Inspection Ready

Boiler Industry Session

November 2015
Session Topics

- Session Objectives
- Inspection Ready Overview
- Access to Inspection Ready
- Account Registration
- Using Your PIN
- Delegation
- Requesting a Boiler Inspection
- Viewing Inspection Results & Objections
- Boiler Self-Certifications
- Collections
- Inspection Ready Emails
- Online Resources
- Q + A
Session Objectives

Learn how the Boiler industry will use Inspection Ready

Watch video tutorials about Inspection Ready functionality
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 Inspection Ready, and is subject to approval or rejection.
Inspection Ready
New Online Inspections Portal

- 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)
Inspection Ready

Inspections Starting Late 2015
*No Phone Calls – No Waiting in Line*

1. Requestor (Owner, LP, or Delegate) Requests Inspection online
2. Inspection scheduled using route optimization; Owner, LP, and Delegates are notified via email
3. Inspection conducted; Initial results emailed to all Owner, LP, and Delegates, and available online
4. Supervisor reviews. Final results including certifiable objections are emailed to Owner, LP, and Delegates, and available online
5. If applicable, Owner, LPs, or their Delegates can submit certification of objections online

Completed electronically via Inspection Ready
Inspection Ready

Units Participating

- Boilers
- Builders Pavilion Plan
- Construction
- Cranes & Derricks
- Electrical
- Elevators
- House Connections
- Plumbing
- Sustainability
Access to Inspection Ready

Registered Users
Owners
Licensed Professionals (LPs)
Delegates
Any interested party

Unregistered Users
Anonymous Users
Inspection Ready 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 Inspection Ready functions will be available later in 2015.
Anyone can register for an account. However, only Owners, LPs, and their Delegates can access their Records and use Inspection Ready 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)

Inspection Ready became available for account registration, account management, and PIN entry on 9 Nov 2015.
For all Permits that you file, use the email address you use to register with Inspection Ready (as depicted on the following slide). Inspection Ready became available for Registration on 9 Nov 2015.

Once the system goes live, if you have registered with Inspection Ready 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.
Owners: Use this email address when registering for an Inspection Ready account
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 Inspection Ready and take action on Records, LPs must:

1. Register for an Inspection Ready 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
Inspection Ready

Licensed Professionals
How to Access Inspection Ready

Buildings emailed a PIN to LPs who will use Inspection Ready 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.

build safe | live safe
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 an Inspection Ready account
- Log in to Inspection Ready 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.
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 an Inspection Ready 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 Inspection Ready.

- Once an account is linked to a Record via delegation, the Delegate can take action after the system goes live in late 2015.
Starting in late 2015, anyone can use Inspection Ready 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 Inspection Ready:

https://www.youtube.com/watch?v=hSgrSORrhMU
Licensed Professional: Using Your PIN

- 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:
https://www.youtube.com/watch?v=MyyUNJHac2E
Owners and Licensed Professionals can share Record permissions with other Registered Users in Inspection Ready 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 Inspection Ready
Delegation
Starting Late 2015

Video Tutorial
How to Add a Delegate:
https://youtu.be/QPe3ZRyKHmY

Video Tutorial
How to Remove a Delegate:
https://youtu.be/kb2RulpxLXM
Inspection Ready

