

UPCOMING CHANGE

Inspection Ready: Owner PW1 Email Updates

As an owner, your jobs and permits will be linked to you based on the information in Section 6 of the Place of Assembly Application (PA1) or Section 26 of the Plan Work Applications (PW1). To make inspection requests and view results, the email address used to register for Inspection Ready must match the “Email Address” field in this section on the initial PW1 filed with the application. This is a requirement and owners should verify this information before signing, approving, and submitting these documents to the Department.

If you are an owner and your e-mail address is missing or was incorrectly listed as a Filing Representative in Section 6 (PA) or Section 26 (PW1), the Department will allow a **one-time only change to the email field** with no fee and no new PW1 form required. This change will only be made if the other owner information is not changing. If any other owner information is changing, the update must go through the regular PAA process.

This waiver applies to jobs filed prior to February 1, 2016. Jobs filed after this date will be required to go through the regular PAA process to make email changes. Requests will take a minimum of 48 hours to be processed.

To change this information, please email the following details to CustomerServiceIR@buildings.nyc.gov.

1. Proof of identity (such as scanned ID)
2. Job numbers
3. Inspection Ready email address

26	Property Owner's Statements and Signatures
<small>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.</small>	
<small>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, rules, and regulations.</small>	
<small>Yes</small> <input type="checkbox"/> <small>No</small> <input type="checkbox"/>	<small>Owner Type:</small> <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> NYCHA / HHC <input type="checkbox"/> Corporation <input type="checkbox"/> Other Government <input type="checkbox"/> NYC Agency <input type="checkbox"/> Condo Unit Owner or Co-Op Tenant-shareholder 26A
<small>Is the deed holder a non-profit organization?</small> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<small>Name (please print):</small> _____	
<small>Relationship to Owner:</small> _____	
<small>Business Name/Agency:</small> _____	
<small>Street Address:</small> _____	
<small>City:</small> _____ <small>State:</small> _____ <small>Zip:</small> _____	
<small>Telephone Number:</small> _____ <small>Fax:</small> _____	
<small>E-Mail Address:</small> _____	
<small>Signature and Date</small> ▶ _____	

Post Until: December 31, 2016

Bill de Blasio, Mayor
Rick D. Chandler, P.E., Commissioner

CustomerServiceIR@buildings.nyc.gov
nyc.gov/buildings