# TABLE OF CONTENTS

1.0 **Introduction**- DoB Web Address  
2.0 **Building Information Search** –  
   How to search for a particular Building in the City’s Database  
3.0 “**Building Overview**”- How to read the building information page  
4.0 “**Job Overview**”- A list of all the jobs filed against a building  
5.0 “**Application Data**”- Detailed information about a singular job  
6.0 “**Document Overview**”- How to find information about Permits  
7.0 **Items Required**- Items that are still required before signoff/permit/approval  
8.0 **Electric Permits**  
9.0 **Certificates of Occupancy**
1.0 Introduction:

The first step in using the DOB’s website is getting to the actual site. We recommend bookmarking the address in your web page browser, for easy access. If you don’t have a bookmark, you can find the DOB page in a couple different ways.

1) You can go to Google.com and run a search for “NYC Building Information System” it will be the first result you get back.

2) You can go to www.nyc.gov and follow the menus on the left ‘City Agencies’, and then to the ‘Buildings’. From there, just keep following the links until you arrive at the screen that’s shown on the next page of this manual.

The Department of Buildings publicly lists information about all city buildings on their website. Anyone can access this information, and to do so, you must start by visiting the page where they have this information stored:

http://a810-bisweb.nyc.gov/bisweb/bispi00.jsp

The link is not an easy one to remember, so we recommend bookmarking it in your web browser.
As we have labeled here, there are many ways you can look up information on a building. The picture below shows 20 different ways that you can look up information on a building. This is useful, because sometimes we have only the address to look by, and other times you have more specific information to search by. (such as a D.o.B. number or a permit number) If you are looking for general information on a building, you can use the boxes at the top of the screen to search. They will take you do a ‘building overview’ page. If you just wish to check on the status of a permit or particular job, you may use one of the more specific searches farther down the screen.
Once you have run a search for your building, a summary of the building's basic info will show up in a "Building Overview" page. See Below.

This contains all the basic info about the building's alternate addresses, location and landmark status. This page also contains links to a list of jobs related to the building (bottom left). If you want to find a job and you do not know the 9-digit number that the city has assigned to it, you must click there and search manually. (Page 4)

An important thing to note is the “Electrical Application” link on the bottom right. Most permits (Architectural, Plumbing, Sprinkler, Mechanical, or Fire Alarm) are listed under the job that they are related to. This is not true with electrical applications. Unfortunately, this means you must search for electrical applications separately. To do so, you have to click on the link below and search for your job’s electrical permit by floor.
4.0 Job Overview

This page lists all the jobs that have been filed with a particular building. They are usually listed in chronological order, so if you are looking for a recent job, you'll have to look towards the bottom of the page.

If you are on this page, it means you are looking for a job but you don't know its 9-digit DOB number. You can find this out by cross referencing other information that you might know about the job, as shown below. The quickest way to begin your search is to look by floor. Once you have found entries that are dated recently, and on the floor you're looking for, it will be easy to narrow down your remaining choices. Click on the DOB number, which is in blue and underlined, to learn more about an entry. Clicking there will take you to the “Application Data” page.
5.0 Application Overview

This page gives you a summary of a particular job. You'll notice that information about the building, including the bin number, is listed on the top right. If you want to go back to the building overview, you can click there. This is useful if you want to look up an electrical permit after looking at a job's other permits.

The most important info listed on this page is right in the center, labeled “Last Action.” This summarizes the job’s status. Unless it says “Signed Off (X)” here, the job is not yet closed out in the city’s records. For a more detailed view of the status of the project, click on the link at the top right.
This page provides detailed information about a particular job. There are also small descriptions for each job, though they can sometimes be vague. The dates listed can also be helpful. For example, if a job has been 'disapproved' by the city, you can look on this page to see how long ago that was.

In a job that has multiple permits required (as you can see in the example below) that job is sometimes broken down into separate parts that are labeled with a document number. Since each document is part of the same job, they all have the same 9-digit Job Number. However, they are still separate items and each has its own Application Overview (covered on the previous page). You can click on the numbers on the left side of this page to see the Application Overview of each document. This will give you important information on who’s working with this part of the job.

If you already know which part of a job you’re interested in, you can get there quickly from the Job Overview (page 4). If you flip back to page 4, you can see an example of this. The 3rd and 4th items each have the same 9-digit number, yet there is a different ‘Document Number’ listed next to each.
Once you are in the application overview (page 5) there is a link on the top left that says “Items Required.” Clicking on this will bring you to the below webpage. It will list all the items that need to be taken care of before something is approved, permitted, or signed off.

The first three items (microfilm and insurance) are needed for every job. These are necessary before a permit is pulled.

The **Directive 14, ID of responsibility (TR1)** entry is the TR-1 form that declares the responsibilities of the contractor.

The rest of the list below that entry is a list of controlled inspections that need to be addressed at the end of the job, in order for it to be signed off. When the inspections are completed, and the final TR-1s that certify that are given in to the city, the dates will be recorded in the “date certified” column.

Please note that this information is typed in, by a city official, directly from the Initial TR-1 forms. These are the same forms given to each contractor when they go to pull permits. Sometimes, the city official who puts this information into the computer will stop after the first TR1 item. Or, they might stop halfway down the list. Either way, this page is meant as a cursory check. For a definitive list of what specific inspections need to be taken care of, the original TR-1 forms must be checked.
8.0 Electric Permits

Once you've clicked on the electrical permit link in the 'building overview' (page 3) it will take you to this page. This is a listing of all the electrical permits filed against this building, starting with the most recent. Unlike other permits, the electrical permits pages do not say what job they are connected with, so it will take a little bit of guesswork on your part to figure out which is the permit you're looking for.

The easiest way is to look for a job by date, and then by floor.

As shown to the right, once you click on the application number you are taken to a similar screen. At the top, you will see this information, followed by several pages of detailed reports saying what was inspected.

If you already know the Control Number for this permit, you can skip straight to this page from Building Information Search. (page 2)
9.0 Certificates of Occupancy

If you click on the ‘View Certificates of Occupancy’ link in the building overview (page 3) you will be taken here.

If the building got its Certificate of Occupancy from a recent job, it will list the 9-digit DOB number of that job on the left. If not, it will list it by the numbers used in the old system. Temporary Certificates are noted either with “TEMP” at the end, or with a DOB number that has a T at the end.

Clicking on the link to the right of those numbers (the series of numbers that ends in .PDF) will display the actual Certificate on your screen. From there you can read it, or print it out if necessary.

That ends this brief overview of the DOB’s Building Information System website. It contains a lot more information than we have gone over, since we attempted to just cover the basics that you might need. It’s strongly encouraged to explore the site a little on your own. There is information there that might be a great help to you, and you might not even know it yet!