

# Boiler Industry Session

November 2015

# Session Topics

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## Session Objectives

DOB NOW: *Inspections* Overview

Access to DOB NOW: *Inspections*

Account Registration

Using Your PIN

Delegation

Requesting a Boiler Inspection

Viewing Inspection Results & Objections

Boiler Self-Certifications

Collections

DOB NOW: *Inspections* Emails

Online Resources

Q +<sup>2</sup>A

# Session Objectives

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**Learn how the Boiler industry will use DOB NOW:  
*Inspections***

**Watch video tutorials about DOB NOW:  
*Inspections* functionality**

# **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'. Below this are links for 'Accessibility Support', 'Register for an Account', and 'Login'. There are navigation tabs for 'Home' and 'Buildings'. A 'Welcome to Inspection Ready' message explains the portal's purpose. A 'Login' form is visible on the right, 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 'I've forgotten my password' and 'New Users: Register for an Account'. At the bottom, there are two boxes: 'General Information' with a link to 'Search Licensed Professionals/Licensees' and 'Buildings' with links to 'Search Records' and '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 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*

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## Registered Users

*Owners*

*Licensed Professionals (LPs)*

*Delegates*

*Any interested party*

## Unregistered Users

*Anonymous Users*

## Access to DOB NOW: *Inspections*

DOB NOW: *Inspections* became 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** became 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* became available for Registration 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 complete, and that a satisfactory report of final inspection be submitted, along with all required submittal documents, so that the NYC Department of Buildings may issue a letter of completion or certificate of occupancy within the time prescribed by law.

I have authorized the applicant to file this application for the work specified herein and all future amendments. I will not knowingly authorize any work that is not in compliance with all applicable laws and regulations.

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

Yes No

Fee Exe  
In accord  
that the o  
operated  
the prop

Fee Exe  
Governm  
be const  
exclusive  
Agency.

Owner's  
The site  
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 a DOB NOW: Inspections account

certify that of to dated S new

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

# Licensed Professionals

## *How to Access DOB NOW: Inspections*

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

After receiving the PIN, LPs can register for an account and enter the PIN(s) provided by Buildings.

Two emails were 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 received 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 212-393-2340.

# Licensed Professionals

## *How to Access DOB NOW: Inspections*

### **If you:**

- Did not receive your PIN, or misplaced your PIN

### **Visit the Customer Service Counter 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 a 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:**

- Become a Registered User by registering for a DOB NOW: *Inspections* account (*skip this step if already registered as an Owner or LP*)

**Starting in 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.**

# 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 Appointments**
- ✓ **Development Inspection Results**
- ✓ **Development Inspection Objections**

# Account Registration

*Started 9 Nov 2015*

Remember:

- Anyone can register for an account.
- Owners, LPs, and Delegates must register for an account.

Video Tutorial



How to Register and Log In to DOB NOW:  
*Inspections*

# Licensed Professional: Using Your PIN

*Started 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.
- A PIN will need to be entered for each license that is held.

Video Tutorial



How to Use Your PIN

# Delegation

*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
    - Owners and LPs can remove Delegates at any time, no matter who added the Delegate
  - 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*

# Delegation

*Starting Late 2015*

Video Tutorial



How to Add a Delegate

Video Tutorial



How to Remove a Delegate

# DOB NOW: *Inspections* Will Replace the Existing Boiler Appointment Form

## Boiler Appointment Form

The Boiler First Test Appointment Form is the industry's tool for requesting an inspection from the Boiler Division to sign off a new Boiler Installation, Fuel Burner, Fuel Storage, or Minor Alteration/Repair.

In order to receive a Service Request number for this application, the Installer must provide an email address so an appointment can be scheduled within 14 business days.

**For Mac Users:** This request form may not function properly with your Safari web browser. We are hoping to resolve this problem soon. In the meantime, please download the free Mozilla Firefox web browser in order to use this form in the interim. For more information on Mozilla Firefox please visit <http://www.mozilla.org/>. To download the current version of Mozilla Firefox for Macs, please click on the following link: <http://www.mozilla.org/en-US/firefox/all.html>.

Date: October 12, 2015

All Fields are Required

### 1. Appointment Reference Information

A. Please indicate if this is a first request, duplicate request or a re-inspection:

- This is the First Appointment request for this application.
- This is a duplicate request for the same application.  
Indicate original service request number:
- This is a re-inspection request for a failed first test.

The following inspection-related online portal will no longer be used.

