

Plumbing: Gas Authorization & Sign Off



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## Introduction

### DOB NOW: *Inspections* Overview

DOB NOW: *Inspections* is an online portal for Owners, Licensed Professionals (LPs)<sup>1</sup>, 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, Gas Authorization Requests & Sign Off Requests. Using DOB NOW: *Inspections*, Licensed Professionals, Owners, and their Delegates will be able to request the following types of Development Inspections online:

Electrical	Plumbing
Fire Suppression	Signs
Construction	Boilers
Elevators	Cranes & Derricks
Oil Burning Equipment	BPP
High Rise Initiative	Sustainability

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 requesting Gas Authorization and Plumbing Sign Off in DOB NOW: *Inspections*.

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<sup>1</sup> 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

## Gas Authorization

Gas Authorization Requests are submitted by an LP, Owner, or Delegate in DOB NOW: *Inspections* for Plumbing Permits and Limited Alteration Applications. The Plumbing Unit will review the submission and approve or deny the request.

- *Please Note: Before submitting a Gas Authorization Request, there must be at least one passing result for the Gas Finish Inspection Type.*

## Request Gas Authorization

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.

**Inspection Ready**  
 Submit Inspection Requests and Certifications to NYC Department of Buildings

[Accessibility Support](#) | [Register for an Account](#) | [Login](#)

Home Buildings

**Welcome to *Inspection Ready***

Welcome to *Inspection Ready*. You can login to request and schedule inspections, certify inspections, and view inspection results. Click the 'Register for an Account' link if you do not have a login.

You can use [BIS Web](#) to search for general information on a property in the city including recorded complaints and violations, actions, applications, and inspections. You can also search for information about tradespeople licensed by the Department.

**Log in today to get started.**

To get started, log in and enter your User Name and Password to the right. If you do not have a User Name, please click on the Register for an Account link.

**Login**

User Name or E-mail:

Password:

Remember me on this computer

[I've forgotten my password](#)  
[New Users: Register for an Account](#)

3. From the Home Page, click **Access My Records**.

**What would you like to do today?**  
To get started, select one of the services listed below:

Use the links in 'General Information' to look up information for Licensed Professionals or Licensees.

Use the links in 'Buildings' to:

- Search Records (Permits/Jobs/Device Numbers/Record)
- Access Your Account to view your permits, jobs, request an inspection, etc...
- Submit one of the following specialized transactions: PVT Inspection Results or Temporary Amusement Ride Inspection Requests

<b>General Information</b> <a href="#">Search Licensed Professionals/Licensees</a>	<b>Buildings</b> <a href="#">Select an Online Service</a> <a href="#">Search Records</a> <a href="#">Access My Records</a>
---	---

4. Locate the appropriate Record. 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*.

**Records**

Your Permit/Job/Device records are listed below.

Click on the Record ID Number to view details associated to that record and/or take action.  
Select checkboxes next to Record IDs below and click 'Add to collection' to group the records as part of a project.

Showing 1-10 of 16 | [Add to collection](#)

<input type="checkbox"/> ID Number	Record Type	Address	Status	Action	Related Records
<input type="checkbox"/> <a href="#">REQ-HC-SO-15-000003</a>	House Connection Work Type Sign Off Request	1 1 NY CELLAR-12	Pending Review	<a href="#">Action</a>	1
<input type="checkbox"/> <a href="#">ADV-PL-15-000007</a>	Submit a Plumbing Advance Notice	4 13 C NY Cellar, 1	Submitted		1
<input type="checkbox"/> <a href="#">ADV-PL-15-000005</a>	Submit a Plumbing Advance Notice	1 1 P NY OSP TO 1ST	Submitted		1
<input type="checkbox"/> <a href="#">ADV-PL-15-000006</a>	Submit a Plumbing Advance Notice	1 2 S NY CELLAR,FIR	Submitted		1
<input type="checkbox"/> <a href="#">ADV-PL-15-000002</a>	Submit a Plumbing Advance Notice	1 1 S NY CELLAR THR	Submitted		1
<input type="checkbox"/> <a href="#">CERT-PL-15-000001</a>	Plumbing Inspection Certification	0 0 NY	Submitted	<a href="#">Action</a>	2
<input type="checkbox"/> <a href="#">ADV-PL-15-000001</a>	Submit a Plumbing Advance Notice	11 New York Ave NEW YORK NY	Submitted		2
<input type="checkbox"/> <a href="#">30119495401PL</a>	Plumbing Permit	9 9 C NY CELLAR,1,2	Issued	<a href="#">Action</a>	0
<input type="checkbox"/> <a href="#">12160293402PL</a>	Plumbing Permit	1 1 NY	Issued	<a href="#">Action</a>	1
<input type="checkbox"/> <a href="#">12151117702PL</a>	Plumbing Permit	0 0 C	Issued	<a href="#">Action</a>	0

**a. Option 1**  
< Prev 1 2 Next >

**b. Option 2** Enter information below to search for records. Select the search type from the drop-down list.

**General Search**

**Search for Records**

- From the list of Records, click the **ID Number** in the row of the applicable Record.

**Records**

Your Permit/Job/Device records are listed below.

Click on the Record ID Number to view details associated to that record and/or take action.  
Select checkboxes next to Record IDs below and click 'Add to collection' to group the records as part of a project.

Showing 1-10 of 16 | [Add to collection](#)

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<input type="checkbox"/> <a href="#">12160293402PL</a>	Plumbing Permit	1 1 NY CELLAR-12	Issued	<a href="#">Action</a>	1
<input type="checkbox"/> <a href="#">2151117702PL</a>	Plumbing Permit	0 0 C NY	Issued	<a href="#">Action</a>	0

< Prev 1 2 Next >

Search for Records Enter information below to search for records. Select the search type from the drop-down list.

**General Search** General Search  ▼

**Search for Records**

6. Click **Actions** in the Record Details section.

**Record Details**

Please review the details of your Record below.

If applicable, use the **'Actions'** button to:

- Certify an Objection
- Add a Delegate (to perform certain actions on your behalf)
- Upload Inspection results from an Advance Notice Inspection (Plumbing)
- Provide Buildings with Advance Notice (Plumbing) for Certified Inspections

<p><b>Licensed Professional:</b></p> <p>ALFRED GLIECH ELVERA LSERVICE INC 2201 NEPTUNE AVE BK, NY, 11224 Business Phone:7189725295 SOC 000473</p> <p><a href="#">View Additional Licensed Professionals&gt;&gt;</a></p>	<p><b>Job Description:</b></p> <p>PARTITION AND PLUMBING WORK IN EXISTING APARTMENT. PROVISION OF SHIP'S&lt;BR&gt;LADDER TO NEW STORAGE LOFT ABOVE. ALL AS PER PLANS AND APPLICATIONS&lt;BR&gt;FILED HEREWITH. THERE IS NO CHANGE IN USE, OCCUPANCY OR MEANS OF EGRESS</p>
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▶ **More Details**

**Actions**

7. Select the radio button next to **Gas Authorization Request**. Click **Continue Application**.

Home
Buildings

[Select an Online Service](#) | [Search Records](#) | [Access My Records](#)

**Select an Action**

Choose one of the following available actions to perform. Please be advised that licensees are responsible for the accuracy and completeness of any data provided, including uploads by such licensees' delegates.

- Certification of Objections
- Gas Authorization Request**
- House Connection Work Type Sign Off Request
- Manage Delegates
- Plumbing Inspection Certification
- Plumbing Work Type Sign Off Request
- Submit a Plumbing Advance Notice

**Continue Application »**

8. Each Gas Authorization request must be entered into a separate row in the table. This can be done in one of two ways:
  - a. *Option 1*: If you need to enter only one Gas Authorization request, click **Add a Row**. This will allow you to enter one row of information.
  - b. *Option 2*: If multiple Gas Authorization requests are required, click the **down arrow** and select the number of rows needed.

**Gas Authorization Request**

1 Enter Gas Information | 2 Upload Documents | 3 Affirmations | 4 Review | 5 Record Issuance

**Step 1: Enter Gas Information > Gas Information**

To request a Gas Authorization, please enter the information required in the table below. Enter as many rows as is necessary to provide complete information about the Gas Meters, Risers and End Uses to be authorized.

Please include any related Boiler Permit numbers in the Requestor Comment field, where applicable. \* indicates a required field.

**Gas Usage Table**

**GAS METERS AND RISERS**

Showing 0-0 of 0

Meter Total	Total	New Meter	Riser	Cook Dryer	Hot Water	Boiler	Heat	Fireplace	HVAC	Tankless Coil	Direct Vent	Other (Describe)	Requestor Comment	Status	Approval Comment
No records found.															

Save and resume later:

b. Option 1

a. Option 2

- On the Gas Meters and Risers table, enter information in the **Meter Floor**, **Total Meters**, **Total Risers**, **Meter Location**, and **Riser Location** fields. This information is required.

**GAS METERS AND RISERS**

\* Meter Floor: ALL

\* Total Meters: 20

\* Total Risers: 5

\* Meter Location: 100

\* Riser Location: 200

New Meter

Cook

Boiler Pilot

HVAC

Other (Describe):

Dryer

Heat

Tankless Coil

Requestor Comment:

Hot Water

Fireplace

Direct Vent

Status: --Select--

Approval Comment:

Submit Cancel

- Check at least one of the **checkboxes** to designate the End Use. If none of the checkboxes apply, type the End Use in the **Other (Describe)** box.

**GAS METERS AND RISERS**

\* Meter Floor: ALL

\* Total Meters: 20

\* Total Risers: 5

\* Meter Location: 100

\* Riser Location: 200

Cook

Boiler Pilot

HVAC

Other (Describe):

Dryer

Heat

Tankless Coil

Requestor Comment:

Hot Water

Fireplace

Direct Vent

Status: --Select--

Approval Comment:

Submit Cancel

11. If requesting Gas Authorization for the Boiler Pilot end use, provide the Boiler Permit number in the **Requestor Comments** box.

The screenshot shows a web form titled "GAS METERS AND RISERS". It contains several input fields and checkboxes. The "Requestor Comment" field is highlighted with a red border. The form includes fields for "Meter Floor" (set to ALL), "Total Meters" (20), "Meter Location" (100), "Total Risers" (5), and "Riser Location" (200). There are checkboxes for "New Meter", "Cook", "Boiler Pilot", "HVAC" (checked), "Dryer", "Heat", "Tankless Coil", "Hot Water", "Fireplace", and "Direct Vent". There are also text areas for "Other (Describe)", "Approval Comment", and "Requestor Comment". A "Status" dropdown menu is set to "--Select--". At the bottom, there are "Submit" and "Cancel" buttons.

12. Click **Submit**.

This screenshot is identical to the one above, showing the "GAS METERS AND RISERS" form. In this view, the "Submit" button at the bottom left is highlighted with a red border, indicating the next step in the process.

