DOB NOW: *Build* – Technical Reports
TR1 & TR8 Step-By-Step Guides

In these Step-by-Step Guides you will learn how to:

- Complete Technical Report (TR1) ................................................................. 2
- Complete Technical Report Energy (TR8) ................................................... 13
- Certify an Inspection .................................................................................. 18
Complete Technical Report (TR1)

Complete the following steps to enter the Technical Report (TR1): 

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Select the Technical Report (TR1) tab.</td>
</tr>
</tbody>
</table>

The Technical Report (TR1) section displays.
2. Click the **Add** icon to add an additional Special Inspection Category, if applicable.

The **Special Inspection Category** window displays.
### Step 3: Complete the following required fields:

- [ ] **Add Requirement** *(e.g., Heating Systems)*
- [ ] **Special Inspection Applicant's Email**
- [ ] **License Type** *(e.g., Professional Engineer)*
- [ ] **Agency Number**

#### Note
It is required for the Applicant to enter the Special Inspection Applicant’s Email. When the applicant enters the email, the Special Inspector receives a notification.
4. The Special Inspector identified selects the checkbox to electronically sign:

- I Take the Responsibility of Identifying Requirement
- Special Inspection Applicant’s Identification of Responsibilities

![Checkbox Image]

**Note** The Name and the Date fields auto-populate after the checkbox is clicked.

5. Click Update.

![Update Button Image]


Click OK to close the pop-up window labeled Notification.

![Notification Image]
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.</td>
<td>Click the (Required) icon to upload Special Inspector’s Seal &amp; Signature.</td>
</tr>
</tbody>
</table>

**Note** Only the Special Inspector identified in the Special Inspection can upload the Seal and Signature document. 
If applicable, see Upload a Document Step-by-Step Guide.

**Note** If applicable, repeat Steps 3 – 7 above to add another Special Inspection.

8. Located in the upper left-hand corner of the page, click Save.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.</td>
<td>A Notification pop-up window with the message “Job filing saved successfully” displays. Click <strong>OK</strong> to close the pop-up window labeled Notification.</td>
</tr>
</tbody>
</table>

![Notification](Image)

Note: The Progress Inspection Categories for New Work section displays Requirements, if applicable, based on information entered on previous tabs.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Identified</th>
<th>Certified</th>
<th>Progress Inspector</th>
<th>PAA</th>
<th>Created On</th>
<th>Edit</th>
<th>Delete</th>
<th>Seal &amp; Sign</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lowest Floor Elevation</td>
<td>Yes</td>
<td>No</td>
<td>JOE ADAM</td>
<td>No</td>
<td>2019-01-01</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| 10. | Click the **Add** icon to add a Progress Inspection. |

![Add](Image)
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>The Progress Inspection Category</strong> window displays.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Requirement Code</th>
<th>Requirement Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Items:** 0

**Progress Inspection Applicant’s Email:**
- Please enter email address

**License Type:**
- Select

**License Number:**
- Select

**Note**  If Progress Inspection(s) are not required for the job filing, the following pop-up window with the message “Currently no requirements area available to be added” displays.

Click **OK** to close the Notification.
Complete the following required fields:

- Add Requirement
- Progress Inspection Applicant's Email
- License Type (e.g., Professional Engineer)

Note: It is required for the Applicant to enter the Progress Inspection Applicant’s email. When the applicant enters the email, the Progress Inspector receives a notification.
12. The Progress Inspector identified selects from the following checkboxes to electronically sign:

- I Take the Responsibility of Identifying
- Inspection Applicant’s Identification of Responsibilities

![Checkbox images]

Note: The Name and the Date fields auto-populate after the checkbox is clicked.

13. Click Update.

![Checkbox images]

Click OK to close the pop-up window labeled Notification.

