

SERVICE NOTICE

Loft Board Requests in DOB NOW: *Build*

Starting on January 26, 2026, Loft Board requests will be submitted in DOB NOW: *Build*. Job filings on buildings with a Loft Law flag in the Property Profile will not be approved until a Loft Board Request has been submitted for review and a Letter of No Objection (LNO) or a Loft Board Certification has been issued. The Loft Board will also review Certificate of Occupancy request.

Submit a Loft Board Request

Loft Board requests are always submitted in conjunction with a job filing (including Elevator applications). Once the job filing is submitted, a Loft Board request is required to be added to the filing for review.

- Go to the **Loft Board** tab and select **+Add** to create a new Loft Board request.
- The request is auto populated with the information entered on the job filing.
- The type of Loft Board submission will depend on the answer to the new question, *Will the proposed work take place in, or affect, an interim multiple dwelling (IMD) unit?*

Answer	Work Location	Process
Yes	In or affecting an IMD unit	File for Loft Board Certification and include a Narrative Statement
No	In a commercial unit and does not affect an IMD Unit	Request a Letter of No Objection from the Loft Board

- Answer the questions about the IMD or Commercial units on the **Scope of Work** tab.
- Complete all required sections, including the **Documents** and **Signatures & Statement** tabs. Select **Save** and **Submit** the request for review.

DOB NOW Training

The NYC Department of Buildings is conducting free training sessions to explain the new process and demonstrate how to navigate Loft Board requests in DOB NOW: *Build*. Visit the **DOB NOW Training Page** at nyc.gov/dobnowtraining to register for training and to access user manuals and training videos.

For additional assistance, submit an inquiry nyc.gov/dobnowhelp.