The New York City Department of Education is exempt from fees for filing for work/construction and related permits with other City Agencies. Below, with screen shots and step by step links and how to’s are the procedures necessary to claim the exemption at the time of filing.

The New York City Department of Buildings requires proof of all Tax Exemptions.

I. Locating the Block and Lot Numbers for a Building (DOB)

1. The first step will require you to obtain the Block and Lot numbers from the New York City Department Buildings website at http://www.nyc.gov/html/dob”.

2. Click on the Internet Explorer icon on the desk top

3. Type http://www.nyc.gov/html/dob in the web address browser field (Fig. 1)

4. Click on the green”arrow /Go” to display the NYC Buildings’ home page below (Fig. 2).
5. On the right hand side of the screen, a) select the borough, b) type in the house number, c) type in the street name. Click the **Submit** button (Fig. 2) to view property profile overview detail (Fig. 3).

*Property Profile Overview screen displayed (Fig. 3).*

![Property Profile Overview](image)

Fig. 3

6. You will find the **Block** and **Lot Numbers** on the upper right hand side of the screen (Fig. 3). Make a note of those numbers; you will need them for the next step.
II. Property History and Value (DOF)

1. The second step will require you to log on to the New York City Department of Finance’s website at http://www.nyc.gov/dof.

2. Type http://www.nyc.gov/dof in the web address browser field (Fig. 4) to access the NYC Department of Finance’s home page.

3. Click on the green “Arrow /Go” to display the NYC Department of Finance home page.

4. You will see the “Property” menu, click on the “Property history/value” link (Fig. 5).
5. Then select **a)** borough, **b)** enter the block, and **c)** enter the lot numbers. Click the **View** button to view property information (Fig. 6).

![Fig. 6](image)

6. You will see the “**Statements List for Parcel**” window, click on **Account History** (Fig. 7).

![Fig. 7](image)
Account History screen displayed (Fig. 8).

**Note:** The **Exemption** status is shown in the lower, right-hand side of the screen.
III. Printing the Account History Screen (Fig. 8, Page 5)

Print out the Account History screen by:

1. Clicking on print icon on the tool bar (Fig. 9).

2. Attach the Alteration Repair Application (ARA) and submit it to the New York City Department Buildings.

   Note: This procedure can be used for all filings except BEC.