

UPCOMING CHANGE

Inspection Ready: Licensed Professional PIN Linking Instructions

As part of the technology enhancements outlined in our *Building One City* plan, the Department of Buildings is preparing for the launch of Inspection Ready, our new online inspection request and routing system, which is set to go live in late 2015.

The following license types will use Inspection Ready to request inspections:

- Electricians
- Elevators
- Fire Suppression Contractors
- General Contractors (all types including tracking number only)
- Oil Burner Installers
- Plumbers
- Professional Engineers
- Registered Architects
- Sign Hangers

Starting November 9, 2015, Licensed Professionals MUST complete two steps to gain access to Inspection Ready:

1. Register for an account by following the instructions in the *Account Registration and Management User Manual* found on the Inspection Ready Online Resources page (available on the Inspection Ready page on the Buildings website November 9).
2. Log in and enter a unique PIN for each license that you hold. You will receive a PIN for each license that you hold at the email address on file with the Licensing Unit. Follow the instructions in the *Using your PIN (for LPs Only) User Manual* found on the Inspection Ready Online Resources page.

If you did not receive your PIN, lost your PIN, or misplaced your PIN you must do the following:

1. Go to the Customer Service counter on the 5th floor at 280 Broadway or to one of the Borough Offices.
2. Verify your identity (*bring a DOB Issued License and/or Photo ID*).
3. Obtain your PIN (*PINs cannot be provided over the phone or in the Boroughs*).

You will then need to:

1. Register for an Inspection Ready account if you have not already done so.
2. 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.

If you have any questions contact the Call Center at (212) 393-2550.

To learn more about Inspection Ready please visit the www.nyc.gov/inspectionready

Post Until: January 31, 2016

Bill de Blasio, Mayor
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