13. Click **Continue Application**.

**Gas Authorization Request**

1 Enter Gas Information | 2 Upload Documents | 3 Affirmations | 4 Review | 5 Record Issuance

**Step 1: Enter Gas Information > Gas Information**

To request a Gas Authorization, please enter the information required in the table below. Enter as many rows as is necessary to provide complete information about the Gas Meters, Risers and End Uses to be authorized.

Please include any related Boiler Permit numbers in the Requestor Comment field, where applicable.

\* indicates a required field.

**Gas Usage Table**

**GAS METERS AND RISERS**

Showing 1-1 of 1

Meter Total	Total Floor Meters	New Risers	Meter Location	Riser Location	Cook	Dryer	Hot Water	Boiler Water Pilot	Heat	Fireplace	HVAC	Tankless Coil	Direct Vent	Other (Describe) Other Notes	Requestor Comment	Status	Approval Comment	
<input type="checkbox"/>	ALL	20	5	No	100	200	No	No	No	No	No	No	No	No	No	No	No	No

**Continue Application »** Save and resume later:

14. You are required to upload an image of your seal. You may also upload Gas Authorization documents. Click **Upload Attachment**.

Home | Buildings

Select an Online Service | Search Records | Access My Records

**Gas Authorization Request**

1 Enter Gas Information | 2 Upload Documents | 3 Affirmations | 4 Review | 5 Record Issuance

**Step 2: Upload Documents > Supporting Documentation**

If necessary, please upload the supporting documentation types available below.

\* indicates a required field.

**Attachments**

Please review attachments related to this Record below.

- Click the 'Upload Attachment' button to upload additional or supporting attachments for this Record.
- Click the 'Actions' button to view attachment details for this Record.

Name	Type	Size	Latest Update	Action
No records found.				

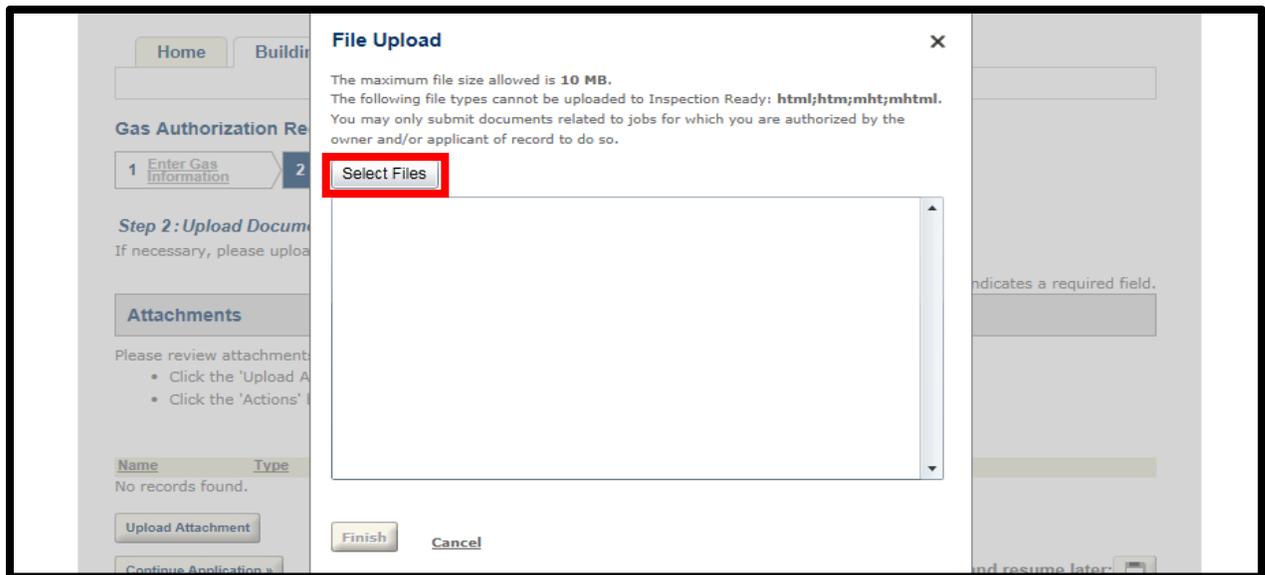
**Upload Attachment**

Save and resume later:

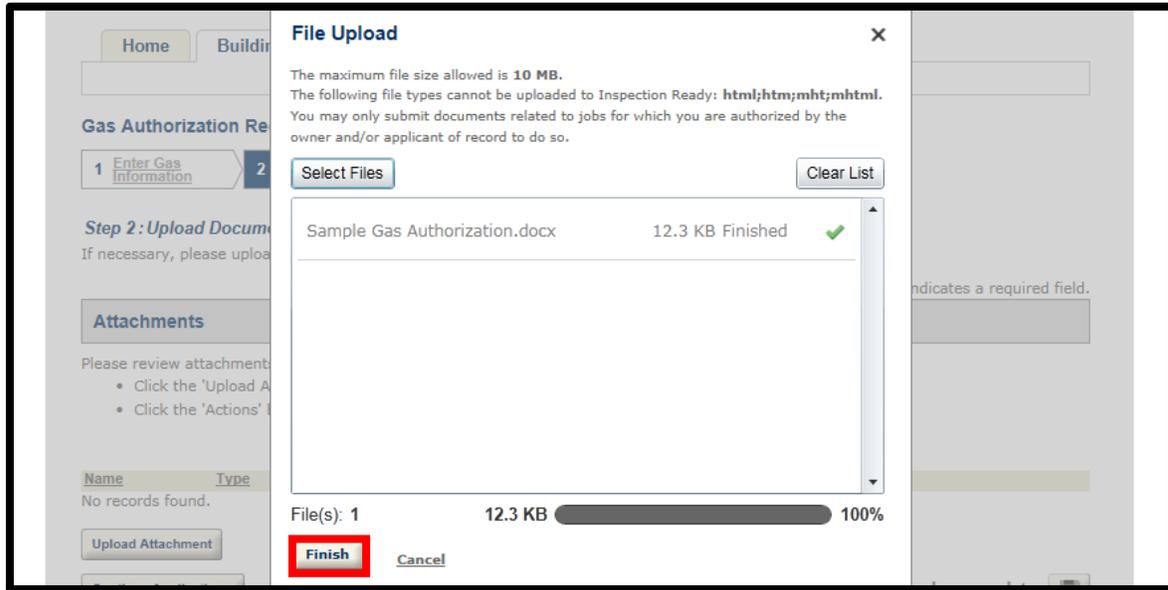
15. The File Upload page will appear. Click **Select Files** to locate the file(s) from your computer. In addition to any Gas Authorization documents you are uploading, you are required to upload an image of your seal.

*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.*
- *Multiple documents can be uploaded for a single Gas Authorization Request.*
- *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.*



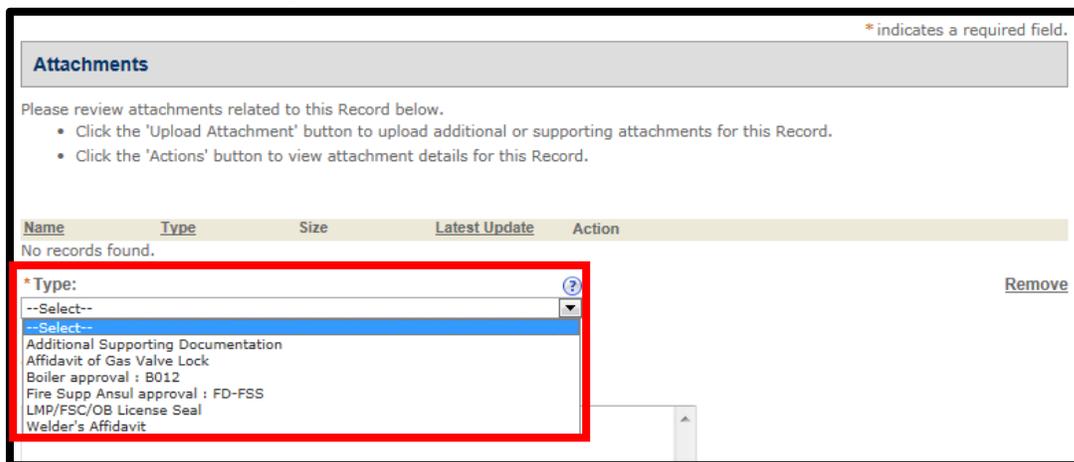
16. Once the file has uploaded, click **Finish**.



17. Select the appropriate document type from the **Type** dropdown. In addition to any Gas Authorization documents you are uploading, you are required to upload a document type of "LMP/FSC/OB License Seal" before continuing.

*Please Note: The document types available for selection when requesting Gas Authorization are:*

- Additional Supporting Documentation
- Affidavit of Gas Valve Lock
- Boiler approval : BO12
- Fire Supp Ansul approval : FD-FSS
- LMP/FSC/OB License Seal
- Welder's Affidavit



18. The **Description** field is optional.

\* indicates a required field.

### Attachments

Please review attachments related to this Record below.

- Click the 'Upload Attachment' button to upload additional or supporting attachments for this Record.
- Click the 'Actions' button to view attachment details for this Record.

Name	Type	Size	Latest Update	Action
No records found.				

\* Type:  ? [Remove](#)

File:  
Sample Gas Authorization.docx

Description:

19. Click **Save**.

20. Upload additional attachments if necessary by clicking **Upload Attachment** and repeating the previous steps to upload the document. Click **Continue Application**.

21. Read the affirmation statement that applies to you, and check the **checkbox** to indicate acceptance of the statement.

- If you are a Licensed Professional, accept the “For Licensed Professionals” affirmation statement.
- If you are not a Licensed Professional, accept the “For All Other Users” affirmation statement.

Home Buildings

Select an Online Service | Search Records | Access My Records

**Gas Authorization Request**

1 Enter Gas Information | 2 Upload Documents | 3 Affirmations | 4 Review | 5 Record Issuance

Step 3: Affirmations > Affirmation Statement \* indicates a required field.

