

General Information Session

October 2015

Session Topics

Session Objectives

DOB NOW: *Inspections* Overview

Access to DOB NOW: *Inspections*

Account Registration & Management

Linking a PIN

Searching in DOB NOW: *Inspections*

Requesting an Inspection and Viewing Results

DOB NOW: *Inspections* Scheduling Guidelines

FAQs

Q + A

Session Objectives

Learn about DOB NOW: *Inspections*

Learn how the system streamlines the Inspection scheduling and resulting processes

Learn how to register for your account, starting on 9 Nov 2015

DOB NOW: *Inspections*

Terms Used Throughout This Presentation

You will see these terms used throughout this presentation

Records

Jobs, BPP Jobs, Place of Assembly, Permits, Devices, Notices, Work, Applications, Certifications, Sign Off Requests & Gas Authorization Requests

LPs

Electricians, Elevator Agencies/Inspectors, Fire Suppression Contractors, General Contractors, Master Plumbers, Oil Burner Installers, Professional Engineers, Sign Hangers, Registered Architects, and Registered Landscape Architects

Self-Certifications

Certain Boilers, Cranes, and Plumbing inspections can be completed by an LP without the presence of an Inspector from the Department of Buildings. The supporting documentation must be uploaded into DOB NOW: *Inspections*, and is subject to approval or rejection.

DOB NOW: *Inspections*

New Online Inspections Portal

The screenshot shows the 'Inspection Ready' portal homepage. At the top, it says 'Inspection Ready' in large blue letters, followed by 'Submit Inspection Requests and Certifications to NYC Department of Buildings'. There are links for 'Accessibility Support', 'Register for an Account', and 'Login'. Below this is a navigation bar with 'Home' and 'Buildings' tabs. The main content area is titled 'Welcome to Inspection Ready' and contains several paragraphs of text explaining the portal's purpose and how to use it. On the right side, there is a 'Login' form with fields for 'User Name or E-mail' and 'Password', a 'Login' button, and a checkbox for 'Remember me on this computer'. Below the login form are links for 'I've forgotten my password' and 'New Users: Register for an Account'. At the bottom, there are two columns of links: 'General Information' (Search Licensed Professionals/Licensees) and 'Buildings' (Search Records, Access My Records).

- View information related to your Jobs & Permits
- View and search for Records and LPs
- Request Inspections (including withdrawals) & view Results online
- Receive Final Inspection Results within 36 hours
- Receive emails at milestones in your Inspection cycle
- View and download documents such as the Inspection Report and cards
- Upload documentation to certify certain objections
- Request Gas Authorization and Plumbing Sign Offs
- Delegate responsibility to other Registered Users
- Submit Self-Certification documentation (Certain LPs for Boilers and Plumbing; LPs/Owners/Delegates for Cranes)

Inspections Today

Email, Calls + Visits to Buildings



 Requires phone call, fax, email and/or visit to Buildings

Inspections Starting Late 2015

No Phone Calls – No Waiting in Line



 Completed electronically via DOB NOW: *Inspections*

DOB NOW: *Inspections*

Units Participating

Boilers
Builders Pavement Plan
Construction
Cranes + Derricks
Electrical
Elevators
House Connections
Plumbing
Sustainability

Access to DOB NOW: *Inspections*

Registered Users

Owners

Licensed Professionals (LPs)

Delegates

Any interested party

Unregistered Users

Anonymous Users

Access to DOB NOW: *Inspections*

DOB NOW: *Inspections* will be available for Account Registration, Account Management, and PIN entry (when required) on 9 Nov 2015.

Registration is required for Owners, LPs, and their Delegates.

All other DOB NOW: *Inspections* functions will be available later in 2015.

Registered Users

Owners, LPs, Delegates and All Other Registered Users

Anyone can register for an account. However, only Owners, LPs, and their Delegates can access their Records and use DOB NOW: *Inspections* to:

- ✓ Request Inspections (including withdrawals) and view the Results online
- ✓ Request Gas Authorizations and Plumbing Sign-Offs
- ✓ Assign Delegates (*LPs and Owners only*)
- ✓ View, upload, and download documents
- ✓ Submit documentation to certify certain objections
- ✓ Receive email notifications regarding the Record
- ✓ Submit Self-Certification documentation
- ✓ Enter a PIN (*LPs only*)

DOB NOW: *Inspections* is available for account registration, account management, and PIN entry on 9 Nov 2015.

Owners

How to Access DOB NOW: Inspections

For all Permits that you file, use the email address you use to register with DOB NOW: *Inspections* (as depicted on the following slide). DOB NOW: *Inspections* will be available for Registration beginning on 9 Nov 2015.

Once the system goes live, if you have registered with DOB NOW: *Inspections* and you do not see your Records, use one of the following options to gain access to your Records:

- **Option 1:** Visit the Customer Service Counter on the 5th Floor at 280 Broadway or the respective Inspection Unit, verify your identity (bring a Photo ID), and ask the Service Representative to add you to each applicable Record.
- **Option 2:** Ask the LP to add you as a Delegate to each applicable Record.

25 Applicant's Statements and Signatures *Required for all applications.*

Falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. It is unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Violation is punishable by imprisonment or fine or both. I understand that if I am found after hearing to have knowingly or negligently made a false statement or to have knowingly or negligently falsified or allowed to be falsified any certificate, form, signed statement, application, report or certification of the correction of a violation required under the provisions of this code or of a rule of any agency, I may be barred from filing further applications or documents with the Department. I prepared or supervised the preparation of the construction documents and specifications herewith submitted and to the best of my knowledge and belief, the construction documents and work shown thereon comply with the provisions of the NYC Administrative Code and other applicable laws and rules, (←check here if) except as set forth in the accompanying documents. I acknowledge that I have read and complied with all instructions pertaining to this application and supplementary schedules submitted. **Cluster Development Statement** (if applicable): I hereby state that all specifications relating to this job are identical to those previously filed under the group lead job number, except as specified herein.

