

PVTs: How to Submit Inspection Documentation



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Introduction

DOB NOW: *Inspections* is an online portal for Owners, Licensed Professionals (LPs)¹, and their Delegates to conduct Inspection-related business with the Department of Buildings. DOB NOW: *Inspections* organizes information using Records. Records are Jobs, BPP Jobs, Place of Assembly, Permits, Devices, Notices, Work, Applications, Certifications, Sign Off Requests & Gas Authorization Requests. Using DOB NOW: *Inspections*, Licensed Professionals, Owners, and their Delegates will be able to request the following types of Development Inspections online:

Electrical	Plumbing
Fire Suppression	Signs
Construction	Boilers
Elevators	Cranes & Derricks
Oil Burning Equipment	BPP
High Rise Initiative	Sustainability

After registering for an account that is associated to your Records, Owners, LPs, and their Delegates can use DOB NOW: *Inspections* to:

- View information related to your Records
- Request Inspections and view the Results
- Request Gas Authorizations and Plumbing Sign Offs
- Receive emails at milestones in your Inspection cycle
- Upload documentation to certify certain Objections
- Assign Delegates (delegate responsibility to other Registered Users)
- Submit Certification documentation (LPs and Crane Owners only)
- Upload PVT Inspection results (PVTs only)
- Group Records into manageable ‘Collections’

The purpose of this User Manual is to provide instructions to PVTs on how to submit Elevator Inspection Results and Violations using DOB NOW: *Inspections*.

¹ LPs are defined as: Electrical Contractors, Elevator Agencies/Inspectors, Fire Suppression Contractors, General Contractors, Oil Burner Installers, Master Plumbers, Sign Hangers, Professional Engineers, Registered Architects, and Registered Landscape Architects



PVTs: How to Submit Inspection Documentation

Buildings staff will generate assignments for PVT Inspectors (PVTs) and distribute the file to Private Elevator Companies via email. The file will contain a list of Elevator Devices that require Inspection. PVTs are responsible for uploading Inspection Result documentation into DOB NOW: *Inspections* in a CSV (comma separated value) file format. The instructions below outline the required file format and steps to submit the Results.

Required CSV File Format for Results

PVT Inspection Result documentation must be prepared and submitted in a very specific format. The submitted file must meet all of the requirements listed in the [Guidelines for Understanding and Completing the File](#) section. DOB NOW: *Inspections* will not accept or process files that do not meet these requirements.

The completed file must contain information provided by the Department of Buildings:

- Device ID
- Badge Number
- Device Address
- Assigned Date

	A	B	C	D	E	F	G	H	I	J
1	1P11287	1801	28 WEST 44 STREET New York NY 10036	8/20/2015						
2	1F5296	1801	450 WEST 33 STREET New York NY 10001	8/20/2015						
3	2P464	1801	1160 CROMWELL AVENUE Bronx NY 10452	3/20/2015						
4	2P464	1801	1160 CROMWELL AVENUE Bronx NY 10452	8/20/2015						
5	1F5056	1801	155 EAST 38 STREET New York NY 10016	8/20/2015						

Column A:
Device ID

Column B:
Badge
Number

Column C:
Device
Address

Column D:
Assigned
Date

The Elevator Company will be responsible for completing the columns below after the inspection has been conducted:

- Inspection Date
- Inspection Status
- Violation Number
- Remarks
- Cease Use (Yes/No)
- Alternate Elevator Service (Yes/No)

Column E:
Inspection
Date

Column F:
Inspection
Status

Column G:
Violation
Number (as
required)

	A	B	C	D	E	F	G	H	I	J
1	1P11287	1801	28 WEST 44 STREET New York NY 10036	8/20/2015	8/21/2015	Defect Found	123455	Vio found.	No	
2	1F5296	1801	450 WEST 33 STREET New York NY 10001	8/20/2015	8/21/2015	Defect Found	123457	Vio found. Cease use. No alt service.	Yes	No
3	2P464	1801	1160 CROMWELL AVENUE Bronx NY 10452	3/20/2015	3/21/2015	Device Removed		Device removed.	No	
4	2P464	1801	1160 CROMWELL AVENUE Bronx NY 10452	8/20/2015	8/21/2015	Address Not Found		Address could not be located.	No	
5	1F5056	1801	155 EAST 38 STREET New York NY 10016	8/20/2015	8/21/2015	No Violation		Routine inspection passed.	No	

Column H:
Remarks

Column I:
Cease Use
(Yes/No)

Column J:
Alternate
Elevator
Service
(Yes/No)

Guidelines for Understanding and Completing the File

The file must be saved and uploaded as a CSV File.

- Commas will not be recognized and must not be included in any submitted data.
- CSV (Macintosh) or CSV (MS-DOS) formats will not be accepted. Only CSV Files will be accepted.
- Inspection Results can be combined into one file or uploaded as separate files, at your discretion.

Information Provided by	Column	Definition & Guidelines
Department of Buildings via BSMART	A	Device Number: A valid Record ID in DOB NOW: <i>Inspections</i> . These cannot be repeated.
	B	Badge Number: Buildings issued Badge Number
	C	Address: Location where Inspection will take place
	D	Assigned Date: Date the Department created the assignment list for the PVT
PVT	E	Inspection Date: <i>Required</i> . Date the Inspection was conducted. This date must fall after the Assigned Date, and cannot be a date that falls in the future.
	F	Inspection Status: <i>Required</i> . This is the Inspection disposition. The acceptable statuses are below and must be entered exactly as listed (not case sensitive): <ul style="list-style-type: none"> ○ No Access ○ No Violation ○ Defect Found ○ Previously Inspected ○ Unsafe Building ○ Vacant Lot ○ Demolished Building ○ Device Removed ○ Address Not Found
	G	Violation Number: <ul style="list-style-type: none"> ○ If Inspection Status is "Defect Found", the Violation Number field is required. <ul style="list-style-type: none"> ▪ The Violation Number must be 6 numeric characters ▪ Violation Numbers cannot be repeated ○ If Inspection Status is <i>not</i> "Defect Found", the Violation Number field must be blank.
	H	Remarks: Comments from the Inspector
	I	Cease Use. <i>Required</i> . Acceptable values include: <ul style="list-style-type: none"> ○ Yes ○ No
	J	Alternate Elevator Service. Acceptable values include: <ul style="list-style-type: none"> ○ Yes ○ No <p>If Cease Use is marked Yes, then the Alternate Elevator Service field must be populated</p>