Inspection Ready Will Replace the Existing Boiler Appointment Form

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

Online Boiler Appointment Request Form

URL:
**Inspection Ready**

**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.

<table>
<thead>
<tr>
<th>Permit Type</th>
<th>Inspection Types</th>
<th>Permit Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>BL - Burner - Gas</td>
<td>Mobile - High Pressure Boiler High BTU Over 20M (Single Boiler)</td>
<td>Mobile - Low Pressure Boiler High BTU Over 4.2M (1 Boiler)</td>
</tr>
<tr>
<td>BL - Burner - Oil</td>
<td>Mobile - High Pressure Boiler Low BTU Under 20M (Multi Boiler)</td>
<td>Mobile - Low Pressure Boiler High BTU Over 4.2M (2 Boilers)</td>
</tr>
<tr>
<td>BL - Burner - Dual Fuel</td>
<td>Mobile - High Pressure Boiler Low BTU Under 20M (Single Boiler)</td>
<td>Mobile - Low Pressure Boiler High BTU Over 4.2M (3+ Boilers)</td>
</tr>
<tr>
<td>Electrical Boiler (H/L)</td>
<td>Low Pressure Boiler High BTU Over 4.2M (1 Boiler)</td>
<td>Mobile - Low Pressure Boiler Low BTU Under 4.2M (1 Boiler)</td>
</tr>
<tr>
<td>High Pressure Boiler High BTU Over 20M (Multi Boiler)</td>
<td>Low Pressure Boiler High BTU Over 4.2M (2 Boilers)</td>
<td>Mobile - Low Pressure Boiler Low BTU Under 4.2M (2 Boilers)</td>
</tr>
<tr>
<td>High Pressure Boiler High BTU Over 20M (Single Boiler)</td>
<td>Low Pressure Boiler High BTU Over 4.2M (3+ Boilers)</td>
<td>Mobile - Low Pressure Boiler Low BTU Under 4.2M (3+ Boilers)</td>
</tr>
<tr>
<td>High Pressure Boiler Low BTU Under 20M (Multi Boiler)</td>
<td>Low Pressure Boiler Low BTU Under 4.2M (1 Boiler)</td>
<td>Mobile - Temporary Tank (Single and Mult)</td>
</tr>
<tr>
<td>High Pressure Boiler Low BTU Under 20M (Single Boiler)</td>
<td>Low Pressure Boiler Low BTU Under 4.2M (2 Boilers)</td>
<td>High Pressure Boiler Permit Withdrawal</td>
</tr>
<tr>
<td>Mobile - High Pressure Boiler High BTU Over 20M (Multi Boiler)</td>
<td>Low Pressure Boiler Low BTU Under 4.2M (3+ Boilers)</td>
<td>Boiler Permit Withdrawal</td>
</tr>
</tbody>
</table>
Owners, LPs, and their Delegates can request the Fuel Storage Inspection types listed below. Permit type dictates the Inspection types available for selection.

<table>
<thead>
<tr>
<th>Fuel Storage / Tank – Over 330 - One Tank</th>
<th>Mobile - Temporary Tank (Single and Multi)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fuel Storage / Tank – Over 330 - Two Tanks</td>
<td>Tank Size - Fuel Type - 2 and 4 – Single Tank</td>
</tr>
<tr>
<td>Fuel Storage / Tank – Over 330 - Two+ Tanks</td>
<td>Tank Size - Fuel Type - 2 and 4 – Two Tanks</td>
</tr>
<tr>
<td>Fuel Storage / Tank – Up to 330 - One Tank</td>
<td>Tank Size - Fuel Type - 2 and 4 – Two+ Tanks</td>
</tr>
<tr>
<td>Fuel Storage / Tank – Up to 330 - Two Tanks</td>
<td>Fuel Storage Permit Withdrawal</td>
</tr>
<tr>
<td>Fuel Storage / Tank – Up to 330 - Two+ Tanks</td>
<td></td>
</tr>
</tbody>
</table>
Owners, LPs, and their Delegates can request the Fuel Burner Inspection types listed below. Permit type dictates the Inspection types available for selection.

<table>
<thead>
<tr>
<th>FB - Burner - Dual Fuel</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>FB - Burner - Gas</td>
<td></td>
</tr>
<tr>
<td>FB - Burner - Oil</td>
<td></td>
</tr>
<tr>
<td>Boiler Permit Withdrawal</td>
<td></td>
</tr>
</tbody>
</table>
Video Tutorial
How to Request a Boiler Inspection:
https://youtu.be/C90EbPelomQ
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 Inspection Ready when the Record (Job or Permit) is in an Inspectable status.
The Records available in Inspection Ready 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

<table>
<thead>
<tr>
<th>Boiler Permit Status Values</th>
<th>Inspectable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issued</td>
<td>Yes</td>
</tr>
<tr>
<td>Reissued</td>
<td></td>
</tr>
<tr>
<td>In Process</td>
<td>No</td>
</tr>
<tr>
<td>Revoked</td>
<td></td>
</tr>
<tr>
<td>Signed Off</td>
<td></td>
</tr>
</tbody>
</table>

Inspections can only be requested by an LP, Owner, or Delegate via Inspection Ready when the Permit is in an inspectable status.

