

# DOB Website Tutorial

*The following is a brief tutorial on how to navigate the Department of Building's (DOB) website.*

Link to DOB Website: <http://www.nyc.gov/html/dob/html/home/home.shtml>

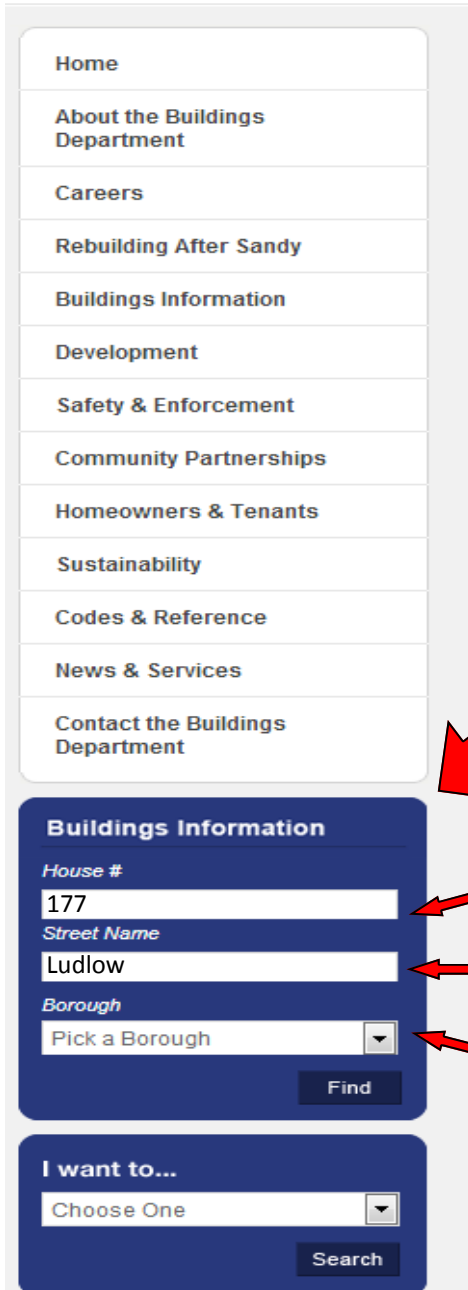
*On the left is the toolbar found on the main page of NYC's Department of Buildings (DOB) website.*

**If you'd like to find information on a building, an effective place to start is the DOB's Buildings Information System (BIS). Just type in your address and click "Find."**

**House #:** The number of the building.

**Street Name:** The street the building is located on. (NOTE: In some cases, you may have to type out the full street name - ex: "Allen Street," "East 4th Street," etc.)

**Borough:** Click the tab, and a menu will drop down listing the five NYC boroughs (Manhattan, Bronx, Brooklyn, Queens, Staten Island). Select which borough the building is located in.



The image shows a screenshot of the NYC Buildings website. On the left is a vertical navigation menu with the following items: Home, About the Buildings Department, Careers, Rebuilding After Sandy, Buildings Information, Development, Safety & Enforcement, Community Partnerships, Homeowners & Tenants, Sustainability, Codes & Reference, News & Services, and Contact the Buildings Department. Below the menu is the 'Buildings Information' search form. It has three input fields: 'House #' with the value '177', 'Street Name' with the value 'Ludlow', and 'Borough' with a dropdown menu showing 'Pick a Borough'. A 'Find' button is at the bottom right of this form. Below the search form is another section titled 'I want to...' with a dropdown menu showing 'Choose One' and a 'Search' button.



