Inspections: Requesting, Cancelling, and Viewing Results
# Table of Contents

Introduction .................................................................................................................. 2

DOB NOW: Inspections Overview .................................................................................. 2

Inspections: Requesting, Cancelling, and Viewing Results ......................................... 3

Requesting Inspections .................................................................................................. 3

  Request an Inspection ................................................................................................. 4

Uploading Documents .................................................................................................... 17

Cancelling Inspections .................................................................................................. 27

Viewing Inspection Results and Inspection-Related Documentation ......................... 31

  Viewing the Boiler Card .............................................................................................. 36

  Viewing Floor Status .................................................................................................. 39
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 Department of Buildings. DOB NOW: *Inspections* organizes information using Records. Records are Jobs, BPP Jobs, Place of Assembly, Permits, Devices, Notices, Work, Applications, Certifications, Sign Off Requests & 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, cancel, and view Inspection results in DOB NOW: *Inspections*.

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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
Inspections: Requesting, Cancelling, and Viewing Results

Requesting Inspections
You should request Inspections only when you are prepared for the Inspection to be conducted.

Please note the following guidelines when requesting Inspections in DOB NOW: Inspections:

- Inspections can only be requested by LPs, Owners, or their Delegates (with a registered DOB NOW: Inspections account) on 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.
- LPs and Delegates cannot request an Inspection if the LP has an expired license or expired insurance. These rules do not apply to Owners.
- Inspections cannot be requested if the BIN is on hold or obsolete.
- A specific Inspection date or time cannot be requested. The Inspection will be scheduled for the next available date and time.
- Inspections can only be requested on Records that are in an inspectable status.
- Inspections cannot be requested on expired Permits where there are open objections. The Permit must be renewed prior to requesting the Inspection.
- Each Record can only have one open Inspection request at a time, with the exception of BPP.
- Certain Inspection Types require documents to be uploaded to DOB NOW: Inspections before the Inspection can be requested. See the Uploading Documents section for more details.
- A TR1 must be uploaded into DOB NOW: Build before a Place of Assembly Inspection is requested on a PA Permit.
- Owners cannot request Elevator Inspections.
- Directive 14 Inspections cannot be requested using DOB NOW: Inspections. Please call the appropriate Unit to schedule an Inspection.
- Boiler Inspections must be requested and performed on the “highest” permit type available on the job. Permit types are ranked as such:
  1- Boiler Permit
  2- Fuel Burner Permit
  3- Fuel Storage Permit
- Withdrawal Inspections and Boiler work on LAA’s are excluded from this rule.
Request an Inspection

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**.

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 Permit Record for which you would like to request an Inspection. Only use the Job Record if you intend to request a Withdrawal Inspection. 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 Record.

6. The Record page will open. If you see a yellow or green condition banner, you must upload a document to the Record before you can request an Inspection.
7. Under the Inspections section of the page, click **Request an Inspection**. If this link does not appear, one of the following scenarios may apply:

- Your account is not linked to this Record. In this case, LPs should review the *Using Your PIN* User Manual and Owners should review the Alternate Access for Owners section of the *Account Registration and Management* User Manual.
- You must upload a document prior to requesting this Inspection.
- There is already an open Inspection request. Each Record can only have one open Inspection request at a time, with the exception of BPP.
8. The Request an Inspection window will appear. Select the type of Inspection that you would like to request.

- Please Note:
  - The Inspection types listed vary based on the Record Type.
  - Certain Records Types contain multiple pages of Inspection Types. If your desired Inspection Type is not on the first page, use the <Prev, Next>, or page number links to navigate to the additional pages.
  - You may only select one Inspection Type
  - Elevator Application Withdrawal Inspections cannot be requested using DOB NOW: Inspections. You must contact the Elevator Unit to request Elevator Application Withdrawal Inspections.

Scroll down to the bottom of the pop-up and click **Continue**.
9. Verify that the Contact information listed represents the person who will be on-site to meet the Inspector. If the information is correct, skip to Step 11.