For initial New Building and Alteration 1 applications filed under the 2008 or 2014 NYC Building Code only: does this building qualify for high-rise designation? Yes No
Directive 14 initial applications only: I certify that the construction documents submitted and all construction documents related to this application do not require a new or amended Certificate of Occupancy as there is no change in use, exits, or occupancy. Yes No

Name (print): _____
Sign and Date: _____
P.E. / R.A. Seal (apply seal; then sign and date over seal)

26 Property Owner's Statements and Signatures

Falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. It is unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Violation is punishable by imprisonment or fine or both. I understand that if I am found after hearing to have knowingly or negligently made a false statement or to have knowingly or negligently falsified or allowed to be falsified any certificate, form, signed statement, application, report or certification of the correction of a violation required under the provisions of this code or of a rule of any agency, I may be barred from filing further applications or documents with the Department. Furthermore, I understand that I am responsible for insuring that a final inspection be performed when the permitted work is completed. I have authorized the submission, along with all required submittal documents, so that the NYC Department of Buildings may issue a letter of completion by law.

I have authorized the submission and all future amendments for compliance with all applicable laws and rules.

Yes No

- Fee Exemption: In accordance with the provisions of the Code, the property is exempt from the payment of the fee for the issuance of a Certificate of Occupancy.
- Fee Exemption: Governmental Agency. The property is owned by a governmental agency and is exempt from the payment of the fee for the issuance of a Certificate of Occupancy.
- Owner's Statement: The site of the building to be constructed, contains one or more occupied dwelling units that will remain occupied during construction. These occupied dwelling units have been clearly identified on the submitted construction documents.

Owners*: Use this email address when registering for an DOB NOW: Inspections account
**except Owners filing for Electrical Permits or requesting LAA inspections*

Owner Type: Individual Partnership NYCHA / HHC
 Corporation Other Government NYC Agency
 Condo Unit Owner or Co-Op Tenant-shareholder 26A
Is the deed holder a non-profit organization? Yes No

Name (please print): _____
Relationship to Owner: _____
Business Name/Agency: _____
Street Address: _____
City: _____ State: _____ Zip: _____
Telephone Number: _____ Fax: _____
E-Mail Address: _____
Signature and Date _____

Licensed Professionals

How to Access DOB NOW: Inspections

LPs that can take actions on Records are:

- ✓ Electricians
- ✓ Elevator Agencies/Inspectors
- ✓ Fire Suppression Contractors
- ✓ General Contractors
- ✓ Master Plumbers
- ✓ Oil Burner Installers
- ✓ Professional Engineers
- ✓ Sign Hangers
- ✓ Registered Architects
- ✓ Registered Landscape Architects

To access **DOB NOW: *Inspections*** and take action on Records, LPs must:

1. Register for an **DOB NOW: *Inspections*** account
2. Use a PIN for each license that is held. For example, if you hold Master Plumber and Fire Suppression Contractor licenses, you will receive two PINs.

Licensed Professionals

How to Access DOB NOW: Inspections

Buildings will email a PIN to LPs who will use DOB NOW: *Inspections* to request Inspections. This information will be emailed between 2 & 9 Nov 2015 to your business email address on file with the Department's Licensing Unit.

Starting 9 Nov 2015, LPs can register for an account and enter the PIN(s) provided by Buildings.

Two emails will be sent to the business email address on file with the Department's Licensing Unit:

1. An email containing a link to the account registration and PIN entry instructions
2. An email containing your PIN and the associated license number. You will receive one email for each license that you hold.

- Once you register for an account and enter your PIN(s), you can take action on the associated Records after the rest of the system goes live in late 2015.
- If you complete these steps and do not see your Records, visit Customer Service on the 5th floor at 280 Broadway or call 212-393-2550.

Licensed Professionals

How to Access DOB NOW: Inspections

If you:

- Did not receive your PIN, or misplaced your PIN

Visit the Customer Service Counter on the 5th Floor at 280 Broadway to:

- Verify your identify (*bring a DOB Issued License and/or Photo ID*)
- Obtain your PIN (*PINs cannot be provided over the phone or in the Boroughs*)

You will then need to:

- Register for an DOB NOW: *Inspections* account
- Log in to DOB NOW: *Inspections* and enter the PIN(s) provided by the Customer Service Representative. A PIN will need to be entered for each license that is held
- **Once your entered your PIN(s), you can take action on the associated Records after the system goes live in late 2015.**

Delegates

How to Access DOB NOW: Inspections

The Delegation feature enables Owners and LPs to give system rights to other people, such as Filing Representatives.

A Delegate MUST be a Registered User in order to serve as a Delegate:

- Starting 9 Nov 2015, become a Registered User by registering for DOB NOW: *Inspections* account (*skip this step if already registered as an Owner or LP*)

Starting late 2015, Owners and LPs can:

- Delegate responsibility for each applicable Record. Delegates can only be added to a Record using the email address entered during account registration. Once added, Delegates will receive a confirmation email from DOB NOW: *Inspections*.
- **Once an account is linked to a Record via delegation, the Delegate can take action after the system goes live in late 2015.**

Owners and Licensed Professionals

How to Delegate Starting Late 2015

- ✓ Owners and Licensed Professionals can share Record permissions with other Registered Users in DOB NOW: *Inspections* by:
 - Selecting the appropriate Record
 - Confirming the intended Delegate via their email address

- ✓ Please note:
 - This process can be repeated to add an unlimited number of Delegates
 - Delegates cannot delegate
 - Owners and LPs can add or remove Delegates at any time
 - Delegates will be notified by email when they are added or removed
 - Delegates on Cranes Records can submit Self-Certification documentation
 - Delegates on all other Record types cannot submit Self-Certification documentation using DOB NOW: *Inspections*

Unregistered Users

Starting in late 2015, anyone can use DOB NOW: *Inspections* to search for and view the details below without an account or logging in.