[Online Boiler Appointment Request Form](http://www.nyc.gov/html/dob/html/development/forms_online_boiler_appt.shtml)

URL:

[http://www.nyc.gov/html/dob/html/development/forms\\_online\\_boiler\\_appt.shtml](http://www.nyc.gov/html/dob/html/development/forms_online_boiler_appt.shtml)

# Requesting a Boiler Inspection

*Starting Late 2015*

Owners, LPs, and their Delegates can request the Boiler Inspection types listed below. Permit type dictates the Inspection types available for selection.

BL - Burner - Gas	Mobile - High Pressure Boiler High BTU Over 20M (Single Boiler)	Mobile - Low Pressure Boiler High BTU Over 4.2M (1 Boiler)
BL - Burner - Oil	Mobile - High Pressure Boiler Low BTU Under 20M (Multi Boiler)	Mobile - Low Pressure Boiler High BTU Over 4.2M (2 Boilers)
BL - Burner - Dual Fuel	Mobile - High Pressure Boiler Low BTU Under 20M (Single Boiler)	Mobile - Low Pressure Boiler High BTU Over 4.2M (3+ Boilers)
Electrical Boiler (H/L)	Low Pressure Boiler High BTU Over 4.2M (1 Boiler)	Mobile - Low Pressure Boiler Low BTU Under 4.2M (1 Boiler)
High Pressure Boiler High BTU Over 20M (Multi Boiler)	Low Pressure Boiler High BTU Over 4.2M (2 Boilers)	Mobile - Low Pressure Boiler Low BTU Under 4.2M (2 Boilers)
High Pressure Boiler High BTU Over 20M (Single Boiler)	Low Pressure Boiler High BTU Over 4.2M (3+ Boilers)	Mobile - Low Pressure Boiler Low BTU Under 4.2M (3+ Boilers)
High Pressure Boiler Low BTU Under 20M (Multi Boiler)	Low Pressure Boiler Low BTU Under 4.2M (1 Boiler)	Mobile - Temporary Tank (Single and Mult)
High Pressure Boiler Low BTU Under 20M (Single Boiler)	Low Pressure Boiler Low BTU Under 4.2M (2 Boilers)	High Pressure Boiler Permit Withdrawal
Mobile - High Pressure Boiler High BTU Over 20M (Multi Boiler)	Low Pressure Boiler Low BTU Under 4.2M (3+ Boilers)	Boiler Permit Withdrawal

# Requesting a Boiler Inspection

*Starting Late 2015*

Owners, LPs, and their Delegates can request the Fuel Storage Inspection types listed below. Permit type dictates the Inspection types available for selection.

Fuel Storage / Tank - Over 330 - One Tank	Mobile - Temporary Tank (Single and Multi)
Fuel Storage / Tank – Over 330 - Two Tanks	Tank Size - Fuel Type - 2 and 4 – Single Tank
Fuel Storage / Tank – Over 330 - Two+ Tanks	Tank Size - Fuel Type - 2 and 4 – Two Tanks
Fuel Storage / Tank – Up to 330 - One Tank	Tank Size - Fuel Type - 2 and 4 – Two+ Tanks
Fuel Storage / Tank – Up to 330 - Two Tanks	Fuel Storage Permit Withdrawal
Fuel Storage / Tank – Up to 330 - Two+ Tanks	

# Requesting a Boiler Inspection

*Starting Late 2015*

Owners, LPs, and their Delegates can request the Fuel Burner Inspection types listed below. Permit type dictates the Inspection types available for selection.

FB - Burner - Dual Fuel

FB - Burner - Gas

FB - Burner - Oil

Boiler Permit Withdrawal

# Requesting a Boiler Inspection

*Starting Late 2015*

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Video Tutorial



How to Request a Boiler Inspection

# Inspection Scheduling Guidelines

*Starting Late 2015*

## **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 the Department of Buildings at the phone number listed in your appointment confirmation email to cancel an Inspection that is scheduled to take place within 48 hours.
- 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.
- 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.

## Available Records in DOB NOW: *Inspections*

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- The Records available in DOB NOW: *Inspections* are only those that are in an Inspectable Status (see the following slide).
  - You will need to use BISWeb to find historical data.

# Boiler Statuses

Boiler Permit Status Values	Inspectable
Issued	Yes
Reissued	
In Process	No
Revoked	
Signed Off	

Inspections can only be requested by an LP, Owner, or Delegate via DOB NOW: *Inspections* when the Permit is in an inspectable status.

The inspectable statuses are listed in the table on the left.

