Electrical and Plumbing – Requesting Sign Off for Temporary or Final Certificate of Occupancy
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Introduction

DOB NOW: Inspections Overview

DOB NOW: Inspections is an online portal for Owners, Licensed Professionals (LPs), and their Delegates to conduct inspection-related business with the NYC Department of Buildings. DOB NOW: Inspections organizes information using Records (Jobs), BPP Jobs, Place of Assembly, Permits, Devices, Notices, Work, Applications, Certifications, Sign Off Requests, and 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 on how to request Sign Offs for a Temporary Certificate of Occupancy (TCO) or Certificate of Occupancy (CO) for electrical or plumbing work done on an NB or Alt-1 Job.

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
Plumbing: Requesting Sign Off for TCO

Requesting a Plumbing Sign Off for TCO may now be done through DOB NOW: Inspections. The Sign Off must be granted in advance of a Temporary Certificate of Occupancy (TCO) being issued by the Department.

Note that in order to request Plumbing Sign Off for TCO you must perform this request from the Job Record. When submitting a request, the system will check the below rules:

- Plumbing Sign Off for TCO can only be requested by applicant of record (PE/RA), owner or a Delegate of the PE/RA or owner (with a registered DOB NOW: Inspections account) on Job Records that have been linked to your account. Please refer to the Account Registration and Management User Manual if you need to register for an account.
- The Job Type is “NB” or “A1”.
- A C-of-O Application (PW6) must be filed on the Job.
- There cannot be any pending request for Plumbing Sign Off for TCO or Final CO on the Job.
- There cannot be any approved Plumbing Sign Off for Final CO on the Job.
Request a Plumbing Sign Off for TCO

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**.

**Welcome Walter Waters**

You are now logged in.

To use DOB NOW: Inspections, select from one of the options below:

**Licensee Information**
- Search for Licensed Professionals

**Development (Buildings Job, Permit or Device)**
- Specialized Tasks
  - Link your PIN
  - Delegate record access
  - Upload PVT inspections
- Search Records
  - View inspection results
- Transactions
  - Request an inspection
  - Self-certify jobs or advance notices
  - Delegate record access
  - Request gas authorization
  - Request plumbing work type sign-off
  - Upload documents
4. Locate the Job Record for which you would like to request a Plumbing Sign Off for TCO. This can be done in one of two ways:
   a. **Option 1**: Navigate through your list of Records using the &lt;Prev, Next&gt;, 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. Click the ID Number of the appropriate Job Record.

6. The Record page will open.
7. Under the Record Details section of the page, click **Actions**.
8. Once the Actions screen opens, select the radio button next to Plumbing TCO Sign Off Request. Then click **Continue Application**.
9. Each Associated Job must be entered into a separate row in the table. This can be done in one of two ways:
   a. **Option 1**: If you need to enter only one Associated Job, click **Add a Row**. This will allow you to enter one row of information.
   b. **Option 2**: If multiple Associated Jobs are required, click the **down arrow** and select the number of rows needed.
10. In the Associated Jobs pop-up, enter the Associated Job #s. The system will check that these are valid LAA or Job Numbers. Then click **Submit**.

11. Once the Associated Job #s are added, click **Continue Application**.
You are required to enter each floor for which you are requesting a Plumbing Sign Off for TCO. Each floor must be entered into a separate row in the table. This can be done in one of two ways:

a. **Option 1**: If you need to enter only one floor, click **Add a Row**. This will allow you to enter one row of information.

b. **Option 2**: If multiple floors are required, click the **down arrow** and select the number of rows needed.
### Plumbing TCO Sign Off Request

#### Step 2: Enter TCO Request Details > TCO Request Details

Please enter the TCO request details for which you are requesting the Sign Off by adding rows to the table below.

**ASI Table**

<table>
<thead>
<tr>
<th>Option</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>b. Option 2</strong></td>
<td></td>
</tr>
</tbody>
</table>

**TCO REQUEST DETAILS**

Add a row for each floor for which you are requesting sign off for TCO and enter detailed comments regarding the request for that particular floor.

Showing 0-0 of 0

- Add a Row
- Edit Selected
- Delete Selected
13. Select the floor(s) for which you are requesting TCO Sign Off from the drop-down menu and enter detailed Comments regarding your TCO request for that particular floor. Note that Comments are required for each floor where you are requesting Sign Off. Then click **Submit**.