NYC Department of Buildings  
**Property Profile Overview**

<b>177 LUDLOW STREET</b>	<b>MANHATTAN 10002</b>	<b>BIN# 1005401</b>
LUDLOW STREET	177 - 177	Health Area : 6600
		Census Tract : 30.01
		Community Board : 103
		Buildings on Lot : 1
		Tax Block : 412
		Tax Lot : 27
		Condo : NO
		Vacant : NO

[View DCP Addresses...](#) [Browse Block](#)

[View Zoning Documents](#) [View Challenge Results](#) [Pre - BIS PA](#) [View Certificates of Occupancy](#)

Cross Street(s): STANTON STREET, EAST HOUSTON STREET

DOB Special Place Name:

DOB Building Remarks:

Landmark Status: Special Status: N/A

Local Law: NO Loft Law: NO

SRO Restricted: NO TA Restricted: NO

UB Restricted: NO

Little 'E' Restricted: N/A Grandfathered Sign: NO

Legal Adult Use: NO City Owned: NO

Additional BINs for Building: NONE

Special District: UNKNOWN

This property is not located in an area that may be affected by Tidal Wetlands, Freshwater Wetlands, or Coastal Erosion Hazard Area. [Click here for more information](#)

Department of Finance Building Classification: C7-WALK-UP APARTMENT

Please Note: The Department of Finance's building classification information shows a building's tax status, which may not be the same as the legal use of the structure. To determine the legal use of a structure, research the records of the Department of Buildings.

	Total	Open	
<a href="#">Complaints</a>	12	0	<a href="#">Elevator Records</a>
<a href="#">Violations-DOB</a>	7	0	<a href="#">Electrical Applications</a>
<a href="#">Violations-ECB (DOB)</a>	4	0	<a href="#">Permits In-Process / Issued</a>
<a href="#">Jobs/Filings</a>	16		<a href="#">Illuminated Signs Annual Permits</a>
ARA / LAA Jobs	0		<a href="#">Plumbing Inspections</a>
Total Jobs	16		<a href="#">Open Plumbing Jobs / Work Types</a>
<a href="#">Actions</a>	24		<a href="#">Facades</a>
			<a href="#">Marquee Annual Permits</a>
			<a href="#">Boiler Records</a>
			<a href="#">DEP Boiler Information</a>
			<a href="#">Crane Information</a>
			<a href="#">After Hours Variance Permits</a>

OR Enter Action Type:

OR Select from List:

AND

***Once you've entered your building's address and clicked "Find," you will be taken to the property's overview page. (See right.)***

***This page contains specific information about the building's location, tax & zoning data, details about construction, and all complaints/violations - both pending and closed - logged by the DOB.***

**Below is a closer look at the bottom half of the Property Profile Overview page, where you can find information on complaints, violations, and construction permits associated with the building.**

**“Complaints”:** A history of all the complaints filed against this building, in chronological order.

**“Permits in Process/Issued”:** A list of all construction permits - past and present - issued by the DOB for work within this particular building.

**“Violations”:** Complaints that are investigated and upheld by the DOB.

**“Jobs/Filings”:** A record of all “legal” (i.e., DOB-registered) construction work done in the building, both presently (if applicable) and in the past.

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	Total	Open
<a href="#">Complaints</a>	12	0
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<a href="#">Jobs/Filings</a>	16	
<a href="#">ARA / LAA Jobs</a>	0	
<a href="#">Total Jobs</a>	16	
<a href="#">Actions</a>	24	

OR Enter Action Type:

OR Select from List:

AND

- [Elevator Records](#)
- [Electrical Applications](#)
- [Permits In-Process / Issued](#)
- [Illuminated Signs Annual Permits](#)
- [Plumbing Inspections](#)
- [Open Plumbing Jobs / Work Types](#)
- [Facades](#)
- [Marquee Annual Permits](#)
- [Boiler Records](#)
- [DEP Boiler Information](#)
- [Crane Information](#)
- [After Hours Variance Permits](#)

**“After Hours/Variance Permits”:** List of construction permits that allow for construction work during “variance” hours. (After 6 PM on weekdays, and 9 AM to

**Over the next few pages, we'll outline how to navigate the individual webpages of four major categories tenants should familiarize themselves with: “Complaints,” “Violations,” “Jobs/Filings,” and “Permits In-Process/Issued.”**