**For Licensed Professionals**

LICENSED PROFESSIONALS

I certify the statements herein are correct and comply with the NYC Construction Codes. I meet the requirements of the NYC Construction Codes as they relate to the experience requirements for gas tests. I understand that falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment or both. I also understand that if I am found after hearing to have made or allowed to be made a false statement in this submission or this affirmation I may be subject to disciplinary action by the City of New York and/or barred from filing further applications or documents with the Department. I understand and agree that by personally checking the below checkbox and then clicking the “Continue Application >>” button I am electronically signing this affirmation. I understand that the electronic signature shall have the same validity and effect as a signature affixed by hand.:

**For All Other Users**

OWNERS AND OTHER DELEGATES

I certify the statements herein are correct. I understand that falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment or both. I further understand that if I am found after hearing to have knowingly or negligently made a false statement or to have knowingly or negligently falsified or allowed to be falsified this affirmation I may be subject to disciplinary action by the City of New York and/or barred from filing further applications or documents with the Department. I understand and agree that by personally checking the below checkbox and then clicking the “Continue Application >>” button I am electronically signing this affirmation. I understand that the electronic signature shall have the same validity and effect as a signature affixed by hand.:

Continue Application > Save and resume later:

22. Click **Continue Application**.

The screenshot shows a web application interface for a 'Gas Authorization Request'. At the top, there are navigation tabs for 'Home' and 'Buildings', and a search bar with links for 'Select an Online Service', 'Search Records', and 'Access My Records'. Below this is a progress bar with five steps: 1. Enter Gas Information, 2. Upload Documents, 3. Affirmations (highlighted in blue), 4. Review, and 5. Record Issuance. The main content area is titled 'Step 3: Affirmations > Affirmation Statement' and includes a note that an asterisk indicates a required field. There are two sections: 'For Licensed Professionals' and 'For All Other Users'. The 'For Licensed Professionals' section contains a paragraph of certification text and a checked checkbox. The 'For All Other Users' section contains a similar paragraph and an unchecked checkbox. At the bottom left, there is a red-bordered button labeled 'Continue Application >'. At the bottom right, there is a 'Save and resume later:' option with a floppy disk icon.

23. Review the Gas Authorization Request and click **Continue Application**.

**Step 4 : Review**

**Continue Application »** Save and resume later:

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

**Record Type**

Gas Authorization Request

**Gas Usage Table**

GAS METERS AND RISERS [Edit](#)

Meter Floor	Total Meters	Total Risers	New Risers	Meter Location	Riser Location	Cook	Dryer	Hot Water	Boiler	Heat	Fireplace	HVAC	Tankless Coil	Direct Vent	Other (Describe)	Request Comments
ALL	5	8	No	CEL	002	No	No	No	Yes	No	No	Yes	No	No		

[Edit](#)

**Attachments** [Edit](#)

Please review attachments related to this Record below.

- Click the 'Upload Attachment' button to upload additional or supporting attachments for this Record.
- Click the 'Actions' button to view attachment details for this Record.

Name	Type	Size	Latest Update	Action
Sample Gas Authorization.docx	Welder's Affidavit	12.30 KB	10/07/2015	<a href="#">Actions</a> ▼

24. The confirmation message below will display on the screen.

**Gas Authorization Request**

1 Enter Gas Information | 2 Upload Documents | 3 Affirmations | 4 Review | **5 Record Issuance**

**Step 5 : Record Issuance**

**Your record has been successfully submitted.**  
Please print your record and retain a copy for your records.

Thank you for using our online services.  
**Your Record Number is REQ-GA-15-000001.**

You will need this number to check the status of your record or to schedule/check results of inspections where applicable.

Choose "View Record Details" below to view the information submitted for your record.

[View Record Details »](#)

## Outcomes of Gas Authorization Requests

If the result is:

- **Approved:**
  - An email is sent to all Registered Users on the Record stating that the request was reviewed and granted.
- **Denied:**
  - An email is sent to all Registered Users on the Record stating that the request was reviewed and denied.
  - The email will contain comments as to why the request was rejected.
- **Additional Documents Required:**
  - An email is sent to all Registered Users on the Record stating that the request was reviewed and additional documents are required.
  - The email will contain comments as to what documents are missing.
  - Please refer to the “[Additional Documents Required: Gas Authorization Requests](#)” section for additional instructions.

### Additional Documents Required: Gas Authorization Requests

When the outcome of a Gas Authorization Request is “Additional Documents Required”, the LP, Owner, or their Delegates must upload the required documents to the Request Record using DOB NOW: *Inspections*.

#### To find the Gas Authorization Request Record and upload additional documents:

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 **Access My Records**.

**What would you like to do today?**  
To get started, select one of the services listed below:

Use the links in 'General Information' to look up information for Licensed Professionals or Licensees.

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<b>General Information</b> <a href="#">Search Licensed Professionals/Licensees</a>	<b>Buildings</b> <a href="#">Select an Online Service</a> <a href="#">Search Records</a> <a href="#">Access My Records</a>
---	---

4. Locate the original Permit or LAA Record. 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*.

**Records**

**Your Permit/Job/Device records are listed below.**

Click on the Record ID Number to view details associated to that record and/or take action.  
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Showing 1-10 of 16 | [Add to collection](#)

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<input type="checkbox"/> <a href="#">12151117702PL</a>	Plumbing Permit	0 0 C	Issued	<a href="#">Action</a>	0

**a. Option 1**  
< Prev 1 2 Next >

**b. Option 2** Enter information below to search for records. Select the search type from the drop-down list.

**General Search**

**Search for Records**

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**Records**

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Showing 1-10 of 16 | [Add to collection](#)

<input type="checkbox"/> ID Number	Record Type	Address	Status	Action	Related Records
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<input type="checkbox"/> <a href="#">ADV-PL-15-000007</a>	Submit a Plumbing Advance Notice	4 13 C NY Cellar, 1	Submitted		1
<input type="checkbox"/> <a href="#">ADV-PL-15-000005</a>	Submit a Plumbing Advance Notice	1 1 P NY OSP TO 1ST	Submitted		1
<input type="checkbox"/> <a href="#">ADV-PL-15-000006</a>	Submit a Plumbing Advance Notice	1 2 S NY CELLAR,FIR	Submitted		1
<input type="checkbox"/> <a href="#">ADV-PL-15-000002</a>	Submit a Plumbing Advance Notice	1 1 S NY CELLAR THR	Submitted		1
<input type="checkbox"/> <a href="#">CERT-PL-15-000001</a>	Plumbing Inspection Certification	0 0 NY	Submitted	<a href="#">Action</a>	2
<input type="checkbox"/> <a href="#">ADV-PL-15-000001</a>	Submit a Plumbing Advance Notice	11 New York Ave NEW YORK NY	Submitted		2
<input type="checkbox"/> <a href="#">30119495401PL</a>	Plumbing Permit	9 9 C NY CELLAR,1,2	Issued	<a href="#">Action</a>	0
<input type="checkbox"/> <a href="#">12160293402PL</a>	Plumbing Permit	1 1 NY CELLAR-12	Issued	<a href="#">Action</a>	1
<input type="checkbox"/> <a href="#">2151117702PL</a>	Plumbing Permit	0 0 C NY	Issued	<a href="#">Action</a>	0

< Prev 1 2 Next >

Search for Records Enter information below to search for records. Select the search type from the drop-down list.

**General Search** General Search  ▾

**Search for Records**

- Scroll down to the Related Records section and click on the **arrow** to expand the section.

**▶ Related Records**

- Find the Gas Authorization Request Record, and click **View**.

**▼ Related Records**

Click on the arrow to expand the Record ID.

Click on **'View'** to review Related Record details associated with the current Record.

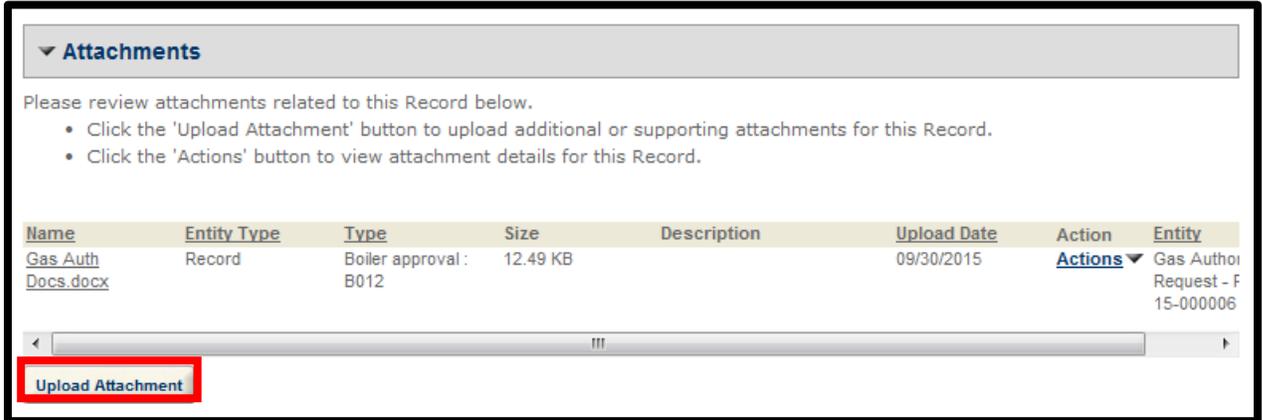
[View Entire Tree »](#)

ID Number	Record Type	Application Name	Date	View
<ul style="list-style-type: none"> <li>▼ <a href="#">USTPL4006</a></li> <li> <ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">REQ-GA-15-000006</a></li> </ul> </li> </ul>	<b>Limited Alteration Application</b>		09/29/2015	
	Gas Authorization Request		09/30/2015	<a href="#">View</a>

- The Gas Authorization Request Record page will open. Scroll down to the Attachments section and click on the arrow to expand the section.



- Click **Upload Attachment**.

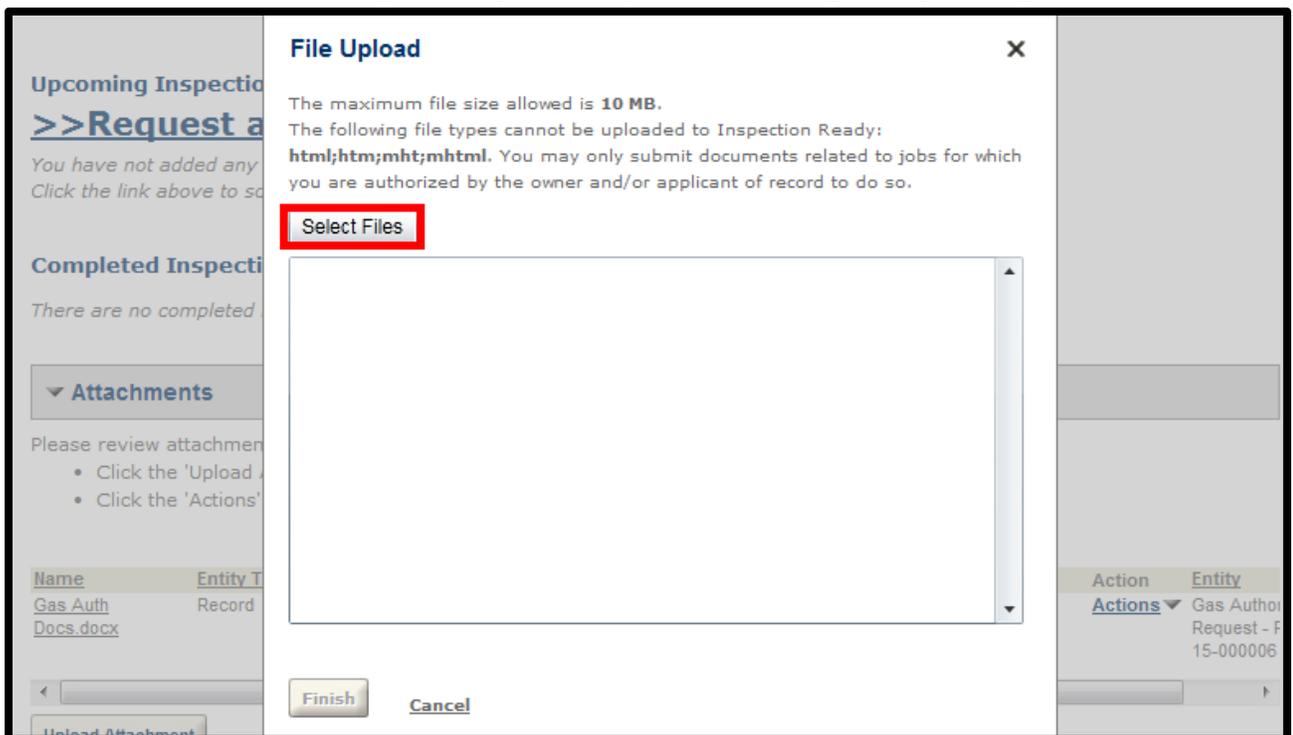


10. The File Upload page will appear. Click **Select Files** to locate the appropriate file(s) from your computer. The document types you can upload include:

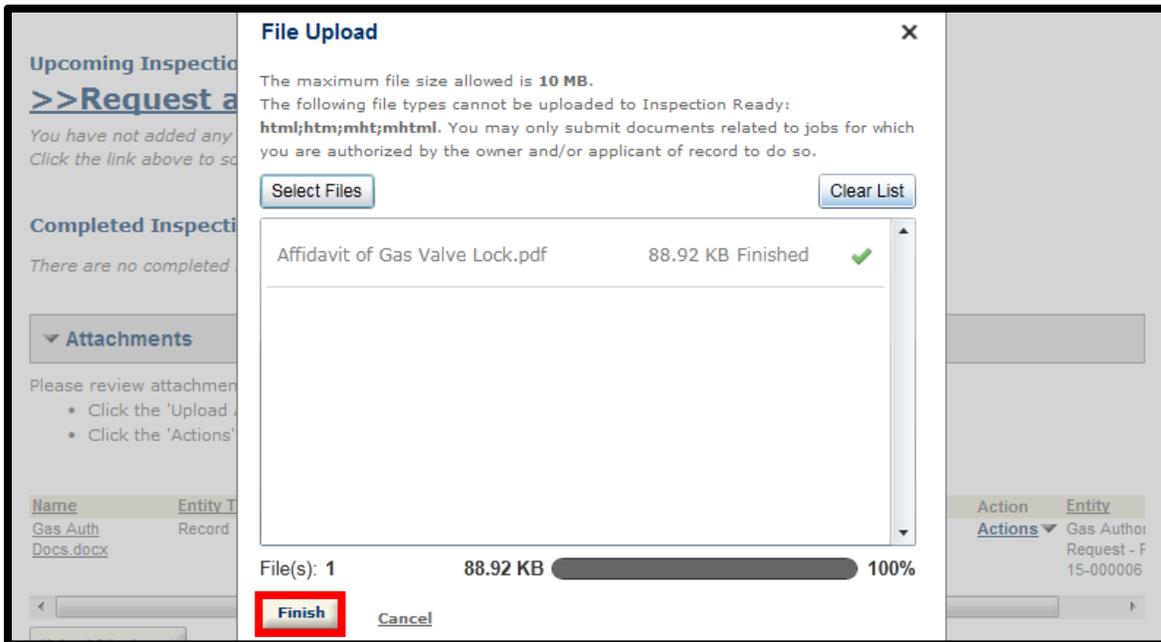
- Additional Supporting Documentation
- Affidavit of Gas Valve Lock
- Boiler approval : BO12
- Fire Supp Ansul approval : FD-FSS
- LMP/FSC/OB License Seal
- Welder's Affidavit

*Please Note:*

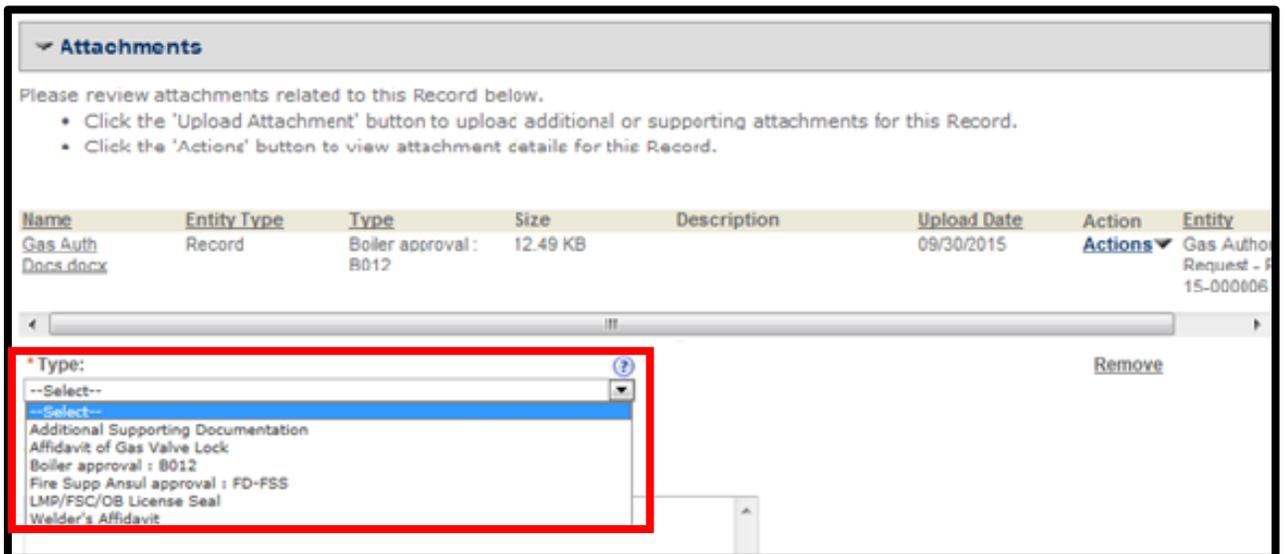
- *Microsoft Silverlight is required to upload documents in DOB NOW: Inspections. If you are having problems with Google Chrome we recommend switching to Internet Explorer.*
- *The maximum file size allowed is 10 MB.*
- *DOB signatures and/or official seals must be visible in the uploaded file. If the 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.*



11. Once the file has uploaded, click **Finish**.



12. 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.



13. The **Description** field is optional.

▼ Attachments

Please review attachments related to this Record below.

- Click the 'Upload Attachment' button to upload additional or supporting attachments for this Record.
- Click the 'Actions' button to view attachment details for this Record.

Name	Entity Type	Type	Size	Description	Upload Date	Action	Entity
<a href="#">Gas Auth Docs.docx</a>	Record	Boiler approval : B012	12.49 KB		09/30/2015	<a href="#">Actions</a> ▼	Gas Auth Request - 15-000006

\* Type:  ?

File: Affidavit of Gas Valve Lock.pdf

Description:

14. Click **Save**.

▼ Attachments

Please review attachments related to this Record below.

- Click the 'Upload Attachment' button to upload additional or supporting attachments for this Record.
- Click the 'Actions' button to view attachment details for this Record.

Name	Entity Type	Type	Size	Description	Upload Date	Action	Entity
<a href="#">Gas Auth Docs.docx</a>	Record	Boiler approval : B012	12.49 KB		09/30/2015	<a href="#">Actions</a> ▼	Gas Auth Request - 15-000006

\* Type:  ?

File: Affidavit of Gas Valve Lock.pdf

Description:

15. You will see the new file listed in the Attachments section. The Plumbing Unit will review the submission and approve or deny the request. Please refer to the [“Outcomes of Gas Authorization Requests”](#) section for additional information.

## Work Type Sign Off

Sign Off Requests are submitted by an LP, Owner, or Delegate in DOB NOW: *Inspections* for Plumbing, Sprinkler, and Standpipe Permits, and Limited Alteration Applications. The Plumbing or House Connection Unit will review the submission and approve or deny the request.

## Request Work Type Sign Off

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.



**Inspection Ready**

**Submit Inspection Requests and Certifications to NYC Department of Buildings**

Accessibility Support | [Register for an Account](#) | [Login](#)

[Home](#) | [Buildings](#)

**Welcome to *Inspection Ready***

Welcome to *Inspection Ready*. You can login to request and schedule inspections, certify inspections, and view inspection results. Click the 'Register for an Account' link if you do not have a login.

You can use [BIS Web](#) to search for general information on a property in the city including recorded complaints and violations, actions, applications, and inspections. You can also search for information about tradespeople licensed by the Department.

**Log in today to get started.**

To get started, log in and enter your User Name and Password to the right. If you do not have a User Name, please click on the Register for an Account link.

**Login**

User Name or E-mail:

Password:

Remember me on this computer

[I've forgotten my password](#)  
[New Users: Register for an Account](#)

3. From the Home Page, click **Access My Records**.

**What would you like to do today?**  
To get started, select one of the services listed below:

Use the links in 'General Information' to look up information for Licensed Professionals or Licensees.

Use the links in 'Buildings' to:

- Search Records (Permits/Jobs/Device Numbers/Record)
- Access Your Account to view your permits, jobs, request an inspection, etc...
- Submit one of the following specialized transactions: PVT Inspection Results or Temporary Amusement Ride Inspection Requests

<b>General Information</b> <a href="#">Search Licensed Professionals/Licensees</a>	<b>Buildings</b> <a href="#">Select an Online Service</a> <a href="#">Search Records</a> <a href="#">Access My Records</a>
---	---

4. Locate the appropriate Record. 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*.

**Records**

**Your Permit/Job/Device records are listed below.**

Click on the Record ID Number to view details associated to that record and/or take action.  
Select checkboxes next to Record IDs below and click 'Add to collection' to group the records as part of a project.