14. Verify the information you have added, then click **Continue Application**.
15. If you previously requested Plumbing Sign Off for TCO on this Job and it was rejected by the Department, you will see the reasons for rejection. Note that it is the Department’s expectation that you have addressed the specified rejection reasons before submitting the same request again. If there were no previous rejection reasons, that will be stated as well. Click Continue Application.
16. You may upload any additional documents you have in support of your request. To upload a document, click **Upload Attachment**. It is not required that you upload documents. If you do not need to upload any document, skip ahead to Step 22.
17. The File Upload page will appear. Click **Select Files** to locate the 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 Plumbing Sign Off for TCO Request.
- The maximum file size allowed is 10 MB.
- If the uploaded 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.
18. Once the file has uploaded, click **Finish**.
19. The “Additional Supporting Documentation” is selected by default as the document type of the file you are uploading.
20. The **Description** field is optional.
21. Click Save.
22. Upload additional attachments if necessary by clicking Upload Attachment and repeating the previous steps to upload the document. Click Continue Application.
23. On the Affirmations page, please read and attest to the Affirmation Statement by clicking the checkmark on this page. This Affirmation is required before proceeding. When complete, click Continue Application.
24. On the Review page, please review all information that you have submitted and ensure it is accurate. If there are any errors, you may go back at this time to fix them by clicking the *Edit* button for the section where you would like to make changes. Otherwise, click *Continue Application*.
25. The Request will now have a Record Number to which you can refer for future updates on its status.

Outcomes of a Plumbing Sign Off for TCO Request

If the result is:

- **Sign Off Granted:**
  - An email is sent to all Registered Users on the Record stating that the request was reviewed and approved.

- **Sign Off Rejected:**
  - An email is sent to all Registered Users on the Record stating that the request was reviewed and rejected.
  - The email will contain comments as to why the request was rejected.

- **Additional Documents Required:**
  - An email is sent to all Registered Users on the Record stating that the request was reviewed and additional documents are required.
  - The email will contain comments as to what documents are missing.
– Please refer to the “Uploading Additional Documents when Required by the Department” section for additional instructions.

**Plumbing: Requesting Sign Off for Final CO**

Requesting a Plumbing Sign Off for Final CO may now be done through DOB NOW: Inspections. The Sign Off must be granted in advance of a Final Certificate of Occupancy (CO) being issued by the Department.

Note that in order to request Plumbing Sign Off for Final CO you must perform this request from the Job Record. When submitting a request, the system will check the below rules:

- Plumbing Sign Off for Final CO can only be requested by the applicant of record (PE/RA), owner or a Delegate of the PE/RA or owner (with a registered DOB NOW: Inspections account) on Job Records that have been linked to your account. Please refer to the Account Registration and Management User Manual if you need to register for an account.
- The Job Type is “NB” or “A1”.
- A C-of-O Application (PW6) must be filed on the Job.
- There cannot be any pending request for Plumbing Sign Off for TCO or Final CO on the Job.
- There cannot be any approved Plumbing Sign Off for Final CO on the Job.
- There cannot be any open Plumbing Inspections on:
  - The Job the request is made on (Primary Job)
  - Any permits linked to the Primary Job
  - Any of the associated Jobs entered on the request
  - Any permits linked to any of the associated Jobs entered on the request
Request a Plumbing Sign Off for Final CO

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 Job Record for which you would like to request a Plumbing Sign Off for Final CO. This can be done in one of two ways:

   c. **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.

   d. **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. Click the ID Number of the appropriate Job Record.

### 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.

**Important Reminder:** Don't forget: Owners and LPs can delegate Records to other Registered DOB NOW: Inspections users. For delegation instructions, [click here.](#)

