SERVICE NOTICE

New Process for Submitting Documents in eFiling

The eFiling system was updated on October 25, 2021 so that uploaded documents and forms will now have a status of either Received or Pending.

Received documents will appear in the Virtual Folder in the **Buildings Information System (BIS)** within 24 hours. Pending documents will be reviewed.

Process for Uploading Required Items

For **Required Items** (including Technical Reports) to show as received in BIS, the below steps must be followed. All forms are subject to quality assurance review upon permit issuance and/or signoff.

From eSubmit, search for the job and under **Required Items**, check the **Upload Doc** box for the item.

Required Items *(show help)*

Items Required By: ⦿ All Items ○ Open Items		Prior To:	☑ Approval	☑ Permit	☑ Signoff	Display

7 TOTAL ITEMS REQUIRED FOR JOB	WHO RECV*	PRI TO	REQUIRED DATE	RECEIVED DATE	DATE CERTIFIED	WAIVED	AUTO POPULATED	UPLOAD DOC
COST AFFIDAVIT ESTIMATE: (PW3)	N	APP	06/27/2015	06/27/2015			Yes	☐
DHCR DOCUMENT	T	APP	12/17/2018	09/21/2021		X	Yes	☐
TENANT PROTECTION PLAN AND NOTES	T	APP	09/21/2021	_____			Yes	☐
DIR-14 ID OF RESPONSIBILITY (TR1)	N	PER	06/27/2015	06/29/2015			No	☐
FINAL	N	PER	06/27/2015	06/29/2015	_____		Yes	☑
COST AFFIDAVIT (FINAL): PW3	N	SGN	06/27/2015	_____			Yes	☐
RPZ/DDCV TEST REPORT : GEN215B	N	SGN	09/11/2015	09/11/2015			No	☐

In the **Filing Documents** section, upload all pages of the Document name that is selected.

Filing Documents *(show help)*

Upload Required Items ▼

Upload Required Items:

Select the Document type from the drop down or check the appropriate checkbox above to upload the file.

*Select Document Name :
FINAL ▼

Do you want to replace the Document : ○ Yes ○ No

*Select File to Upload: (PDF or JPG format only. Maximum size limit:10MB)

Choose File   No file chosen   **Submit File**

The Document Status will then show as **Pending** or **Received**.

Pending and Rejected Files for Review *(show help)*

No ↓	Date Submitted	Document Name	Status	Rejection Reason	Remove
1	11/03/2021	Doc - COST AFFIDAVIT ESTIMATE: (PW3)	PENDING		Remove
2	11/03/2021	Form - TR1 - TECHNICAL REPORT: RESPONSIBILITY BIS Job Doc Number:01 License Number: 999996	RECEIVED		
3	11/03/2021	Form - PD1 - PLOT DIAGRAM BIS Job Doc Number:01	RECEIVED		