**Clicking on “Complaints” will take you to the page seen below. If you’ve made a complaint via 311, it will be registered on this page. Here are some important categories to note:**

- **Complaint Number**: A 7-digit number for the complaint, given by the DOB. You can click the complaint number to see a brief description of the complaint, as well as DOB’s response status.
- **Date Entered**: The date that the complaint was called in to the DOB.
- **Inspection Date**: The date that a DOB inspector was sent to investigate the complaint.
- **Status**: The up-to-date status of the complaint.
  - “ACT” = Active (In progress, being investigated) , “RES” = Resolved (Ruling made), “CLS” = Closed (No action taken)
  - \*\*\* FOR MORE DEFINITIONS OF DOB TERMS, PLEASE REFER TO OUR “DOB GLOSSARY” FACT SHEET \*\*\*

NYC Department of Buildings

**Complaints By Address**

Click [here](#) for information on how to remove a Stop Work Order from your property

Page: 1 of 1

12 Total Complaints

[View SWO Complaints](#) BIN: [1005401](#)

Looking for a list of complaint [category codes](#) or [disposition codes](#)?  
(Adobe Acrobat Reader required)

Complaint Number	Address	Date Entered	Category	Inspection Date	Disposition	Status
<a href="#">1339928</a>	177 LUDLOW STREET	12/21/2012	76	12/21/2012	I2	RES
<a href="#">1339927</a>	177 LUDLOW STREET	12/21/2012	3A	12/28/2012	I2	RES
<a href="#">1339821</a>	177 LUDLOW STREET	12/20/2012	30	12/21/2012	I2	RES
<a href="#">1294358</a>	177 LUDLOW STREET	12/09/2010	4A	12/10/2010	G7	RFR
<a href="#">1292547</a>	177 LUDLOW STREET	11/09/2010	4A	11/09/2010	G7	RFR
<a href="#">1255646</a>	177 LUDLOW STREET	05/06/2009	23	05/12/2009	I2	RES
<a href="#">1240710</a>	177 LUDLOW STREET	10/30/2008	37	03/31/2009	Y2	RES
<a href="#">1218266</a>	177 LUDLOW STREET	03/12/2008	45	12/16/2011	L2	RES
<a href="#">1195336</a>	177 LUDLOW STREET	06/03/2007	10	06/04/2007	I2	RES
<a href="#">1179914</a>	177 LUDLOW STREET	11/15/2006	45	12/26/2006	C2	CLS
<a href="#">1177204</a>	177 LUDLOW STREET	10/13/2006	29	10/18/2006	I2	RES
<a href="#">1121063</a>	177 LUDLOW STREET	04/09/2004	05	04/16/2004	A9	RES

**Clicking on “Violations - DOB” will take you to the page seen below. Again, note the following:**

- **Number:** A DOB-specific “code” given to the violation case. Clicking the number will take you to a page that offers more information, such as the item in violation (ex: Boiler, roof, et al.) as well as any monetary penalties incurred by the building owner.
- **Type:** The agency under whose jurisdiction the potential violation falls under - in this particular case, the DOB - and whether or not the violation was upheld (ex: “Violation, Work Without Permit” or “ DOB Violation - Dismissed”).
- **File Date:** The date that a decision was filed on the violation case.

NYC Department of Buildings  
**DOB Violations**

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Premises: 177 LUDLOW STREET MANHATTAN			BIN: <a href="#">1005401</a>	Block: 412	Lot: 27
NUMBER	TYPE	FILE DATE			
<a href="#">V* 32582CACK4</a>	DOB VIOLATION - DISMISSED	00/00/0000			
DISMISSAL DATE: 07/17/2001	AGENCY LICENSE: ALU				
<a href="#">V* 999999NO FORM32582CACK4</a>	DOB VIOLATION - DISMISSED	99/99/1999			
<a href="#">V* 082995LL629101626</a>	DOB VIOLATION - DISMISSED	08/29/1995			
<a href="#">V* 041190ESSTA3M</a>	DOB VIOLATION - DISMISSED	04/11/1990			
<a href="#">V* 022701LL629100840</a>	DOB VIOLATION - DISMISSED	02/27/2001			
<a href="#">V* 032602LL629100902</a>	DOB VIOLATION - DISMISSED	03/26/2002			
<a href="#">V* 031903LL629100790</a>	DOB VIOLATION - DISMISSED	03/19/2003			