- **Please Note:**
  - *If the Inspection request type requires the LP to be present, the LP must be on-site for the Inspection.*
  - *The person meeting the Inspector must be qualified for the Inspection/test being performed.*
  - *The listed contact information replaces the Letter of Authorization for Plumbing Inspections.*
10. If the Contact needs to be updated, click **Change Contact**.

- Choose **Select an existing contact** and select an option from the drop-down menu, or choose **Specify another person** and provide the contact information. Click **Submit**.

11. Click **Continue**.
12. Click **IMPORTANT: Provide Additional Information by Clicking Here** to enter additional information about the Inspection Request. Depending on the Inspection Type, this information is either required, or optional.

- The following information is **Optional** for any Inspection Type:
  - Site access details or meeting instructions
  - Related Job or Permit Numbers
  - Specific areas or floors to inspect
  - Other information for the Inspector

*Please Note: Requests for a specific Inspection date or time will not be honored.*
The following information is **required** for the Inspection Types listed below:

<table>
<thead>
<tr>
<th>Inspection Type</th>
<th>Additional Information Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boiler Inspections</td>
<td>For Mobile Boilers that change location, enter the address where the work is being performed</td>
</tr>
<tr>
<td>Boiler Inspections on a Full Permit</td>
<td>Enter the original LAA number, and the number of the Permit that supersedes the LAA</td>
</tr>
<tr>
<td>Boiler Inspections on a LAA Record</td>
<td>For Re-Inspection Requests, enter the word “Re-Inspection”</td>
</tr>
<tr>
<td>BPP</td>
<td>For BPP Jobs that affect multiple NBs, enter:</td>
</tr>
<tr>
<td></td>
<td>1. The NB numbers</td>
</tr>
<tr>
<td></td>
<td>2. The address of the property that needs to be inspected</td>
</tr>
<tr>
<td>CD Inspections</td>
<td>For Crane Devices that change location, enter the current address of the crane</td>
</tr>
<tr>
<td>Plumbing</td>
<td>See the table on the next page.</td>
</tr>
</tbody>
</table>


Since the Plumbing Inspections Types available for selection are generic, use the comments to specify what Inspection should be conducted.

<table>
<thead>
<tr>
<th>If you select this Plumbing Inspection Type:</th>
<th>Identify one or more specific Inspections/tests being requested in the &quot;Additional Information&quot; box of the Request:</th>
</tr>
</thead>
</table>
| **PL Permits - 3, 9, 10+ Floors**          | Gas - Finish  
                                               Gas - Remove/Cap  
                                               Gas - Roughing  
                                               Gas - Test  
                                               Medical Gas - Finish  
                                               Medical Gas - Remove/Cap  
                                               Medical Gas - Roughing  
                                               Medical Gas - Test  
                                               Plumbing - Hydrostatic Test  
                                               Sprinkler - Finish  
                                               Sprinkler - Hydrostatic Test  
                                               Sprinkler - Roughing  
                                               Storm - Finish  
                                               Storm - Roughing  
                                               Water - Pressure Test  
                                               Water/ Sanitary - Finish  
                                               Water/ Sanitary - Roughing  
                                               Water/Sanitary - Test |
| **PL Permits - Underground**               | Underground - Detention  
                                               Underground - Drywell and Retention  
                                               Underground - Gas  
                                               Underground - Medical Gas  
                                               Underground - Sprinkler  
                                               Underground - Storm  
                                               Underground - Water/Sanitary |
| **SP Permits - 3, 9, 10+ Floors**          | Booster Pump - Test  
                                               Dry Pipe Valve - Test  
                                               Sprinkler - Finish  
                                               Sprinkler - Hydrostatic Test  
                                               Sprinkler - Remove/Cap  
                                               Sprinkler - Roughing  
                                               Sprinkler - Underground |
| **SD Permits - 3, 9, 10+ Floors**          | Standpipe - Roughing  
                                               Standpipe - Finish  
                                               Standpipe - Hydrostatic Test  
                                               Standpipe - Underground  
                                               Standpipe - Remove/Cap |
13. Scroll to the bottom of the pop-up and click **Finish**.