Uploading a CSV File with Results

1. Navigate to the DOB NOW: *Inspections* login page from the Department of Buildings' website.
2. Enter your DOB NOW: *Inspections* User Name and Password and click **Login**. Please refer to the *Account Registration and Management* User Manual before moving forward with the steps below if you do not already have a DOB NOW: *Inspections* account.

Inspection Ready
Submit Inspection Requests and Certifications to NYC Department of Buildings

Accessibility Support | [Register for an Account](#) | [Login](#)

Home Buildings

Welcome to *Inspection Ready*

Welcome to *Inspection Ready*. You can login to request and schedule inspections, certify inspections, and view inspection results. Click the 'Register for an Account' link if you do not have a login.

You can use [BIS Web](#) to search for general information on a property in the city including recorded complaints and violations, actions, applications, and inspections. You can also search for information about tradespeople licensed by the Department.

Log in today to get started.

Login

User Name or E-mail:

Password:

Remember me on this computer

3. From the Home Page, click **Select an Online Service**.

The screenshot shows the NYC Buildings website interface. At the top, there are two tabs: 'Home' and 'Buildings'. The 'Buildings' tab is selected and highlighted in yellow. Below the tabs, the user is greeted with 'Welcome Danielle Lift' and 'You are now logged in.' The main heading is 'What would you like to do today?' followed by the instruction 'To get started, select one of the services listed below:'. There are two paragraphs of text: one for 'General Information' and one for 'Buildings'. The 'Buildings' paragraph includes a bulleted list of services. At the bottom, there are two light blue boxes. The left box is titled 'General Information' and contains the link 'Search Licensed Professionals/Licensees'. The right box is titled 'Buildings' and contains three links: 'Select an Online Service' (highlighted with a red box), 'Search Records', and 'Access My Records'.

Home **Buildings**

Welcome Danielle Lift
You are now logged in.

What would you like to do today?
To get started, select one of the services listed below:

Use the links in 'General Information' to look up information for Licensed Professionals or Licensees.

Use the links in 'Buildings' to:

- Search Records (Permits/Jobs/Device Numbers/Record)
- Access Your Account to view your permits, jobs, request an inspection, etc...
- Submit one of the following specialized transactions: PVT Inspection Results

General Information
[Search Licensed Professionals/Licensees](#)

Buildings
[Select an Online Service](#)
[Search Records](#)
[Access My Records](#)

4. Select **PVT Inspection Results**. Click **Continue Application**.

Home Buildings

Select an Online Service | Search Records | Access My Records

Select a Record Type

Choose one of the following available record types. Please be advised that licensees are responsible for the accuracy and completeness of any data provided, including uploads by such licensees' delegates.

Link PIN

PVT Inspection Results

Continue Application »

5. Click **Upload Attachment**.

Home Buildings

Select an Online Service | Search Records | Access My Records

PVT Inspection Results

1 Inspection Results 2 Review 3 Record Issuance

Step 1: Inspection Results > Upload Results

Submit inspection results in bulk by uploading a file in the appropriate format. Your submission will be validated to ensure that it is complete and error-free.

* indicates a required field.

Upload PVT Results

Please review attachments related to this Record below.

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

Name	Type	Size	Latest Update	Action
No records found.				

Upload Attachment

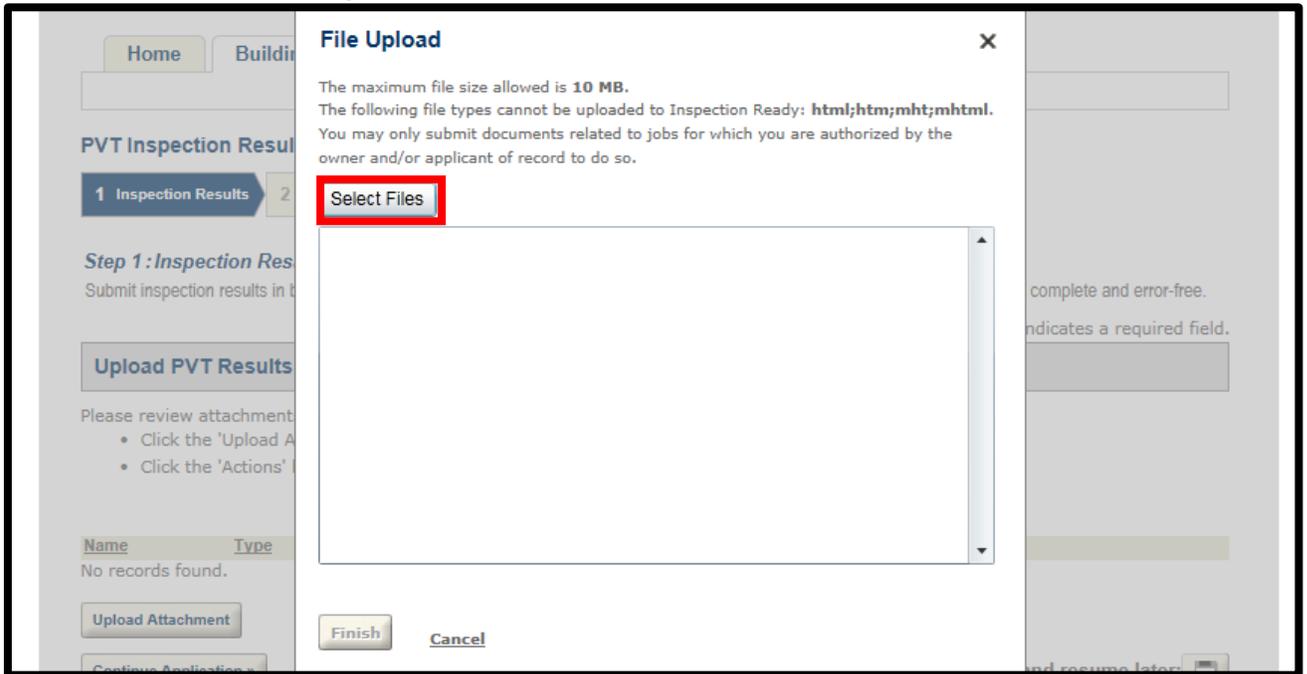
Continue Application »

