

Purpose of this form: The BO13 form shall be filed at the Department of Buildings (DOB) in order to fulfill the DOB annual boiler inspection corrections requirement set forth in **Article 303 of Title 28 of the Administrative Code**. The BO13 form must be completed and filed when defects are detected during an annual inspection to certify that the defects have been corrected. Refer to Rules and Codes of New York (RCNY 103.01/05) on inspection cycle periods, filing deadlines, late associated fees and civil penalty violations. Submit completed BO13 form with payment to:

Department of Buildings
 Attention: CFB - Boilers
 280 Broadway, 6th Floor
 New York, New York 10007

1. Property Information

Always required

- Provide the borough, block, lot, and Building Identification Number of the building where the boiler is located.
- Provide the house number, and street name of the building where the boiler is located.
- If applicable, list the special place name associated with the building where the boiler is located, e.g. 2nd Floor Rear, Roof, Sub-basement, etc.
- Check (X) "Multiple Dwelling", "Commercial", "Mixed Use" or "Other" to indicate the occupancy classification for the building where the boiler is located, include total number of residential units. If "Other", please indicate in space provided.
- If the property is fee exempt, check "Real Estate \$0.00 tax bill" or "Verification Letter from Department of Finance" to indicate type of proof submitted to verify fee exempt status.

2. Owner / Representative Information

Always required

- Provide contact owner/filing representative name, telephone number and email address.
- Provide contact owner/filing representative mailing address, city, state, and zip code.

3. Boiler Device Information

Always required

- Indicate the inspection date that the licensed authorized boiler inspector noted on the BO9 inspection report for the boiler device at the property indicated in section 1.
- Provide the DOB issued boiler device and serial number. These numbers can be found on the department's Building Information System, posted on the boiler, or on the DOB issued boiler card. The numbers are not the boiler's serial number or manufacturer number, it is a specific number provided by the Department of Buildings at the time the boiler was signed off and approved for use.
- Provide the following information regarding the boiler inspected:
 - √ Boiler make and model
 - √ Boiler Type ("Hi" or "Lo" Pressure)
 - √ Pressure per square inch (PSI)
 - √ BTUs
 - √ The location/floor the inspected boiler is located on
 - √ Inspection Type (Internal or External)

4. Boiler Corrections Summary Information

- Refer to Annual Boiler Inspection Review List on corrected required items during each inspection.
- Indicate the inspection date of when the licensed authorized boiler inspector has verified or performed corrections to the defects found during the BO9 inspection of the boiler at the building indicated in section 1.
- Include detailed defect correction comments or notes of the boiler.

5. Authorized Boiler Inspector Information Statements and Signature

Always required

- Indicate full name and license number of authorized NYC boiler inspector who performed inspection. Indicate type of inspector by marking with an (X) next to "Oil Burner Installer", "Master Plumber", "High Pressure Boiler Operator", "Insurance Company". **Note:** These are the only types of inspectors authorized to perform DOB annual boiler inspections.
 - Provide Company Name, Business Telephone Number, Email, Company Address, City, State and Zip Code.
 - Licensee must sign and seal that all defects have been corrected as noted.
 - Authorized Insurance Companies are not provided with agency assigned seals.
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