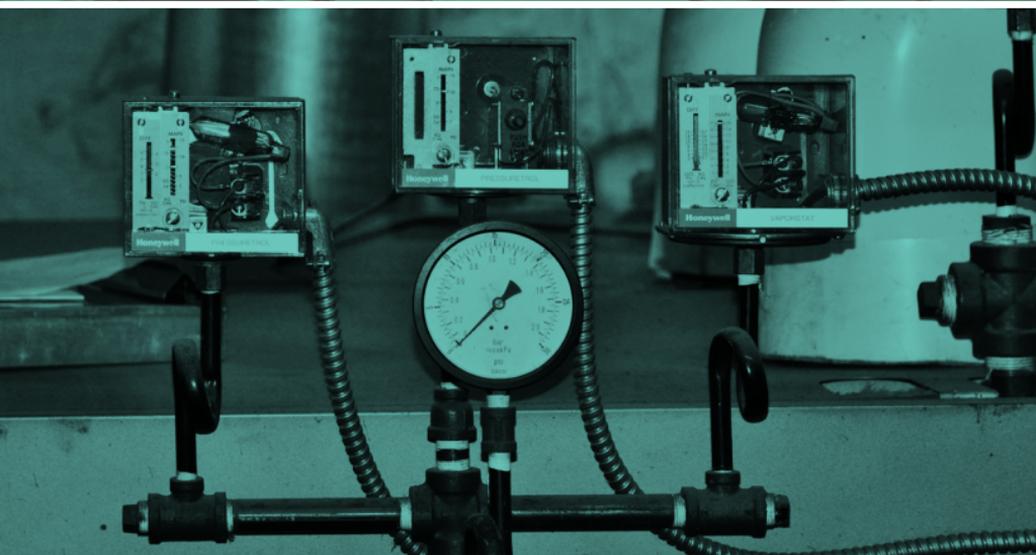


DEPARTMENT OF BUILDINGS GUIDE TO:

BOILERS



BOILERS

The Department of Buildings (DOB) handles boiler related issues, inquiries and emergencies for all boilers located in New York City. In accordance with RCNY 103.01/103.05 of the Rules of the City of New York, certain boilers in specific property types must be inspected and an inspection report must be filed with the Department annually.

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.

Inspections & Maintenance

All boilers in New York City must be inspected annually, with the following exceptions:

- Boilers that heat individual dwelling units in all building types;
- Boilers located at one- to five-family properties;
- Boilers used for domestic hot water only and have a heat input less than 350,000 BTUs;
- Boilers only heating residential units in mixed-use buildings;
- Boilers with a heat input less than 100,000 BTUs; and
- Boilers located in government buildings, i.e. Port Authority, the United Nations, federal, state, or municipal buildings.

First Test Inspections

New boiler installations and boilers that have undergone replacement of more than half of the boiler sections or components, including the burners, must be inspected by the Department before use. This Department inspection is known as the First Test Inspection.

Passed Inspections

Upon passing the First Test Inspection, a boiler/fuel burner job approval and signoff are given by the Department. You are not required to file an annual inspection report during that inspection year.

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 sign off the job. Boilers put into use that have not passed the First Test Inspection and received a Department signoff, are considered unregistered and may be issued an Environmental Control Board (ECB) Violation.

High Pressure Boiler Inspections

- High pressure boilers must have two inspections - an internal inspection and an external inspection. Inspectors must notify the Department at least 10 days before performing the internal inspection via email to hppoilers@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 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 residential buildings classified as Single Room Occupancy (SRO) dwellings;
- Low pressure boilers in mixed-used 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 (5) 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).

Reporting Requirements

The boiler inspection cycle is January 1 through December 31 of each calendar year. The following reports must be filed at Central Filing & Billing (280 Broadway, 6th floor)-unless you are paying for violations on the same property:

- BO9 Annual Boiler Inspection Reports - within 45 days of the date of inspection;
- BO13 Boiler Inspection Affirmation of Correction - within 180 days of the date of inspection;
- BO13E Extension Request - within 180 days of the date of inspection;
- OP49 Self-Certification for Removal of Existing Boiler - within 30 days of the date of inspection.

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**.

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

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.

ECB Violations are issued for Failure to Maintain your device or for illegally installing a boiler, burner or fuel tank. Unlike DOB Violations, 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, but you must ultimately correct the violating condition and notify the Department. For more information about ECB Violations read our Guide to Violations.

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:

FORM	FILING DEADLINE (from date of inspection)	PROCESSING FEE	LATE PENALTY	FULL PENALTY
BO9	45 DAYS	\$30.00	\$50.00 per month	\$1,000.00 per year
OP49	30 DAYS	\$45.00	\$50.00 per month	\$500.00 per year
BO13	180 DAYS	\$30.00	\$50.00 per month	\$1,000.00 per year
BO13E	180 DAYS	\$15.00	\$50.00 per month	\$1,000.00 per year
Violation Waivers	No deadline	\$30.00	N/A	N/A

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, 4th Floor
New York, NY 10007

Rick D. Chandler, P.E.
Commissioner, Department of Buildings

nyc.gov/buildings