Showing 1-10 of 16 | [Add to collection](#)

<input type="checkbox"/> ID Number	Record Type	Address	Status	Action	Related Records
<input type="checkbox"/> <a href="#">REQ-HC-SO-15-000003</a>	House Connection Work Type Sign Off Request	1 1 NY CELLAR-12	Pending Review	<a href="#">Action</a>	1
<input type="checkbox"/> <a href="#">ADV-PL-15-000007</a>	Submit a Plumbing Advance Notice	4 13 C NY Cellar, 1	Submitted		1
<input type="checkbox"/> <a href="#">ADV-PL-15-000005</a>	Submit a Plumbing Advance Notice	1 1 P NY OSP TO 1ST	Submitted		1
<input type="checkbox"/> <a href="#">ADV-PL-15-000006</a>	Submit a Plumbing Advance Notice	1 2 S NY CELLAR,FIR	Submitted		1
<input type="checkbox"/> <a href="#">ADV-PL-15-000002</a>	Submit a Plumbing Advance Notice	1 1 S NY CELLAR THR	Submitted		1
<input type="checkbox"/> <a href="#">CERT-PL-15-000001</a>	Plumbing Inspection Certification	0 0 NY	Submitted	<a href="#">Action</a>	2
<input type="checkbox"/> <a href="#">ADV-PL-15-000001</a>	Submit a Plumbing Advance Notice	11 New York Ave NEW YORK NY	Submitted		2
<input type="checkbox"/> <a href="#">30119495401PL</a>	Plumbing Permit	9 9 C NY CELLAR,1,2	Issued	<a href="#">Action</a>	0
<input type="checkbox"/> <a href="#">12160293402PL</a>	Plumbing Permit	1 1 NY	Issued	<a href="#">Action</a>	1
<input type="checkbox"/> <a href="#">12151117702PL</a>	Plumbing Permit	0 0 C NY	Issued	<a href="#">Action</a>	0

**a. Option 1**  
< Prev 1 2 Next >

**b. Option 2** Enter information below to search for records. Select the search type from the drop-down list.

**General Search**

**Search for Records**

- From the list of Records, click the **ID Number** in the row of the applicable Record.

**Records**

Your Permit/Job/Device records are listed below.

Click on the Record ID Number to view details associated to that record and/or take action.  
Select checkboxes next to Record IDs below and click 'Add to collection' to group the records as part of a project.

Showing 1-10 of 16 | [Add to collection](#)

<input type="checkbox"/> ID Number	Record Type	Address	Status	Action	Related Records
<input type="checkbox"/> <a href="#">REQ-HC-SO-15-000003</a>	House Connection Work Type Sign Off Request	1 1 NY CELLAR-12	Pending Review	<a href="#">Action</a>	1
<input type="checkbox"/> <a href="#">ADV-PL-15-000007</a>	Submit a Plumbing Advance Notice	4 13 C NY Cellar, 1	Submitted		1
<input type="checkbox"/> <a href="#">ADV-PL-15-000005</a>	Submit a Plumbing Advance Notice	1 1 P NY OSP TO 1ST	Submitted		1
<input type="checkbox"/> <a href="#">ADV-PL-15-000006</a>	Submit a Plumbing Advance Notice	1 2 S NY CELLAR,FIR	Submitted		1
<input type="checkbox"/> <a href="#">ADV-PL-15-000002</a>	Submit a Plumbing Advance Notice	1 1 S NY CELLAR THR	Submitted		1
<input type="checkbox"/> <a href="#">CERT-PL-15-000001</a>	Plumbing Inspection Certification	0 0 NY	Submitted	<a href="#">Action</a>	2
<input type="checkbox"/> <a href="#">ADV-PL-15-000001</a>	Submit a Plumbing Advance Notice	11 New York Ave NEW YORK NY	Submitted		2
<input type="checkbox"/> <a href="#">30119495401PL</a>	Plumbing Permit	9 9 C NY CELLAR,1,2	Issued	<a href="#">Action</a>	0
<input type="checkbox"/> <a href="#">12160293402PL</a>	Plumbing Permit	1 1 NY CELLAR-12	Issued	<a href="#">Action</a>	1
<input type="checkbox"/> <a href="#">2151117702PL</a>	Plumbing Permit	0 0 C NY	Issued	<a href="#">Action</a>	0

< Prev 1 2 Next >

Search for Records Enter information below to search for records. Select the search type from the drop-down list.

**General Search** General Search

**Search for Records**

6. Click **Actions** in the Record Details section.

**Record Details**

Please review the details of your Record below.

If applicable, use the 'Actions' button to:

- Certify an Objection
- Add a Delegate (to perform certain actions on your behalf)
- Upload Inspection results from an Advance Notice Inspection (Plumbing)
- Provide Buildings with Advance Notice (Plumbing) for Certified Inspections

<p><b>Licensed Professional:</b>            GEORGE LEVINE            PAR PLUMBING CO. INC.            405 LEXINGTON AVENUE            NEW YORK, NY, 10007            Business Phone:2129261088            SOC 009295</p>	<p><b>Job Description:</b>            INSTALLATION OF PLUMBING FIXTURES AND            RELATED PIPING AS SHOWN ON&lt;BR&gt;DRAWINGS            FILED HEREWITH. NO CHANGE IN USE, EGRESS OR            OCCUPANCY. IN CONJ. WITH ALT. I: 101634929.</p>
--	---

[View Additional Licensed Professionals>>](#)

▶ [More Details](#)

**Actions**

7. Select the radio button next to the appropriate **Work Type Sign Off Request**. The available radio buttons for Work Type Sign Off Requests are dependent on the Record type. Click **Continue Application**.

Home
Buildings

[Select an Online Service](#) | [Search Records](#) | [Access My Records](#)

**Select an Action**

Choose one of the following available actions to perform. Please be advised that licensees are responsible for the accuracy and completeness of any data provided, including uploads by such licensees' delegates.

- Certification of Objections
- Gas Authorization Request
- House Connection Work Type Sign Off Request
- Manage Delegates
- Plumbing Inspection Certification
- Plumbing Work Type Sign Off Request
- Submit a Plumbing Advance Notice

**Continue Application »**

8. If this is not an LAA Work Type Sign Off Request, skip to Step 9. If this is an LAA Work Type Sign Off Request, you will be prompted to answer two questions:
- Is this Emergency Work? (Yes or No).
    - This is a required field.
  - If you answered “Yes”, enter the Emergency Work Notification Number.
    - Emergency Work Number can be up to six digits, and can only contain numbers. There should be no decimal points or non-numeric characters.

**LAA Work Type Sign Off Request**

1 Upload Documents   2 Affirmations   3 Review   4 Record Issuance

**Step 1: Upload Documents > Supporting Documentation**

Please upload all necessary supporting documentation for this sign-off request. You must upload a document of type "LMP/FSC/OB License Seal" before continuing.

\* indicates a required field.

**Emergency Gas Repair Certification**

**EMERGENCY WORK**

\* Is this Emergency Work?:  Yes  No

Enter Emergency Work Notification Number:

**Attachments**

Please review attachments related to this Record below.

- Click the 'Upload Attachment' button to upload additional or supporting attachments for this Record.
- Click the 'Actions' button to view attachment details for this Record.

Name	Type	Size	Latest Update	Action
No records found.				

9. You are required to upload an image of your seal. You may also upload Work Type Sign Off documents. Click **Upload Attachment**.

**Plumbing Work Type Sign Off Request**

1 Upload Documents 2 Affirmations 3 Review 4 Record Issuance

**Step 1: Upload Documents > Supporting Documentation**  
Please upload all necessary supporting documentation for this sign-off request. \* indicates a required field.

**Attachments**

Please review attachments related to this Record below.

- Click the 'Upload Attachment' button to upload additional or supporting attachments for this Record.
- Click the 'Actions' button to view attachment details for this Record.

Name	Type	Size	Latest Update	Action
No records found.				

**Upload Attachment**

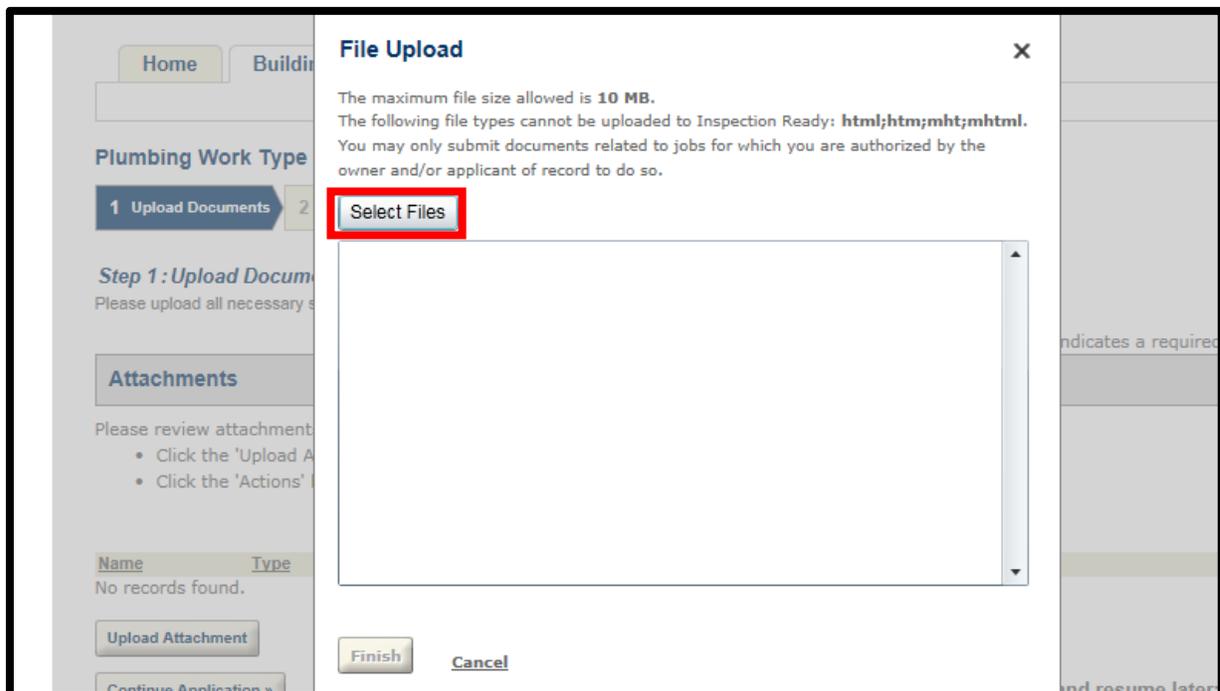
Continue Application »

Save and resume later: 

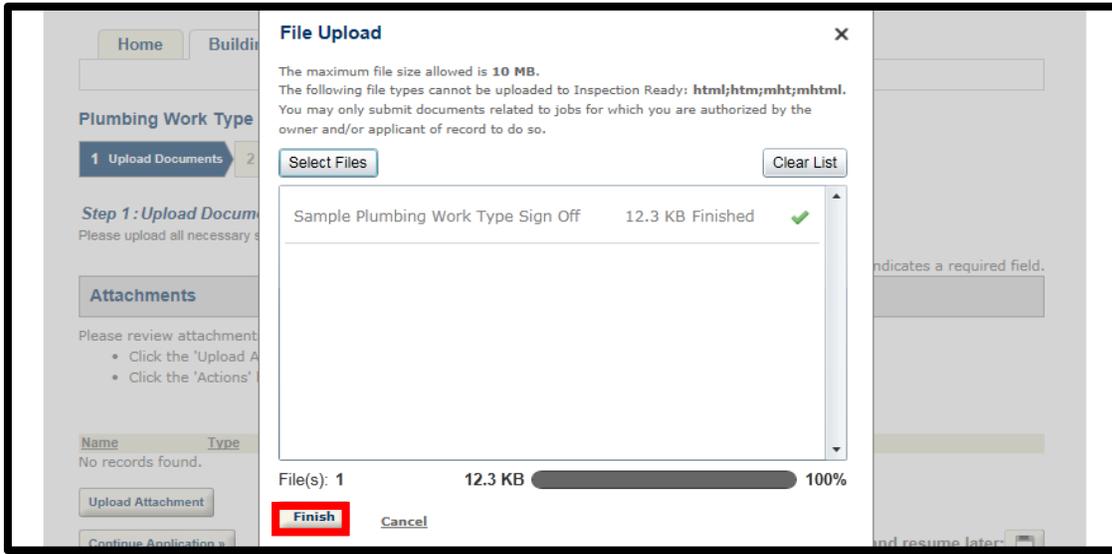
10. The File Upload page will appear. Click **Select Files** to locate the file(s) from your computer. In addition to any Work Type Sign Off documents you are uploading, you are required to upload an image of your seal.