15. The Progress Inspection is listed in the Progress Inspection Categories for New York section.

Click the (Required) icon to upload Progress Inspector’s Seal & Signature.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Note</strong> Only the Progress Inspector identified in the Progress Inspection can upload the Seal and Signature document. If applicable, see the <em>Upload a Document Step-by-Step Guide</em>.</td>
</tr>
<tr>
<td></td>
<td><strong>Note</strong> If applicable, repeat Steps 10 – 14 above to add another Progress Inspection.</td>
</tr>
<tr>
<td>16.</td>
<td>Located in the upper left-hand corner of the page, click <strong>Save</strong>.</td>
</tr>
<tr>
<td>17.</td>
<td>A Notification pop-up window with the message <strong>“Job filing saved successfully”</strong> displays. Click <strong>OK</strong> to close the notification.</td>
</tr>
</tbody>
</table>

You have completed the Add a TR1: Technical Report Step-by-Step Guide.
Complete Technical Report Energy (TR8)

Complete the following steps to enter the Technical Report Energy (TR8):

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>


2. Select the applicable checkbox (□) icon for the applicable Applicant type displayed in the Applicant Information section (e.g., Progress Inspections Applicant).
3. If applicable, click the **Add** icon to add an additional Energy Code Progress Inspection.

The Energy Code Progress Inspection Category window displays.
## Step 4

Complete the following required fields:

- **Add Requirement** (e.g., Electrical Energy Consumption)
- **Progress Inspection Applicant’s Email**

### Note
It is required for the Applicant to enter the Progress Inspection Applicant’s Email. Then the applicant enters the email, the Progress Inspector receives a notification.

### Step 5

**Click Update.**
   Click OK to close the notification.

   ![Notification]
   Technical Report Saved successfully.
   OK


   ![Table]
   1a. Energy Code Progress Inspection
<table>
<thead>
<tr>
<th>Requirement</th>
<th>Identified</th>
<th>Certified</th>
<th>Progress Inspector</th>
<th>FAA</th>
<th>Edit</th>
<th>Delete</th>
<th>Seal &amp; Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duct leakage testing</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
<td>Required</td>
</tr>
</tbody>
</table>

7. Click the (Required) icon to upload Progress Inspector’s Seal & Signature.

   ![Table]
   1a. Energy Code Progress Inspection
<table>
<thead>
<tr>
<th>Requirement</th>
<th>Identified</th>
<th>Certified</th>
<th>Progress Inspector</th>
<th>FAA</th>
<th>Edit</th>
<th>Delete</th>
<th>Seal &amp; Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duct leakage testing</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
<td>Required</td>
</tr>
</tbody>
</table>

   **Note** Only the Progress Inspector identified in the Progress Inspection can upload the Seal and Signature document.
   If applicable, see *Upload a Document Step-by-Step Guide.*

   **Note** If applicable, repeat Steps 3 - 7 above to add another Energy Code Progress Inspection.
### Step 8
Located in the upper left-hand corner of the page, click **Save**.

![Save button](image1.png)

### Step 9
A Notification pop-up window with the message **“Job filing saved successfully”** displays. Click **OK** to close the **Notification** pop-up window.

![Notification](image2.png)
Certify an Inspection

Complete the following steps to certify a Special or Progress Inspection.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>

**Note** Before a Letter of Completion request can be processed, Special and/or Progress Inspectors must sign the Certificate of Completion within each requirement on the applicable Technical Report tabs (TR1 and/or TR8).

1. Locate the **Job Number** on the Dashboard.
2. Double-click to open and view the Job Filing details.

The Technical Report (TR1) section displays.

4. Select the applicable checkbox (✓) icon for the applicable Applicant type displayed in the Applicant Information section (e.g., Progress Inspections Applicant).

5. From the Action column select the Edit (✓) icon.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Step 5" /></td>
<td>The Special Inspection Category pop-up window displays.</td>
</tr>
<tr>
<td><img src="image" alt="Step 6" /></td>
<td>6. Select the “I Certify Complete Inspections/Tests” checkbox to certify the Inspection.</td>
</tr>
<tr>
<td><img src="image" alt="Step 7" /></td>
<td>The Name and Date For Certify Complete Inspections is auto-populated.</td>
</tr>
</tbody>
</table>
7. Select the “Special Inspection Applicant’s Certification of Full Completion” checkbox.

8. Click Update.


Click OK to close the notification.

If applicable, repeat Steps 5 to 9 until all Inspections are certified.