# Required Inspection Documents

*Starting Late 2015*

- Specific documents must be uploaded to DOB NOW: *Inspections* **prior** to requesting certain Inspection Types. Owners, LPs, and their Delegates can upload documents in DOB NOW: *Inspections*. Documents will no longer be accepted in the field.

Inspection Type	Document Required
Boiler Inspections	Schedule C
Boiler Inspections on a LAA Record	LAA
Withdrawal Inspections	PW-1

- A yellow banner will display indicating that a specific document is needed.



The record was placed on HOLD on 10/06/2015.  
Condition: Schedule C Severity: Hold  
Total Conditions: 1 (Hold: 1)

[View additional details](#)

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## Required Inspection Documents

*Starting Late 2015*

- If the document has a raised seal, the seal should be made visible by using a pencil to shade over the raised portion of the seal prior to scanning and uploading.
- If the proper documentation is not uploaded, the Boiler Unit will contact your to ask that the document be uploaded. If it is not uploaded by the time of the Inspection, the Inspection will be marked as Fail.

# Inspection Types

Starting Late 2015

Please note, if you are requesting a Multi-Boiler Inspection, you must now distinguish if you need Inspections for 2 Boilers, or for 3 or more.

## Step 1: Available Inspection Types (27)

- Mobile - High Pressure Boiler Low BTU Under 20M (Single Boiler)
- Low Pressure Boiler High BTU Over 4.2M (1 Boiler)
- Low Pressure Boiler High BTU Over 4.2M (2 Boilers)
- Low Pressure Boiler High BTU Over 4.2M (3+ Boilers)
- Low Pressure Boiler Low BTU Under 4.2M (1 Boiler)
- Low Pressure Boiler Low BTU Under 4.2M (2 Boilers)
- Low Pressure Boiler Low BTU Under 4.2M (3+ Boilers)
- Mobile - Low Pressure Boiler High BTU Over 4.2M (1 Boiler)
- Mobile - Low Pressure Boiler High BTU Over 4.2M (2 Boilers)
- Mobile - Low Pressure Boiler High BTU Over 4.2M (3+ Boilers)

# Inspection Contact

Starting Late 2015

*Inspection type: Mobile - Low Pressure Boiler High BTU Over 4.2M (2 Boilers)*

## Step 2: Location and Contact

Verify whether the Inspection Contact person for the selected inspection is correct.

### Location

85 WHITE ST Manhattan NY 1

### Contact

John Lawson  
7185555555

[Change Contact](#) ▼

### Remember:

- Use this screen to confirm the Contact listed will be on-site to meet the Inspector. Click '**Change Contact**' to update the contact, if necessary.
- If the Inspection type requires the LP to present, the LP must be on-site for the Inspection.
- The Contact listed here must be qualified for the Inspection being performed.

# Inspection Comments

Starting Late 2015

**Confirmation**  
Please confirm the details below, provide additional information and click the Finish button to complete your request.

**Inspection Type:** High Pressure Boiler High BTU Over 20M (Single Boiler)  
**Date and Time:** TBD  
**Location:** 85 Maiden Lane Manhattan NY 10013  
**Contact:** Robert Louis 7185555555

**IMPORTANT: Provide Additional Information by Clicking Here**

Please provide additional information about your inspection request below.

Examples may include: Related Job or Permit Numbers, 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.)

**Finish**   **Back**   **Cancel**

- For Boiler Inspections on a Full Permit, enter the original LAA number, and the number of the Permit that supersedes the LAA
- For Boiler Re-Inspection Requests on an LAA Record, enter the word "Re-Inspection".

# Inspection Comments (continued)

Starting Late 2015

**Confirmation**  
Please confirm the details below, provide additional information and click the Finish button to complete your request.

**Inspection Type:** Mobile - Low Pressure Boiler High BTU Over 4.2M (2 Boilers)  
**Date and Time:** TBD  
**Location:** 85 WHITE ST Manhattan NY 10013  
**Contact:** John Lawson 7185555555

**IMPORTANT: Provide Additional Information by Clicking Here**

Please provide additional information about your inspection request below.

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

Requesting an inspection on a mobile boiler. The boiler is located at 407 East 65th Street NYC 10065.

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

**Finish** **Back** **Cancel**

- For Mobile Boilers that change location, enter the address where the work is being performed.
- If the Comment does not include an address, the Boiler Department will contact you to confirm the address. The Inspection Request will not move forward until a current address is obtained.