Premises: 177 LUDLOW STREET MANHATTAN BIN: [1005401](#) Block: 412 Lot: 27

To start overview at new date, select Month:  Day:  Year:

Show All BIS Job Types  Show All Filings

FILE DATE	JOB #	DOC #	JOB TYPE	JOB STATUS	STATUS DATE	LIC #	APPLICANT	IN AUDIT	ZONING APPROVAL
05/25/2001	<a href="#">102584507</a>	01	A2	R PERMIT-ENTIRE	06/28/2001	0022475 RA	Kanner		NOT APPLICABLE
Interior renovation of existing store. Installation of new storefront. Work on Floor(s): 001									
12/19/2001	<a href="#">103059707</a>	01	A2	Q PERMIT-PARTIAL	12/21/2001	0058090 PE	Wai		NOT APPLICABLE
Install fire suppression system under the kitchen hood.U.G.#6 No change in Work on Floor(s): CEL 001 thru 001									
02/14/2002	<a href="#">103099013</a>	01	A2	R PERMIT-ENTIRE	02/19/2002	0073064 PE	Cethoute		NOT APPLICABLE
Install gas boiler and two hunderd gallon hot water heaters. Install new Work on Floor(s): CEL 001 thru 005									
03/11/2002	<a href="#">102584507</a>	02	A2	P APPROVED	03/18/2002	0022475 RA	Kanner		NOT APPLICABLE
POST APPROVAL AMENDMENT FOR 01 Work on Floor(s): 001									
11/08/2002	<a href="#">103290421</a>	01	A2	Q PERMIT-PARTIAL	11/20/2002	0013529 RA	KATZ		NOT APPLICABLE
INSTALL FIRE SUPPRESSION SYSTEM ONLY NO CHNG IN USE EGRESS OR OCCUPCY Work on Floor(s): 1									
07/23/2003	<a href="#">103521459</a>	01	A2	J P/E DISAPPROVED	08/05/2003	0022475 RA	Kanner		NOT APPLICABLE
INTERIOR RENOVATION OF APARTMENT 4A. No chabge in use egress or occupancy Work on Floor(s): 004									
03/16/2010	<a href="#">120293565</a>	01	A2	X SIGNED OFF	08/10/2012	0022475 RA	KANNER		NOT APPLICABLE
FILING HERBY TO RETURN CELLAR TO PREVIOUS LEGAL CONDITON TO ANSWER ECB Work on Floor(s): CEL									
03/17/2010	<a href="#">120293592</a>	01	A2	X SIGNED OFF	11/30/2010	0074902 PE	NEJATHAI		NOT APPLICABLE

**Clicking on “Jobs/Filings” will take you to the page seen on the right. This page offers information on each DOB-registered construction project in the building. Be sure to note the following categories:**

- **File Date:** The date that construction planners - usually, an architectural firm hired on behalf of the owner/landlord - filed their construction plans with the DOB.
- **Job Number (#):** A numerical “code” given to the job for DOB database purposes. Clicking on the job number will take you to another webpage listing specific information such as the cost of the project, contact information of the architect, and contact info of the owner/landlord.
  - **NOTE:** A brief summary of the construction work, as well as the floor/area work is being done on, is summarized below the actual job number.
- **Job Status:** The most recent status update of the construction job.
- **Status Date:** The date of the most recent status update.