*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 document types available for selection when requesting a work type sign off are listed in the [Work Type Sign Off Documents](#) section of this User Manual*
- *Multiple documents can be uploaded for a single Work Type Sign Off.*
- *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.*



11. Once the file has uploaded, click **Finish**.



12. Select the appropriate document type from the **Type** dropdown. Please refer to the [Work Type Sign Off Documents](#) section for a complete list. In addition to any Work Type Sign Off documents you are uploading, you are required to upload a document type of "LMP/FSC/OB License Seal" before continuing.

### Plumbing Work Type Sign Off Request

1 Upload Documents

2 Affirmations

3 Review

4 Record Issuance

**Step 1: Upload Documents > Supporting Documentation**

Please upload all necessary supporting documentation for this sign-off request. You must upload a document of type "LMP/FSC/OB License Seal" before continuing.

\* indicates a required field.

#### Attachments

Please review attachments related to this Record below.

- Click the 'Upload Attachment' button to upload additional or supporting attachments for this Record.
- Click the 'Actions' button to view attachment details for this Record.

Name	Type	Size	Latest Update	Action
No records found.				

**\* Type:** ?

--Select--

--Select--

Additional Supporting Documentation

Boiler approval : BO-12

Cap and Clean Form

FA FDNY approval : FD-FAA

Fire Supp Ansul approval : FD-FSS

Gas welder annual cert : GAS-WELD

LMP/FSC/OB License Seal

Medical gas install cert : LETTER-MED

Oil tank removal cert : LETTER-FO

RPZ/DDCV test report : GEN215B

Septic abandonment cert : LETTER-SCAV

Sewer/House Conn signoff : DEP HC 02A

Tap letter - Dom Svc : DEP-DOM

Tap letter - Fire Svc : DEP-FIRE

Water meter permit : DEP-METER

Welder's Affidavit

[Remove](#)

13. The **Description** field is optional.

### Plumbing Work Type Sign Off Request

1 Upload Documents
2 Affirmations
3 Review
4 Record Issuance

**Step 1: Upload Documents > Supporting Documentation**  
Please upload all necessary supporting documentation for this sign-off request.

\* indicates a required field.

#### Attachments

Please review attachments related to this Record below.

- Click the 'Upload Attachment' button to upload additional or supporting attachments for this Record.
- Click the 'Actions' button to view attachment details for this Record.

Name	Type	Size	Latest Update	Action
No records found.				

\*Type:  [Remove](#)

**File:**  
Sample Plumbing Work Type Sign Off Request.docx

**Description:**  
Additional description

Save
Upload Attachment
Clear All

Continue Application »
Save and resume later:

14. Click **Save**.

**Plumbing Work Type Sign Off Request**

1 Upload Documents 2 Affirmations 3 Review 4 Record Issuance

**Step 1: Upload Documents > Supporting Documentation**  
Please upload all necessary supporting documentation for this sign-off request.

\* indicates a required field.

**Attachments**

Please review attachments related to this Record below.

- Click the 'Upload Attachment' button to upload additional or supporting attachments for this Record.
- Click the 'Actions' button to view attachment details for this Record.

Name	Type	Size	Latest Update	Action
No records found.				

\*Type:  [?](#) [Remove](#)

**File:**  
Sample Plumbing Work Type Sign Off Request.docx

**Description:**

**Save** Upload Attachment Clear All

Continue Application » Save and resume later:

15. Upload additional attachments if necessary by clicking **Upload Attachment** and repeating the previous steps to upload the document. Click **Continue Application**.

The attachment(s) has/have been successfully uploaded.  
It may take a few minutes before changes are reflected.

**Plumbing Work Type Sign Off Request**

1 Upload Documents

2 Affirmations

3 Review

4 Record Issuance

**Step 1: Upload Documents > Supporting Documentation**

Please upload all necessary supporting documentation for this sign-off request. \* indicates a required field.

**Attachments**

Please review attachments related to this Record below.

- Click the 'Upload Attachment' button to upload additional or supporting attachments for this Record.
- Click the 'Actions' button to view attachment details for this Record.

Name	Type	Size	Latest Update	Action
Sample Plumbing Work Type Sign Off Request.docx	Sewer/House Conn signoff : DEP HC 02A	12.30 KB	Pending	

Upload Attachment

Continue Application »

Save and resume later:

16. Read the affirmation statement that applies to you, and check the **checkbox** to indicate acceptance of the statement.

- If you are a Licensed Professional, accept the “For Licensed Professionals” affirmation statement.
- If you are not a Licensed Professional, accept the “For All Other Users” affirmation statement.

Home Buildings

Select an Online Service | Search Records | Access My Records

### Plumbing Work Type Sign Off Request

1 Upload Documents | 2 Affirmations | 3 Review | 4 Record Issuance

Step 2: Affirmations > Affirmation Statement \* indicates a required field.

**For Licensed Professionals**

LICENSED PROFESSIONALS

I certify the statements herein are true and comply with the NYC Construction Codes ("Codes"). I meet the requirements of the Codes and any other codes related to all inspection(s) and test(s) performed. I understand that falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment or both. I also understand that if I am found after hearing to have made or allowed to be made a false statement in this submission or this affirmation I may be subject to disciplinary action by the City of New York and/or barred from filing further applications or documents with the Department. I understand and agree that by personally checking the below checkbox and then clicking the "Continue Application >>" button I am electronically signing this affirmation. I understand that the electronic signature shall have the same validity and effect as a signature affixed by hand.:

**For All Other Users**

OWNERS AND OTHER DELEGATES

I certify the statements herein are correct. I understand that falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment or both. I further understand that if I am found after hearing to have knowingly or negligently made a false statement or to have knowingly or negligently falsified or allowed to be falsified this affirmation I may be subject to disciplinary action by the City of New York and/or barred from filing further applications or documents with the Department.:

Continue Application >> Save and resume later:

17. Click **Continue Application**.

**Plumbing Work Type Sign Off Request**

1 Upload Documents   2 Affirmations   3 Review   4 Record Issuance

*Step 2: Affirmations > Affirmation Statement* \* indicates a required field.

**For Licensed Professionals**

LICENSED PROFESSIONALS

I certify the statements herein are true and comply with the NYC Construction Codes ("Codes"). I meet the requirements of the Codes and any other codes related to all inspection(s) and test(s) performed. I understand that falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment or both. I also understand that if I am found after hearing to have made or allowed to be made a false statement in this submission or this affirmation I may be subject to disciplinary action by the City of New York and/or barred from filing further applications or documents with the Department. I understand and agree that by personally checking the below checkbox and then clicking the "Continue Application >>" button I am electronically signing this affirmation. I understand that the electronic signature shall have the same validity and effect as a signature affixed by hand.:

**For All Other Users**

OWNERS AND OTHER DELEGATES

I certify the statements herein are correct. I understand that falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment or both. I further understand that if I am found after hearing to have knowingly or negligently made a false statement or to have knowingly or negligently falsified or allowed to be falsified this affirmation I may be subject to disciplinary action by the City of New York and/or barred from filing further applications or documents with the Department.:

**Continue Application »** Save and resume later:

18. Review the Sign Off Request details and click **Continue Application**.

### Plumbing Work Type Sign Off Request

1 Upload Documents

2 Affirmations

3 Review

4 Record Issuance

**Step 3: Review**

Continue Application »

Save and resume later:

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

**Record Type**

Plumbing Work Type Sign Off Request

**Attachments** [Edit](#)

Please review attachments related to this Record below.

- Click the 'Upload Attachment' button to upload additional or supporting attachments for this Record.
- Click the 'Actions' button to view attachment details for this Record.

Name	Type	Size	Latest Update	Action
Sample Plumbing Work Type Sign Off Request.docx	Supporting Documentation	12.30 KB	09/21/2015	<a href="#">Actions</a> ▼

**For Licensed Professionals** [Edit](#)

**LICENSED PROFESSIONALS**

I certify the statements herein are true and comply with the NYC Construction Codes ("Codes"). I meet the requirements of the Codes and any other codes related to all inspection(s) and test(s) performed. I understand that falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment or both. I also understand that if I am found after hearing to have made or allowed to be made a false statement in this submission or this affirmation I may be subject to disciplinary action by the City of New York and/or barred from filing further applications or documents with the Department. I understand and agree that by personally checking the below checkbox and then clicking the "Continue Application >>" button I am electronically signing this affirmation. I understand that the electronic signature shall have the same validity and effect as a

19. The confirmation message below will display on the screen.

**Plumbing Work Type Sign Off Request**

1 Upload Documents → 2 Affirmations → 3 Review → 4 Record Issuance

**Step 4: Record Issuance**

**Your record has been successfully submitted.**  
Please print your record and retain a copy for your records.

Thank you for using our online services.  
**Your Record Number is REQ-PL-SO-15-0000001.**

You will need this number to check the status of your record or to schedule/check results of inspections where applicable.

Choose "View Record Details" below to view the information submitted for your record.

[View Record Details »](#)

### Work Type Sign Off Documents

The following document types are available for selection when requesting a work type sign off.