- ✓ **LPs**
- ✓ **Records** (*Jobs, BPP Jobs, Place of Assembly, Permits, Devices, Notices, Work, Applications, Certifications, Sign Off Requests & Gas Authorization Requests*)
- ✓ **Development Inspection Results**
- ✓ **Development Inspection Objections**
- ✓ **Development Inspection Appointments**

DOB NOW: *Inspections*

System Screens

- The following slides provide an overview of the screens you will use in DOB NOW: *Inspections*.

DOB NOW: *Inspections* is available for Account Registration, Account Management, and PIN entry (when required) beginning 9 Nov 2015.

Registration is required for Owners, LPs, and their Delegates.

All other functions in DOB NOW: *Inspections* will be available later in 2015.

Account Registration

Starting 9 Nov 2015

The screenshot shows the NYC Buildings 'Inspection Ready' website. At the top left is the NYC Buildings logo. At the top right is a 'Help?' button. The main heading is 'Inspection Ready' with the subtitle 'Submit Inspection Requests and Certifications to NYC Department of Buildings'. Below this are links for 'Accessibility Support', 'Register for an Account', and 'Login'. A navigation bar shows 'Home' and 'Buildings'. A 'Welcome to Inspection Ready' message is followed by instructions on how to login and register. A 'Login' form is visible with fields for 'User Name or E-mail' and 'Password', a 'Login »' button, and a 'Remember me on this computer' checkbox. Below the login form are links for 'Forgot my password' and 'New Users: Register for an Account'. A red box on the left contains the text 'Click 'New Users: Register for an Account'' with a red arrow pointing to the corresponding link in the login form, which is also circled in red.

Click 'New Users:
Register for an
Account'

Account Registration

Starting 9 Nov 2015

Home Buildings

Account Registration

You will be asked to provide the following information to open an account:

- Choose a user name and password
- Personal and Contact Information

Please review and accept the terms below to proceed.

I hereby agree to register for Accela Citizen Access with the New York City Department of Buildings (the "Department").

PENALTY FOR FALSIFICATION: Falsification on any statement made while using e-filing with intent to defraud or deceive is a misdemeanor and is punishable by a fine, imprisonment or both. I understand that if I am found guilty after hearing to have knowingly or negligently falsified or allowed to be falsified any certificate, form, signed statement, application, report or certification of the correction of a

Sign acceptance of the above terms.

Submit »

Click the box to accept the terms, and click Submit

Account Registration

Starting 9 Nov 2015

Enter the required information and click Continue Registration

The screenshot shows a registration form with two main sections: 'Login Information' and 'Contact Information'. The 'Login Information' section includes fields for User Name, E-mail Address, Password, Type Password Again, Select a Security Question, and Answer. The 'Contact Information' section includes fields for Type, First, Middle, Last, Organization Name, Home Phone, Mobile Phone, Address Line 1, Address Line 2, City, State, Zip Code, Country/Region, and Preferred Channel. A red arrow points from the text box on the left to the 'Continue Registration' button at the bottom of the form, which is also circled in red.

Account Registration

Starting 9 Nov 2015

Home Buildings

Your account has been created successfully. You will receive additional instructions by e-mail.

Your account has been successfully created.
Congratulations. You have successfully created an account with the *Inspection Ready*.
An e-mail has been sent to you with instructions for activating your account as a verification step. If you have registered as a licensed professional, additional steps may be required to link your account to your existing Jobs or Permits. If additional steps are necessary, another e-mail will be sent notifying you of the required steps to link your account to associated Jobs or Permits.

Account Information

User Name:	username
E-mail:	email@emailaddress.com
Password:	*****
Security Question:	What is the name of your first pet?

Contact Information

FirstName LastName	Home Phone: 212-555-5555
1 Street Name	Mobile Phone: 212-555-5555
a@emailaddress.com	Fax:
	Preferred Method of Contact: E-mail

Check your email and follow the instructions to activate your account

Account Management

Starting 9 Nov 2015

- **After registering for an account, Owners, Licensed Professionals, Delegates, and other Registered Users can change their:**
 - ✓ Email address
 - ✓ Password
 - ✓ Security question/ security answer
 - ✓ Type (i.e., Individual or Organization)
 - ✓ Organization Name
 - ✓ Address
 - ✓ Phone Numbers (Home, Mobile)

Licensed Professional: Using a PIN

Starting 9 Nov 2015

- After you register for an account as an LP, you will need to log in and enter a unique PIN provided by Buildings.

LPs that can take actions on Records are:

- ✓ Electricians
 - ✓ Elevator Agencies/Inspectors
 - ✓ Fire Suppression Contractors
 - ✓ General Contractors
 - ✓ Master Plumbers
 - ✓ Oil Burner Installers
 - ✓ Professional Engineers
 - ✓ Sign Hangers
 - ✓ Registered Architects
 - ✓ Registered Landscape Architects
- A PIN will need to be entered for each license that is held. For example, if you hold Master Plumber and Fire Suppression Contractor licenses, you will receive two PINs.