The inspectable statuses are listed in the table on the left.
Specific documents must be uploaded to Inspection Ready prior to requesting certain Inspection Types. Owners, LPs, and their Delegates can upload documents in Inspection Ready. Documents will no longer be accepted in the field.

<table>
<thead>
<tr>
<th>Inspection Type</th>
<th>Document Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boiler Inspections</td>
<td>Schedule C</td>
</tr>
<tr>
<td>Boiler Inspections on a LAA Record</td>
<td>LAA</td>
</tr>
<tr>
<td>Withdrawal Inspections</td>
<td>PW-1</td>
</tr>
</tbody>
</table>

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
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.
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.

**Inspection Types**

*Starting Late 2015*

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**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 Ready

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.

<table>
<thead>
<tr>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>85 WHITE ST Manhattan NY 1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Lawson</td>
</tr>
<tr>
<td>7185555555</td>
</tr>
</tbody>
</table>

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.
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”.

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.)
• 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.
Receive an email confirming that your request has been received.
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

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**.

Sincerely,

NYC Department of Buildings
Receive an email with preliminary results

From: DO_NOT_REPLY@buildings.nyc.gov
Sent: None
Subject: Inspection Result for Boiler, Jose - 004

NYC Buildings

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.

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

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.

Sincerely,

NYC Department of Buildings

Click here to view results online
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 Inspection Ready.
Viewing Results Online
Starting Late 2015

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

Video Tutorial
How to View Inspection Results:
https://youtu.be/nnItiHpCbyo
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 Inspection Ready, including those that are Certifiable.
  - Owners, LPs, or Delegates can resolve Certifiable Objections by uploading documentation into Inspection Ready.

FYI, all Objections opened prior to the launch of Inspection Ready cannot be certified in Inspection Ready. 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)

You will see an orange banner when there are Objections on your Record. To view all Objections on the Record, click ‘View Additional Details’.
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
Viewing Objections, Including Certifiable Objections
Starting Late 2015

Video Tutorial
How to Certify Objections:
https://youtu.be/hZ9FJPa4PBo
Inspection Ready

Self-Certifications
Starting Late 2015

Inspection Ready 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
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.
Inspection Ready

Self-Certifications
Starting Late 2015

Video Tutorial
How to Submit Boiler Certifications:
https://youtu.be/yahxpLIIY4A
Collections
Starting Late 2015

- Collections are used to group and organize Records in Inspection Ready, 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.
The emails on the next slide will be sent to Owners, LPs, and their Delegates, only if they have an Inspection Ready account.

Add DO_NOT_REPLY@buildings.nyc.gov to your ‘Safe Sender’ list.
System-generated emails will be sent at each milestone in the Inspection process.

<table>
<thead>
<tr>
<th>Notification List</th>
<th>Email</th>
</tr>
</thead>
</table>
| All Registered Users on the Record (Owner, LP, Delegates) | • Inspection Request received  
• Inspection scheduled, rescheduled, or cancelled  
• Preliminary & Final Inspection Results  
• Certification of Objection documents accepted or rejected  
• Certification documentation approved, technically rejected, or administratively rejected (Boilers)  
• Certification documentation received (Cranes and Plumbing)  
• Gas Authorization request approved, denied, or additional documents are required  
• Plumbing Sign Off request approved, denied, or additional documents are required  
• Advanced Notice Inspection is scheduled |
| Delegate | • Registered User has been added or removed as a delegate |
| Registered User | • Notification to activate the Inspection Ready account  
• Notification that the account is locked  
• Password has been reset (via the Forgot My Password link) |
| LP (business email address on file with the Licensing Unit) | • A PIN is sent to a brand new LP  
• A PIN assigned to the LP has been used |
System-generated correspondence and documents (such as cards) will appear in the Attachments section.
Available on the DOB Inspection Ready website at the link below:  
www.nyc.gov/inspectionready

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

* An online Video Tutorial will also be available
# Inspection Ready

## Inspection Downtime

<table>
<thead>
<tr>
<th>Unit</th>
<th>Last Inspection Request</th>
<th>Dates of No Inspections</th>
<th>Inspection Resume Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boiler Development</td>
<td>3 Dec</td>
<td>4-7 Dec</td>
<td>8 Dec</td>
</tr>
</tbody>
</table>
Send your questions to:
InspectionReady@buildings.nyc.gov

Include “Industry Session” in the Subject Line

Meeting Materials are available here:
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