Boilers: Certifications
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Introduction

DOB NOW: Inspections is an online portal for Owners, Licensed Professionals (LPs), 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:

<table>
<thead>
<tr>
<th>Electrical</th>
<th>Plumbing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Suppression</td>
<td>Signs</td>
</tr>
<tr>
<td>Construction</td>
<td>Boilers</td>
</tr>
<tr>
<td>Elevators</td>
<td>Cranes &amp; Derricks</td>
</tr>
<tr>
<td>Oil Burning Equipment</td>
<td>BPP</td>
</tr>
<tr>
<td>High Rise Initiative</td>
<td>Sustainability</td>
</tr>
</tbody>
</table>

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 for uploading Boilers Certification documentation in DOB NOW: Inspections.

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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
Boiler Certifications

DOB NOW: Inspections allows Oil Burner Installer Licensed Professionals to upload Certification documentation online using DOB NOW: Inspections for the following types of Records:

- Boiler Permits (BL) – 1 to 5 family dwellings, up to 350,000 BTUs
- Fuel Burner Permits (FB) – Up to 800,000 BTUs
- Fuel Storage Permits (FS) – Any size, no limit
- Limited Alteration Applications (LAA) Records – Any combination of the above

All submitted documentation is subject to approval or rejection. You will receive an email notification when the Certification documentation has been reviewed by the Department of Buildings.

Upload Boiler Certification Documentation

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 **Search Records**.
4. Locate the Record for which you would like to upload Boiler Certification documentation. 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. If the page does not advance, please refresh your browser and try again.

   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.
5. From the list of Records, click **ID Number** in the row of the applicable Record.

![Boiler Permit and ID Number Table]

**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.

<table>
<thead>
<tr>
<th>ID Number</th>
<th>Record Type</th>
<th>Address</th>
<th>Status</th>
<th>Action</th>
<th>Related Records</th>
</tr>
</thead>
<tbody>
<tr>
<td>22222299190111XBL</td>
<td>Boiler Permit</td>
<td>NY</td>
<td>Issued</td>
<td>Action</td>
<td>1</td>
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<tr>
<td>224302390111XBL</td>
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<td>NY</td>
<td>Issued</td>
<td>Action</td>
<td>0</td>
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<tr>
<td>22080976240111XBL</td>
<td>Boiler Permit</td>
<td>NY</td>
<td>Issued</td>
<td>Action</td>
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</tr>
<tr>
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<td>Boiler Permit</td>
<td>NY</td>
<td>Issued</td>
<td>Action</td>
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</tr>
<tr>
<td>22080976240111XBL</td>
<td>Boiler Permit</td>
<td>NY</td>
<td>Issued</td>
<td>Action</td>
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</tr>
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<td>22080976240111XBL</td>
<td>Boiler Permit</td>
<td>NY</td>
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<td>22080976240111XBL</td>
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<td>NY</td>
<td>Issued</td>
<td>Action</td>
<td>0</td>
</tr>
</tbody>
</table>
6. Click Actions in the Record Details section.

- Please Note: The yellow banner indicates a Schedule C has not yet been uploaded to this Record. The Schedule C is required when requesting an Inspection, however the Schedule C is not required for a Boiler Certification.

7. Select the radio button next to Boiler Inspection Certification. Click Continue Application.

- Please Note: This option will only display if you are an Oil Burner Installer and are associated to this Record.
8. Click **Upload Attachment**.

*Please Note: You must submit the following documents:*

- Affidavit of Intent, Schedule C and Plans
  
 OR
  
- Affidavit of Intent and LAA
9. 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**.
- **Multiple documents can be uploaded for a single Certification.**
- **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.
10. Once the file has uploaded, click **Finish**.

11. Select “Boiler Certification Documentation” from the **Type** dropdown.
12. The **Description** field is optional.

13. Click **Save**.
14. Upload additional attachments if necessary by clicking **Upload Attachment** and repeating the previous steps to upload the document. Click **Continue Application**.
15. Click **Continue Application**.

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

17. You will receive an email notification when the Certification documentation is submitted.
Outcomes of Boiler Certifications
If the result is:

• **Approved**:
  – An email is sent stating that the final status/disposition of the Certification is Approved.
  – The related job work type will be signed off.

• **Technical Rejection**:
  – An email is sent stating that the final status/disposition of the Certification is Technical Rejection.
  – The Department of Buildings must conduct an on-site Inspection. You **must** request an Inspection. Please refer to the *Inspections Requesting Cancelling and Viewing Results* User Manual for instructions on how to request an Inspection using DOB NOW: *Inspections*.

• **Administrative Rejection**:
  – An email is sent stating that the final status/disposition of the Certification is “Administrative Rejection”. The email will contain comments as to why your Certification was rejected. If necessary, please refer to Step 10 in the *Upload Boiler Certification Documentation* section of this User Manual to upload additional documentation.