UPCOMING CHANGE

Inspection Ready: Owner PW1 Email Updates

As an owner, your jobs and permits will be linked to you based on the information in Section 6 of the Place of Assembly Application (PA1) or Section 26 of the Plan Work Applications (PW1). To make inspection requests and view results, the email address used to register for Inspection Ready must match the “Email Address” field in this section on the initial PW1 filed with the application. This is a requirement and owners should verify this information before signing, approving, and submitting these documents to the Department.

If you are an owner and your e-mail address is missing or was incorrectly listed as a Filing Representative in Section 6 (PA) or Section 26 (PW1), the Department will allow a one-time only change to the email field without any fee and no new PW1 form required. This change will only be made if the other owner information is not changing. If any other owner information is changing, the update must go through the regular PAA process.

This waiver applies to jobs filed prior to February 1, 2016. Jobs filed after this date will be required to go through the regular PAA process to make email changes. Requests will take a minimum of 48 hours to be processed.

To change this information, please email the following details to CustomerServiceIR@buildings.nyc.gov.
1. Proof of identity (such as scanned ID)
2. Job numbers
3. Inspection Ready email address

Post Until: December 31, 2016

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

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

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