

UPCOMING CHANGE

Inspection Ready: *Bulk Delegation* Owners, Applicants and Permit Holders Can Now Delegate Multiple Users Simultaneously

The Inspection Ready Delegation feature allows Owners, Job Applicants and Permit Holders to designate rights to other people, such as Filing Representatives, to take certain actions. Only registered Inspection Ready account users are eligible to become Delegates. Individuals who wish to become Delegates but have not registered, should follow the registration instructions in the [Account Registration and Management](#) user manual available on the [Inspection Ready Resources](#) webpage.

As of Friday, March 25, 2016, improvements to this feature will allow the property Owner, Job Applicant of Record (Professional Engineer or Registered Architect), and Permit Holder to delegate a maximum of five individuals at a time for up to ten jobs or permits.

As with the standard delegation process that has been in place since the launch of Inspection Ready:

- Owners, Job Applicants of Record, and Permit Holders can remove Delegates at any time
- Delegates cannot delegate
- Delegates cannot submit Boiler or Plumbing Certification documentation. However, Delegates **can** submit Cranes and Derricks Certification documentation.
- Delegates can submit documents to resolve Certifiable Objections

Only Owners, Registered Architects, Professional Engineers and Permit Holders can delegate to other Registered Users. If you are an Owner or the Job Applicant of Record, follow the steps in the Bulk Delegation User Manual available on the [Inspection Ready Resources](#) webpage.

Post Until: December 31, 2016

Bill de Blasio, Mayor
Rick D. Chandler, P.E. Commissioner

CustomerServiceIR@buildings.nyc.gov
nyc.gov/buildings