Licensed Professional: Using a PIN

Starting 9 Nov 2015

The screenshot shows the NYC Buildings website interface. At the top left is the NYC Buildings logo. At the top right is a 'Help?' button. The main heading is 'Inspection Ready' with the subtitle 'Submit Inspection Requests and Certifications to NYC Department of Buildings'. Below this are links for 'Accessibility Support', 'Register for an Account', and 'Login'. A navigation bar contains 'Home' and 'Buildings' tabs. The main content area includes a 'Welcome to Inspection Ready' message and a 'Login' form. The login form is highlighted with a red circle and contains fields for 'User Name or E-mail:' and 'Password:', a 'Login »' button, and a 'Remember me on this computer' checkbox. Below the checkbox are links for 'I've forgotten my password' and 'New Users: Register for an Account'. A red callout box with the text 'Enter User ID and Password to log in' has an arrow pointing to the login form.

NYC Buildings

Help?

Inspection Ready

Submit Inspection Requests and Certifications to NYC Department of Buildings

[Accessibility Support](#) | [Register for an Account](#) | [Login](#)

Home Buildings

Welcome to *Inspection Ready*

Welcome to *Inspection Ready*. You can login to request and schedule inspections, certify inspections, and view inspection results. Click the 'Register for an Account' link if you do not have a login.

You can use [BIS Web](#) to search for general information on a property in the city including recorded complaints and violations, actions, applications, and inspections. You can also search for information about *tradespeople licensed by* the Department.

Login

User Name or E-mail:

Password:

Remember me on this computer

[I've forgotten my password](#)

[New Users: Register for an Account](#)

Enter User ID and Password to log in

Licensed Professional: Using a PIN

Starting 9 Nov 2015

What would you like to do today?

To get started, select one of the services listed below:

Use the links in 'General Information' to look up information for Licensed Professionals or Licensees.

Use the links in 'Buildings' to:

- Search Records (Permits/Jobs/Device Numbers/Record)
- Access Your Account to view your permits, jobs, request an inspection, etc...
- Submit one of the following specialized transactions: PVT Inspection Results or Temporary Amusement Ride Inspection Requests

General Information

[Search Licensed Professionals/Licensees](#)

Buildings

[Select an Online Service](#)

[Search Records](#)

[Access My Records](#)

Click 'Select an Online Service'

Licensed Professional: Using a PIN

Starting 9 Nov 2015

Home Buildings

Select an Online Service | Search Records | Access My Records

Link PIN

1 Step 1 2 Review 3 Record Issuance

Step 1: Step 1 > Page 1

ASI

PIN INFORMATION

* PIN:

* License Number:

Continue Application »

Save and resume later:

1. Enter your PIN and six digit License Number (including any leading zeros)

2. Click Continue Application

Licensed Professional: Using a PIN

Starting 9 Nov 2015

- ✓ **If the PIN and License Number match:**
 - The following message will be displayed on the screen: “Your record has been successfully submitted. Please print your record and retain a copy for your records.”
 - A confirmation email will be sent to the business email address that is on record with the Licensing Unit.

- ✓ **If the PIN and License Number do not match, you will receive an error message. Contact Customer Service for assistance.**

Licensed Professional: Using a PIN

Starting 9 Nov 2015

- ✓ Repeat this process for each license you hold.



Searching in DOB NOW: *Inspections*

Starting Late 2015

-
- Remember, you do not have register for an account or log in to search for and view:
- ✓ Licensed Professionals
 - ✓ Records
 - ✓ Development Inspection Results and Objections

Searching in DOB NOW: *Inspections*

Starting Late 2015

The screenshot shows the DOB NOW website interface. At the top, there are navigation tabs for 'Home' and 'Buildings'. Below the tabs is a search bar. The main content area includes a 'Welcome to Inspection Ready' message and a 'Login' form with fields for 'User Name or E-mail' and 'Password', a 'Login' button, and links for 'Remember me on this computer', 'I've forgotten my password', and 'New Users: Register for an Account'. At the bottom, there are two main navigation buttons: 'General Information' (with a sub-link 'Search Licensed Professionals/Licensees') and 'Buildings' (with a sub-link 'Search Records').

Click 'Search Licensed Professionals/Licensees'

Click 'Search Records'

Searching in DOB NOW: *Inspections*

Starting Late 2015

General Search

Search for Records

Enter information below to search for records.

- Address
- License Information
- BIN
- Record Information
- Contact Information

Select the search type from the drop-down list.

Record Number: Record Type:

Start Date: End Date:

Name of Business:

First: Last: Contact Type:

House #: Street Name: Apt/Condo #:

Cross Street 1: Cross Street 2:

City: State: Zip:

Borough: BIN:

Country:

License Type: License Number:

2. Enter the search criteria, and click Search

1. Select a search option which will refine the list of search criteria fields

Searching in DOB NOW: *Inspections*

Starting Late 2015

Click the ID Number for more information

Search Clear

28 Record results matching your search results

Click any of the results below to view more details.

Showing 1-10 of 28

<input type="checkbox"/> ID Number	Record Type	Address	Status	Action	Related Records
<input type="checkbox"/> DUB15-00000-0DW64	AL-1 Permit	280 Broadway NEW YORK NY 10007			0
<input type="checkbox"/> DUB15-00000-00005	Plumbing Permit	280 Broadway NEW YORK NY 10007			0
<input type="checkbox"/> 112233447	Limited Alteration Application	280 Broadway NEW YORK NY 10007			11
<input type="checkbox"/> OBJ-112233447	Certification of Objections	280 Broadway NEW YORK NY 10007	Pending		9
<input type="checkbox"/> OBJ-112233446	Certification of Objections	280 Broadway NEW YORK NY 10007	Pending		9
<input type="checkbox"/> OBJ-112233444	Certification of Objections	280 Broadway NEW YORK NY 10007	Pending		9
<input type="checkbox"/> 112233445	Electrical Permit	280 Broadway NEW YORK NY 10007	AWAITING INSPECTION REQUEST		10
<input type="checkbox"/> 112233444	Crane (CD)	280 Broadway NEW YORK NY 10007			10
<input type="checkbox"/> 112233441	Boiler Permit	280 Broadway NEW YORK NY 10007			9

< Prev 1 2 3 Next >

Searching in DOB NOW: *Inspections*

Starting Late 2015

Record 112233446:
Elevator Device DISABLED

Work Location
280 Broadway NEW YORK NY 10007

Record Details

Please review the details of your Record below.

