

SERVICE UPDATE

REQUIREMENT: Plumbing NB/Alt-1 Certificate of Occupancy and Temporary Certificate of Occupancy Sign-off Submission in DOB NOW: *Inspections*

Beginning January 16, 2018, paper requests for plumbing sign-off for NB/Alt1 Certificate of Occupancy (CO) and Temporary Certificate of Occupancy (TCO) will not be accepted in the borough offices. Requests must be submitted through DOB NOW: *Inspections* at www.nyc.gov/inspections.

For detailed instructions on how to submit these requests, please refer to the *Electrical and Plumbing – Requesting Sign Off for Temporary or Final Certificate of Occupancy* manual on the DOB NOW: *Inspections* Resources page at <https://www1.nyc.gov/site/buildings/industry/dob-now-inspection-resources.page>.

Additionally, the following features for plumbing permits will be available on January 16th in DOB NOW: *Inspections*:

- **New Inspection Types**
Standpipe (SD) and Sprinkler (SP) *Special Service Pump Tests* can now be selected as an inspection type.
- **Gas Authorization Approved Report**
Once the Department has approved Gas Authorization, a Gas Authorization Approved Report will be available for any user associated with the Plumbing or LAA Permit to download and print. It will be found in the Attachments section of the associated Plumbing or LAA record.
- **Withdrawal of Plumbing Sign Off Request**
A user will now be able to withdraw a request for plumbing work type sign off, if the request is not yet being reviewed by DOB staff. A request for sign off can then be made later on the same permit.

Additional instructions and manuals can be found on the DOB NOW: *Inspections* Resources page at <http://www1.nyc.gov/site/buildings/industry/dob-now-inspection-resources.page>.

Please contact www.nyc.gov/dobnowhelp with questions or for further information related to DOB NOW.

POST UNTIL: December 31, 2018