Save and resume later:

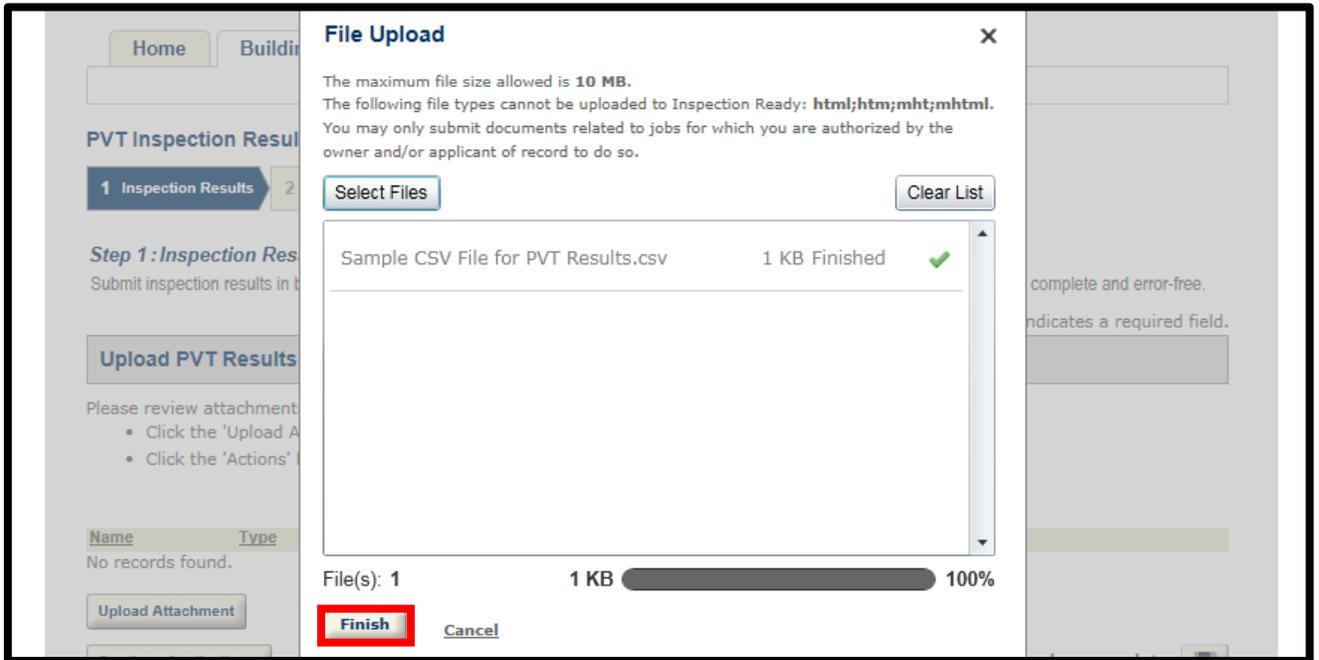
6. The File Upload page will appear. Click **Select Files** to locate the appropriate CSV File from your computer.

Please Note:

- *Microsoft Silverlight is required to upload documents in DOB NOW: Inspections. If you are having problems with Google Chrome we recommend switching to Internet Explorer.*
- *The maximum file size allowed is 10 MB.*



7. Once the file has uploaded, click **Finish**.



8. “CSV Upload Format for Elevator Inspections” will pre-populate in the **Type** dropdown.

PVT Inspection Results

1 Inspection Results 2 Review 3 Record Issuance

Step 1: Inspection Results > Upload Results
Submit inspection results in bulk by uploading a file in the appropriate format. Your submission will be validated to ensure that it is complete and error-free.
* indicates a required field.

Upload PVT Results

Please review attachments related to this Record below.

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

Name	Type	Size	Latest Update	Action
No records found.				

* Type: [Remove](#)

File:
Sample CSV File for PVT Results.csv

Description:

Save Upload Attachment Clear All

Continue Application » Save and resume later:

9. The **Description** field is optional.

PVT Inspection Results

1 Inspection Results
2 Review
3 Record Issuance

Step 1: Inspection Results > Upload Results

Submit inspection results in bulk by uploading a file in the appropriate format. Your submission will be validated to ensure that it is complete and error-free.

* indicates a required field.

Upload PVT Results

Please review attachments related to this Record below.

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

Name	Type	Size	Latest Update	Action
No records found.				

* Type: Remove

CSV Upload Format for Elevator Inspections
?

