The Department’s Boiler Unit issues annual boiler violations to the owner of record for Failure to File an annual boiler inspection report to the Department. If your inspection report is not filed within 12 months of the date of inspection, the Failure to File penalty will be imposed instead of the late penalties. See penalty structure below:

<table>
<thead>
<tr>
<th>FILING</th>
<th>FORM</th>
<th>DOB NOW: Safety</th>
<th>FILING DEADLINE</th>
<th>FEES</th>
<th>LATE PENALTY</th>
<th>FULL PENALTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Boiler Inspection Report</td>
<td>N/A</td>
<td>N/A</td>
<td>45 days</td>
<td>$30.00</td>
<td>$50.00</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Affirmation of Correction of Defects</td>
<td>N/A</td>
<td>N/A</td>
<td>180 days</td>
<td>$30.00</td>
<td>$50.00</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Extension Request (Defect Correction)</td>
<td>N/A</td>
<td>N/A</td>
<td>180 days</td>
<td>$15.00</td>
<td>$50.00</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Self Certification of Boiler Removal</td>
<td>OP49</td>
<td>N/A</td>
<td>30 days</td>
<td>$45.00</td>
<td>$50.00</td>
<td>$500.00</td>
</tr>
<tr>
<td>Violation Waiver Application</td>
<td>BWP</td>
<td>N/A</td>
<td>No deadline</td>
<td>$30.00</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Submit forms and processing fees to: NYC Department of Buildings
Central Filing and Billing Unit
280 Broadway, 6th Floor
New York, NY 10007

Submit late forms and penalties to: NYC Department of Buildings
Boiler Unit
280 Broadway, 6th Floor
New York, NY 10007

nyc.gov/buildings
Annual inspections are performed by a Master Plumber, Oil Burner Installer or High Pressure Boiler Operating Engineer licensed by the Department or by an authorized insurance company. Building owners are responsible for hiring a qualified boiler inspector.

**Failed Inspections**
If defects are found, the boiler will fail the First Test Inspection. Defects must be corrected and another inspection will be required before the Department can signoff the job. Boilers put into use that have not passed the First Test Inspection and received Department signoff, are considered unregistered and may be issued an OATH/Environmental Control Board Violation.

**High Pressure Boiler Annual Inspections**
- High pressure boilers must have two inspections – an internal inspection and an external inspection. Inspectors must notify the Department at least 10 days prior to performing the internal inspection via email to hpboilers@buildings.nyc.gov.
- These inspections must be conducted within the same cycle but should be performed approximately six months apart.
- Inspections can only be performed by an authorized insurance company.

**Low Pressure Annual Boiler Inspections**
The following must be inspected and filed with the Department annually:
- Low pressure boilers in residential buildings with six (6) or more dwellings
- Low pressure boilers in any residential buildings classified as Single Room Occupancy (SRO) dwellings
- Low pressure boilers in mixed-used buildings or commercial buildings
- H-stamp domestic hot water heaters with more than 350,000 BTUs in residential, mixed-used and commercial buildings.

The following do not require an annual inspection:
- Low-pressure boilers in residential buildings with five dwellings or less;
- H-stamp domestic hot water heaters in residential buildings with five or less dwellings;
- Individual boilers heating individual residential units (including residential portions of mixed-use buildings);
- Boilers rated at an input of 100,000 BTUs or less

**Annual Boiler Inspection Filing Requirements**
The annual boiler inspection cycle is January 1st through December 31st of each calendar year. Filing deadlines are as follows:
- **Annual Initial Boiler Inspection Report**: within 45 days of the date of inspection
- **Subsequent Boiler Inspection Report**: verifies the correction of defects within 180 days of the date when defects were identified

**Extension Request** (to correct defects): within 180 days of the date when defects were identified

**OP49 Self-Certification of Removal of Existing Boiler** within 30 days of the date when a boiler either was removed or verified to have been removed.

All boiler inspection reports must be prepared by an authorized boiler inspector and submitted to the Department within the required timeframe. Reports filed after the allotted timeframe will result in a monthly late filing fee, payable by certified check or money order ONLY.

**SERVICE UPDATE:** Beginning August 14, 2017, annual boiler inspection reports for 2017 must be filed in DOB NOW: Safety. Forms BO9, BO13, BO13E and disc-filed inspection reports will no longer be accepted for inspection year 2017.


The Self Certification of Removal of Existing Boiler (OP49 form) must be submitted on paper to the: New York City Department of Buildings Central Filing and Billing Unit 280 Broadway, 6th Floor New York, NY 10007

Visit nyc.gov/buildings to learn more about inspections, reporting requirements, maintenance, or High and Low Pressure Boilers.

**Violations & Civil Penalties**
If a boiler inspection was performed and filed, the Department requires a copy of the inspection report and a copy of the cashed check (front and back) issued to the Department for that cycle year. If an insurance company or other licensed professional filed electronically on your behalf, provide the Electronic Disc Tracking (EDT) number for the filing.

**OATH/ECB Violations** are issued for Failure to Maintain your device or for illegally installing a boiler, burner or fuel tank. Unlike DOB Violations, OATH/ECB Violations can be resolved by attending an administrative hearing before a judge. At the hearing you will have the opportunity to dispute the violation; ultimately, you must correct the violating condition and notify DOB. For more information about OATH/ECB Violations read our Guide to Violations.