



DEPARTMENT OF BUILDINGS
EXECUTIVE OFFICES
60 HUDSON STREET, NEW YORK, N. Y. 10013
CHARLES M. SMITH, Jr., R.A. Commissioner

PETER FRANCONERI, P.E.
Assistant Commissioner Operations

Issuance # 231

OPERATIONS
POLICY AND PROCEDURE NOTICE # 8/90

To: Distribution
From: Peter Franconeri 
Date: March 21, 1990
Subject: Boiler Installations - 900A Form

Purpose:

To make sure the application number of top of Form 900A "Notice of Proposed Steam or Hot Water Boiler Installation" is related to the data filled out by the applicant.

Applicant:

Submits to the Plan Examination section a 900A form and approved copy of the applicable job/application.

Borough Office:

Validation of Form 900A: The Plan Examination section validates Form 900A by reviewing the job/application and 900A form after verifying that they refer to the same boiler. This validation is made by assuring that the following items are affixed to Form 900A:

1. **Job/Application number:** BIS number sticker or non-BIS application number (stamped not written).
2. **Plan Examiner Signature:**
Full signature of the Plan Examiner or Plumbing Chief.
3. **Received Stamp:** An original stamp or perforation.

Transmittal to Boiler Division: On a weekly basis, the Borough Office batches the 900A forms with the applicable job/application attached. The forms are sent to the Chief Inspector of the Boiler Division.

Boiler Division:

The Boiler division will not perform first test inspection unless Form 900A "Notice of Proposed Steam or Hot Water Boiler installation" and a copy of the approved application has been sent from the Borough office directly to the Boiler division.

Emergency First Test

If an owner or installer requests an emergency first test inspection and no Form 900A has been received from the Borough Office by the Boiler Division, the following steps are followed:

1. If the applicant has a copy of Form 900A, the Boiler Division checks the index screen and BIS screens (where applicable) to verify the job/application number and type. If there is any doubt, the Boiler Division calls the borough office to verify that the job/application is for a boiler installation.
2. If the applicant does not have a copy of the Form 900A, the Boiler Division calls the Borough Office to have a copy faxed over.

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