Work Type Sign Off Type	Document Type
Plumbing Work Type Sign Off Request	Tap letter - Dom Svc : DEP-DOM
	Tap letter - Fire Svc : DEP-FIRE
	Water meter permit : DEP-METER
	RPZ/DDCV test report : GEN215B
	Sewer/House Conn signoff : DEP HC 02A
	FA FDNY approval : FD-FAA
	Fire Supp Ansul approval : FD-FSS
	Boiler approval : BO-12
	Gas welder annual cert : GAS-WELD
	Oil tank removal cert : LETTER-FO
	Septic abandonment cert : LETTER-SCAV
	Medical gas install cert : LETTER-MED
	Cap and Clean Form
	Welder's Affidavit
Additional Supporting Documentation	
Sprinkler Work Type Sign Off Request	FA FDNY approval : FD-FAA
	Dry pipe valve test : FP-10
	Sprinkler insp report : FP-85
	Fire Pump/Special Service Fire Pump Test - FP 86
	Additional Supporting Documentation
Standpipe Work Type Sign Off Request	FA FDNY approval : FD-FAA
	Standpipe insp report : FP-84
	Fire Pump/Special Service Fire Pump Test - FP 86
	Additional Supporting Documentation
LAA Work Type Sign Off Request	Tap letter - Dom Svc : DEP-DOM
	Tap letter - Fire Svc : DEP-FIRE
	Water meter permit : DEP-METER
	RPZ/DDCV test report : GEN215B
	Sewer/House Conn signoff : DEP HC 02A
	FA FDNY approval : FD-FAA
	Fire Supp Ansul approval : FD-FSS
	Dry pipe valve test : FP-10
	Standpipe insp report : FP-84
	Sprinkler insp report : FP-85
	Fire Pump/Special Service Fire Pump Test - FP 86
	Boiler approval : BO-12
	Gas welder annual cert : GAS-WELD
	Oil tank removal cert : LETTER-FO
Septic abandonment cert : LETTER-SCAV	
Medical gas install cert : LETTER-MED	
Additional Supporting Documentation	
House Connection Work Type Sign Off Request	Sewer/House Conn signoff : DEP HC 02A
	Septic abandonment cert : LETTER-SCAV
	Additional Supporting Documentation

## Outcomes of Work Type Sign Off Requests

If the result is:

- **Sign Off Granted:**
  - An email is sent to all Registered Users on the Record stating that the request was reviewed and Sign Off was granted.
- **Sign Off Rejected:**
  - An email is sent to all Registered Users on the Record stating that the request was reviewed and Sign Off was rejected.
  - The email will contain comments as to why the request was rejected.
- **Additional Documents Required:**
  - An email is sent to all Registered Users on the Record stating that the request was reviewed and additional documents are required.
  - The email will contain comments as to what documents are missing.
  - Please refer to the “[Additional Documents Required: Work Type Sign Off Requests](#)” section for additional instructions.

### Additional Documents Required: Work Type Sign Off Requests

When the outcome of a Work Type Sign Off Request is “Additional Documents Required”, the LP, Owner, or their Delegates must upload the required documents to the Request Record using DOB NOW: *Inspections*.

#### To find the Work Type Sign Off Request Record and upload additional documents:

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 **Access My Records**.

**What would you like to do today?**  
To get started, select one of the services listed below:

Use the links in 'General Information' to look up information for Licensed Professionals or Licensees.

Use the links in 'Buildings' to:

- Search Records (Permits/Jobs/Device Numbers/Record)
- Access Your Account to view your permits, jobs, request an inspection, etc...
- Submit one of the following specialized transactions: PVT Inspection Results or Temporary Amusement Ride Inspection Requests

<b>General Information</b> <a href="#">Search Licensed Professionals/Licensees</a>	<b>Buildings</b> <a href="#">Select an Online Service</a> <a href="#">Search Records</a> <a href="#">Access My Records</a>
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4. Locate the original Plumbing, Sprinkler, and Standpipe Permits, and Limited Alteration Applications Record. 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*.

**Records**

Your Permit/Job/Device records are listed below.

Click on the Record ID Number to view details associated to that record and/or take action.  
Select checkboxes next to Record IDs below and click 'Add to collection' to group the records as part of a project.

Showing 1-10 of 16 | [Add to collection](#)

<input type="checkbox"/> ID Number	Record Type	Address	Status	Action	Related Records
<input type="checkbox"/> <a href="#">REQ-HC-SO-15-000003</a>	House Connection Work Type Sign Off Request	1 1 NY CELLAR-12	Pending Review	<a href="#">Action</a>	1
<input type="checkbox"/> <a href="#">ADV-PL-15-000007</a>	Submit a Plumbing Advance Notice	4 13 C NY Cellar, 1	Submitted		1
<input type="checkbox"/> <a href="#">ADV-PL-15-000005</a>	Submit a Plumbing Advance Notice	1 1 P NY OSP TO 1ST	Submitted		1
<input type="checkbox"/> <a href="#">ADV-PL-15-000006</a>	Submit a Plumbing Advance Notice	1 2 S NY CELLAR,FIR	Submitted		1
<input type="checkbox"/> <a href="#">ADV-PL-15-000002</a>	Submit a Plumbing Advance Notice	1 1 S NY CELLAR THR	Submitted		1
<input type="checkbox"/> <a href="#">CERT-PL-15-000001</a>	Plumbing Inspection Certification	0 0 NY	Submitted	<a href="#">Action</a>	2
<input type="checkbox"/> <a href="#">ADV-PL-15-000001</a>	Submit a Plumbing Advance Notice	11 New York Ave NEW YORK NY	Submitted		2
<input type="checkbox"/> <a href="#">30119495401PL</a>	Plumbing Permit	9 9 C NY CELLAR,1,2	Issued	<a href="#">Action</a>	0
<input type="checkbox"/> <a href="#">12160293402PL</a>	Plumbing Permit	1 1 NY	Issued	<a href="#">Action</a>	1
<input type="checkbox"/> <a href="#">12151117702PL</a>	Plumbing Permit	0 0 C	Issued	<a href="#">Action</a>	0

**a. Option 1**  
< Prev 1 2 Next >

**b. Option 2** Enter information below to search for records. Select the search type from the drop-down list.

**General Search** General Search ▾

**Search for Records**

- From the list of Records, click the **ID Number** in the row of the applicable Record.

**Records**

Your Permit/Job/Device records are listed below.

Click on the Record ID Number to view details associated to that record and/or take action.  
Select checkboxes next to Record IDs below and click 'Add to collection' to group the records as part of a project.

Showing 1-10 of 15 | [Add to collection](#)

<input type="checkbox"/> ID Number	Record Type	Address	Status	Action	Related Records
<input type="checkbox"/> <a href="#">ADV-PL-15-000007</a>	Submit a Plumbing Advance Notice	4 13 C NY Cellar, 1	Submitted		1
<input type="checkbox"/> <a href="#">ADV-PL-15-000005</a>	Submit a Plumbing Advance Notice	1 1 P NY OSP TO 1ST	Submitted		1
<input type="checkbox"/> <a href="#">ADV-PL-15-000006</a>	Submit a Plumbing Advance Notice	1 2 S NY CELLAR,FIR	Submitted		1
<input type="checkbox"/> <a href="#">REQ-GA-15-000006</a>	Gas Authorization Request	193 MOTT ST Manhattan NY 10012	Pending	<a href="#">Action</a>	1
<input type="checkbox"/> <a href="#">ADV-PL-15-000002</a>	Submit a Plumbing Advance Notice	1 1 S NY CELLAR THR	Submitted		1
<input type="checkbox"/> <a href="#">REQ-LAA-SO-15-000004</a>	LAA Work Type Sign Off Request	85 WHITE ST Manhattan NY 10007	Pending Review	<a href="#">Action</a>	1
<input type="checkbox"/> <a href="#">USTPL4006</a>	Limited Alteration Application	193 MOTT ST Manhattan NY 10012	Issued	<a href="#">Action</a>	1
<input type="checkbox"/> <a href="#">300420149</a>	Limited Alteration Application	85 WHITE ST Manhattan NY 10007	Issued	<a href="#">Action</a>	1
<input type="checkbox"/> <a href="#">CERT-PL-15-000001</a>	Plumbing Inspection Certification	0 0 NY	Submitted	<a href="#">Action</a>	2
<input type="checkbox"/> <a href="#">ADV-PL-15-000001</a>	Submit a Plumbing Advance Notice	11 New York Ave NEW YORK NY	Submitted		2

< Prev 1 2 Next >

Search for Records Enter information below to search for records. Select the search type from the drop-down list.

**General Search** General Search ▾

**Search for Records**

- Scroll down to the Related Records section and click on the **arrow** to expand the section.

**▶ Related Records**

- Find the Work Type Sign Off Request Record, and click **View**.

**▼ Related Records**

Click on the arrow to expand the Record ID.

Click on [View](#) to review Related Record details associated with the current Record.

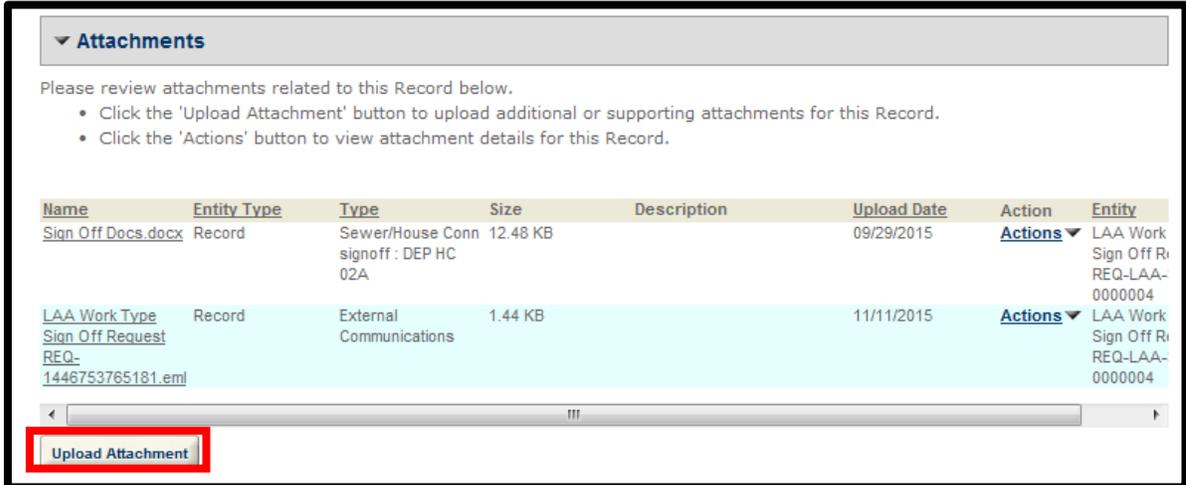
[View Entire Tree »](#)

ID Number	Record Type	Application Name	Date	View
▼ <a href="#">300420149</a>	<i>Limited Alteration Application</i>		09/29/2015	
<input type="checkbox"/> <a href="#">REQ-LAA-SO-15-000004</a>	LAA Work Type Sign Off Request		09/29/2015	<a href="#">View</a>

- The Work Type Sign Off Request Record page will open. Scroll down to the Attachments section and click on the arrow to expand the section.