# Inspection Request Received

*Starting Late 2015*

**From:** DO\_NOT\_REPLY@buildings.nyc.gov [mailto:DO\_NOT\_REPLY@buildings.nyc.gov]  
**Sent:** None  
**Subject:** Inspection Request Received from Jose Boiler - 001



Receive an email confirming that your request has been received.

The Department of Buildings has received your request for an inspection of type **Mobile - Low Pressure Boiler High BTU Over 4.2M (2 Boilers)** at **85 WHITE ST, Manhattan, NY 10013** for Job Number [1801EWBL](#). 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.

For your reference, the comments provided during the request are: Requesting an inspection on a mobile boiler. The boiler is located at 407 East 65th Street NYC 10065.

This is an automated message; please do not reply. If you have questions or concerns, please contact the Department of Buildings at [boilerIR@buildings.nyc.gov](mailto:boilerIR@buildings.nyc.gov).

Sincerely,

NYC Department of Buildings



# Receiving an Inspection Schedule

## Starting Late 2015

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



**From:** [DO\\_NOT\\_REPLY@buildings.nyc.gov](mailto:DO_NOT_REPLY@buildings.nyc.gov) [mailto:DO\_NOT\_REPLY@buildings.nyc.gov]  
**Sent:** None  
**Subject:** Inspection Scheduled for Boiler, Jose - 003



An inspection of type **Mobile - Low Pressure Boiler High BTU Over 4.2M (2 Boilers)** has been scheduled on **11/9/2015** at approximately **1:00PM** for **Boiler, Jose** at **407 East 65th Street, Manhattan, NY 10065** for Job Number [1801EWBL](#).

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 **212-393-2661**.

This is an automated message; please do not reply. If you have questions, please contact the Department of Buildings at [boilerIR@buildings.nyc.gov](mailto:boilerIR@buildings.nyc.gov).

Sincerely,

NYC Department of Buildings

# Receiving Preliminary Results via Email

*Starting Late 2015*

Receive an email with preliminary results



**From:** DO\_NOT\_REPLY@buildings.nyc.gov [mailto:DO\_NOT\_REPLY@buildings.nyc.gov]  
**Sent:** None  
**Subject:** Inspection Result for Boiler,Jose - 004



An inspection of type **Mobile - Low Pressure Boiler High BTU Over 4.2M (2 Boilers)** has been completed for **Boiler, Jose** at **407 East 65th Street, Manhattan, NY 10065**. The status/disposition of your inspection is **Pass** for Job Number [1801EWBL](#). 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 [boilerIR@buildings.nyc.gov](mailto:boilerIR@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 Boiler,Jose - 007



Click here to view  
results online

The Final Status / Disposition of your **Mobile - Low Pressure Boiler High BTU Over 4.2M (2 Boilers)** inspection for **Boiler, Jose** at **407 East 65th Street, Manhattan, NY 10065** for Job Number [1801EWBL](#) is **Pass-Final**.

This is an automated message; please do not reply. If you have additional questions or concerns, please contact the Department of Buildings at [boilerIR@buildings.nyc.gov](mailto:boilerIR@buildings.nyc.gov).

Sincerely,

NYC Department of Buildings

## DOB NOW: *Inspections* Will Replace the

- The BO-12 Card will no longer be generated because the Plumbing Unit has access to the Boiler Unit's results.
  - The process of collecting the BO-12 Card from the Boiler Unit and providing it to the Plumbing Unit is no longer necessary. The Plumbing Unit will find the Boiler necessary information in DOB NOW: *Inspections*.

# Viewing Results Online

Starting Late 2015

View online  
Inspection  
Results

## Upcoming Inspections:

### [>>Request an Inspection](#)

*You have not added any inspections.*

*Click the link above to schedule or request one.*

## Completed Inspections: (1)

Pass-Final - 1

Pass-Final Mobile - Low Pressure Boiler High BTU Over 4.2M (2 Boilers) (6692)  
Resulted on 11/09/2015 at 03:00 PM

# Viewing Results Online

*Starting Late 2015*

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Video Tutorial



How to View 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*.
- FYI, all Objections opened prior to the launch of DOB NOW: *Inspections* cannot be certified in DOB NOW: *Inspections*. A Re-Inspection must be requested.