14. The Request now appears as a Pending Inspection.
15. All Registered Users associated to the Record (LP, Owner, and Delegates) will receive two emails regarding the Inspection Request:

- The first email will confirm that the Inspection Request has been received by the Department of Buildings.
- A second email will be sent when the Inspection is scheduled and will include the specific date and time for the Inspection.

  *Please Note: Copies of these email messages can also be found under the Attachments section of the Record page.*
Uploading Documents

Documents can be uploaded in DOB NOW: Inspections. A yellow or green banner indicates you must upload a document to the Record before you can request an Inspection.

Yellow banner example:

Green banner example:

Documentation will not be accepted in the field. Documents must be uploaded prior to requesting the Inspection Types listed below.

<table>
<thead>
<tr>
<th>Inspection Type</th>
<th>Document Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Withdrawal Inspections for Construction, BPP, Sustainability, Plumbing and Boilers</td>
<td>PW1&lt;sup&gt;1,3&lt;/sup&gt;</td>
</tr>
<tr>
<td>Withdrawal Inspections on an LAA Record</td>
<td>LAA&lt;sup&gt;1,4&lt;/sup&gt;</td>
</tr>
<tr>
<td>Boiler Inspections</td>
<td>Schedule C&lt;sup&gt;2&lt;/sup&gt;</td>
</tr>
<tr>
<td>Boiler Inspections on a LAA Record</td>
<td>LAA&lt;sup&gt;1,4&lt;/sup&gt;</td>
</tr>
<tr>
<td>CD Inspections</td>
<td>Magnaflux Report</td>
</tr>
<tr>
<td>Elevators</td>
<td>ELV1&lt;sup&gt;1&lt;/sup&gt;</td>
</tr>
<tr>
<td>BPP</td>
<td>BPP Final Survey&lt;sup&gt;2&lt;/sup&gt; and BPP Plans &lt;sup&gt;2&lt;/sup&gt; or Checklist in lieu of plans&lt;sup&gt;2&lt;/sup&gt;</td>
</tr>
<tr>
<td>Place of Assembly</td>
<td>Flame Spread Letter&lt;sup&gt;5&lt;/sup&gt;</td>
</tr>
</tbody>
</table>

<sup>1</sup>A warning message will appear during the Inspection Request process. The Inspection request cannot be completed until after the document has been uploaded.

<sup>2</sup>The “Request an Inspection” link will not be visible until after you have uploaded the document and refreshed the page.

<sup>3</sup>If the 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.

<sup>4</sup>Only required for LAAs filed before 8/6/18. Not required for LAAs filed in DOB NOW: Build.

<sup>5</sup>Only required if indicated by DOB NOW: Build for PA Permits only.
To upload a document:

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**.

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 Record for which you would like to upload a document. 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 Record.

6. Scroll to the bottom of the Record and click the arrow next to **Attachments**. Then click **Upload Attachment**.
7. The File Upload page will appear. Click **Select Files** to locate the appropriate file(s) from your computer. The document types you can upload include:

- PW1
- Schedule C
- LAA
- Magnaflux Report
- ELV1
- BPP Final Survey

*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.
- DOB signatures and/or official seals must be visible in the uploaded file. If the 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.
8. Once the file has uploaded, click Finish.
9. Select an option from the **Type** dropdown to classify the type of document you uploaded. The document types listed in the dropdown will vary based on the Record type.
10. The **Description** field is optional.
11. Click Save.

12. You will see the new file listed in the Attachments section.

13. If the yellow or green banner still appears, or the Request an Inspection link does not appear:
   1. Verify that you have uploaded the correct document type to satisfy the condition listed in the yellow or green banner
   2. Refresh your browser
Cancelling Inspections

Cancellations will be accepted online up to 48 hours prior to the scheduled Inspection. You must call the Department of Buildings at the phone number listed in your appointment confirmation email to cancel an Inspection that is scheduled to take place within 48 hours.