If applicable, use the **'Actions'** button to:

- Certify an Objection
- Add a Delegate (to perform certain actions on your behalf)
- Upload Inspection results from an Advance Notice Inspection (Plumbing)
- Provide Buildings with Advance Notice (Plumbing) for Certified Inspections

Licensed Professional:
Alex Smith
ABC Corp.
NEW YORK, NY, United States
Contractor XYZ123

Job Description:
"Floor From: 1 Travel Distance: 319'1 Working
Pressure: Floor To: 32 Speed - F.P.M.: 300
Capacity - Lbs.: 6,000 "

More Details

Inspections

Details about the Record will display

Requesting an Inspection

Starting Late 2015

- Owners, Licensed Professionals, and their Delegates follow these steps to request an Inspection.

Requesting an Inspection

Starting Late 2015

The screenshot shows the NYC Buildings website interface. At the top left is the NYC Buildings logo. At the top right is a 'Help?' link. The main heading is 'Inspection Ready' with the subtitle 'Submit Inspection Requests and Certifications to NYC Department of Buildings'. Below this are links for 'Accessibility Support', 'Register for an Account', and 'Login'. A navigation bar contains 'Home' and 'Buildings' tabs. The main content area includes a 'Welcome to Inspection Ready' message and a 'Login' form. The login form has fields for 'User Name or E-mail' and 'Password', a 'Login »' button, and a 'Remember me on this computer' checkbox. Below the form are links for 'I've forgotten my password' and 'New Users: Register for an Account'. A red circle highlights the login form, and a red callout box with the text 'Enter User ID and Password Here' points to it with a red arrow.

Enter User ID and Password Here

Requesting an Inspection

Starting Late 2015

What would you like to do today?

To get started, select one of the services listed below:

Use the links in 'General Information' to look up information for Licensed Professionals or Licensees.

Use the links in 'Buildings' to:

- Search Records (Permits/Jobs/Device Numbers/Record)
- Access Your Account to view your permits, jobs, request an inspection, etc...
- Submit one of the following specialized transactions: PVT Inspection Results or Temporary Amusement Ride Inspection Requests

General Information

[Search Licensed Professionals/Licensees](#)

Buildings

[Select an Online Service](#)

[Search Records](#)

[Access My Records](#)

Click 'Access My Records'

Requesting an Inspection

Starting Late 2015

Records

Your Permit/Job/Device records are listed below.

Click on the Record ID Number to view details associated to that record and/or take action.
Select checkboxes next to Record IDs below and click 'Add to collection' to group the records as part of a project.

Showing 1-6 of 6 | [Add to collection](#)

<input type="checkbox"/> ID Number	Record Type	Address	Status	Action	Relat Reco
<input type="checkbox"/> DEL-15-000015	Manage Delegates				1
<input type="checkbox"/> 42049128407AL	AL-1 Permit	124 West 23rd St 6th Ave 7th Ave NEW YORK NY 10011			0
<input type="checkbox"/> 30119152801AL	AL-1 Permit	11 New York Ave New York NY 10007	Issued	Action	0
<input type="checkbox"/> 40161900301AL	AL-1 Permit	11 New York Ave New York NY 10007	Issued	Action	0
<input type="checkbox"/> 50019603801AL	AL-1 Permit	11 New York Ave New York NY 10007	Issued	Action	1
<input type="checkbox"/> 700200102	BPP Job	NY	Issued		1

Click the Job,
Application, or
Permit

Requesting an Inspection

Starting Late 2015

Schedule or Request an Inspection

Please see instructions for Scheduling or Requesting an Inspection below.

Click [Back](#) to return to the previous page, or click [Cancel](#) to return to the Record Details page.

Step 1: Select one of the available Inspection Types below. Click the 'Continue' button to proceed with Scheduling or Requesting your Inspection.

Step 2 (if prompted): Select an appointment date by clicking one of the dates available in [blue](#) below. Use the [Next>](#) link below to display future months.

Step 3 (if prompted): After selecting the Date, please select one of the radio buttons for the scheduled time of the appointment. Click the 'Continue' button to proceed with Scheduling or Requesting your Inspection.

Step 4: The Inspection Contact will be the person onsite to meet the Inspector. If the Inspection Contact information displayed is incorrect, click [Change Contact](#) to provide the alternate Inspection Contact information, then click the 'Submit' button. Click the 'Continue' button to proceed with Scheduling or Requesting your Inspection.

Step 5: Confirm that the Inspection information is correct. Click [Information by Clicking Here](#) to provide information regarding Site 'Finish' button to proceed to the Inspection Detail page.

Step 1: Available Inspection Types (2)

- Builders Pavement Plan (BPP)
- BPP Withdrawal

Select the Inspection Type

Requesting an Inspection

Starting Late 2015

▼ Inspections

When logged into ACA, please click the ['>>>Request an Inspection'](#) link below to request that Buildings perform an Inspection. Click the 'Actions' button to view details or cancel Upcoming Inspections.

Upcoming Inspections:

[>>Request an Inspection](#)

Completed Inspections:

There are no completed inspections on this record.

Click 'Request an Inspection'

Requesting an Inspection

Starting Late 2015

If the Inspection Contact information displayed is incorrect, click [Change Contact](#) to provide the alternate Inspection Contact information, then click the 'Submit' button. Click the 'Continue' button to proceed with Scheduling or Requesting your Inspection.

