Inspection Ready

Electrical Industry Session

November 2015
Session Topics

Session Objectives
Inspection Ready Overview
Access to Inspection Ready
Account Registration
Using Your PIN
Delegation
Requesting an Electrical Inspection
Viewing Inspection Results & Objections
Collections
Inspection Ready Emails
Online Resources
Q + A
Session Objectives

Learn how the Electrical 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)

build safe | live safe
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 Pavement 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.*
To access Inspection Ready and take action on Records, Electrical Owners must:

1. **Register for an Inspection Ready account.** Inspection Ready became available for account registration on 9 Nov 2015.

2. **Use one of the following options to gain access to your Records.** These options will be available once the remaining system functionality goes live (in late 2015).
   - **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.
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.
Buildings will email 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 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 212-393-2340.
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
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/kb2RuIpLxLXM
The following inspection-related online portal will no longer be used.

Online Electrical Appointment Request Form

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

<table>
<thead>
<tr>
<th>Amusement Rides</th>
<th>Electrical inspection 20 Floors and up</th>
<th>Sign Shop – More than 1 Sign</th>
</tr>
</thead>
<tbody>
<tr>
<td>Temporary Amusement Ride</td>
<td>Electrical Withdrawal</td>
<td>Sustainable Energy Installs – Single Family Home</td>
</tr>
<tr>
<td>Electrical inspection</td>
<td>Field Sign – 1 Sign</td>
<td>Sustainable Energy Installs – Multi Family</td>
</tr>
<tr>
<td>1-5 Floors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electrical inspection</td>
<td>Field Sign – More Than 1 Sign</td>
<td></td>
</tr>
<tr>
<td>6-10 Floors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electrical inspection</td>
<td>Sign Shop – 1 Sign</td>
<td></td>
</tr>
<tr>
<td>11-19 Floors</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Video Tutorial
How to Request an Electrical Inspection:
https://youtu.be/yyyy-bv98ifo
Copy and paste the above link into your browser
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.
Inspection Ready

Sign Shop and Electrical Permits Statuses

<table>
<thead>
<tr>
<th>Sign Shop and Electrical Status Values</th>
<th>Inspectable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assigned To Inspector</td>
<td>Yes</td>
</tr>
<tr>
<td>Awaiting Inspection Request</td>
<td></td>
</tr>
<tr>
<td>HPD Job Await Insp Request</td>
<td></td>
</tr>
<tr>
<td>No Access</td>
<td></td>
</tr>
<tr>
<td>No Job Progress</td>
<td></td>
</tr>
<tr>
<td>Objection Pending At Owner</td>
<td></td>
</tr>
<tr>
<td>Objectn Pending At Contractor</td>
<td></td>
</tr>
<tr>
<td>Sign Shop Job Await Insp Rqst</td>
<td></td>
</tr>
<tr>
<td>Admin Closure (Minor Work)</td>
<td>No</td>
</tr>
<tr>
<td>Closed/Cancelled</td>
<td></td>
</tr>
<tr>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td>Location Problem</td>
<td></td>
</tr>
</tbody>
</table>

Inspections can only be requested by an LP, Owner, or their Delegate via Inspection Ready when the Permit or Job is in an inspectable status (listed in the table).
Inspection Contact
Starting Late 2015

Inspection type: Electrical inspection 1-5 Floors
Step 2: Location and Contact
Verify whether the Inspection Contact person for the selected inspection is correct.

Location
280 Broadway New York NY 10010

Contact
Christine DeMartini
212-555-5555

Remember:
• Use this screen to confirm the Contact listed will be on-site to meet the Inspector. You can click ‘Change Contact’ to update 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.
Receive an email confirming that your request has been received.

The Department of Buildings has received your request for an inspection of type **Electrical inspection 1 – 5 Floors** at 280 BROADWAY, Manhattan, NY 10007 for Job Number **3000000001**. 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 is an automated message; please do not reply. If you have questions or concerns, please contact the Department of Buildings at **MNelectricalIR@buildings.nyc.gov**

Sincerely,

NYC Department of Buildings
An inspection of type Electrical inspection 1 – 5 Floors has been scheduled on 10/23/2015 at approximately 9:30AM for DeMartini, Christine at 280 BROADWAY, Manhattan, NY 10007 for Job Number 3000000001.

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 212-393-2462.

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

Sincerely,

NYC Department of Buildings
Receiving Preliminary Results via Email
Starting Late 2015

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

An inspection of type Electrical inspection 1 – 5 Floors has been completed for Christine DeMartini at 280 BROADWAY, Manhattan, NY 10007. The status/disposition of your inspection is Pass for Job Number 300000001. 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 MNelectricalIR@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 DeMartini, Christine - 004

The Final Status / Disposition of you Electrical inspection 1 – 5 Floors inspection for DeMartini, Christine at 280 BROADWAY, Manhattan, NY 10007 for Job Number 300000001 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 MNelectricalIR@buildings.nyc.gov.

