SERVICE UPDATE

Inspection Ready: Requirements for Application Withdrawal, Change of Address, Place of Assembly & Letters of Completion

For jobs inspected after the launch of Inspection Ready, Final Inspection Reports printed from the system are required to complete the following at the Borough Offices:

- Application Withdrawals
- Change of Address transactions
- Obtain Place of Assembly permits
- Obtain Letters of Completion

Application Withdrawals and Change of Address
To withdraw an application or complete a Change of Address where the plan examination unit has required an inspection, you must:

1. Login to Inspection Ready and request the appropriate Inspection Type on the Job Record (Application Withdrawal or Change of Address)
2. Once the Inspection is marked as PASS-FINAL, bring the following documents to the Borough Office to complete the transaction:
   a. Completed OP113 (in the Attachments section for the Record on Inspection Ready)
   b. Original PW1 approved for withdrawal/change of address from the Borough Plan Exam Unit
Place of Assembly (PA)
To update the status of a PA to “Completed”, you must:
1) Request the appropriate Inspection on the PA Record Type in Inspection Ready
2) When the Inspection has a Pass result, bring the Final Inspection Report to the Borough Office with other required PA paperwork

Letters of Completion (LOC)
To obtain a Letter of Completion from the Borough Office you must:
1. Login to Inspection Ready and request the appropriate Inspection Type on the Permit Record
2. Once the Inspection is marked as PASS-FINAL, bring the Final Inspection Report to the Borough Office along with all other required documents to obtain LOC.

Locating Inspection Reports in Inspection Ready
To find the Inspection Reports, follow the steps outlined below:
1. Log in to Inspection Ready
2. Click “Access My Records”
3. Scroll to the General Search and search the appropriate Permit or Job Number and Click “Search” at the bottom
4. Results will populate in the table below the search criteria fields. Click the ID Number of the Record you wish to view.
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5. The Record page will open. The page will display information in five sections: Work Location; Record Details; Inspections; Attachments; Related Records. Scroll to the “Attachments” section and click the arrow next to the Attachments section to expand it.

The Attachments section contains:

- System generated communications (i.e., emails from Inspection Ready)
- Documents uploaded by the Owner, LP, and their Delegates
- Inspections, including the Application Withdrawal Inspection Report
- Cards (ex: 16A Card, Boiler Card, Elevator Card, Freight and Sidewalk Elevator Card, etc.)

Please Note: Only Applicants, Permit Holders, Owners and Delegates will see attachments.

For information on Inspection Ready please visit:

Post Until: December 31, 2016

Bill de Blasio, Mayor
Rick D. Chandler, P.E., Commissioner  nyc.gov/buildings

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