, D.P.C.