File:
Sample CSV File for PVT Results.csv

Description:

Additional Description Comments

Save
Upload Attachment
Clear All

Continue Application »
Save and resume later:

10. Click **Save**.

PVT Inspection Results

1 Inspection Results
2 Review
3 Record Issuance

Step 1 : Inspection Results > Upload Results

Submit inspection results in bulk by uploading a file in the appropriate format. Your submission will be validated to ensure that it is complete and error-free. * indicates a required field.

Upload PVT Results

Please review attachments related to this Record below.

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

Name	Type	Size	Latest Update	Action
No records found.				

* Type: [Remove](#)

CSV Upload Format for Elevator Inspections
?

File:
Sample CSV File for PVT Results.csv

Description:

Additional Description Comments

Save
Upload Attachment
Clear All

Continue Application »
Save and resume later:

11. Upload additional CSV files by clicking **Upload Attachment** and repeating the previous steps to upload additional results. Click **Continue Application**.

Please Note:

- *At this step, supporting documentation and violations cannot be uploaded. See section [Uploading Violations and Additional Supporting Documentation](#) for instructions.*
- *Up to five validation errors will display at a time if the file does not conform to the guidelines listed in the [Guidelines for Understanding and Completing the File](#) section of this User Manual.*
 - *If errors appear, please see the [Removing a CSV File that Contains Errors](#) section of this User Manual.*

The screenshot shows the 'PVT Inspection Results' page. At the top, there are navigation tabs for 'Home' and 'Buildings', and a search bar with options to 'Select an Online Service', 'Search Records', and 'Access My Records'. A green notification box states: 'The attachment(s) has/have been successfully uploaded. It may take a few minutes before changes are reflected.' Below this, a progress bar shows three steps: '1 Inspection Results' (active), '2 Review', and '3 Record Issuance'. The main heading is 'Step 1: Inspection Results > Upload Results', followed by a sub-heading 'Upload PVT Results'. A table lists an uploaded file: 'Sample CSV File for PVT Results.csv' (Type: CSV Upload Format 2 bytes, Size: 09/21/2015, Action: Actions). At the bottom, the 'Continue Application »' button is highlighted with a red box, and there is a 'Save and resume later:' option with a save icon.

12. A review page will display. Navigate using the **<Prev, Next>**, or the page number links to see all the rows from the file.
13. Click **Continue Application**.

Home
Buildings

[Select an Online Service](#) | [Search Records](#) | [Access My Records](#)

PVT Inspection Results

1 Inspection Results

2 Review

3 Record Issuance

Step 1: Inspection Results > Review Submission

Please review the submitted records below. The total number of results submitted is displayed above the table below. * indicates a required field.

PVT Inspections

CSV_ELEVATORS

Showing 1-10 of 10

Device ID	Address	Assigned Date	Inspection Date	Inspection Status	Violation Number	Remarks	Cease Use	Alternate Elevator Service?
1P3289	781 7 AVENUE Manhattan NY 10019	08/20/2015	08/21/2015	Defect Found	12345577	Record 10	No	No
1P20018	781 7 AVENUE Manhattan NY 10019	08/20/2015	08/21/2015	Defect Found	12345578	Record 11	Yes	No
1P12353	781 7 AVENUE Manhattan NY 10019	03/20/2015	03/21/2015	Unsafe Building		Record 12	No	No
1P13006	781 7 AVENUE Manhattan NY 10019	08/20/2015	08/21/2015	Unsafe Building		Record 12	No	No
1P13007	781 7 AVENUE Manhattan NY 10019	08/20/2015	08/21/2015	No Violation		Record 13	No	No
1F2967	146 WEST 22 STREET Manhattan NY 10011	08/20/2015	08/21/2015	Defect Found	12345579	Record 14	Yes	No
1F2978	130 WEST 24 STREET Manhattan NY 10011	08/20/2015	08/21/2015	Defect Found	12345580	Record 15	Yes	No
1F3009	401 7 AVENUE Manhattan NY 10001	08/20/2015	08/21/2015	Defect Found	12345581	Record 16	Yes	No
1F3010	401 7 AVENUE Manhattan NY 10001	08/20/2015	08/21/2015	Defect Found	12345582	Record 17	Yes	No
1F3011	401 7 AVENUE Manhattan NY 10001	08/20/2015	08/21/2015	Defect Found	12345583	Record 18	Yes	No

< Prev 1 2 3 4 5 6 7 8 9 10 ... Next >

Continue Application »

Save and resume later:

- A second review page will display. Navigate using the <Prev, Next>, or the page number links to see all the rows from the file.
- Click **Continue Application**.

PVT Inspection Results

1 Inspection Results 2 **Review** 3 Record Issuance

Step 2: Review

[Continue Application](#) Save and resume later:

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

PVT Inspection Results

Upload PVT Results [Edit](#)

Please review attachments related to this Record below.

- Click the "Upload Attachment" button to upload additional or supporting attachments for this Record.
- Click the "Actions" button to view attachment details for this Record.

Name	Type	Size	Latest Update	Action
PVT Results from XYZ Co.csv	CSV Upload Format for Elevator inspections	1.03 KB	10/19/2015	Actions

PVT Inspections [Edit](#)

