

SERVICE NOTICE

COVID-19 Response: Weekly Safety Inspection Reports and New Customer Service Office Hours

As part of the citywide response to the Coronavirus, Department of Buildings (DOB) customers are being urged to immediately limit the amount of walk-in traffic to DOB offices. Effective Saturday, April 4, 2020, Weekly Safety Inspection Reports must be submitted online, and all DOB customer service locations will close at 2:00 pm for drop-offs and in-person transactions.

Weekly Safety Inspection Reports

For suspended sites that require a site safety manager, site safety coordinator or construction superintendent, a weekly certification must be submitted to the Department as outlined in [Buildings Bulletin 2020-004](#). To submit a report, use an eFiling account to log into DOB NOW at www.nyc.gov/dobnow and select the **Essential Construction** portal. If you need to create an eFiling account, visit www.nyc.gov/DOBNOWtips.

From the Essential Construction portal, select **+Weekly Safety Inspection Report** and enter the BIS job/document number. Complete the required fields and select the Save button to then complete the Statements & Signature section. Select the Submit button to complete the transaction. An email notification will be sent to confirm submission. A new submission must be made each week for every job that requires a safety inspection report.

DOB Office Hours

Beginning Monday, April 6, 2020, all DOB Offices will be **open to the public from 8:30 am to 2:00 pm only** for in-person and drop off transactions. See the [COVID-19 Response](#) page for more information.

Bronx Borough Office

1932 Arthur Avenue, 5th Floor
Bronx, NY 10457

Construction Safety Compliance

280 Broadway, 3rd Floor
New York, NY 10007

Brooklyn Borough Office

210 Joralemon Street, 8th Floor
Brooklyn, NY 11201

Customer Service Atrium

(Administrative Enforcement Unit, Boilers, Cashier, Elevators, Licensing, and Limited Alteration Applications)

280 Broadway, 1st Floor
New York, NY 10007

Manhattan Borough Office

280 Broadway, 3rd Floor
New York, NY 10007

Cranes and Derricks Unit

2 Lafayette Street, 12th Floor
New York, NY 10007

Queens Borough Office

120-55 Queens Boulevard, 1st Floor
Kew Gardens, NY 11424

Staten Island Borough Office

10 Richmond Terrace, Borough Hall, 2nd Floor
Staten Island, NY 10301

The following units are closed to in-person transactions:

- Concrete Enforcement Unit
- Construction Development Inspections
- Construction Enforcement Inspections
- Construction Safety Enforcement
- Electrical Development Inspections
- Electrical Enforcement Inspections
- Local Law Enforcement (Facades and Retaining Walls)
- Plumbing Development Inspections
- Plumbing Enforcement Inspections

See the [COVID-19 Response](#) page for more information

Upcoming Service Changes

- Additional Payments
- Certificates of Correction
- License Renewals

Alternate methods are being developed to provide online options for the above transactions. Additional Service Notices will be posted when these methods are available.

POST UNTIL: June 30, 2020