Step 5: Confirm that the Inspection information is correct. Click [IMPORTANT: Provide Additional Information by Clicking Here](#) to provide information regarding Site specific information. Click the 'Finish' button to proceed to the Inspection Detail page.

Inspection type: Builders Pavement Plan (BPP)

Step 4: Location and Contact
Verify whether the Inspection Contact person for the selected inspection is correct.

Location
2189 2nd Avenue NEW YORK NY 10011

Contact
Carly Cooper
5555555555

[Change Contact](#) ▼

Verify the Contact listed will be on-site to meet the Inspector. Click 'Change Contact' to update if necessary.

Requesting an Inspection

Starting Late 2015

Date and Time: TBD
Location: 2189 2nd Avenue NEW YORK NY 10029
Contact: Carly Cooper 5555555555

IMPORTANT: Provide Additional Information by Clicking Here

Please provide additional information about your inspection request below.

Examples may include: Related Job or Permit Number, Specific areas or floors to inspect, site access details or other information for the inspector.

(Please include an alternate phone number if different from the contact information provided in your application.)

[Back](#) [Cancel](#)

2. Click Finish

1. Enter special instructions for the Inspector, if necessary

Requesting an Inspection

“Additional Information” Section

Information in the “Additional Information” section:

- **General Instructions for the Inspector (optional):**
 - ✓ Enter instructions for the Inspector such as “Meet me on the south side of the building by the door on the 2nd floor”.
 - ✓ Requests for specific Inspection dates and times will not be honored.
- **Industry Specific Instructions (required):**
 - ✓ There are also industry-specific reasons for entering comments. These will be discussed during upcoming Industry Sessions.

Inspection Request Received

Starting Late 2015

Receive an email confirming that your request has been received.

From: DO_NOT_REPLY@buildings.nyc.gov [mailto:DO_NOT_REPLY@buildings.nyc.gov]
Sent: None
Subject: Inspection Request Received from Carly Cooper - 001



The Department of Buildings has received your request for an inspection of type **Builders Pavement Plan (BPP)** at **2189 2nd Avenue NEW YORK, NY 10029** for Job Number [700200102](#). Your inspection will be scheduled for the first available date and time, and you will receive a follow-up email with the date and time of your inspection appointment.

This BPP Job affect multiple NBs:
The NB # of this job is 29385798
The address of the property that needs to be inspected is 2191 2nd Avenue. Thank you.

This is an automated message; please do not reply. If you have questions or concerns, please contact the Department of Buildings at bppIR@buildings.nyc.gov.

Sincerely,

NYC Department of Buildings

Receiving an Inspection Schedule

Starting Late 2015

From: DO_NOT_REPLY@buildings.nyc.gov [mailto:DO_NOT_REPLY@b
Sent: None
Subject: Inspection Scheduled for Cooper, Carly - 003



An inspection of type **Builders Pavement Plan (BPP)** has been scheduled on **9/12/2015** at approximately **9:20AM** for **Cooper, Carly** at **2189 2nd Avenue, NEW YORK, NY 10029** for Job Number [700200102](#).

A contact from your company must be present during the Inspection; if this is not possible at the date and time provided, please log into [Inspection Ready](#), to cancel the inspection and request a new inspection. If you need to cancel less than two business days prior to the scheduled inspection, please call the Department of Buildings at **212-393-2956**.

This is an automated message; please do not reply. If you have questions, please contact the Department of Buildings at bppIR@buildings.nyc.gov.

Sincerely,

NYC Department of Buildings

Receive an email with the
Inspection date and time
prior to the Inspection



Receiving Preliminary Results via Email

Starting Late 2015

From: DO_NOT_REPLY@buildings.nyc.gov [mailto:DO_NOT_REPLY@buildings.nyc.gov]

Sent: None

Subject: Inspection Result for Carly Cooper - 004



Receive an email with preliminary results

An inspection of type **Builders Pavement Plan (BPP)** has been completed for **Carly Cooper** at **2189 2nd Avenue, NEW YORK, NY 10029**. The status/disposition of your inspection is **Pass** for Job Number **700200102**. These inspection results are subject to supervisory review and are not official until reflected as Final in [Inspection Ready](#).

This is an automated message; please do not reply. If you have questions or concerns, please contact the Department of Buildings at bppIR@buildings.nyc.gov.

Sincerely,

NYC Department of Buildings

Receiving Final Results via Email

Starting Late 2015

From: DO_NOT_REPLY@buildings.nyc.gov [mailto:DO_NOT_REPLY@buildings.nyc.gov]
Sent: None
Subject: Inspection Result for Carly Cooper - 004



Click here to view
results online



The Final Status / Disposition of your **Builders Pavement Plan (BPP)** inspection for **Cooper, Carly** for Job Number [700200102](#) is **Pass-Final**.

This is an automated message; please do not reply. If you have questions or concerns, please contact the Department of Buildings at bppIR@buildings.nyc.gov.

