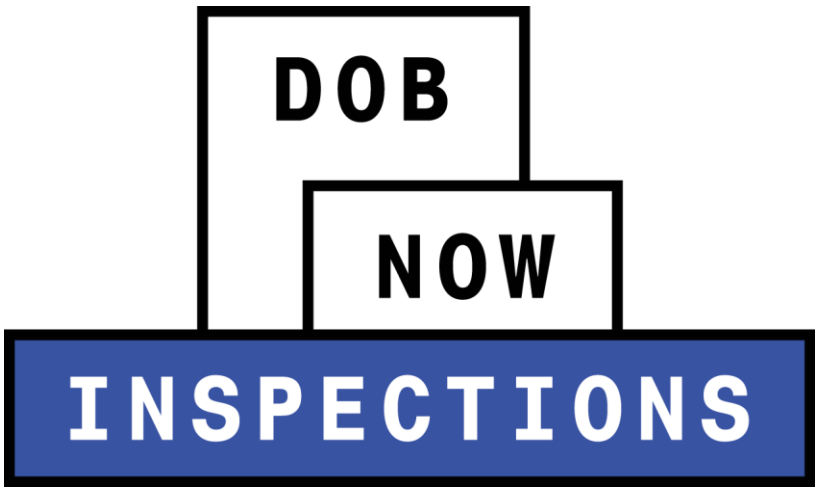

Certifying Objections

NYC Buildings

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Introduction

DOB NOW: *Inspections* Overview

DOB NOW: *Inspections* is an online portal for Owners, Licensed Professionals (LPs)[1], 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:

Electrical	Plumbing
Fire Suppression	Signs
Construction	Boilers
Elevators	Cranes & Derricks
Oil Burning Equipment	BPP
High Rise Initiative	Sustainability

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 instruction on how to certify Objections in DOB NOW: *Inspections*.

[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

Certification of Objections

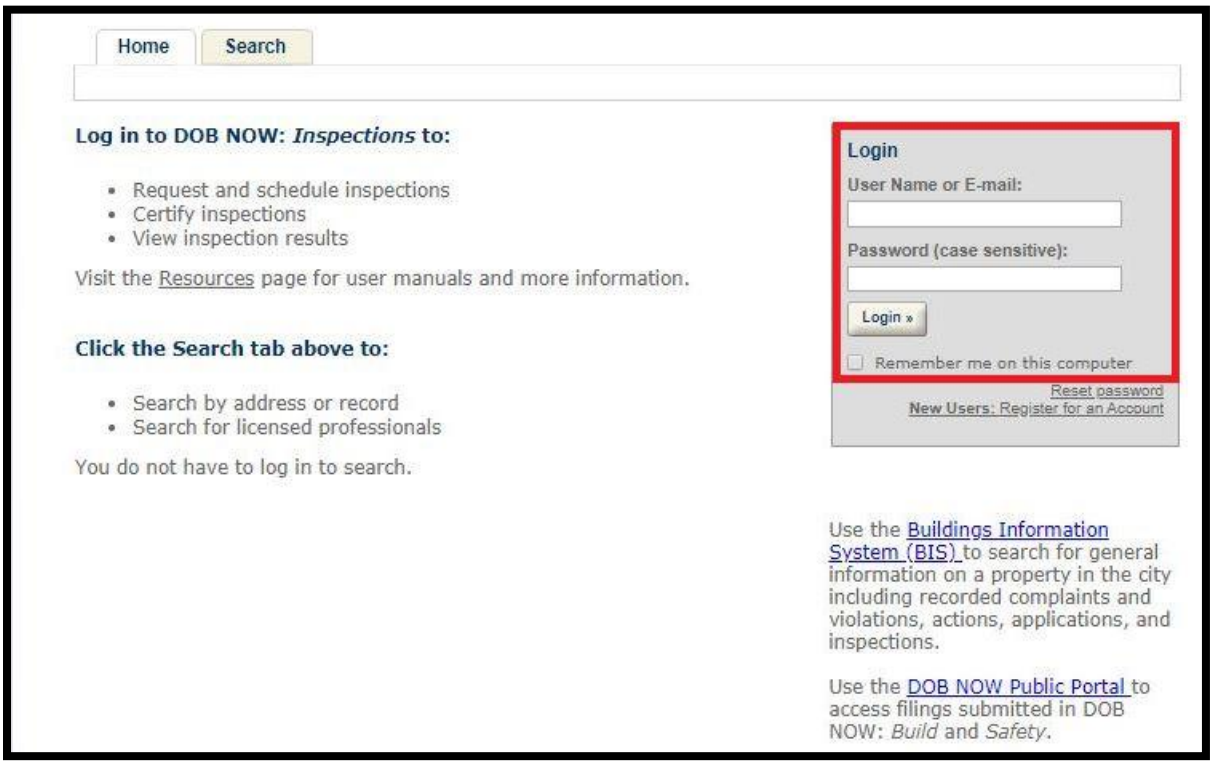
If an Objection is observed in the field and it does not require Buildings to return to the site for a Re-inspection, it is called a Certifiable Objection. You can view all Objections using DOB NOW: *Inspections*, including those that are Certifiable. DOB NOW: *Inspections* allows Owners, LPs, and their Delegates to upload documentation to resolve Certifiable Objections.

Submitting Certification of Objections Documentation

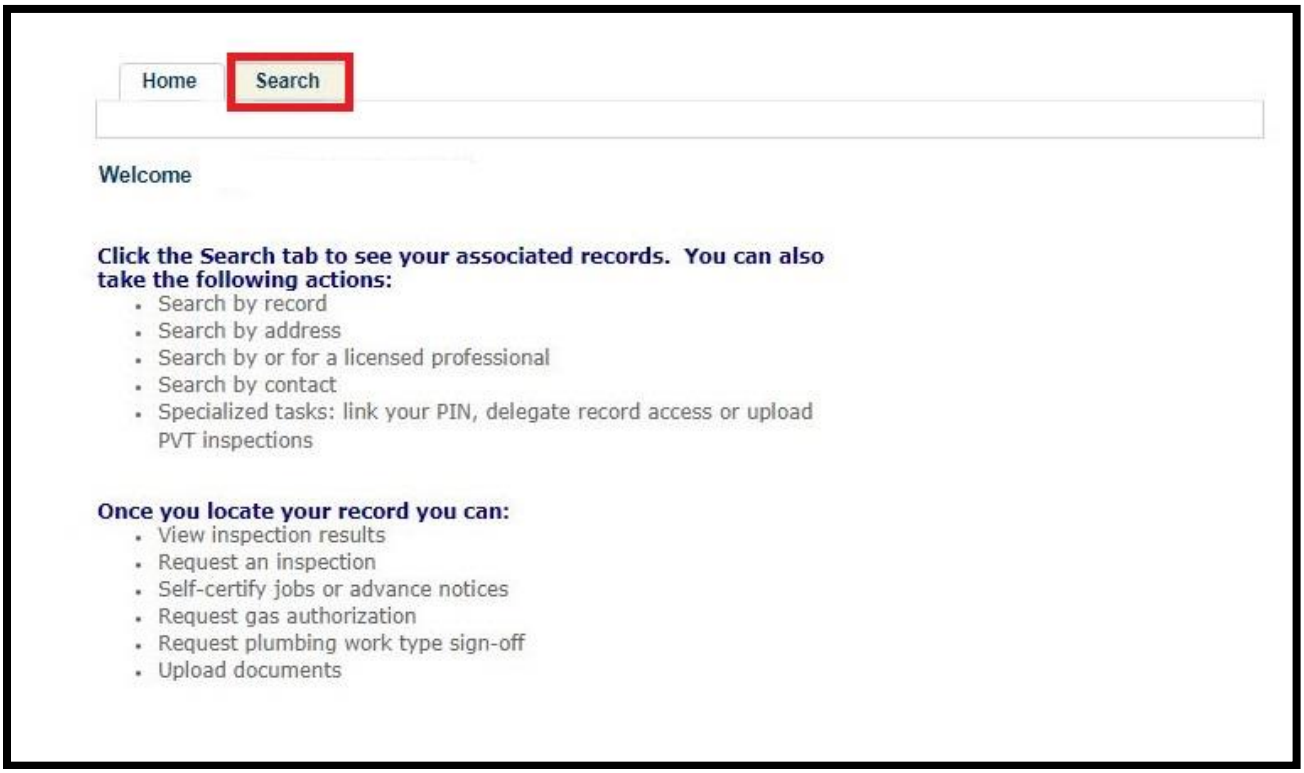
To certify an Objection, follow the steps below. You can only certify one Objection at a time. If you have multiple Objections on a Record, you must follow the steps below for each individual Objection.