## Viewing Objections, Including Certifiable Objections Starting Late 2015

**Record 18030EWBL:** [Click here for more information](#)  
**Boiler Permit**



This record was locked by REQUIREMENT on 11/09/2015.  
Condition: Controls Severity: Required  
Total Conditions: 3 (Required: 3)

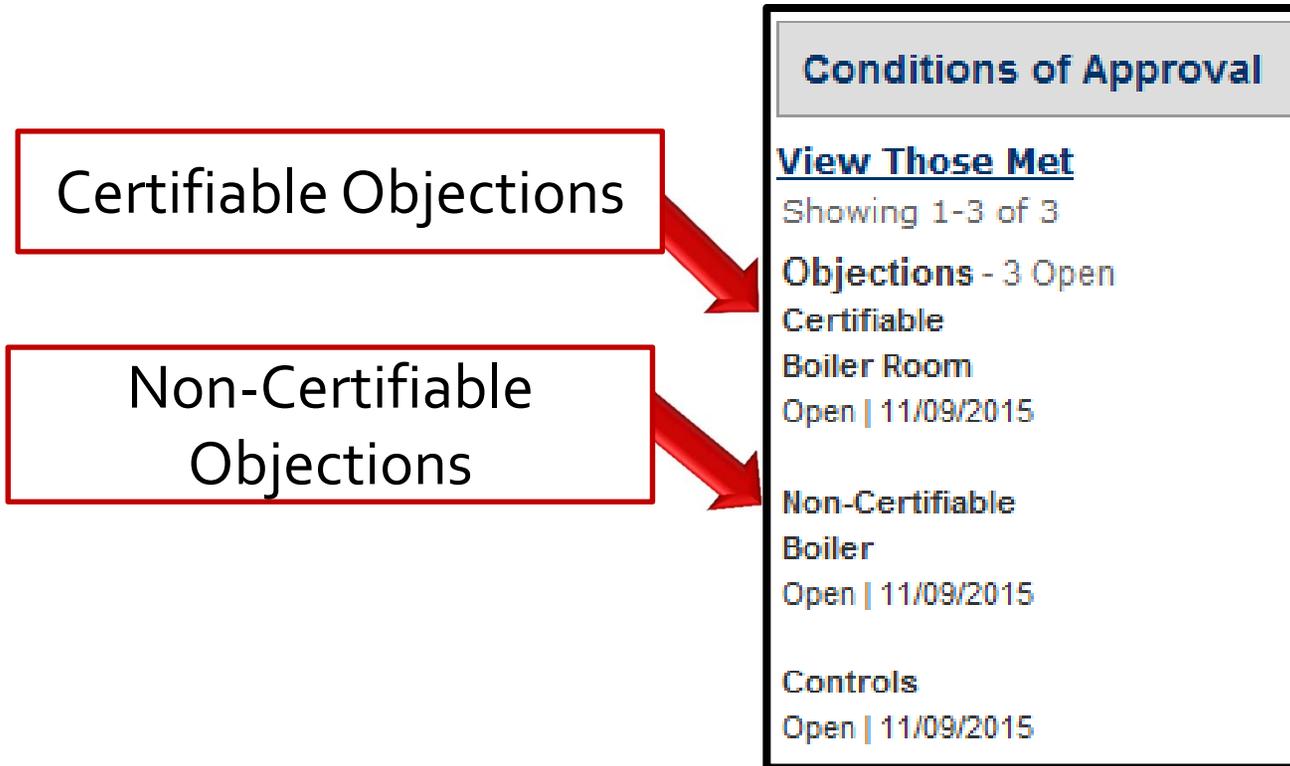
[View additional details](#)

You will see an orange banner when there are Objections on your Record. To view all Objections on the Record, click **'View Additional Details'**.

# Viewing Objections, Including Certifiable Objections

Starting Late 2015

- The page will default to show only Unresolved Objections.



# Viewing Objections, Including Certifiable Objections

*Starting Late 2015*

**Conditions of Approval**

[View Those Met](#)

Showing 1-3 of 3

**Objections - 3 Open**

**Certifiable**

Boiler Room  
Open | 11/09/2015

**Non-Certifiable**

Boiler  
Open | 11/09/2015

**Controls**

Open | 11/09/2015

Click here to expand the list to include Resolved Objections

# Viewing Objections, Including Certifiable Objections

*Starting Late 2015*

Objection  
Status is  
displayed per  
Objection

## Conditions of Approval

### Hide Those Met

Showing 1-4 of 4

**Objections - 3 Open, 1 Resolved**

**Certifiable**

**Boiler Room**

Open | 11/09/2015

**Administrative**

Resolved | 11/09/2015

**Non-Certifiable**

**Boiler**

Open | 11/09/2015

**Controls**

Open | 11/09/2015

# Viewing Objections, Including Certifiable Objections

*Starting Late 2015*

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Video Tutorial



How to Certify Objections

# Self-Certifications

*Starting Late 2015*

- DOB NOW: *Inspections* allows Oil Burner Installers to upload Self-Certification documentation for the following types of Records:
- Boiler Permits (BL) – 1 to 5 family dwellings, up to 350,000 BTUs
  - Fuel Burner Permits (FB) – Up to 800,000 BTUs
  - Fuel Storage Permits (FS) – Any size, no limit
  - Limited Alteration Applications (LAA) Records – Any combination of the above