**\*\*\* PLEASE REFERENCE OUR “DOB GLOSSARY” FACT SHEET FOR MORE INFORMATION ON DOB TERMS AND ABBREVIATIONS \*\*\***

Clicking “Permits In-Process/Issued” will take you to the webpage seen below, which lists all the construction permits - open and closed– that have been issued for work on the building. These are the important categories to note:

- **Number:** A numerical code, created by the DOB, that has been assigned to the permit. The first nine digits of the permit’s number match the nine-digit number of the construction project found on the “Jobs/Filings” page. This denotes that the permit is linked to that particular construction job filing.
- **Issued Date:** The date the permit was issued by the DOB. This date can reflect either the creation of a brand new permit, or the date that an expiring permit has been renewed. (You can click the permit’s “Number” to find out more.)
- **Expiration Date:** The date the permit’s duration runs out.
- **Applicant Name:** Typically, the name of the general contractor responsible for the construction project.

NYC Department of Buildings  
Permits In-Process / Issued by Premises

Page: 1 of 1

Premises: 177 LUDLOW STREET MANHATTAN				BIN: <a href="#">1005401</a> Block: 412 Lot: 27			
NUMBER	JOB TYPE	SEQ NO	ISSUED DATE	EXPIRATION DATE	STATUS	APPLICANT NAME	
<a href="#">121454933-01-EQ FN</a>	A2 - ALT2	02	09/18/2013	05/24/2014	ISSUED	SMITH DAMIEN	
<a href="#">121420863-01-PL</a>	A2 - ALT2	01	10/26/2012	10/26/2013	ISSUED	TESTERMAN DAVID	
<a href="#">121420863-01-EW OT</a>	A2 - ALT2	02	09/18/2013	05/24/2014	ISSUED	SMITH DAMIEN	
<a href="#">121420863-01-EW MH</a>	A2 - ALT2	02	09/18/2013	05/24/2014	ISSUED	SMITH DAMIEN	
<a href="#">121420854-01-PL</a>	A2 - ALT2	01	11/14/2012	11/14/2013	ISSUED	TESTERMAN DAVID	
<a href="#">121420854-01-EW MH</a>	A2 - ALT2	01	11/02/2012	12/21/2012	ISSUED	BARDONE MAURIZIO	
<a href="#">121420854-01-EW OT</a>	A2 - ALT2	01	11/02/2012	12/21/2012	ISSUED	BARDONE MAURIZIO	
<a href="#">120293592-01-EW OT</a>	A2 - ALT2	01	05/21/2010	04/16/2011	ISSUED	OHAYON YITZCHAK	
<a href="#">120293565-01-EW OT</a>	A2 - ALT2	01	06/30/2011	07/11/2011	ISSUED	OHAION YITZCHAK	
<a href="#">103290421-01-EW FP</a>	A2 - ALT2	01	11/20/2002	07/15/2003	ISSUED	MCGOEY MARK	
<a href="#">103099013-01-EW OT</a>	A2 - ALT2	01	02/15/2002	11/09/2002	ISSUED	WALKER GEORGE	
<a href="#">103099013-01-PL</a>	A2 - ALT2	01	02/19/2002	02/19/2003	ISSUED	ALEXANDER RUSSEL	
<a href="#">103099013-01-EW BL</a>	A2 - ALT2	01	02/19/2002	04/30/2002	ISSUED	ALEXANDER RUSSEL	
<a href="#">103059707-01-EW FP</a>	A2 - ALT2	01	12/21/2001	06/12/2002	ISSUED	MARTINEZ PETER	
<a href="#">102584507-01-PL</a>	A2 - ALT2	01	06/28/2001	06/28/2002	ISSUED	ALEXANDER RUSSELL	
<a href="#">102584507-01-EW MH</a>	A2 - ALT2	01	06/18/2001	06/01/2002	ISSUED	TAPIERO ISSAK	
<a href="#">102584507-01-EW OT</a>	A2 - ALT2	01	06/18/2001	06/01/2002	ISSUED	TAPIERO ISSAK	
<a href="#">102584507-01-EQ FN</a>	A2 - ALT2	01	06/18/2001	12/31/2001	ISSUED	TAPIERO ISSAK	