<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>REQ-PL-90-000004</td>
<td>Plumbing Work Type Sign Off Request</td>
<td>202 LAFAYETTE STREET Manhattan NY 10012</td>
<td>Pending Review</td>
<td>Action</td>
<td>1</td>
</tr>
<tr>
<td>REQ-PL-90-000003</td>
<td>Plumbing Work Type Sign Off Request</td>
<td>245 S AVENUE Manhattan NY 10016</td>
<td>Sign Off Request Withdrawn</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>122143973</td>
<td>Job Record</td>
<td>500 W 120 STREET Manhattan NY 10027</td>
<td>Permit-Enter</td>
<td>Action</td>
<td>3</td>
</tr>
<tr>
<td>121331069</td>
<td>Job Record</td>
<td>626 1ST AVENUE Manhattan NY 10016</td>
<td>Permit-Enter</td>
<td>Action</td>
<td>2</td>
</tr>
<tr>
<td>16924149201PL</td>
<td>Plumbing Permit</td>
<td>164 WEST 132 STREET Manhattan NY 10027</td>
<td>Issued</td>
<td>Action</td>
<td>3</td>
</tr>
<tr>
<td>12102697602PL</td>
<td>Plumbing Permit</td>
<td>245 PARK AVENUE MANHATTAN NY 10017</td>
<td>Issued</td>
<td>Action</td>
<td>3</td>
</tr>
<tr>
<td>16525366801PL</td>
<td>Plumbing Permit</td>
<td>174 HUDSON STREET Manhattan NY 10013</td>
<td>Issued</td>
<td>Action</td>
<td>4</td>
</tr>
<tr>
<td>16528724801PL</td>
<td>Plumbing Permit</td>
<td>59 WEST 76 STREET Manhattan NY 10023</td>
<td>Issued</td>
<td>Action</td>
<td>3</td>
</tr>
<tr>
<td>F12692344701PL</td>
<td>Piping Permit</td>
<td>54 WEST 43 STREET Manhattan</td>
<td>Issued</td>
<td>Action</td>
<td>3</td>
</tr>
</tbody>
</table>
6. The Record page will open.
7. Under the Record Details section of the page, click **Actions**.
8. Once the Actions screen opens, select the radio button next to Plumbing Sign Off for Final C of O Request, then click **Continue Application**.
9. Each Associated Job must be entered into a separate row in the table. This can be done in one of two ways:

   a. **Option 1**: If you need to enter only one Associated Job, click Add a Row. This will allow you to enter one row of information.

   b. **Option 2**: If multiple Associated Jobs are required, click the down arrow and select the number of rows needed.

If there are no Associated Jobs, click **Continue Application**.
10. In the Associated Jobs pop-up, enter the Associated Job #s. The system will check that these are valid LAA or Job Numbers. Then click **Submit**.
11. Once the Associated Job #s are added, click **Continue Application**.
12. If you previously requested Plumbing Sign Off for CO on this Job and it was rejected by the Department, you will see the reasons for rejection. Note that it is the Department’s expectation that you have addressed the specified rejection reasons before submitting the same request again. If there were no previous rejection reasons, that will be stated as well. Click Continue Application.
13. You may upload any additional documents you have in support of your request. To upload a document, click **Upload Attachment**. It is not required that you upload documents. If you do not need to upload any documents, skip ahead to Step 19.
14. The File Upload page will appear. Click **Select Files** to locate the 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 Plumbing Sign Off for TCO Request.
- The maximum file size allowed is 10 MB.
- If the uploaded 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. The “Additional Supporting Documentation” is selected by default as the document type of the file you are uploading.
17. The **Description** field is optional.
18. Click Save.

19. On the Affirmations page, please read and attest to the Affirmation Statement by clicking the checkmark on this page. This Affirmation is required before proceeding. When complete, click Continue Application.
20. On the Review page, please review all information that you have submitted and ensure it is accurate. If there are any errors, you may go back at this time to fix them by clicking the Edit button for the section where you would like to make changes. Otherwise, click Continue Application.
21. The Request will now have a Record Number to which you can refer for future updates on its status.

![Record Issuance](image-url)

*Your Record Number is REQ.PLD.CO:17.0000085.*

You will need this number to check the status of your record or to schedule/check results of inspections where applicable.

Choose "View Record Details" below to view the information submitted for your record.
Outcomes of a Plumbing Sign Off for Final CO Request

If the result is:

- **Sign Off Granted:**
  - An email is sent to all Registered Users on the Record stating that the request was reviewed and approved.

- **Sign Off Rejected:**
  - An email is sent to all Registered Users on the Record stating that the request was reviewed and rejected.
  - The email will contain comments as to why the request was rejected.

- **Additional Documents Required:**
  - An email is sent to all Registered Users on the Record stating that the request was reviewed and additional documents are required.
  - The email will contain comments as to what documents are missing.
  - Please refer to the “[Uploading Additional Documents when Required by the Department](#)” section for additional instructions.
Electrical: Requesting Sign Off for Final CO

Requesting an Electrical Sign Off for Final CO may now be done through DOB NOW: Inspections. The Sign Off must be granted in advance of a Final Certificate of Occupancy (CO) being issued by the Department.