CSV_ELEVATOR

Device ID	Address	Assigned Date	Inspection Date	Inspection Status	Violation Number	Remarks	Cease Use	Alternate Elevator Service?
1P3289	781 7 AVENUE Manhattan NY 10019	08/20/2015	08/21/2015	Defect Found	12345577	Record 10	No	No
1P20018	781 7 AVENUE Manhattan NY 10019	08/20/2015	08/21/2015	Defect Found	12345578	Record 11	Yes	No
1P12355	781 7 AVENUE Manhattan NY 10019	08/20/2015	08/21/2015	Unsafe Building		Record 12	No	No
1P13006	781 7 AVENUE Manhattan NY 10019	08/20/2015	08/21/2015	Unsafe Building		Record 12	No	No
1P13007	781 7 AVENUE Manhattan NY 10019	08/20/2015	08/21/2015	No Violation		Record 13	No	No
1F2967	146 WEST 22 STREET Manhattan NY 10011	08/20/2015	08/21/2015	Defect Found	12345579	Record 14	Yes	No
1F2978	150 WEST 24 STREET Manhattan NY 10011	08/20/2015	08/21/2015	Defect Found	12345580	Record 15	Yes	No
1F3009	401 7 AVENUE Manhattan NY 10001	08/20/2015	08/21/2015	Defect Found	12345581	Record 16	Yes	No
1F3010	401 7 AVENUE Manhattan NY 10001	08/20/2015	08/21/2015	Defect Found	12345582	Record 17	Yes	No
1F3011	401 7 AVENUE Manhattan NY 10001	08/20/2015	08/21/2015	Defect Found	12345583	Record 18	Yes	No

< Prev 1 2 3 4 5 6 7 8 9 10 ... Next >

[Continue Application](#) Save and resume later:

16. The confirmation message below will display on the screen.

The screenshot displays a web interface for PVT inspection results. At the top, there are navigation tabs for 'Home' and 'Buildings', and a menu with options: 'Select an Online Service', 'Search Records', and 'Access My Records'. Below this, the heading 'PVT Inspection Results' is followed by a progress bar with three steps: '1 Inspection Results', '2 Review', and '3 Record Issuance', where the third step is highlighted in dark blue. Underneath, the section 'Step 3: Record Issuance' features a green confirmation box with a checkmark icon and the text: 'Your record has been successfully submitted. Please print your record and retain a copy for your records.' Below the confirmation box, a message reads: 'Thank you for using our online services. Your Record Number is PVT-0915-000001.' This is followed by a note: 'You will need this number to check the status of your record or to schedule/check results of inspections where applicable.' At the bottom, there is a prompt: 'Choose "View Record Details" below to view the information submitted for your record.' and a button labeled 'View Record Details »'.

Elevator Clerical Staff will review the submitted PVT inspection results and submit payment to the PVT agency after reconciling the invoices they receive. There will be no record of payment in DOB NOW: *Inspections*.

Removing a CSV File that Contains Errors

After the CSV file is uploaded, the system checks for errors. Up to five errors will display at a time if the file does not conform to the guidelines listed in the [Guidelines for Understanding and Completing the File](#) section of this User Manual. When errors are detected, you must remove the file that contains errors, fix the file, and upload it again.

1. To remove the file containing errors, first click **Actions** to expand the dropdown menu, then click **Delete**.

The screenshot shows the 'PVT Inspection Results' page. At the top, there are navigation tabs for 'Home' and 'Buildings', and a search bar with links for 'Select an Online Service', 'Search Records', and 'Access My Records'. A yellow system message box contains a warning icon and the text: 'System Message: Validation error on row: 1 of file: 'PVT Results from XYZ Co_2.csv' ==> Alternate Elevator Service? in field 10 (UNDEFINED) is not valid. Expected=Yes, No'. Below this is a progress bar with three steps: '1 Inspection Results' (active), '2 Review', and '3 Record Issuance'. The main heading is 'Step 1: Inspection Results > Upload Results', followed by instructions to submit inspection results in bulk. A table titled 'Upload PVT Results' lists attachments. The first row is 'PVT Results from XYZ Co_2.csv', a CSV Upload Format for Elevator Inspections, 109 bytes, updated 11/16/2015. The 'Action' column for this row has a dropdown menu expanded, showing 'View Details' and 'Delete' options. Below the table are buttons for 'Upload Attachment' and 'Continue Application »', and a 'Save and resume later:' option with a folder icon.

System Message:
Validation error on row: 1 of file: 'PVT Results from XYZ Co_2.csv' ==> Alternate Elevator Service? in field 10 (UNDEFINED) is not valid. Expected=Yes, No

PVT Inspection Results

1 Inspection Results | 2 Review | 3 Record Issuance

Step 1: Inspection Results > Upload Results

Submit inspection results in bulk by uploading a file in the appropriate format. Your submission will be validated to ensure that it is complete and error-free.
* indicates a required field.

Upload PVT Results

Please review attachments related to this Record below.

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

Name	Type	Size	Latest Update	Action
PVT Results from XYZ Co_2.csv	CSV Upload Format for Elevator Inspections	109 bytes	11/16/2015	Actions View Details Delete

Upload Attachment

Continue Application »

Save and resume later:

2. A pop-up window will appear. Click **OK**.

The screenshot shows a web application interface for 'INSPECTIONS'. At the top, there are navigation tabs for 'Home' and 'Buildings', and a search bar with links for 'Select an Online Service', 'Search Records', and 'Access My Records'. A yellow system message box contains the following text: 'System Message: Validation error on row: 1 of file: 'PVT Results from XYZ Co_2.csv' ==> Alternate Elevator Service? in field 10 (UNDEFINED) is not valid. Expected=Yes, No'. Below this, the 'PVT Inspection Results' section shows a progress bar with three steps: '1 Inspection Results', '2 Review', and '3 Record Issuance'. The current step is 'Step 1: Inspection Results > Upload Results', with instructions to 'Submit inspection results in bulk by uploading a file in the app'. An 'Upload PVT Results' button is present. A modal dialog box titled 'Message from webpage' is open, asking 'Are you sure you want to delete this record?' with 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a red box. Below the dialog, there is a table of attachments:

Name	Type	Size	Latest Update	Action
PVT Results from XYZ Co_2.csv	CSV Upload Format for Elevator Inspections	109 bytes	11/16/2015	Actions View Details Delete

At the bottom, there are buttons for 'Upload Attachment', 'Continue Application', and 'Save and resume later:' with a save icon.