1. Navigate to the DOB NOW: *Inspections* login page from the Department of Buildings' website.

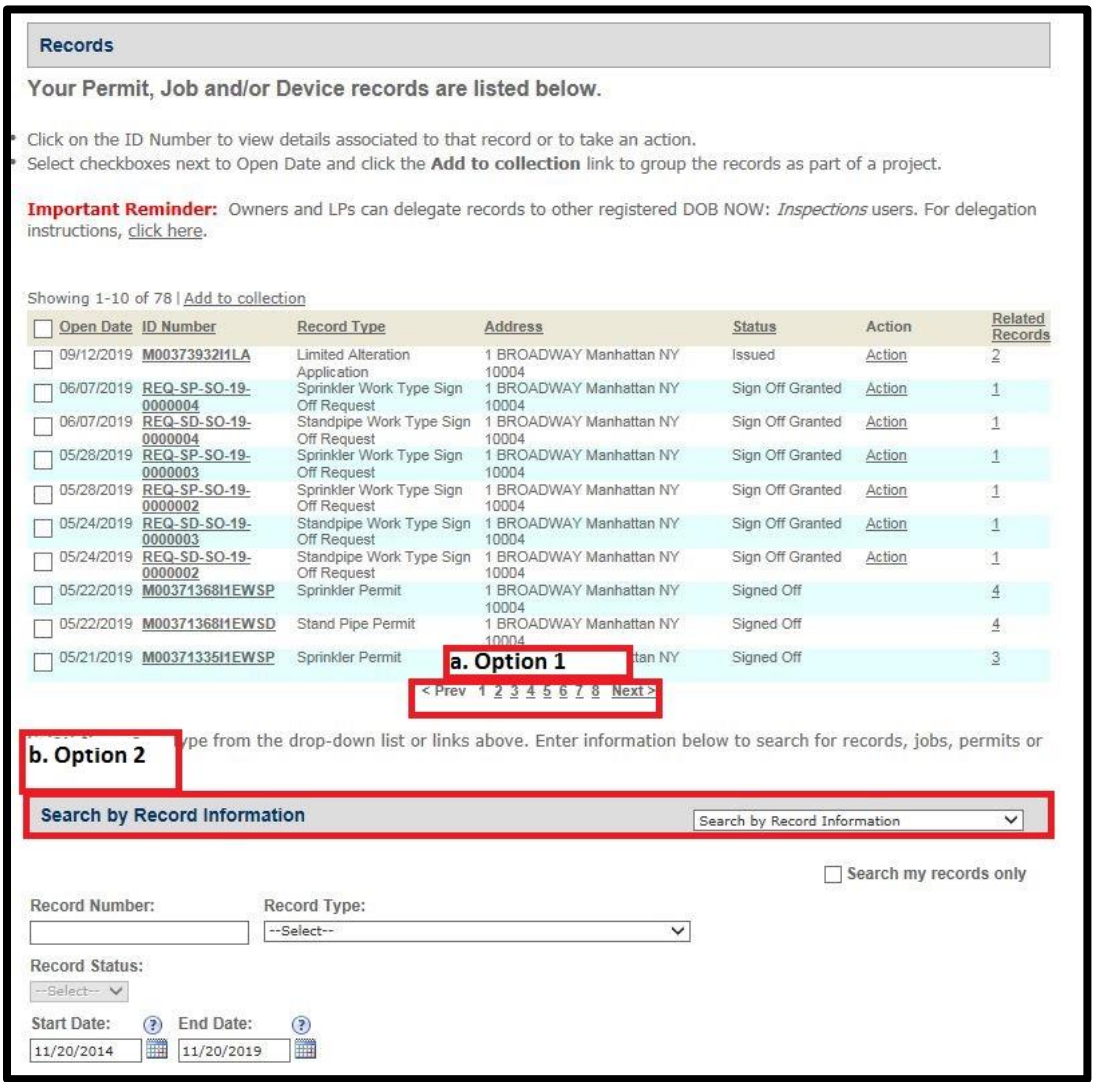
2. Enter your DOB NOW: *Inspections* User Name and Password and click **Login.** Please refer to the *Account Registration and Management* User Manual before moving forward with the steps below if you do not already have an DOB NOW: *Inspections* account.



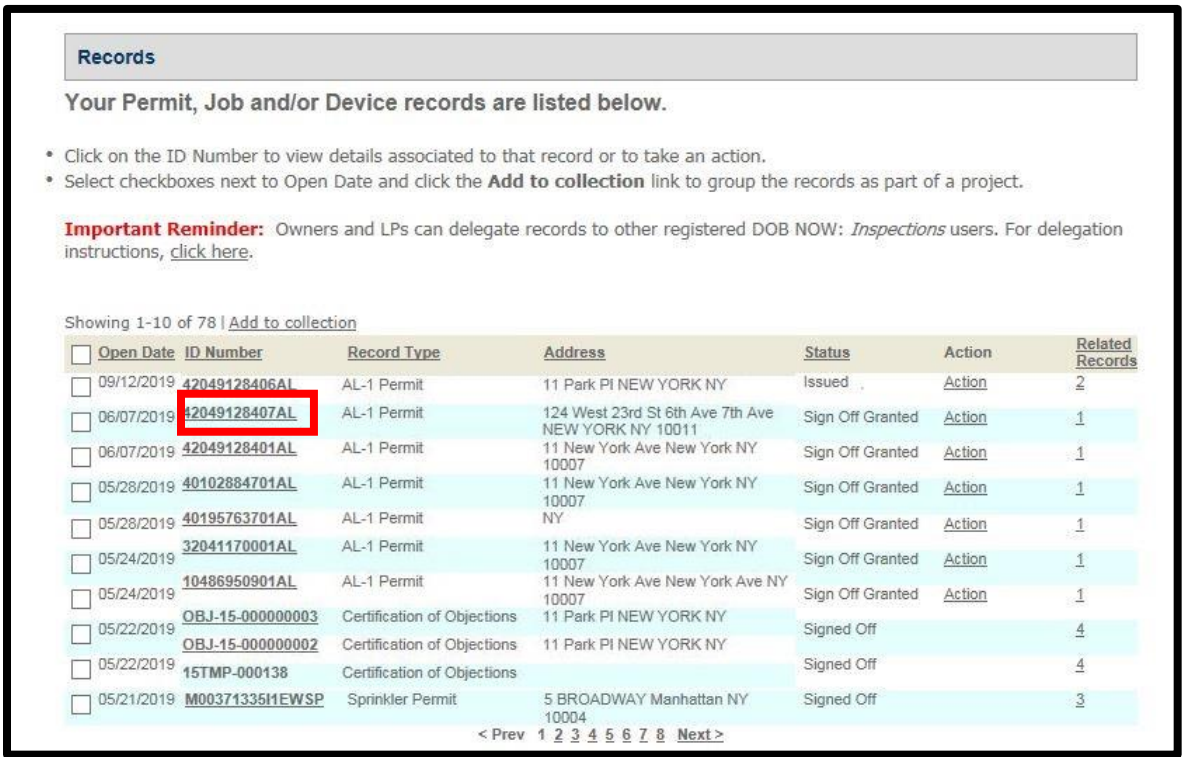
3. From the Home Page, click the **Search tab**.