Note that in order to request Electrical Sign Off for Final CO you must perform this request from the Job Record. When submitting a request, the system will check the below rules:

- Electrical Sign Off for Final CO can only be requested by the applicant of record (PE/RA), owner or a Delegate of the PE/RA or owner (with a registered DOB NOW: Inspections account) on Job Records that have been linked to your account. Please refer to the Account Registration and Management User Manual if you need to register for an account.
- The Job Type is “NB” or “A1”.
- All fees must be paid
- A C-of-O Application (PW6) must be filed on the Job.
- There cannot be any pending request for Electrical Sign Off for Final CO on the Job.
- There cannot be any approved Electrical Sign Off for Final CO on the Job
- There cannot be any open Electrical Inspections on:
  - The Job the request is made on (Primary Job)
  - Any permits linked to the Primary Job
  - Any of the associated Electrical Applications entered on the request
  - Any permits linked to any of the associated Electrical Applications entered on the request
Request an Electrical Sign Off for Final CO

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 Job Record for which you would like to request an Electrical Sign Off for Final CO. 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. Click the ID Number of the appropriate Job Record.

<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></td>
<td>Electrical Sign Off for Final G of G Request</td>
<td>325 WEST BROADWAY Manhattan, NY 10013</td>
<td>Sign Off Rejected</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>120134489</td>
<td>Job Record</td>
<td>325 WEST BROADWAY Manhattan, NY 10013</td>
<td>Permit Entire</td>
<td>Action</td>
<td>2</td>
</tr>
</tbody>
</table>

**Important Reminder:** Don't forget: Owners and LPs can delegate Records to other Registered DOB NOW: Inspections users. For delegation instructions, click here.
6. The **Record** page will open.

![Record page screenshot]

- **Work Location**
  - 325 WEST BROADWAY Manhattan NY 10013

- **Record Details**
  - Please review the details of your Record below.
  - If applicable, use the 'Actions' button to:
    - Certify an Objection
    - Add a Delegate (to perform certain actions on your behalf)
    - Upload Inspection results from an Advance Notice Inspection (Plumbing)
    - Provide Buildings with Advance Notice (Plumbing) for Certified Inspections

- **Licensed Professional**
  - H. THOMAS O’HARA
  - M.T.O ARCHITECT, PLLC
  - 370 SEVENTH AVENUE, SUITE 220
  - NEW YORK, NY, 10001
  - Business Phone: 2126953117
  - Registered Architect 025215

- **Job Description**
  - FILING FOR CONSTRUCTION OF NEW NINE (9) STORY RESIDENTIAL BUILDING IN CONFORMANCE WITH LANDMARK AND CPC SPECIAL PERMIT Z.R. 74-711.

- **More Details**

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**Build safe | Live safe**

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7. Under the Record Details section of the page, click **Actions**.
8. Once the Actions screen opens, select the radio button next to Electrical Sign Off for Final C of O Request, then click **Continue Application**.
9. Review the Electrical Sign Off for Final C of O Request screen. You may perform the following actions in this step:

- Request a Waiver of Electrical Sign Off for Final CO by clicking the checkbox.
- Enter associated Electrical Applications

Each associated Electrical Application must be entered into a separate row in the table. This can be done in one of two ways:

a. **Option 1:** If you need to enter only one associated Electrical Application, click **Add a Row**. This will allow you to enter one row of information.

b. **Option 2:** If multiple associated Electrical Applications are required, click the **down arrow** and select the number of rows needed.
**Electrical Sign Off for Final C of O Request**

**Step 1: Electrical Applications > Electrical Applications**
Please enter the Electrical Application numbers for which you are requesting the Sign Off by adding rows to the table below.
After entering the Electrical Application numbers, click Continue Application.

* indicates a required field.

<table>
<thead>
<tr>
<th>ASI</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELD WAIVER</td>
</tr>
<tr>
<td>Request a Waiver of Electrical Sign Off for Final CO:</td>
</tr>
</tbody>
</table>

**ASI Table**

**Electrical Applications**

Showing 0-0 of 0
Electrical Applications

b. Option 2

- Add 2 Rows
- Add 3 Rows
- Add 4 Rows
- Add 5 Rows
- Add 6 Rows
- Add 7 Rows
- Add 8 Rows
- Add 9 Rows
- Add 10 Rows
10. In the Electrical Applications pop-up, enter all of the associated Electrical Applications. The system will check that these are valid Electrical Application #s.