- The attachment will be removed and the message “Attachment removed successfully.” will display. *Please Note: The banner containing the error message will disappear after a new attachment is uploaded.*

The screenshot shows the 'Buildings' section of the DOB NOW Inspections system. At the top, there are navigation tabs for 'Home' and 'Buildings', and a search bar with links for 'Select an Online Service', 'Search Records', and 'Access My Records'. A yellow system message banner displays an error: 'Validation error on row: 1 of file: 'PVT Results from XYZ Co_2.csv' ==> Alternate Elevator Service? in field 10 (UNDEFINED) is not valid. Expected=Yes, No'. Below this, the 'PVT Inspection Results' section features a progress bar with three steps: '1 Inspection Results' (active), '2 Review', and '3 Record Issuance'. The 'Step 1: Inspection Results > Upload Results' section provides instructions on submitting inspection results in bulk and includes a note that '*' indicates a required field. The 'Upload PVT Results' section contains instructions to review attachments and lists two actions: 'Click the 'Upload Attachment' button to upload additional or supporting attachments for this Record.' and 'Click the 'Actions' button to view attachment details for this Record.'. A green checkmark and the text 'Attachment removed successfully.' are visible. Below this is a table with columns for 'Name', 'Type', 'Size', 'Latest Update', and 'Action', which currently shows 'No records found.'. At the bottom, there are buttons for 'Upload Attachment', 'Continue Application »', and 'Save and resume later:' with a small icon.

- Outside of DOB NOW: *Inspections*, correct the CSV file by ensuring it conforms to the guidelines listed in the [Guidelines for Understanding and Completing the File](#) section of this User Manual.
- Upload the corrected CSV file into DOB NOW: *Inspections* by continuing with Step 5 in the [Uploading a CSV File with Results](#) section of this User Manual.

Uploading Violations

When the CSV File is submitted, the system will automatically add the PVT Agency as a Licensed Professional on each of the Elevator Records contained in the CSV File.

The PVT Agency will be required to upload individual Violations directly to each Elevator Record (where applicable). DOB NOW: *Inspections* will process the CSV file overnight before allowing the PVT Agency to upload Violations. The PVT Agency will receive an email notification once DOB NOW: *Inspections* has processed the CSV file successfully. Receipt of this email notification indicates that uploads of Violations is allowed.

If DOB NOW: *Inspections* encountered errors while processing the CSV file, documents cannot be uploaded until the errors are resolved. DOB NOW: *Inspections* Support Staff will contact the PVT Agency to provide next steps.

To upload Violations:

1. Navigate to the DOB NOW: *Inspections* login page from the Department of Buildings' website.
2. Enter your DOB NOW: *Inspections* User Name and Password and click **Login**. Please refer to the *Account Registration and Management* User Manual before moving forward with the steps below if you do not already have a DOB NOW: *Inspections* account.

3. From the Home Page, click **Access My Records**.

What would you like to do today?
To get started, select one of the services listed below:

Use the links in 'General Information' to look up information for Licensed Professionals or Licensees.

Use the links in 'Buildings' to:

- Search Records (Permits/Jobs/Device Numbers/Record)
- Access Your Account to view your permits, jobs, request an inspection, etc...
- Submit one of the following specialized transactions: PVT Inspection Results or Temporary Amusement Ride Inspection Requests

General Information Search Licensed Professionals/Licensees	Buildings Select an Online Service Search Records Access My Records
---	---

4. Locate the Record for which you would like to upload a document. This can be done in one of two ways:
 - a. *Option 1:* Navigate through your list of Records using the **<Prev, Next>**, or the page number links.
 - b. *Option 2:* Scroll down to the **General Search** area and search for Records. Please refer to the *Searching* User Manual for additional instructions on how to search in DOB NOW: *Inspections*.

Records

Your Permit/Job/Device records are listed below.

Click on the Record ID Number to view details associated to that record and/or take action.
Select checkboxes next to Record IDs below and click 'Add to collection' to group the records as part of a project.

Showing 1-10 of 15 | [Add to collection](#)

<input type="checkbox"/>	ID Number	Record Type	Address	Status	Action	Related Records
<input type="checkbox"/>	1P3289	Elevator Device	781 7 AVENUE Manhattan NY 10019	App-Permitted	Action	2
<input type="checkbox"/>	1P20018	Elevator Device	781 7 AVENUE Manhattan NY 10019	App-Permitted	Action	3
<input type="checkbox"/>	1P12353	Elevator Device	781 7 AVENUE Manhattan NY 10019	App-Permitted	Action	2
<input type="checkbox"/>	1P13006	Elevator Device	781 7 AVENUE Manhattan NY 10019	App-Permitted	Action	3
<input type="checkbox"/>	1P13007	Elevator Device	781 7 AVENUE Manhattan NY 10019	App-Permitted	Action	2
<input type="checkbox"/>	1F2967	Elevator Device	146 WEST 22 STREET Manhattan NY 10011	App-Permitted	Action	2
<input type="checkbox"/>	1F2978	Elevator Device	130 WEST 24 STREET Manhattan NY 10011	App-Permitted	Action	4
<input type="checkbox"/>	1F3009	Elevator Device	401 7 AVENUE Manhattan NY 10001	App-Permitted	Action	3
<input type="checkbox"/>	1F3010	Elevator Device	401 7 AVENUE Manhattan NY 10001	App-Permitted	Action	2
<input type="checkbox"/>	1F3011	Elevator Device	401 7 AVENUE Manhattan NY 10001	App-Permitted	Action	2

a. Option 1
< Prev 1 2 Next >

b. Option 2 Enter information below to search for records. Select the search type from the drop-down list.

General Search General Search ▾

Search for Records

Enter information below to search for records.