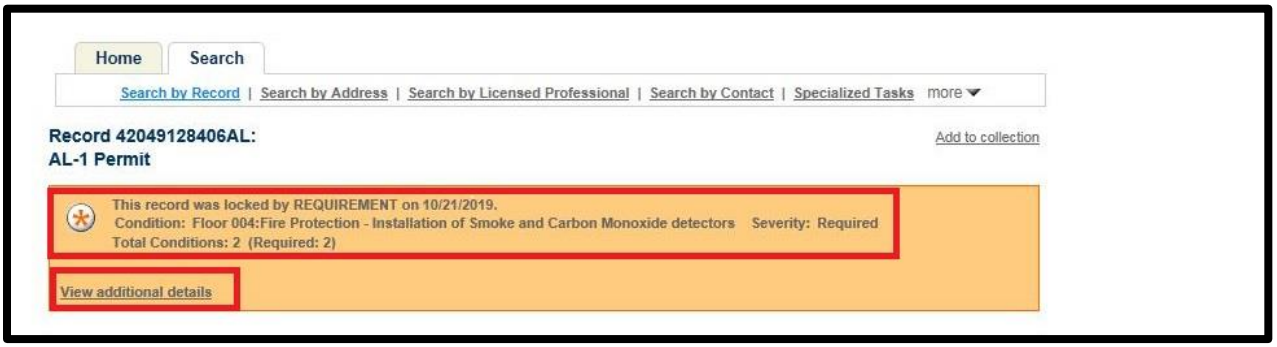
4. Locate the Record for which you would like to submit certification of objection documentation. This can be done in one of two ways:
   a. *Option 1:* Navigate through your list of Records using the **<Prev**, **Next>**, or the page number links. If the page does not advance, please refresh your browser and try again.
   b. *Option 2:* Scroll down to the **Search by Record Information** area and search for Records. Please refer to the *Searching* User Manual for additional instructions on how to search in DOB NOW: *Inspections*.



5. Click the **ID Number** of the appropriate Record.

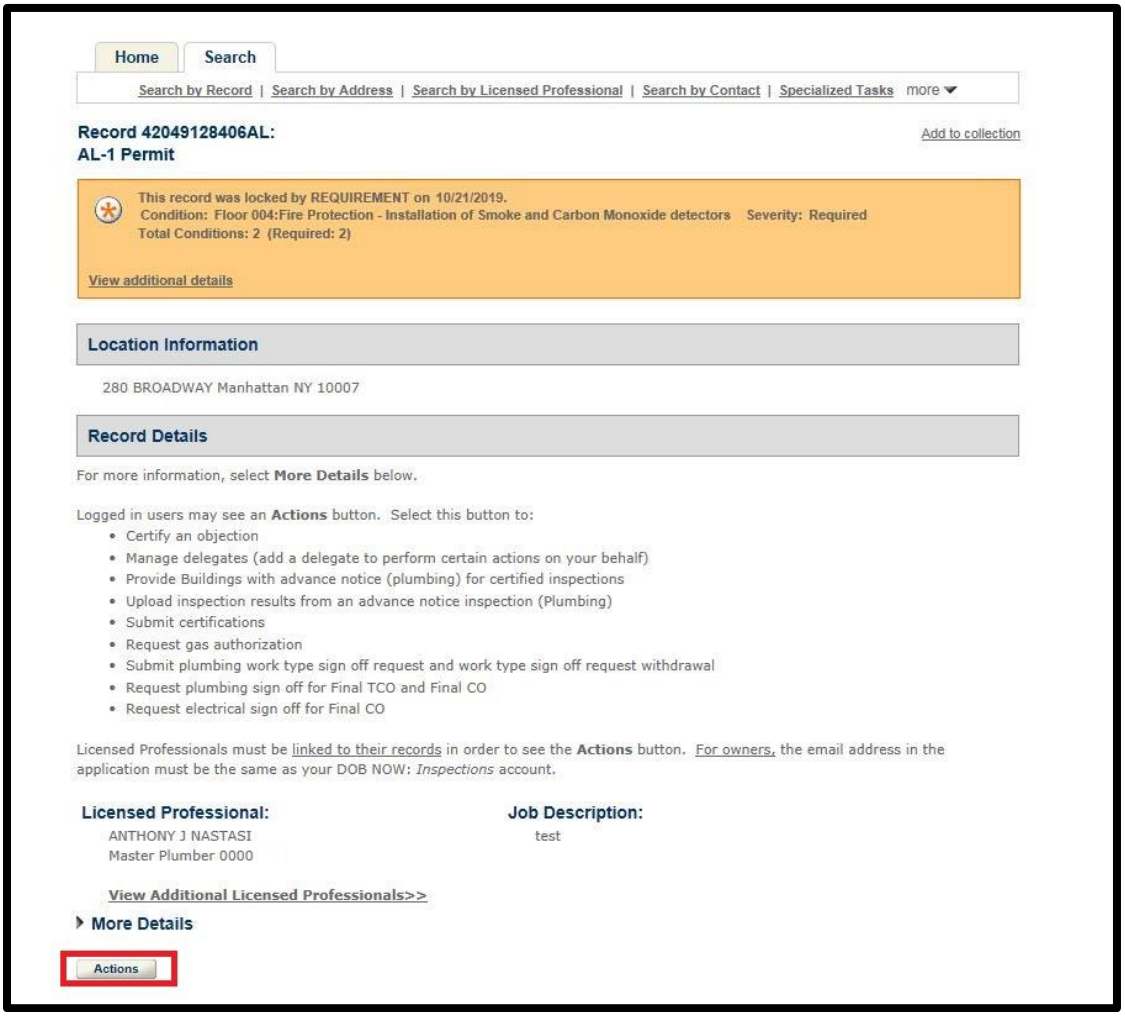


6. You will see the Objection(s) listed in the orange banner. Click the **View additional details** link to view more details about the Objection(s).

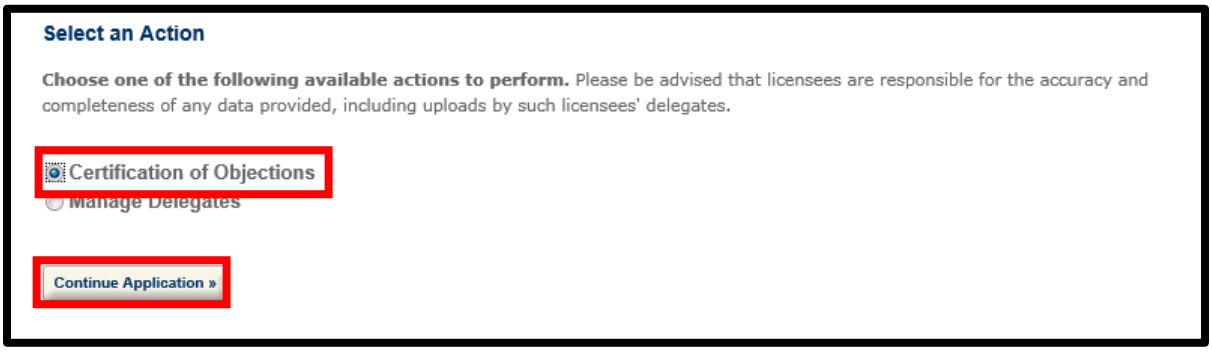


7. Additional details will display in the Conditions of Approval section. This section defaults to display open Objection(s). You can also see whether the Objection(s) is certifiable.
   - *Please Note: Click **View Those Met** to expand the list to include Resolved Objections.*