**From the “Permits In-Process/Issued” Page, clicking on an individual permit - i.e., those listed under the “Number” category - will take you to its “Work Permit Data” page. Here, you’ll find more details about a given permit, such as:**

- **The contractor’s company, as well as contact details.**
- **A brief description of the work allowed by the permit.**
- **A PDF copy of the actual permit, which - if the permit is active - should be posted in the building while construction is taking place. (See next page for a picture of a sample permit.)**

**\*\*\* FOR MORE IN-DEPTH DEFINITIONS OF DOB TERMINOLOGY, PLEASE REFERENCE OUR “DOB GLOSSARY” FACT SHEET \*\*\***

NYC Department of Buildings

**Work Permit Data**

Premises: 177 LUDLOW STREET MANHATTAN

Filed At: 177 LUDLOW STREET MANHATTAN

BIN: [1005401](#) Block: 412 Lot: 27

Job Type: A2 - ALTERATION TYPE 2

[View Permit History](#) | [Printable \(PDF\) version of this Permit](#)

Job No:	<a href="#">121454933</a>	Fee:	STANDARD
Permit No:	121454933-01-EQ-FN	Issued:	09/18/2013
Seq. No.:	02	Expires:	05/24/2014
Work:	Proposed Job Start: 12/10/2012	Status:	ISSUED
		Work Approved:	12/10/2012

ALTERATION TYPE 2 - CONSTRUCTION EQUIPMENT - FENCE  
 INSTALLATION OF FENCE AT GROUND FLOOR. NO CHANGE TO USE, OCCUPANCY OR EGRESS.

Use: RES - RESID. BLDG - OLD CODE      Landmark: NO      Stories: 5

Site Fill: NOT APPLICABLE

Review is requested under Building Code: 1968

Issued to: DAMIEN SMITH


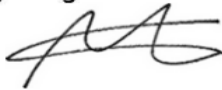

GC SAFETY  
 REGISTRATION: [0601922-GC](#)

Business: C & R CONSTRUCTION/REN IN  
 201 EAST 2ND STREET NEW YORK NY 10009

Phone: 212-439-1813



**From the “Work Permit Data” page, you can click on “Printable (PDF) version of this permit” to see a copy of the permit. A copy of this permit should be posted in the common areas (lobby, vestibule, etc.) of the building in which the construction work is being done, so that it is clearly visible to all tenants.**

<b>NYC</b> ™		
<b>Buildings</b>		
<b>Work Permit Department of Buildings</b>		
Permit Number: 121454933-01-EQ-FN	Issued: 09/18/2013	Expires: 05/24/2014
Address: MANHATTAN 177 LUDLOW STREET	Issued to: DAMIEN SMITH	Business: C & R CONSTRUCTION/REN IN
Description of Work: ALTERATION TYPE 2 - CONSTRUCTION EQUIPMENT - FENCE INSTALLATION OF FENCE AT GROUND FLOOR. NO CHANGE TO USE, OCCUPANCY OR EGRESS.	Contractor No: GC-601922	
Review is requested under Building Code: 1968		SITE FILL: NOT APPLICABLE
To see a Zoning Diagram (ZD1) or to challenge a zoning approval filed as part of a New Building application or Alteration application filed after 7/13/2009, please use “My Community” on the Buildings Department web site at <a href="http://www.nyc.gov/buildings">www.nyc.gov/buildings</a> .		
Emergency Telephone Day or Night: 311		
Borough Commissioner: 	Commissioner of Buildings: 	
Tampering with or knowingly making a false entry in or falsely altering this permit is a crime that is punishable by a fine, imprisonment or both.		

02 10/30/2013

OP-35A (5/10)