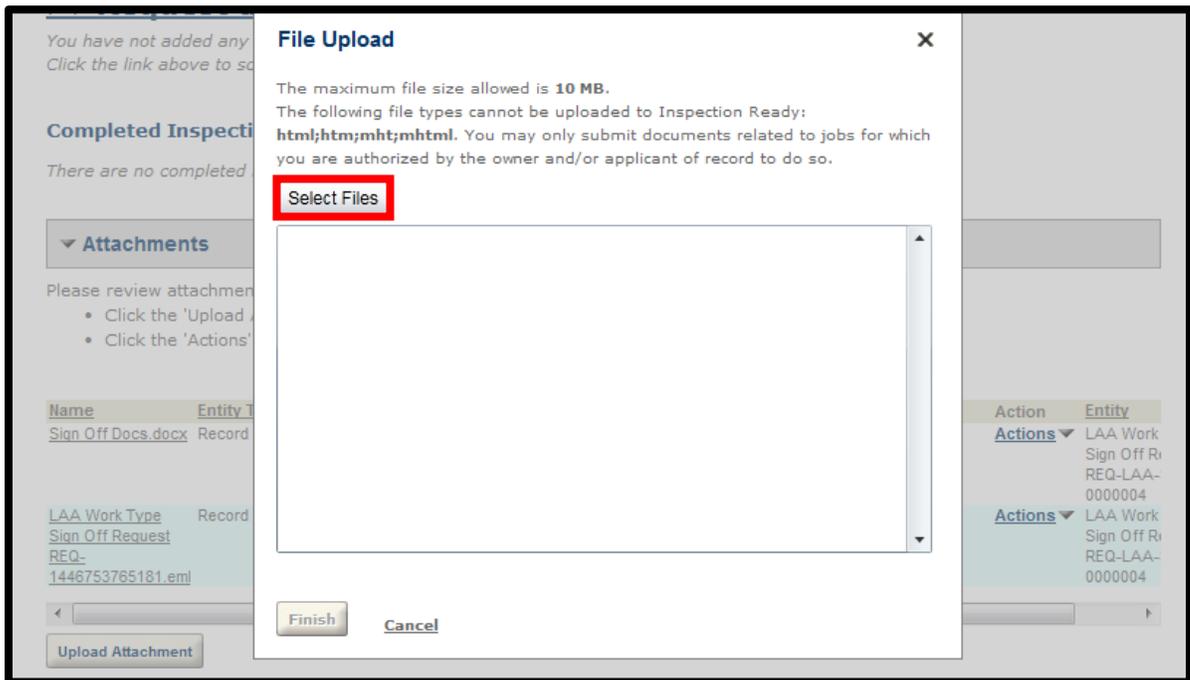
- Click **Upload Attachment**.



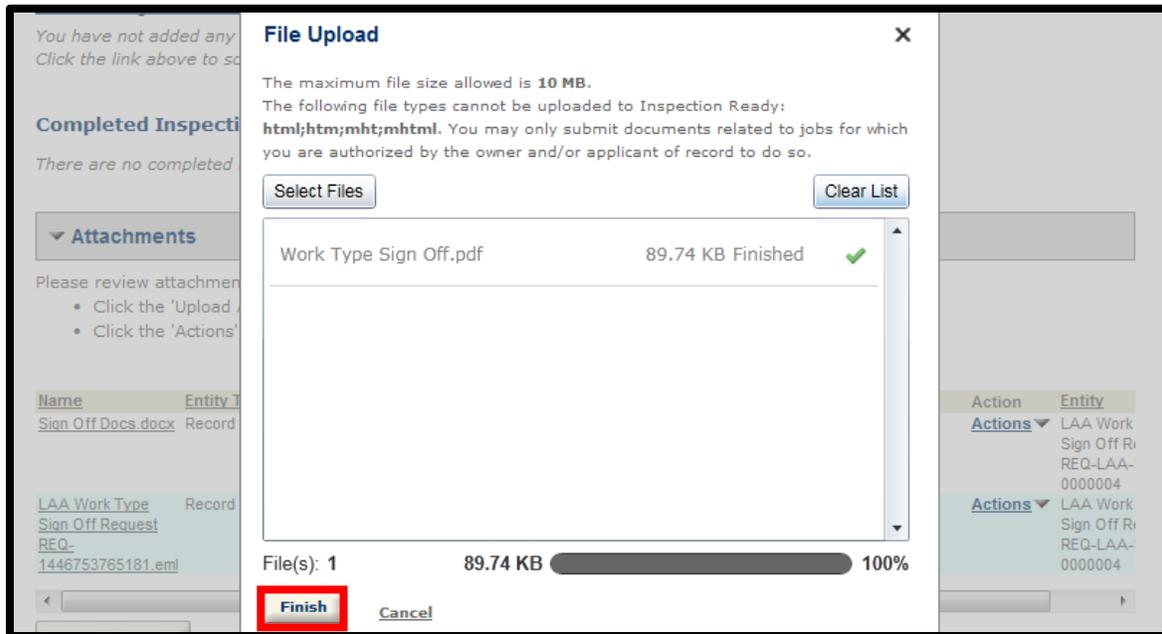
10. The File Upload page will appear. Click **Select Files** to locate the appropriate file(s) from your computer.

*Please Note:*

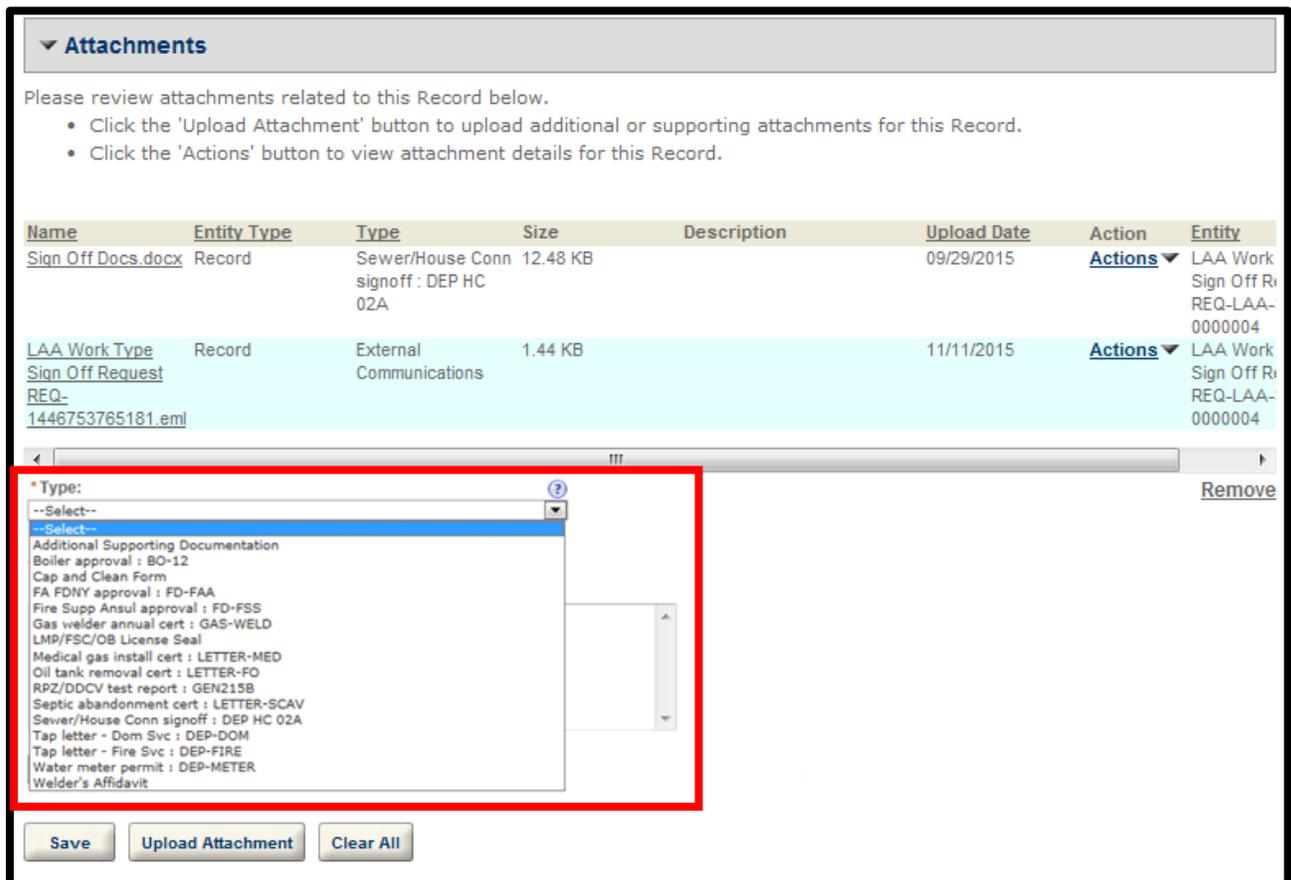
- *Microsoft Silverlight is required to upload documents in DOB NOW: Inspections. If you are having problems with Google Chrome we recommend switching to Internet Explorer.*
- *The maximum file size allowed is 10 MB.*
- *DOB signatures and/or official seals must be visible in the uploaded file. If the 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.*



11. Once the file has uploaded, click **Finish**.



12. 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.



13. The **Description** field is optional.

**Attachments**

Please review attachments related to this Record below.

- Click the 'Upload Attachment' button to upload additional or supporting attachments for this Record.
- Click the 'Actions' button to view attachment details for this Record.

Name	Entity Type	Type	Size	Description	Upload Date	Action	Entity
<a href="#">Sign Off Docs.docx</a>	Record	Sewer/House Conn signoff : DEP HC 02A	12.48 KB		09/29/2015	<a href="#">Actions</a>	LAA Work Sign Off F REQ-LAA 0000004
<a href="#">LAA Work Type Sign Off Request REQ- 1446753765181.eml</a>	Record	External Communications	1.44 KB		11/11/2015	<a href="#">Actions</a>	LAA Work Sign Off F REQ-LAA 0000004

\* Type:

File:  
Work Type Sign Off.pdf

Description:

14. Click **Save**.

**Attachments**

Please review attachments related to this Record below.

- Click the 'Upload Attachment' button to upload additional or supporting attachments for this Record.
- Click the 'Actions' button to view attachment details for this Record.

Name	Entity Type	Type	Size	Description	Upload Date	Action	Entity
<a href="#">Sign Off Docs.docx</a>	Record	Sewer/House Conn signoff : DEP HC 02A	12.48 KB		09/29/2015	<a href="#">Actions</a>	LAA Work Sign Off F REQ-LAA 0000004
<a href="#">LAA Work Type Sign Off Request REQ- 1446753765181.eml</a>	Record	External Communications	1.44 KB		11/11/2015	<a href="#">Actions</a>	LAA Work Sign Off F REQ-LAA 0000004

\* Type:

File:  
Work Type Sign Off.pdf

Description:



You will see the new file listed in the Attachments section. The Plumbing Unit will review the submission and approve or deny the request. Please refer to the [“Outcomes of Work Type Sign Off Requests”](#) section for additional information.