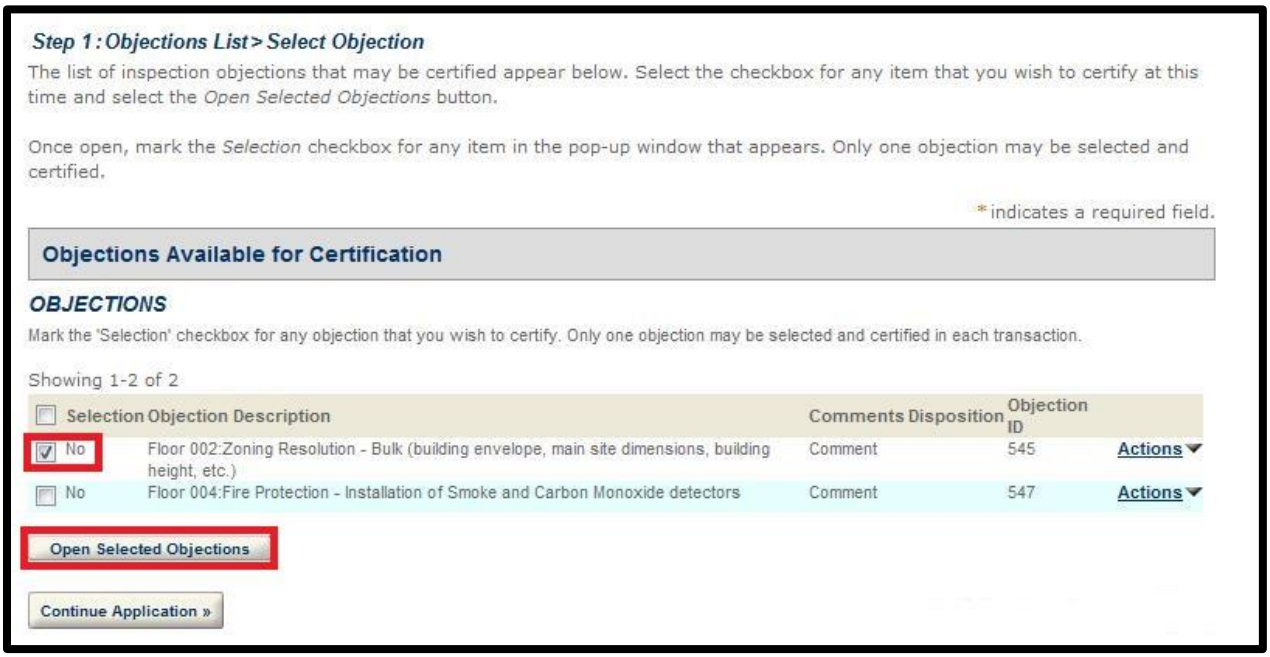
8. Click **Actions** in the Record Details section.



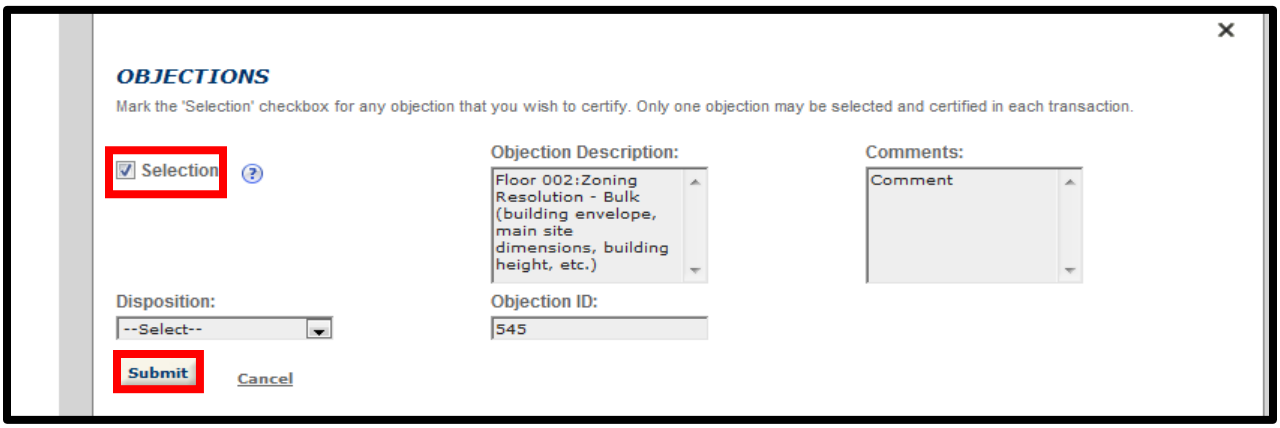
9. Select the radio button next to **Certification of Objections**. Click **Continue Application**.



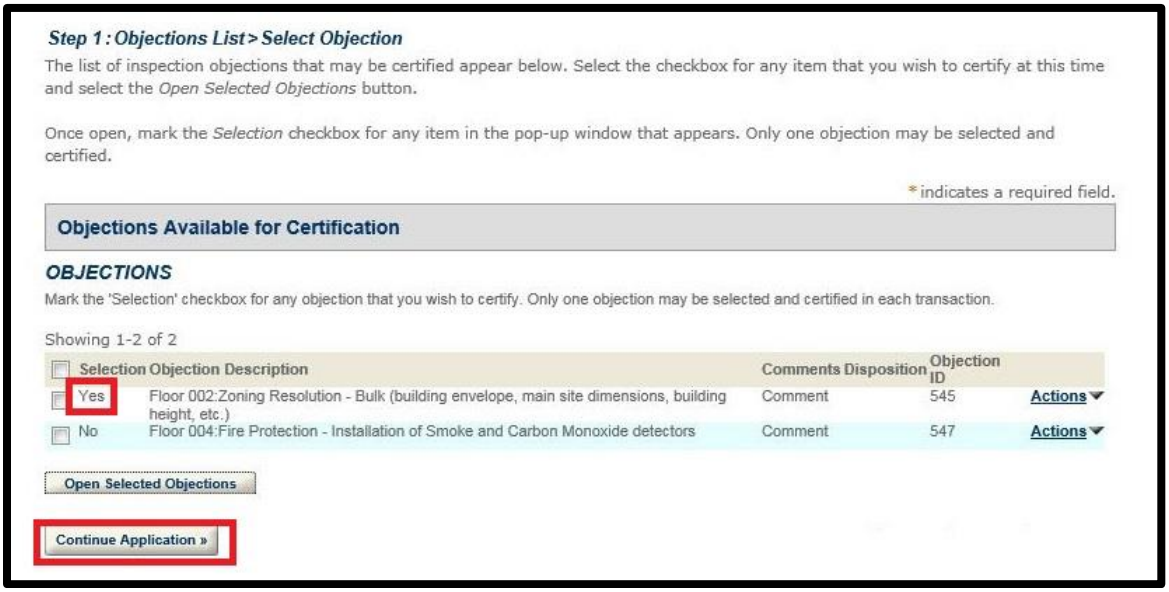
10. The list of Objections available for Certification will appear. Select the **checkbox** next to the Objection you want to certify. Click **Open Selected Objections**.
    - *Please Note: Only one Objection may be certified in each transaction. You must repeat the steps in this section for each Objection.*



