

UPCOMING CHANGE

Electrical Inspections: Improved Request Process

To improve our electrical inspection scheduling, beginning November 19, 2012, the Department will set appointments through the [Electrical Inspection Request Form](#) at nyc.gov/buildings. *Inspection requests will no longer be accepted via fax.*

Use the online request form for the following types of inspections:

- Amusement Rides
- New Buildings
- Escalator
- Elevator
- Rehabilitation
- Sheds
- Sign Tag Inspection
- Advisory Board
- C of O
- C of O Inspection Update

Requesting an Inspection

The easy-to-use [Electrical Inspection Request Form](#) is accessible through the Forms link under the Development section at nyc.gov/buildings. Licensed electricians may request an inspection once the job is ready for inspection, and only one request is allowed per application. Electricians must have the following information and documents available when requesting an appointment:

- Job Data (including address, application or complaint number, BIN);
- Location;
- Violation Number (if applicable); and
- Preferred Inspection Dates.

Appointment Confirmations

You'll receive an email confirmation of the appointment's date at time at least three days before the scheduled inspection; this information will also be available online in the Buildings Information System.

Rescheduling or Canceling an Appointment

To reschedule or cancel an appointment, email the Department's borough office at least 24 hours before the inspection, using the appropriate borough email address listed below.

- Manhattan: MElectricalAppointments@buildings.nyc.gov
- Queens: QElectricalAppointments@buildings.nyc.gov
- Brooklyn: BElectricalAppointments@buildings.nyc.gov
- Bronx: BXElectricalAppointments@buildings.nyc.gov
- Staten Island: SIElectricalAppointments@buildings.nyc.gov