- Address
- License Information
- BIN
- Record Information
- Contact Information

- Click the **ID Number** of the appropriate Record.

Records

Your Permit/Job/Device records are listed below.

Click on the Record ID Number to view details associated to that record and/or take action.
Select checkboxes next to Record IDs below and click 'Add to collection' to group the records as part of a project.

Showing 1-10 of 15 | [Add to collection](#)

<input type="checkbox"/>	<u>ID Number</u>	<u>Record Type</u>	<u>Address</u>	<u>Status</u>	<u>Action</u>	<u>Related Records</u>
<input type="checkbox"/>	1P3289	Elevator Device	781 7 AVENUE Manhattan NY 10019	App-Permitted	Action	2
<input type="checkbox"/>	1P20018	Elevator Device	781 7 AVENUE Manhattan NY 10019	App-Permitted	Action	3
<input type="checkbox"/>	1P12353	Elevator Device	781 7 AVENUE Manhattan NY 10019	App-Permitted	Action	2
<input type="checkbox"/>	1P13006	Elevator Device	781 7 AVENUE Manhattan NY 10019	App-Permitted	Action	3
<input type="checkbox"/>	1P13007	Elevator Device	781 7 AVENUE Manhattan NY 10019	App-Permitted	Action	2
<input type="checkbox"/>	1F2967	Elevator Device	146 WEST 22 STREET Manhattan NY 10011	App-Permitted	Action	2
<input type="checkbox"/>	1F2978	Elevator Device	130 WEST 24 STREET Manhattan NY 10011	App-Permitted	Action	4
<input type="checkbox"/>	1F3009	Elevator Device	401 7 AVENUE Manhattan NY 10001	App-Permitted	Action	3
<input type="checkbox"/>	1F3010	Elevator Device	401 7 AVENUE Manhattan NY 10001	App-Permitted	Action	2
<input type="checkbox"/>	1F3011	Elevator Device	401 7 AVENUE Manhattan NY 10001	App-Permitted	Action	2

< Prev 1 [2](#) Next >

- Scroll to the bottom of the Record and click the arrow next to **Attachments**. Then click **Upload Attachment**.

Attachments

Please review attachments related to this Record below.

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

<u>Name</u>	<u>Entity Type</u>	<u>Type</u>	<u>Size</u>	<u>Description</u>	<u>Upload Date</u>	<u>Action</u>	<u>Entity</u>
No records found.							