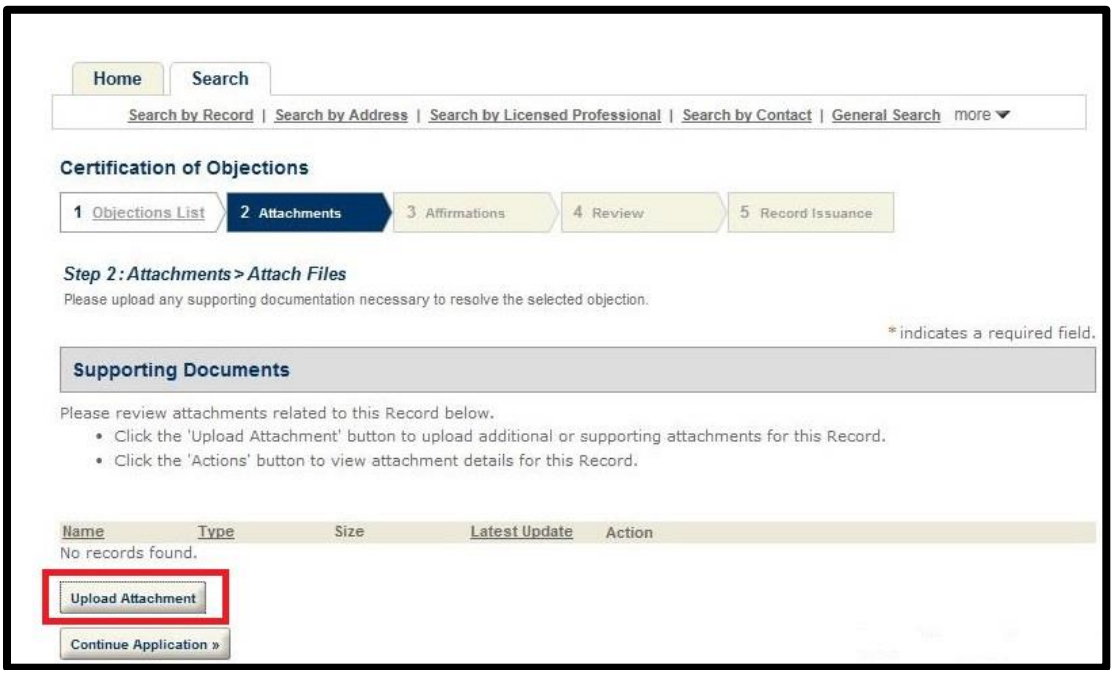
11. Check the box next to **Selection**. Click **Submit**.
    - *Please Note: The other fields on this page cannot be modified.*



12. You will see the Selection turns from “No” to “Yes”. Click **Continue Application**.



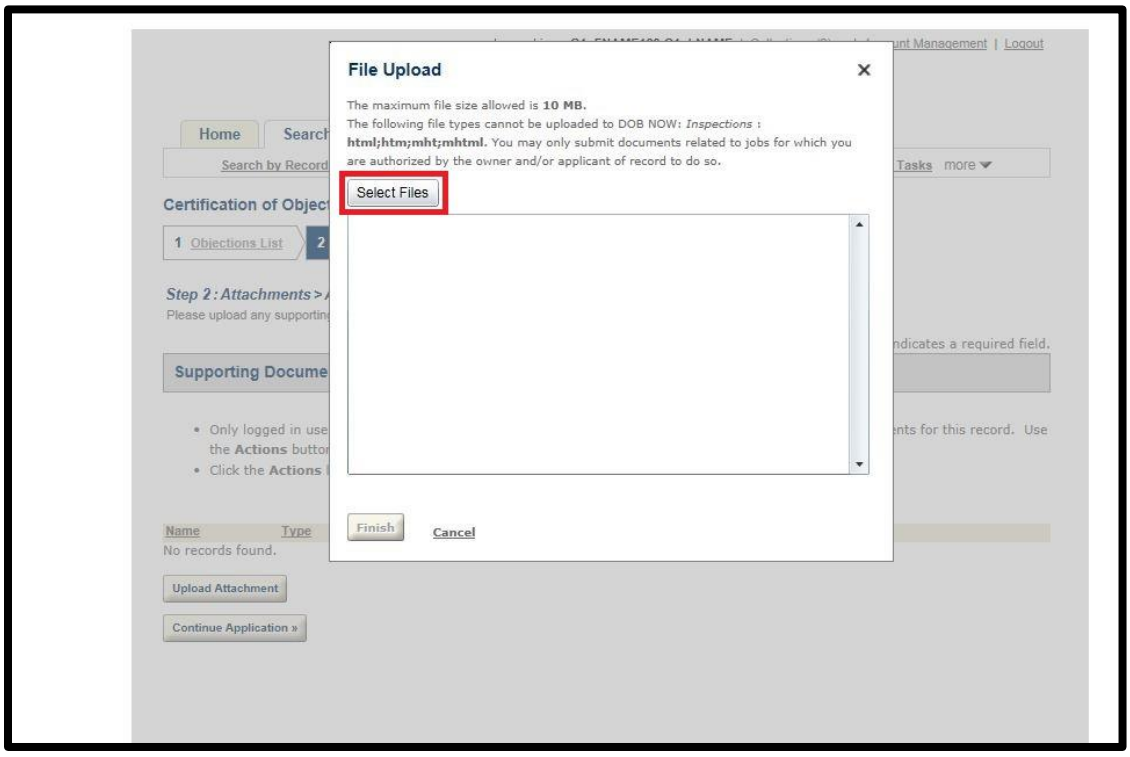
13. Click **Upload Attachment**.



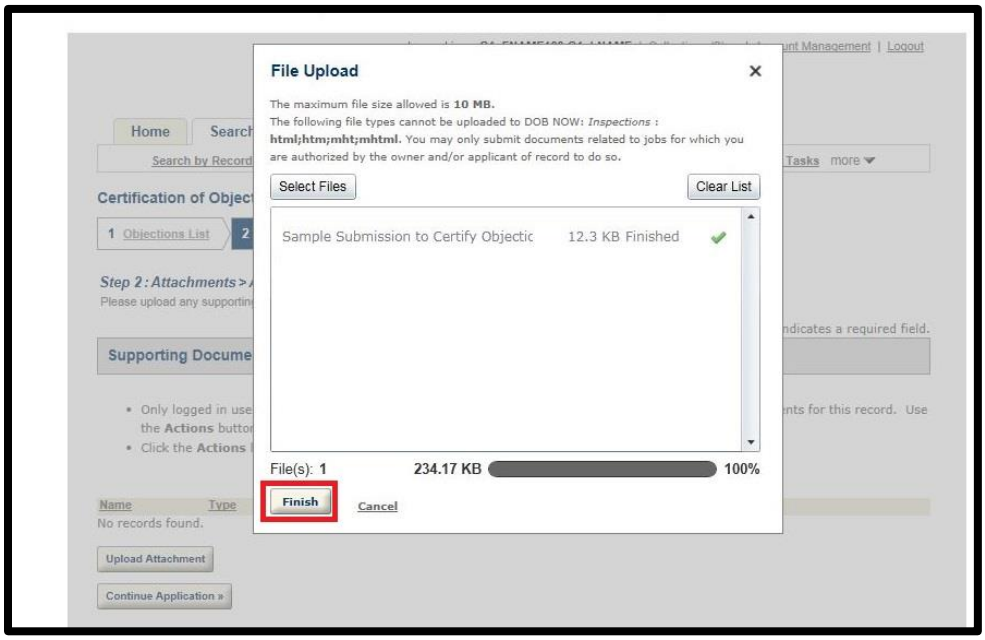
14. The File Upload page will appear. Click **Select Files** to locate the appropriate file(s) from your computer. The document types you can upload include:
    - Affidavit of Certification
    - Photograph of Resolved Condition
    - Photograph of Unresolved Condition
    - Additional Supporting Documentation

    Please Note:

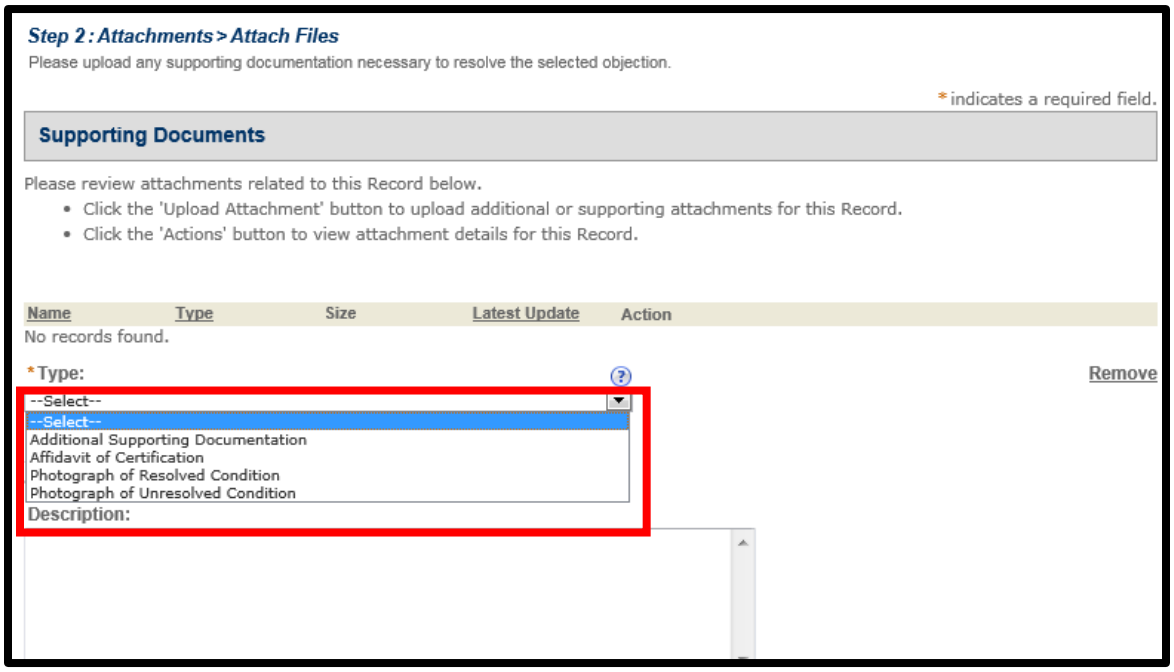
    - *Microsoft Silverlight is required to upload documents in DOB NOW:* Inspections*. If you are having problems with Google Chrome we recommend switching to Internet Explorer.*
    - *Use the Photograph of Unresolved Condition and Photograph of Resolved Condition document types to upload photographs of "Before" and "After" conditions as evidence that the Objection has been resolved.*
    - *Multiple documents can be uploaded for a single Certification of Objection.*
    - *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.*



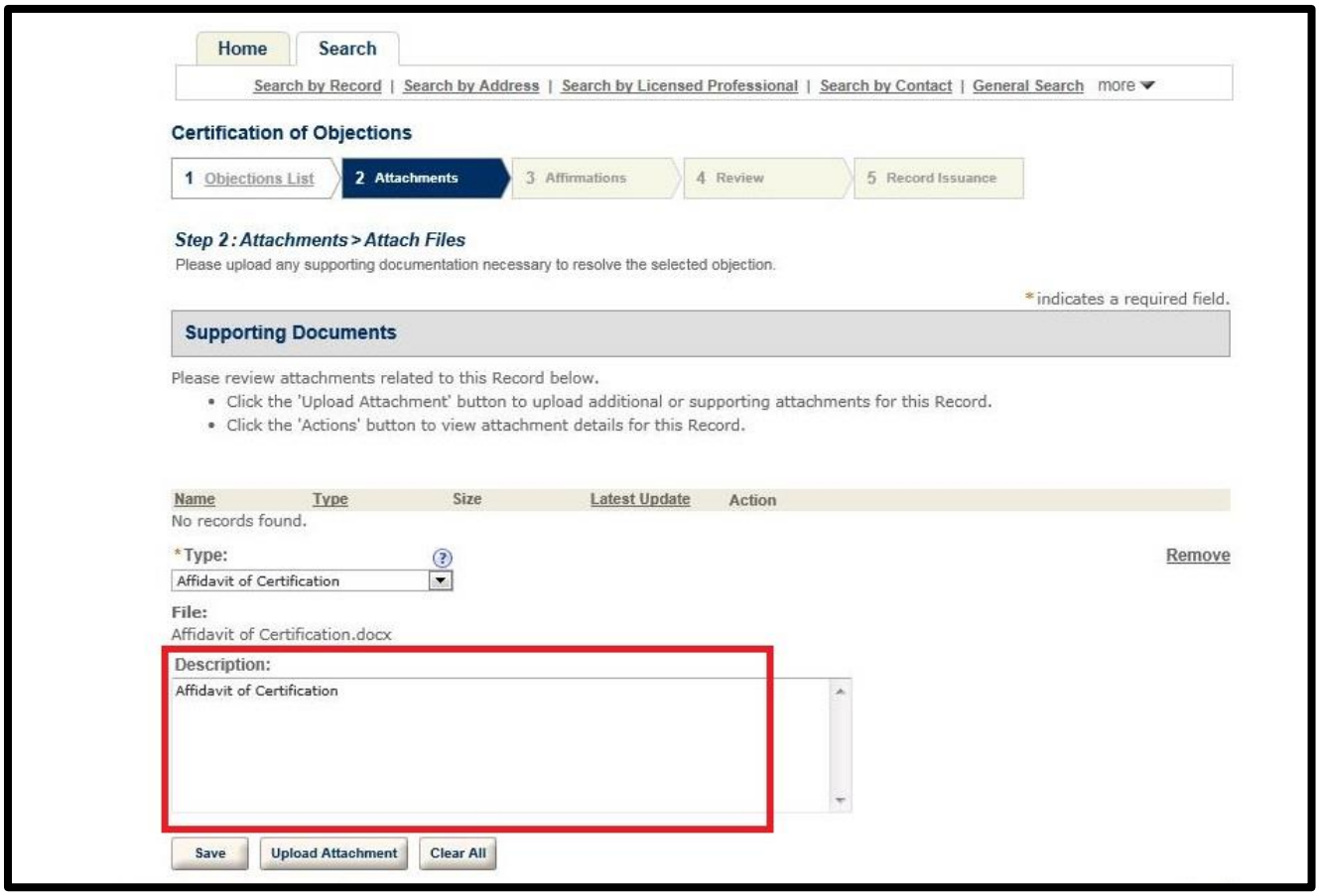
15. Once the file has uploaded, click **Finish**.



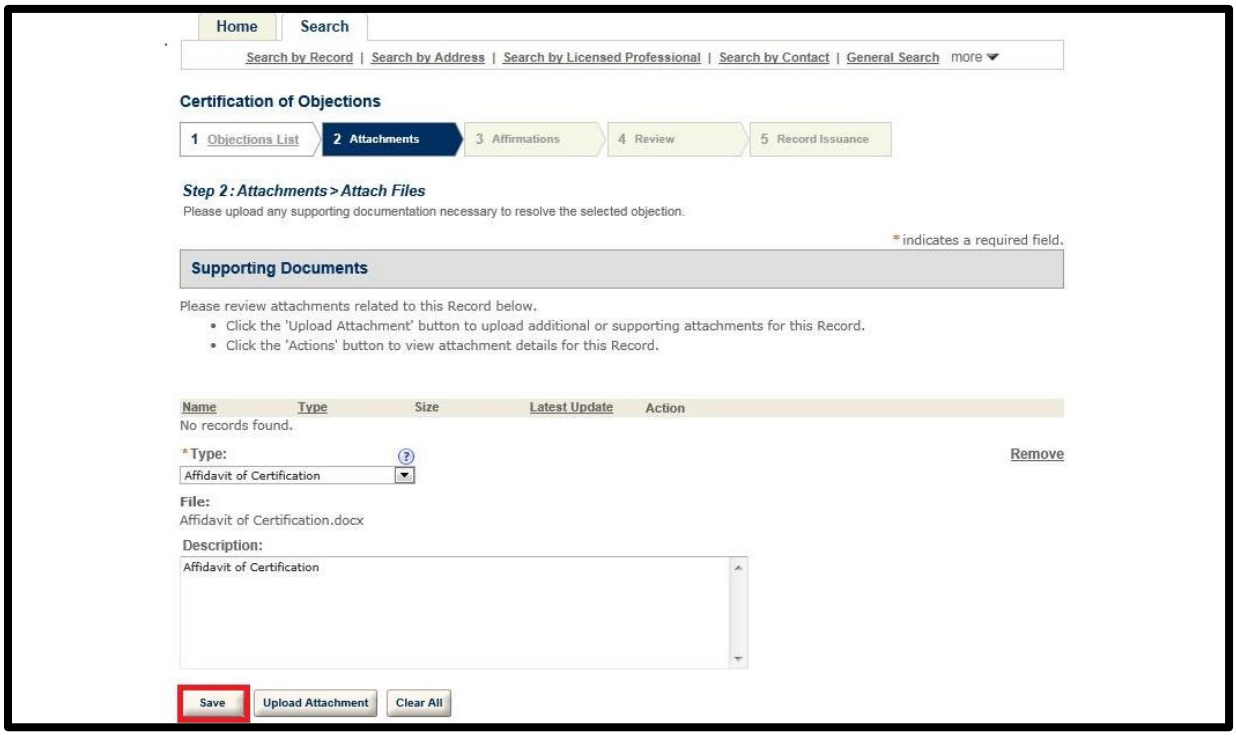
16. Select an option from the **Type** dropdown to classify the type of document you uploaded.
    The document types include:
    - Affidavit of Certification
    - Photograph of Resolved Condition
    - Photograph of Unresolved Condition
    - Additional Supporting Documentation