Sincerely,

NYC Department of Buildings

Viewing Results Online

Starting Late 2015

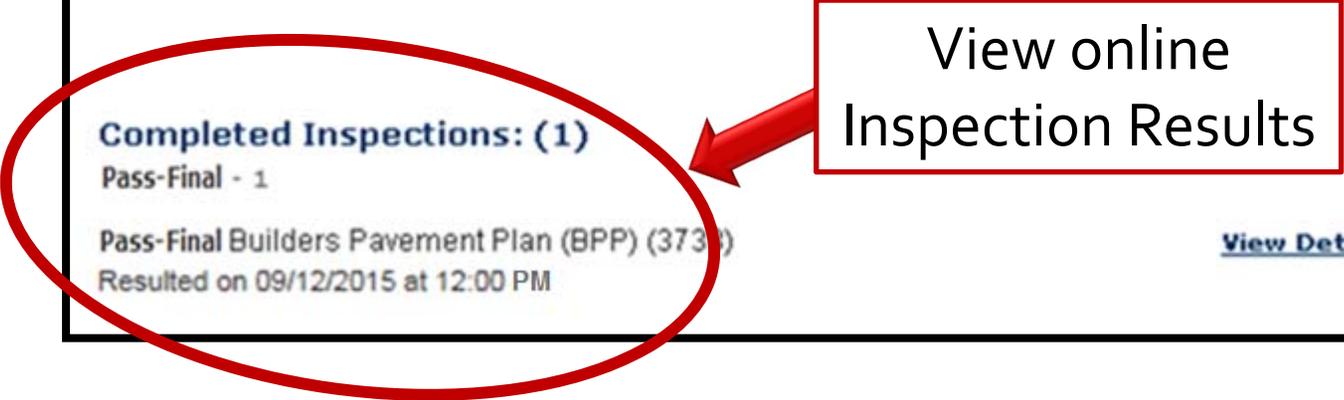
Upcoming Inspections: (1)
>>Request an Inspection

Scheduled Builders Pavement Plan (BPP) (3737) [Actions](#) ▾

Completed Inspections: (1)

Pass-Final - 1

Pass-Final Builders Pavement Plan (BPP) (3737)
Resulted on 09/12/2015 at 12:00 PM [View Details](#)



View online Inspection Results

Viewing Objections, Including Certifiable Objections

Starting Late 2015

- If an Objection is observed in the field and it does not require Buildings to return to the site for a Re-inspection, it is called a Certifiable Objection.
- You can view all Objections using DOB NOW: *Inspections*, including those that are Certifiable.
 - ✓ Owners, LPs, or Delegates can resolve Certifiable Objections by uploading documentation into DOB NOW: *Inspections*.

Viewing Objections, Including Certifiable Objections

Starting Late 2015

The screenshot shows the NYC Buildings website interface. At the top, there are navigation tabs for 'Home' and 'Buildings'. Below the tabs is a search bar with the text 'Select an Online Service | Search Records | Access My Records'. The main content area displays 'Record 42049128406AL:' and 'AL-1 Permit'. To the right of the record title is a link 'Add to collection'. Below this, there is an orange warning box with a star icon and the text: 'This record was locked by REQUIREMENT on 07/21/2015. Condition: Floor 004:Fire Protection - Installation of Smoke and Carbon Monoxide detectors Severity: Required Total Conditions: 2 (Required: 2)'. At the bottom left of the orange box, the link 'View additional details' is circled in red. A red arrow points from this link to a text box on the right.

Remember, certain objections can be resolved online using DOB NOW: *Inspections*. To view all objections on this Record, click 'View Additional Details'.

Uploading Documents

Starting Late 2015

- Owners, LPs and Delegates can upload Inspection-related and additional supporting documentation in DOB NOW: *Inspections*.

Uploading Documents

Starting Late 2015

 **Attachments**

Please review attachments related to this Record below.

- Click the 'Upload Attachment' button to upload additional or supporting attachments for this Record.
- Click the 'Actions' button to view attachment details for this Record.

Name	Entity Type	Type	Size	Description	Upload Date	Action	Entity
Inspection Request Received from F...-1443566940142.eml	Record	External Communications	3.23 KB		09/29/2015	Actions ▼	AL-1 Permi 420491284



After navigating to the Record, expand the Attachments section and click 'Upload Attachment'

Uploading Documents

Starting Late 2015

Click 'Select Files' to browse and select files from your computer. Click 'Finish' once uploaded.

File Upload [X]

The maximum file size allowed is **10 MB**.
The following file types cannot be uploaded to Inspection Ready: **html;htm;mht;mhtml**.
You may only submit documents related to jobs for which you are authorized by the owner and/or applicant of record to do so.

[Select Files] [Clear List]

Sample pw1_new.pdf	1.09 MB	Finished	✓
--------------------	---------	----------	---

File(s): 1 1.09 MB 100%

[Finish] [Cancel]

Uploading Documents

Starting Late 2015

Attachments

Please review attachments related to this Record below.

- Click the 'Upload Attachment' button to upload additional or supporting attachments
- Click the 'Actions' button to view attachment details for this Record.

Name	Entity Type	Type	Size	Description
Inspection Request	Record	External	3.23 KB	
Received from F... 1443566840142.eml		Communications		

*Type:

File:

Description:

- Select a document Type
- Enter an optional Description
- Click 'Save'

Uploading Documents

Starting Late 2015

Attachments

Please review attachments related to this Record below.

- Click the 'Upload Attachment' button to upload additional or supporting attachments for this Record.
- Click the 'Actions' button to view attachment details for this Record.

Name	Entity Type	Type	Size	Description	Upload Date	Action	Entity
Sample pw1_new.pdf	Record	PW1	1.09 MB	Additional Description	09/29/2015	Actions ▼	AL-1 Permi 520106938

[Upload Attachment](#)



Uploaded files appear here

Viewing Inspection-Related Documentation Online

Starting Late 2015

Attachments

Please review attachments related to this Record below.

- Click the 'Upload Attachment' button to upload additional or supporting attachments for this Record.
- Click the 'Actions' button to view attachment details for this Record.