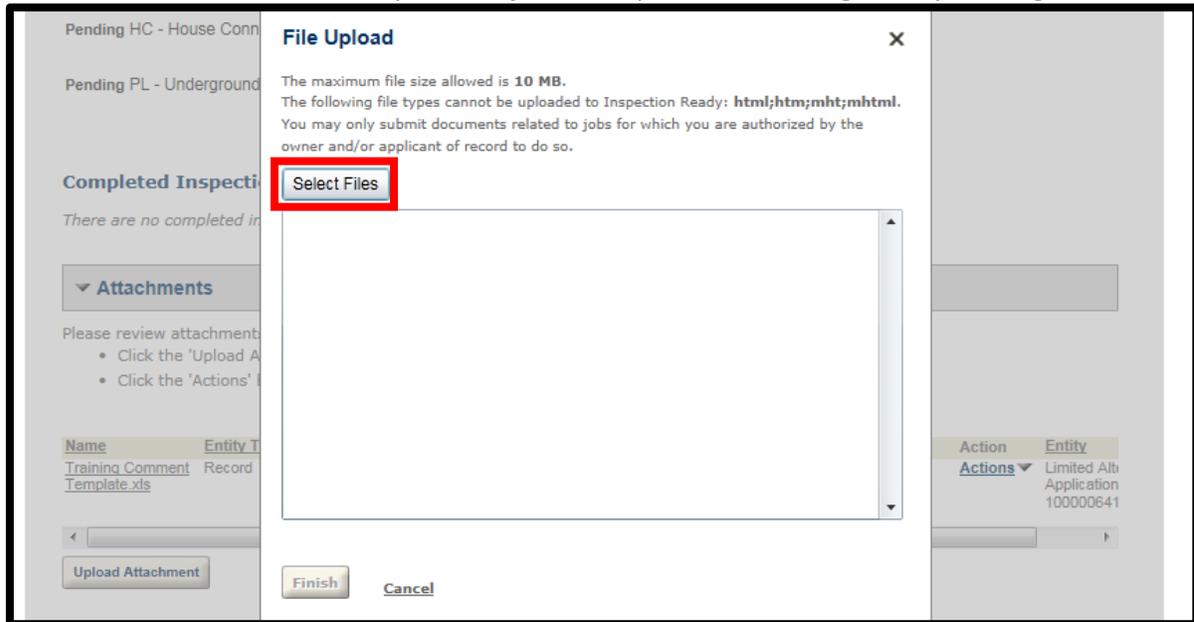
Upload Attachment

Related Records

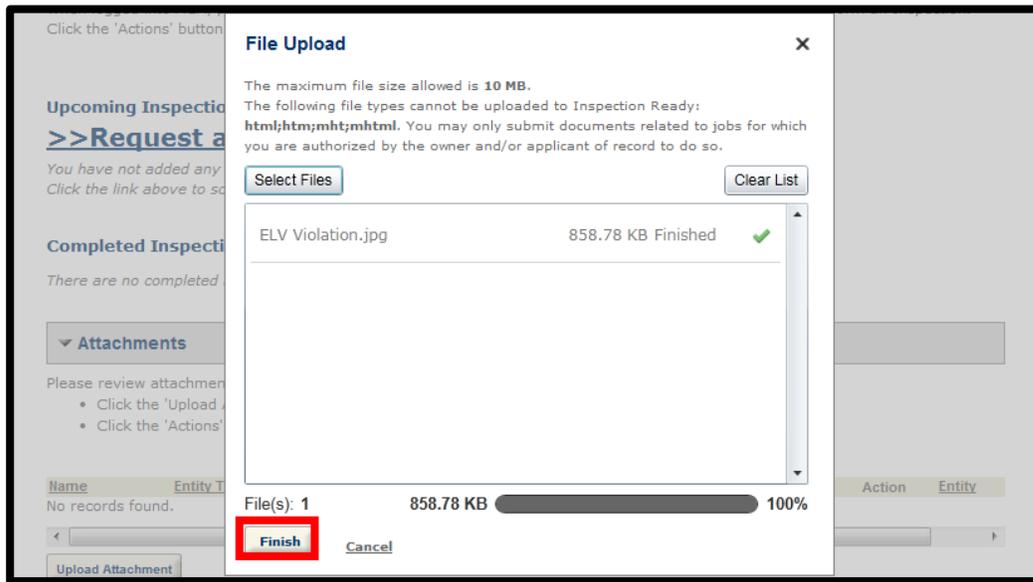
7. The File Upload page will appear. Click **Select Files** to locate the appropriate file(s) from your computer.

Please Note:

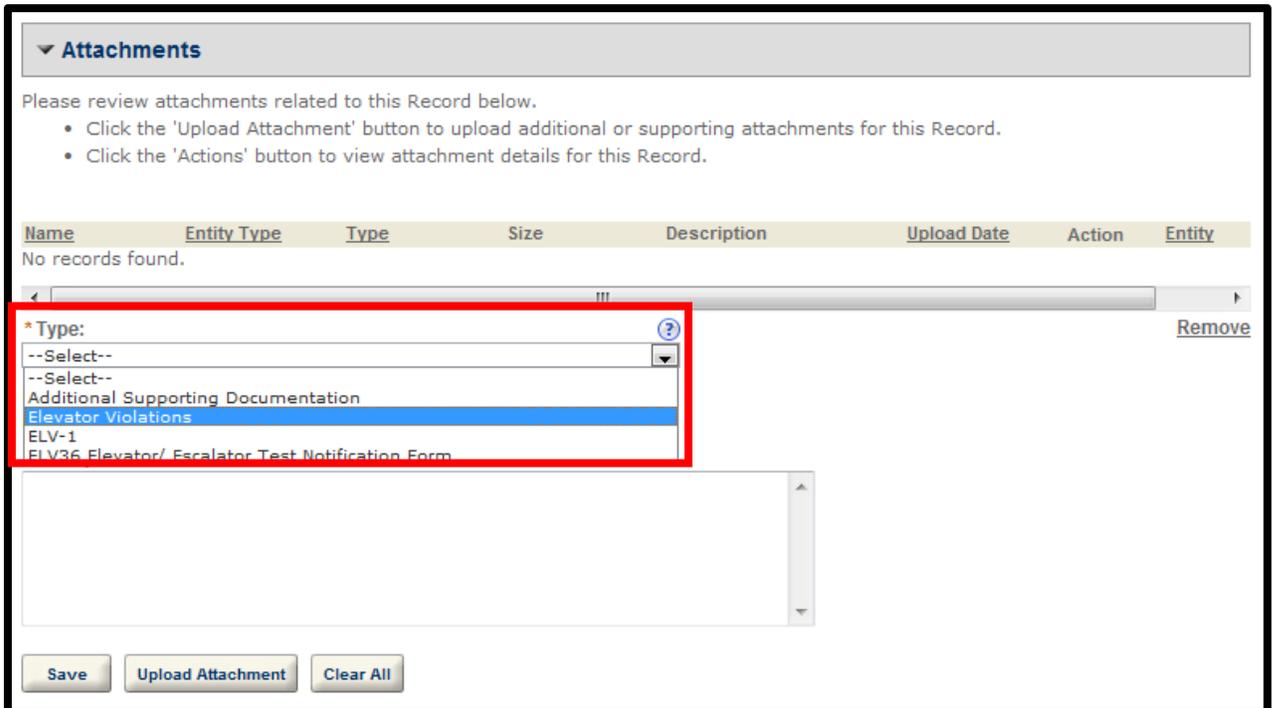
- *Microsoft Silverlight is required to upload documents in DOB NOW: Inspections. If you are having problems with Google Chrome we recommend switching to Internet Explorer.*
- *The maximum file size allowed is 10 MB.*
- *DOB signatures and/or official seals must be visible in the uploaded file. If the 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.*



8. Once the file has uploaded, click **Finish**.



9. Select “Elevator Violations” from the **Type** dropdown to classify the type of document you uploaded.



10. The **Description** field is optional.

Attachments

Please review attachments related to this Record below.

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

Name	Entity Type	Type	Size	Description	Upload Date	Action	Entity
No records found.							

* Type: [?](#) [Remove](#)

File:
ELV Violation.jpg

Description:

11. Click **Save**.

▼ **Attachments**

Please review attachments related to this Record below.

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

Name	Entity Type	Type	Size	Description	Upload Date	Action	Entity
No records found.							

*Type: [?](#) [Remove](#)

File:
ELV Violation.jpg

Description:

Save Upload Attachment Clear All

12. You will see the new file listed in the Attachments section.

▼ **Attachments**

Please review attachments related to this Record below.

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

Name	Entity Type	Type	Size	Description	Upload Date	Action	Entity
ELV Violation.jpg	Record	Elevator Violations	858.78 KB				

Upload Attachment

Submitting Additional Supporting Documentation

Additional supporting documentation such as LS4, photos, etc. should be emailed to PVTIR@buildings.nyc.gov. Provide the Elevator Device number that the documentation belongs to in the email.