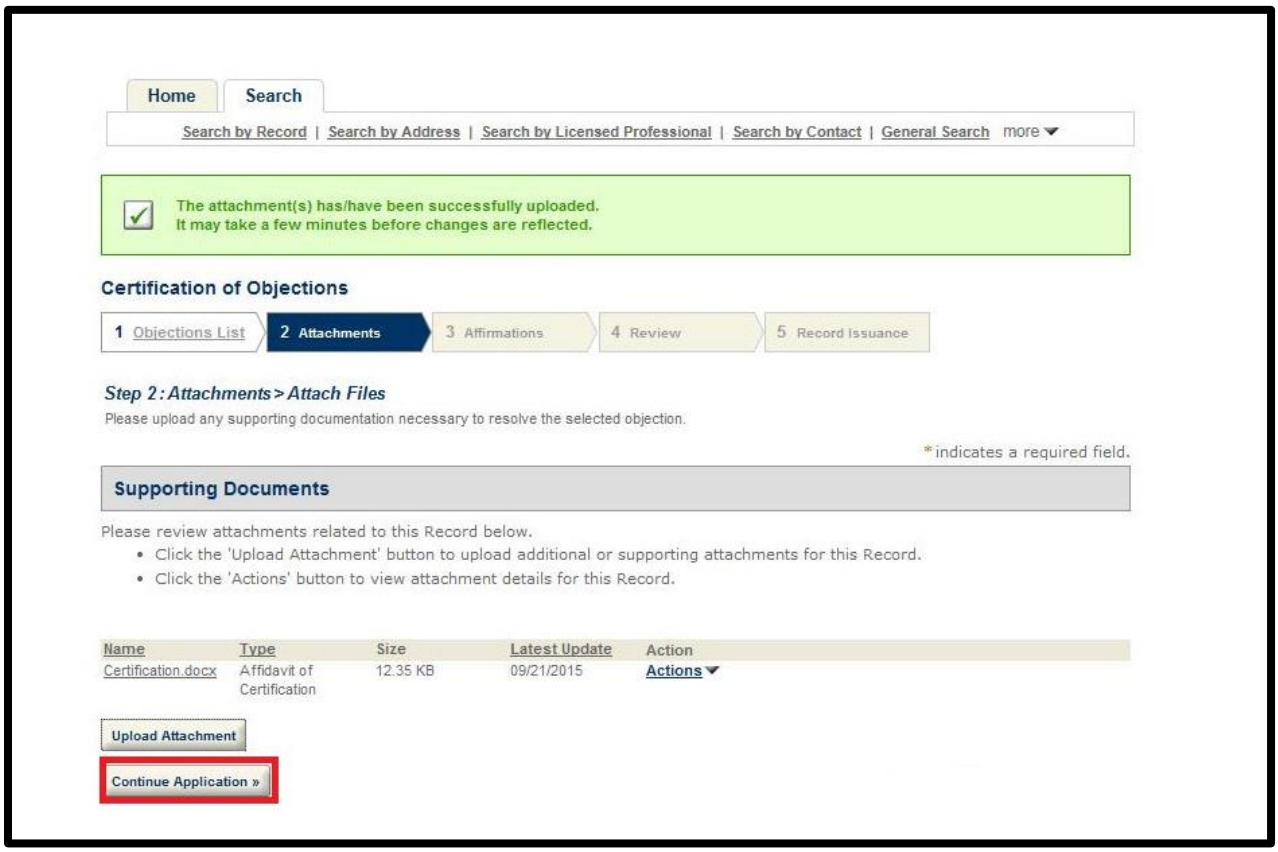
17. The **Description** field is optional.



18. Click **Save.**

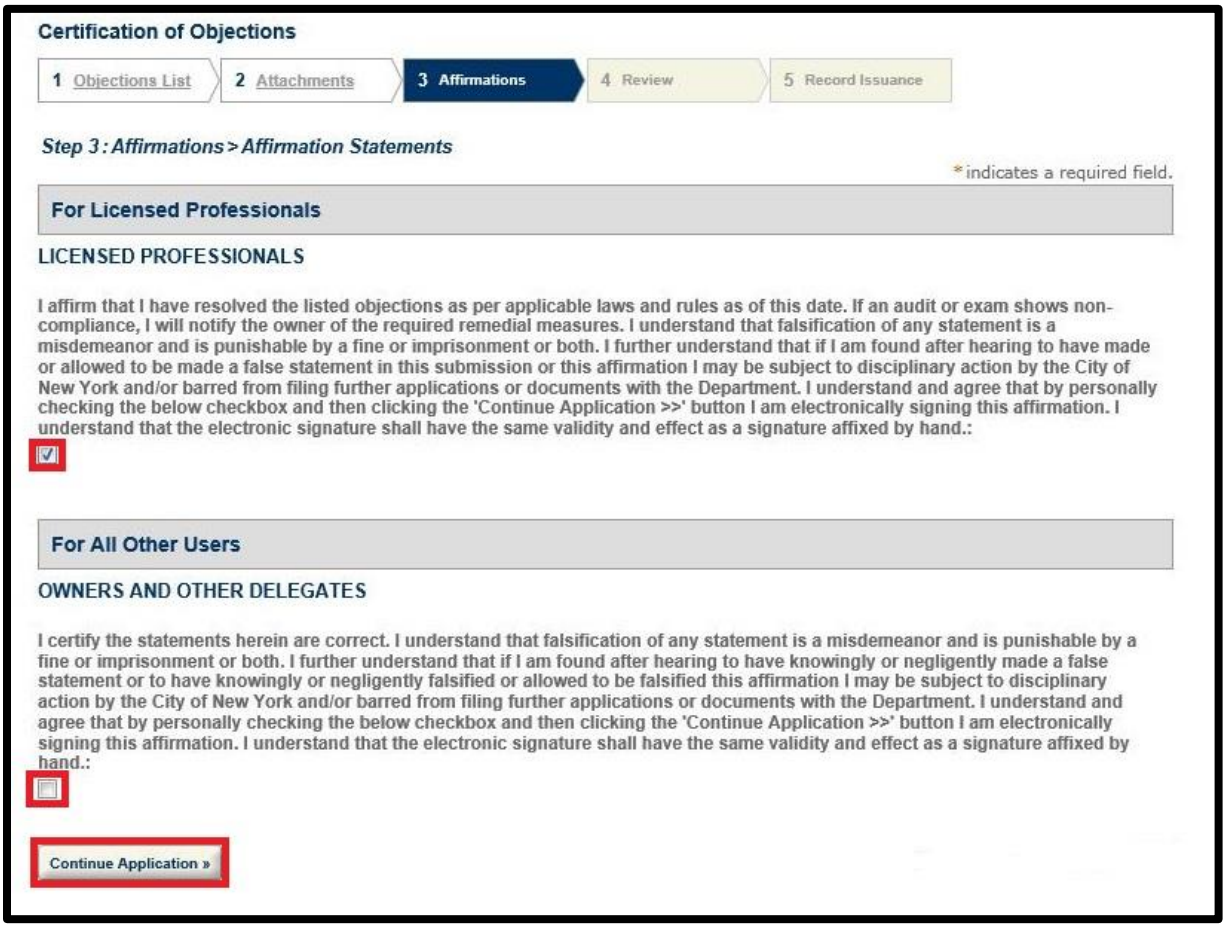


19. Upload additional attachments if necessary by clicking **Upload Attachment** and repeating the previous steps to upload the document. Click **Continue Application.**