Name	Entity Type	Type	Size	Description
Inspection Request Received from U...-1438187997964.eml	Record	External Communications	2.17 KB	
Inspection Scheduled for ,UAT Teste...-1438188672111.eml	Record	External Communications	3.83 KB	
Inspection Scheduled for ElecCW2,Su...-1438188999033.eml	Record	External Communications	3.85 KB	
Inspection_Report_20150729_130237.pdf	Record	Inspection Result Report - PRELIMINARY	20.03 KB	
Inspection_Report_20150729_130608.pdf	Record	Inspection Result Report - FINAL	20.16 KB	
Notice of Electrical Compliance_20150729_130618.pdf	Record	Notice of Electrical Compliance - FINAL	32.93 KB	

In addition to document you've uploaded, system-generated correspondence and documents (such as cards) will also appear in the Attachments section

Inspection Scheduling Guidelines

Please note the following:

- A specific Inspection date, time, or desired time of day (AM/PM) cannot be requested.
- Cancellations will be accepted online up to 48 hours prior to the scheduled Inspection. You must call Buildings at the phone number listed in your appointment confirmation email to cancel an Inspection that is scheduled to occur within 48 hours.
- Inspections should only be requested when you are truly prepared for the Inspection.
- Inspections can only be requested by an LP, Owner or their Delegates via DOB NOW: Inspections when the Record (Job or Permit) is in an Inspectable status.
- Each Record can only have one open inspection request at a time, with the exception of BPP.
- LPs and Delegates cannot request an Inspection if the LP has an expired license and/or expired insurance. These rules do not apply to Owners.

DOB NOW: *Inspections* Emails

Starting Late 2015

The emails below will be sent to Owners, LPs, and their Delegates, only if they have an **DOB NOW: *Inspections*** account:

- Inspection Request has been received
- Inspection is scheduled
- Inspection is cancelled
- Preliminary Inspection Results are available
- Final Inspection Results are available

Add **DO_NOT_REPLY@buildings.nyc.gov** to your 'Safe Sender' list

DOB NOW: *Inspections* Online Resources

Available later this month on the DOB NOW: *Inspections* website at the link below:
http://www.nyc.gov/html/dob/html/development/insp_ready.shtml

Online User Manuals	
Account Registration and Management*	Inspections - Requesting Cancelling and Viewing Results*
Using your PIN*	Plumbing Advance Notice and Results-Only Certifications*
Searching	Boilers Certifications*
Delegating Responsibilities*	Plumbing Sign Off & Gas Authorization*
Grouping Records*	Elevator Re-Inspections & Expedited Inspections
Cranes & Derricks Certifications*	PVTs - How to Submit Inspection Documentation*
Certifying Objections*	Where to Go for Help
Browser Requirements	

* An online Video Tutorial will also be available

DOB NOW: *Inspections* Industry-Specific Information Sessions

Industry	Date	Time	Location
Construction	Nov 4	9:00-11:00	125 Worth St 2 nd Floor Conference Rm
Construction	Nov 6	9:00-11:00	125 Worth St 2 nd Floor Conference Rm
Electrical	Nov 12	9:00-11:00	125 Worth St 2 nd Floor Conference Rm
Electrical	Nov 16	9:00-11:00	125 Worth St 2 nd Floor Conference Rm
Cranes	Nov 17	9:00-11:00	280 Broadway 3 rd Floor Conference Rm
Plumbing	Nov 18	9:00-11:00	125 Worth St 2 nd Floor Conference Rm
Plumbing	Nov 18	1:00-3:00	125 Worth St 2 nd Floor Conference Rm
Plumbing	Nov 19	9:00-11:00	125 Worth St 2 nd Floor Conference Rm
Elevators	Nov 20	9:00-11:00	280 Broadway 3 rd Floor Conference Rm
Elevators	Nov 20	1:00-3:00	280 Broadway 3 rd Floor Conference Rm
Boilers	Nov 23	9:00-11:00	125 Worth St 2 nd Floor Conference Rm

Frequently Asked Questions

1. **Why is Buildings implementing DOB NOW: *Inspections*?**

DOB NOW: Inspections will consolidate systems, standardize processes across the Agency and make it easier to interact with Buildings regarding Inspections, without even setting foot in a Buildings office.

2. **How far in advance should I request an Inspection?**

Inspections must be requested at the point in time when the site is ready to be inspected. You will be scheduled for the next available Inspection date. The service levels differ for each discipline and fluctuate based on the volume of requests.

3. **How will I receive my appointment date and time?**

You will receive an email with the Inspection date and time prior to the Inspection.

Frequently Asked Questions

4. **What if I need to cancel my Inspection appointment?**

Cancellations will be accepted online up to 48 hours prior to the scheduled Inspection. You must call Buildings at the phone number listed in your confirmation email to cancel an Inspection that is scheduled to take place within 48 hours.

5. **How will I receive my Inspection results?**

Upon completion of the Inspection, you will receive an email indicating that the Preliminary Inspection Results (subject to Supervisory Review) are available for review on DOB NOW: Inspections. After Supervisory Review, you will receive a second email notification that the Final Results are available for review.

6. **After the launch of DOB NOW: Inspections, will I be able to request Inspections like I do today?**

No, Inspection requests must be submitted via DOB NOW: Inspections. After the system launches, Buildings staff will be available in-person (at each Borough Office) and by phone to walk LPs, Owners, and their Delegates through the steps online.

Frequently Asked Questions

7. **Can I ask for a specific Inspection date/time, or for a certain Inspector?**

No, Inspections will be scheduled for the next available timeslot. If the date and time scheduled is not convenient, you can use DOB NOW: Inspections to cancel the Inspection and request a new Inspection.

8. **Is BISWeb going away?**

No, BISWeb will continue to be used as it is today. It will remain the system of record for Job Filings and will interface with DOB NOW: Inspections for Inspection-related information.

9. **How will I learn how to use the system?**

Videos and User Manuals, will be posted to the Buildings Website. Buildings staff will also be available by phone and in each Borough Office.

Questions + Answers

Send your questions to:
InspectionReady@buildings.nyc.gov

Include “Information Session” in the Subject Line

Meeting Materials are available here:

http://www.nyc.gov/html/dob/html/development/insp_ready.shtml