To cancel an Inspection using DOB NOW: Inspections:

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.
3. From the Home Page, click **Search Records**.

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
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**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 Record for which you would like to cancel an inspection. 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. In the Inspections section of the page, locate the Scheduled or Pending Inspection. Click the **Actions** dropdown menu. Click **Cancel**.

6. The Cancel Inspection window will appear. Click **Cancel Inspection**.

7. The Inspection you just cancelled will now appear under the Completed Inspections as “Cancelled.”
8. All Registered Users associated to the Record (LP, Owner, and Delegates) will receive an email confirming the Inspection cancellation.

Viewing Inspection Results and Inspection-Related Documentation

All Registered Users associated to the Record (LP, Owner, and Delegates) will receive email notifications when Inspection Results are available in DOB NOW: Inspections. Two different emails will be sent from DOB NOW: Inspections:

- **Email #1**: The Preliminary Inspection Results, which are subject to change during Supervisory Review.
- **Email #2**: The Final Inspection Results.

To view results, including the Inspection Report, in DOB NOW: Inspections:

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 Record for which you would like to view Results. 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.
5. The Record Detail page will appear. The status of the Completed Inspections will display in the Inspections section.
6. Expand the Attachments section by clicking the arrow to the left of Attachments. Click the document link in the Name column, and click Open to view the document. Examples of the documents that can be found here include:

- Inspection Report (which includes objections by floor) Preliminary and Final
- Boiler Card Preliminary and Final
- 16A Card Preliminary and Final
- Plug of Sewer House Connection Card Final Only
- New Sewer House Connection Card Final Only
- Copies of emails from DOB NOW: Inspections
- Any file uploaded by the Owner, LP, or their Delegates
Viewing the Boiler Card

Boiler Cards are generated upon Preliminary and Final results. The conditions under which Boiler Cards are generated are below.

- The logged-in user is associated to the Record, and,
- The Unit answered “Yes” to “Generate Boiler Card?” on the Boiler Device ASIT and,
- The Inspection Result is:
  - Pass,
  - Pass-Final, or
  - Fail due to an Administrative Failure, or
  - Fail-Final due to an Administrative Failure

To view the Boiler Card in DOB NOW: Inspections:

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.
3. Click Access My Records.
4. Locate the appropriate Record. Click on the Record ID Number.
5. The Record Detail page will appear. Scroll down to the Attachments section.
8. Expand the Attachments section by clicking the arrow to the left of **Attachments**.

9. Find the Boiler Card in the list of Attachments. Please note, it may not be on the first page. Navigate to other pages if necessary.
10. Click the document link in the **Name** column.

11. Click **Open** to view the document or **Save** to save the document to your computer.
**Viewing Floor Status**

Inspection’s results that are recorded by floor, update the Floor Status table of a Record upon finalizing the Inspection’s result.

The Floor Status table:

- Is located in the Record Details page, under More Details -> Application Information Table (Please follow the Instructions below to see this location)
- Can have a different name (e.g. CURRENT STATUS BY FLOOR, PL FLOOR RESULTS) based on the Record type.
- Can be viewed unless no Inspections have been performed or finalized for the Record.

The following type of records will update the Floor Status table upon finalizing an Inspection’s result:

- Limited Alteration Application
- Plumbing Permit
- Stand Pipe Permit
- Sprinkler Permit
- Alt-1 Permit
- NB Permit

**To view the Floor Status table in DOB NOW: Inspections:**

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.
3. Click Search Records.
4. Locate the appropriate Record. Click on the Record ID Number.
5. The Record Detail page will appear. Scroll down to the **Record Details** section.
6. Expand the More Details option by clicking the arrow to the left of **More Details**.

7. Expand the Application Information Table option by clicking the plus to the left of **Application Information Table**. The Floor Status table will be located under this option.
8. Find the FLOOR RESULTS table.