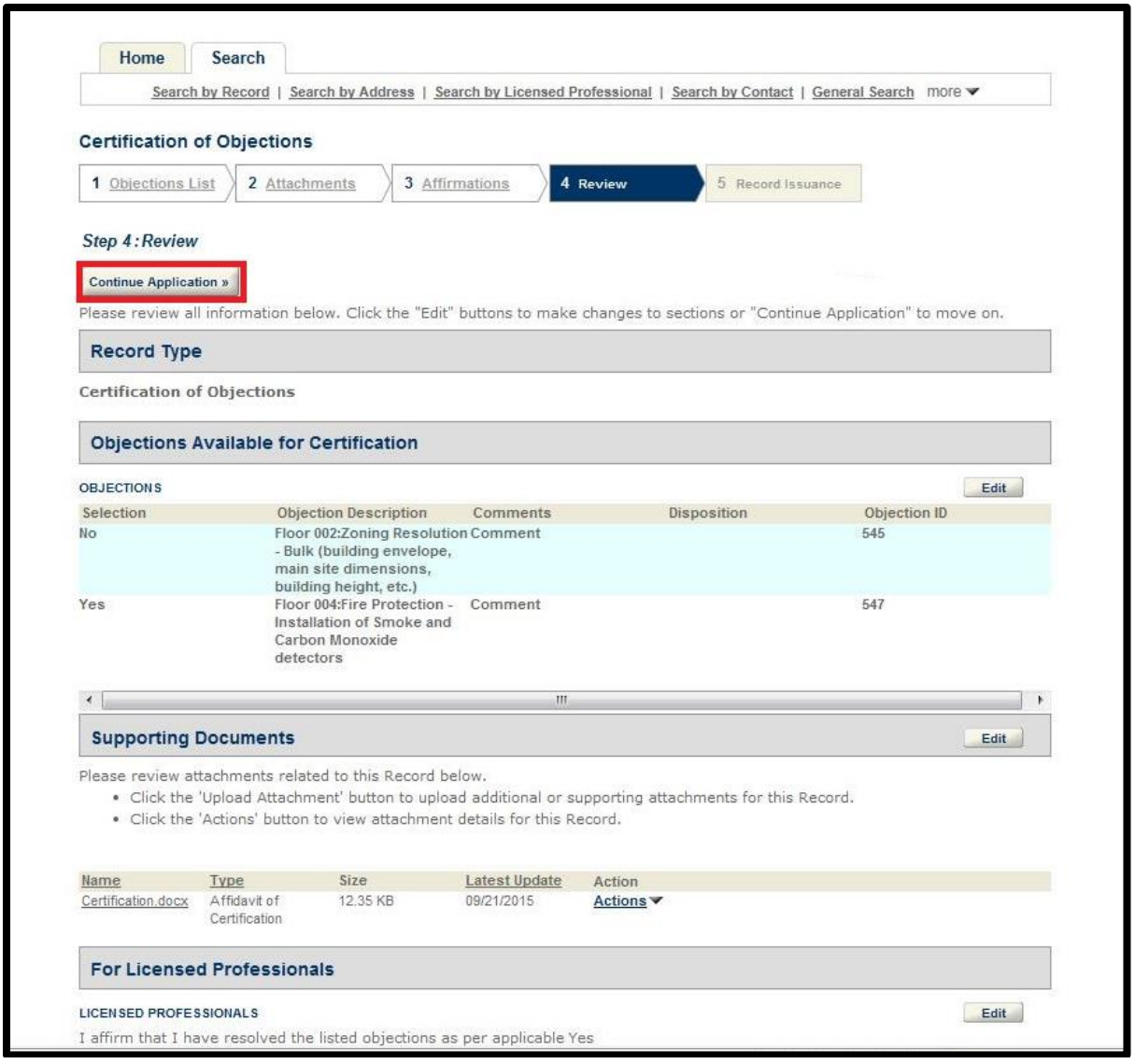


20. Read the affirmation statement that applies to you, and check the checkbox to indicate acceptance of the statement.
    - If you are a Licensed Professional, accept the “For Licensed Professionals” affirmation statement.
    - If you are <u>not</u> a Licensed Professional, accept the “For All Other Users” affirmation statement.

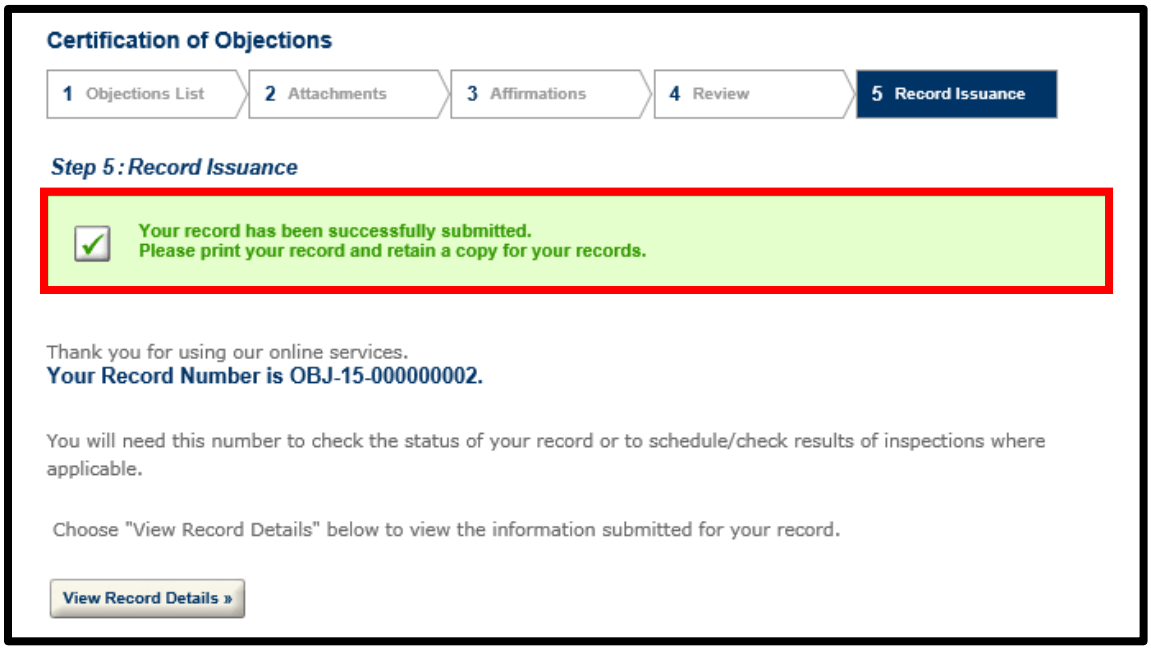
    Click **Continue Application**.



21. Click **Continue Application** to submit the Certification of Objection.



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



23. If you have multiple Certifiable Objections on a Record, you must repeat these steps for each Certifiable Objection.
    - *Please Note: You cannot submit multiple Certifications for the same Objection*

24. You will receive an Approval or Rejection email once the Department of Buildings has reviewed the documentation for each open Objection on the Record.

25. Upon approval of the last Certification of Objection on a Record, an updated Inspection Report will be generated, indicating the Inspection has been Passed. This Inspection Report will be accessible from DOB NOW: *Inspections* and can be used when requesting a Letter of Completion or Sign Off.