Sincerely,

NYC Department of Buildings
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 Boiler/Burner Wiring - 1-3 Units (5188)
Resulted on 10/26/2015 at 07:00 AM

View online Inspection Results
Viewing Results Online
Starting Late 2015

Video Tutorial
How to View Inspection Results:
https://youtu.be/nnIItiHpCbyo
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.
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.

Certifiable Objections

Non-Certifiable Objections
Viewing Objections, Including Certifiable Objections
Starting Late 2015

Conditions of Approval

View Those Met
Showing 1-4 of 4
Objections - 4 Open
Certifiable
Floor 001:29-OUTLET BOXES ARE NOT COVERED
Boxes must be covered
Open | 10/28/2015

Floor 001:36-CONDUCTORS ARE NOT PROPERLY COLOR CODED
Color coding must
Open | 10/28/2015

Non-Certifiable
Floor 001:19-DEFECTIVE WIRING IS IN USE
Defective wiring, must be removed and re-wired
Open | 10/26/2015

Floor 001:265-HIGH LEG NOT PROPERLY IDENTIFIED/INSTALLED
Not installed
Open | 10/26/2015

The Objection Description contains the floor and the Objection Type info.
**Inspection Ready**

**Viewing Objections, Including Certifiable Objections**  
*Starting Late 2015*

<table>
<thead>
<tr>
<th>Conditions of Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>View Those Met</strong></td>
</tr>
<tr>
<td>Showing 1-4 of 4</td>
</tr>
<tr>
<td><strong>Objections - 4 Open</strong></td>
</tr>
<tr>
<td>Certifiable</td>
</tr>
<tr>
<td>Floor 001:29-OUTLET BOXES ARE NOT COVERED</td>
</tr>
<tr>
<td>Boxes must be covered</td>
</tr>
<tr>
<td>Open</td>
</tr>
<tr>
<td>Floor 001:36-CONDUCTORS ARE NOT PROPERLY COLOR CODED</td>
</tr>
<tr>
<td>Color coding must be used</td>
</tr>
<tr>
<td>Open</td>
</tr>
<tr>
<td>Non-Certifiable</td>
</tr>
<tr>
<td>Floor 001:19-DEFECTIVE WIRING IS IN USE</td>
</tr>
<tr>
<td>Defective wiring, must be removed and re-wired</td>
</tr>
<tr>
<td>Open</td>
</tr>
<tr>
<td>Floor 001:265-HIGH LEG NOT PROPERLY IDENTIFIED/INSTALLED</td>
</tr>
<tr>
<td>Not installed</td>
</tr>
<tr>
<td>Open</td>
</tr>
</tbody>
</table>

Click here to expand the list to include Resolved Objections
Viewing Objections, Including Certifiable Objections
Starting Late 2015

Objection Status is displayed per Objection

- Hide Those Met
  - Showing 1-5 of 5
  - Objections: 4 Open, 1 Resolved
- Certifiable
  - Floor 001:29-OUTLET BOXES ARE NOT COVERED
    - Open
    - 10/28/2015
- Floor 001:36-CONDUCTORS ARE NOT PROPERLY COLOR CODED
  - Color coding must be used
  - Open
  - 10/28/2015
- Floor 001:275-GROUNDING ELECTRODE CONDUCTOR IS DEFECTIVE
  - Unresolved
  - 10/28/2015
- Non-Certifiable
  - Floor 001:19-DEFECTIVE WIRING IS IN USE
    - Defective wiring must be removed and re-wired
    - Open
    - 10/28/2015
  - Floor 001:265-HIGH LEG NOT PROPERLY IDENTIFIED/INSTALLED
    - Not installed
    - Open
    - 10/28/2015
Viewing Objections, Including Certifiable Objections
Starting Late 2015

Video Tutorial
How to Certify Objections:
https://youtu.be/hZ9FJPa4PBo
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 later this month on the DOB Inspection Ready website at the link below:

<table>
<thead>
<tr>
<th>Online User Manuals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Registration and Management*</td>
</tr>
<tr>
<td>Using your PIN*</td>
</tr>
<tr>
<td>Searching</td>
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<tr>
<td>Delegating Responsibilities*</td>
</tr>
<tr>
<td>Grouping Records*</td>
</tr>
<tr>
<td>Cranes &amp; Derricks Certifications*</td>
</tr>
<tr>
<td>Certifying Objections*</td>
</tr>
<tr>
<td>Browser Requirements</td>
</tr>
<tr>
<td>Inspections - Requesting Cancelling and Viewing Results*</td>
</tr>
<tr>
<td>Plumbing Advance Notice and Results-Only Certifications*</td>
</tr>
<tr>
<td>Boilers Certifications*</td>
</tr>
<tr>
<td>Plumbing Sign Off &amp; Gas Authorization*</td>
</tr>
<tr>
<td>Elevator Re-Inspections &amp; Expedited Inspections</td>
</tr>
<tr>
<td>PVTs - How to Submit Inspection Documentation*</td>
</tr>
<tr>
<td>Where to Go for Help</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>Electrical</td>
<td>30 Nov</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: