

Purpose of this form: The BO9 form shall be filed at the Department of Buildings (DOB) in order to fulfill the DOB annual boiler inspection requirement set forth in **Article 303 of Title 28 of the Administrative Code**. The BO13 form must be completed when defects are recorded 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 BO9 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. Authorized Inspector Information

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.
- Licensed Master Plumbers, Oil Burner Equipment Installers, High Pressure Boiler Operator's and Authorized Insurance companies are authorized to perform low pressure boiler inspections only.
- Provide Company Name, Business Telephone Number, Email, Company Address, City, State and Zip Code.

4. Boiler Device Information

Always required

- Indicate the date that a licensed authorized boiler inspector completed the inspection of the boiler at the building 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)

5. Boiler Inspection Defect Summary

- Boiler Inspector must check only one Inspection Result, No or Yes.
- Selection No, if no hazardous conditions were detected during inspection. Can make recommendations for non-hazardous conditions to be corrected by indicating recommendation Codes in Defects Summary.
- Selection Yes, if hazardous conditions were detected during inspection. Hazardous code conditions must be noted in Defects Summary and a BO13 must be filed.

Refer to Annual Boiler Inspection Review List

Defect (s) Summary

Using the codes provided below, identify the Boiler Part and the Hazardous Conditions for all defects that are **required** to be fixed in the Defects Summary. **Hazardous Conditions will require an Affirmation of Correction to certify that the hazardous conditions were corrected.** In the example below the violating condition/remedy are Safety or Relief Valve (23), Defective (B), Replace (1); and Steam Gauge (5), Missing (A), Replace (1)

Hazardous Conditions

5 Boiler Inspection Defect Summary												
Inspection Results: <input type="checkbox"/> No - Hazardous Defects Found (but) <input type="checkbox"/> Recommends for Non-hazardous conditions to be corrected, indicate below (check one only) (or) <input type="checkbox"/> Yes - Hazardous Defects Found (BO-13 must be filed within 45 days of insp. date), must indicate defects below												
Defect (s) Summary												
BOILER PART	48	11										
VIOLATING CONDITION	F	G										
REMEDY	1	2										
Comments/Notes												

Non-Hazardous Conditions

Using the codes provided below, identify the Boiler Part and the Non-Hazardous Recommendations that are **recommended** to be fixed in the Defects Summary. **Non-Hazardous Conditions DO NOT require an Affirmation of Correction to certify that the non-hazardous conditions were corrected.** Violating conditions that are considered recommendations and **do not** require an Affirmation of Correction include only the following:

- Name/Rating plate or registration number missing
- Steam fitting on oil piping
- Door swings in direction of egress
- Remote Switch not marked
- Dirty sight glass
- Unprotected oil lines
- Open junction box on electrical
- Insufficient lighting

Comments/Notes

This section is to be used to clarify defects or to provide details regarding when “other” is used.

Boiler Defect Code Key —Boiler Parts

01. Anti-siphon on Oil Tank	14. Combustion Chamber	27. Low Water Cutoff	41. S/O Valve at Tank
02. Aquastat	15. Controls (Other)	28. Mixing Valve (Dom HW)	42. Spill Switch
03. Backflow Prevention	16. Domestic Relief Valve	29. Name Plate / Rating Plate	43. Steam Gauge
04. Barometric Damper	17. Door	30. NYC DAR Kits	44. Syphon On Gauge / Control
05. Blow Down Valves	18. Drain Valve	31. Oil Piping	45. Tankless Heater Head
06. Draftstat	19. Draft Inducer	32. Piping	46. Tri Cocks
07. Boiler	20. Fire Rated Duct Outside Room	33. Pressure/Altimeter Gauge	47. Tubes/Tube Sheet
08. Boiler Room	21. Fire Rating of Room	34. Pressuretrol	48. Ventilation
09. Burner	22. Flue Pipe	35. Registration Number	49. Water Wall
10. Oil Tank	23. Hand Holes / Man Holes	36. Remote Control Switch	50. Crown Sheet
11. Chimney / Clean Out	24. Interlocks Inducer, Controls, Fans	37. Safety or Relief Valve	51. Welding
12. Cold Water Feed	25. Lighting	38. Sight Glass	52. Wiring
13. Combustion Air	26. Louver	39. Smoke Alarm	53. Other
		40. Smoke Box	

Boiler Defect Code List —Hazardous Conditions

A. Bulged	F. Defective	K. Leaking	P. Not Supported
B. Clogged	G. Dirty	L. Misapplication	Q. Reduced
C. Collapsed	H. Exposed	M. Missing	R. Other (provide details on inspection report in section 5c)
D. Corroded	I. Inoperative	N. Not Piped Down	
E. Cracked	J. Insufficient	O. Not Sealed	

Boiler Defect Code List—Non-Hazardous Recommendations

001. Replace / Install	003. Plug	005. Fasten	007. Repair
002. Clean	004. Patch	006. Weld	008. Other

**6. Authorized
Inspector's
Statements and
Signature**

- Licensed Master Plumbers, Oil Burner Equipment Installers, and High Pressure Boiler Operator's are authorized to perform low pressure boiler inspections only.
- Indicate name and license number of authorized NYC boiler inspector who performed inspection.
- Affix seal if inspection was completed by a licensed NYC boiler inspector who performed inspection in space provided at left.
- Authorized Insurance Companies are not provided with agency assigned seals.