# Self-Certifications

*Starting Late 2015*

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- You must submit the following documents:
  - Affidavit of Intent, Schedule C, and Plans

OR

  - Affidavit of Intent and LAA
- All submitted documentation is subject to approval or rejection. You will receive an email notification when the Certification documentation has been reviewed by the Department of Buildings.

# Self-Certifications

*Starting Late 2015*

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Video Tutorial



How to Submit Boiler Certifications

# Collections

*Starting Late 2015*

- Collections are used to group and organize Records in DOB NOW: *Inspections*, for easy access.
- You can create Collections for Records that you frequently navigate to, or create Collections to organize your Records by other factors such as Records on the same Job, Record Type, Date, etc.
- Records can be added to or removed from a Collection at any time.
- All Records will still be visible in the “Access My Records” list and will remain searchable using the General Search feature whether or not they are in a Collection.

# DOB NOW: *Inspections* Emails

*Starting Late 2015*

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- The emails on the next slide will be sent to Owners, LPs, and their Delegates, only if they have a DOB NOW: *Inspections* account.
- Add DO\_NOT\_REPLY@buildings.nyc.gov to your 'Safe Sender' list

# DOB NOW: *Inspections* Emails

## Starting Late 2015

System-generated emails will be sent at each milestone in the Inspection process.

Notification List	Email
All Registered Users on the Record (Owner, LP, Delegates)	<ul style="list-style-type: none"> <li>• Inspection Request received</li> <li>• Inspection scheduled, rescheduled, or cancelled</li> <li>• Preliminary &amp; Final Inspection Results</li> <li>• Certification of Objection documents accepted or rejected</li> <li>• Certification documentation approved, technically rejected, or administratively rejected (Boilers)</li> <li>• Certification documentation received (Cranes and Plumbing)</li> <li>• Gas Authorization request approved, denied, or additional documents are required</li> <li>• Plumbing Sign Off request approved, denied, or additional documents are required</li> <li>• Advanced Notice Inspection is scheduled</li> </ul>
Delegate	<ul style="list-style-type: none"> <li>• Registered User has been added or removed as a delegate</li> </ul>
Registered User	<ul style="list-style-type: none"> <li>• Notification to activate the DOB NOW: <i>Inspections</i> account</li> <li>• Notification that the account is locked</li> <li>• Password has been reset (via the Forgot My Password link)</li> </ul>
LP (business email address on file with the Licensing Unit)	<ul style="list-style-type: none"> <li>• A PIN is sent to a brand new LP</li> <li>• A PIN assigned to the LP has been used</li> </ul>

# DOB NOW: *Inspections* Emails

Starting Late 2015

Attachments

Please review attachments related to this Record below.

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

Attachment Name	Entity Type	Type	Size	Description	Entity
Schedule C.pdf	Record	Schedule C	87.32 KB	Schedule C	Boiler Per... 18030EWB
Inspection Request received from J...-447091217814.eml	Record	External Communications	3.63 KB		Boiler Per... 18030EWB
Inspection scheduled for Jose...oil...-447091293133.eml	Record	External Communications	3.90 KB		Boiler Per... 18030EWB
Inspection Result for Jose Boiler...-447092360027.eml	Record	External Communications	4.26 KB		Boiler Per... 18030EWB
Inspection Result for Jose Boiler...-447092378093.eml	Record	External Communications	1.90 KB	11/09/2015	Boiler Per... 18030EWB

System-generated correspondence and documents (such as cards) will appear in the Attachments section

# 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](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

# Inspection Downtime

Unit	Last Inspection Request	Dates of No Inspections	Inspection Resume Date
Boiler Development	3 Dec	4-7 Dec	8 Dec

# Questions + Answers

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

Include “Industry Session” in the Subject Line

Meeting Materials are available here:

[http://www.nyc.gov/html/dob/html/development/insp\\_ready.shtml](http://www.nyc.gov/html/dob/html/development/insp_ready.shtml)