- If the application was filed before 12/4/2017, enter the 7-character Electrical Application number (example: M000001 – letter plus 6-digits)
- If the application was filed on or after 12/4/2017, enter the 15-character Electrical Application number, including any hyphens (example: Q00000001-S2-EL)

Then click Submit.
11. Once the associated Electrical Applications are added, click **Continue Application**.
12. If you previously requested Electrical Sign Off for Final CO on this Job and it was rejected by the Department, you will see the reasons for rejection. Note that it is the Department’s expectation that you have addressed the specified rejection reasons before submitting the same request again. If there were no previous rejection reasons, that will be stated as well. Click Continue Application.
13. On the Upload Documents page, you may upload any additional documents you have in support of your request. To upload a document, click **Upload Attachment**. It is not required that you upload documents. If you do not need to upload any documents, skip ahead to Step 19.
14. The File Upload page will appear. Click **Select Files** to locate the 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 Plumbing Sign Off for TCO Request.*
- *The maximum file size allowed is 10 MB.*
- *If the uploaded 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. The “Additional Supporting Documentation” is selected by default as the document type of the file you are uploading.
17. The Description field is optional.
18. Click **Save**.
19. On the Affirmations page, please read and attest to the Affirmation Statement by clicking the checkmark on this page. This Affirmation is required before proceeding. When complete, click Continue Application.
20. On the Review page, please review all information that you have submitted and ensure it is accurate. If there are any errors, you may go back at this time to fix them by clicking the **Edit** button for the section where you would like to make changes. Otherwise, click **Continue Application**.
21. The Request will now have a Record Number to which you can refer for future updates on its status.

Outcomes of an Electrical Sign Off for Final CO Request

If the result is:

- **Sign Off Granted:**
  - An email is sent to all Registered Users on the Record stating that the request was reviewed and approved.

- **Sign Off Rejected:**
  - An email is sent to all Registered Users on the Record stating that the request was reviewed and rejected.
  - The email will contain comments as to why the request was rejected.

- **Additional Documents Required:**
  - An email is sent to all Registered Users on the Record stating that the request was reviewed and additional documents are required.
The email will contain comments as to what documents are missing.

Please refer to the “Uploading Additional Documents when Required by the Department” section for additional instructions.

- **Walk-Through Required:**
  - An email is sent to all Registered Users on the Record stating that a Walk Through Inspection is required before a final decision can be made
  - Once the Department schedules the Walkthrough Inspection, you will receive an email with a specific date and time for the inspection.
  - Upon Supervisor review of the Walkthrough Inspection, the Electrical Sign Off for a Final CO will be granted or rejected.

**Uploading Additional Documents when Required by the Department**

When the outcome of a Sign Off for TCO or Final CO Request is “Additional Documents Required”, the applicant of record (PE/RA), owner or a Delegate of the PE/RA or owner must upload the required documents to the Request Record using DOB NOW: *Inspections*.

**To find the Sign Off for TCO or Final CO Request Record and upload additional documents:**

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 Transactions.
4. Locate the original Job Number. 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 the **ID Number** in the row of the applicable Job Record.

   ![Records Table]

**Important Reminder:** Don’t forget: Owners and LPs can delegate Records to other Registered DOB NOW: Inspections users. For delegation instructions, [click here](#).

6. Scroll down to the Related Records section and click on the **arrow** to expand the section.
7. Find the Sign Off for TCO or Final CO Request Record, and click **View**.

8. The Sign Off for TCO or Final CO Request Record page will open. Scroll down to the Attachments section and click on the arrow to expand the section.

9. Click **Upload Attachment**.
10. 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.**
- **The maximum file size allowed is 10 MB.**
- **If the uploaded 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.**
11. Once the file has uploaded, click **Finish**.
12. The “Additional Supporting Documentation” is selected by default as the document type of the file you are uploading.
13. The **Description** field is optional.
14. Click Save.

You will see the new file listed in the Attachments section. The Plumbing Unit will review the submission and approve or deny the request. Please refer to the Outcomes for a Plumbing Sign Off for a TCO Request section for additional information.