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)\(^1\), 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:

<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 requesting Gas Authorization and Plumbing Sign Off 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
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.
3. From the Home Page, click **Search Records**.

<table>
<thead>
<tr>
<th>Licensee Information</th>
<th>Development (Buildings Job, Permit or Device)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search for Licensed Professionals</td>
<td>Search Records</td>
</tr>
<tr>
<td>Specialized Tasks</td>
<td>Specialized Tasks</td>
</tr>
<tr>
<td>Link your PIN</td>
<td>Search Records</td>
</tr>
<tr>
<td>Delegate record access</td>
<td>Request an inspection</td>
</tr>
<tr>
<td>Upload PVT inspections</td>
<td>Request gas authorization</td>
</tr>
<tr>
<td></td>
<td>Request plumbing work type sign-off</td>
</tr>
<tr>
<td></td>
<td>Upload documents</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.
5. From the list of Records, click the **ID Number** in the row of the applicable Record.

![Records Table]

### 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.

<table>
<thead>
<tr>
<th>ID Number</th>
<th>Record Type</th>
<th>Address</th>
<th>Status</th>
<th>Action</th>
<th>Related Records</th>
</tr>
</thead>
<tbody>
<tr>
<td>REQ-5015-000003</td>
<td>House Connection Work Type Sign Off Request</td>
<td>11 NY CELLAR-12</td>
<td>Pending Review</td>
<td>Action</td>
<td>1</td>
</tr>
<tr>
<td>ADV-PL-15-000007</td>
<td>Submit a Plumbing Advance Notice</td>
<td>413 C NY Cellar, 1</td>
<td>Submitted</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>ADV-PL-15-000005</td>
<td>Submit a Plumbing Advance Notice</td>
<td>11 P NY OSP TO 1ST</td>
<td>Submitted</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>ADV-P-15-000006</td>
<td>Submit a Plumbing Advance Notice</td>
<td>1 S NY CELLAR-1</td>
<td>Submitted</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>ADV-PL-15-000002</td>
<td>Submit a Plumbing Advance Notice</td>
<td>1 S NY CELLAR THR</td>
<td>Submitted</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>CERT-PL-15-000001</td>
<td>Plumbing Inspection Certification</td>
<td>0 0 NY</td>
<td>Submitted</td>
<td>Action</td>
<td>2</td>
</tr>
<tr>
<td>ADV-PL-15-000001</td>
<td>Submit a Plumbing Advance Notice</td>
<td>11 New York Ave NEW YORK NY</td>
<td>Submitted</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>24194954601PL</td>
<td>Plumbing Permit</td>
<td>99 C NY CELLAR-1, 2</td>
<td>Issued</td>
<td>Action</td>
<td>0</td>
</tr>
<tr>
<td>12160293407PL</td>
<td>Plumbing Permit</td>
<td>11 NY CELLAR-12</td>
<td>Issued</td>
<td>Action</td>
<td>1</td>
</tr>
<tr>
<td>2451117702PL</td>
<td>Plumbing Permit</td>
<td>0 0 C NY</td>
<td>Issued</td>
<td>Action</td>
<td>0</td>
</tr>
</tbody>
</table>
6. Click **Actions** in the Record Details section.

7. Select the radio button next to **Gas Authorization Request**. Click **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 Diagram]

- **Option 1**
- **Option 2**
9. 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.

10. 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.
11. If requesting Gas Authorization for the Boiler Pilot end use, provide the Boiler Permit number in the **Requestor Comments** box.

12. Click **Submit**.
13. Click **Continue Application**.

14. If you previously requested Gas Authorization on this permit and it was rejected by the Department, you will see the reasons for rejection. Note that it is the Department’s expectation that you have addressed the specified rejection reasons before submitting the same request again. If there were no previous rejection reasons, that will be stated as well. Click **Continue Application**.
15. You are required to upload an image of your seal. You may also upload Gas Authorization documents. Click **Upload Attachment**.
16. 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.
17. Once the file has uploaded, click **Finish**.

![File Upload Interface](image)

18. 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

![Attachment Selection](image)
19. The **Description** field is optional.
20. Click **Save**.

21. Upload additional attachments if necessary by clicking **Upload Attachment** and repeating the previous steps to upload the document. Click **Continue Application**.
22. 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.
23. Click **Continue Application**.
24. Review the Gas Authorization Request and click **Continue Application**.

25. The confirmation message below will display on the screen.
26. The Withdrawal Requestor will receive an email confirming that the Department has received the Gas Authorization Request.
   - Please note: A copy of the email can also be found in the Attachments section of the Gas Authorization Request Record.

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.
  - A Gas Authorization Approved Report will be generated and available for download through DOB NOW: *Inspections*.
    - The Gas Authorization Approved Report can be found in the Attachments section of the Gas Authorization Request Record.

- **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 **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

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[Insert diagram here]
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 Table]

- **Search for Records**
  - **General Search**: Enter the search criteria and select the search type from the drop-down list.

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![Records Table Example]

<table>
<thead>
<tr>
<th>ID Number</th>
<th>Record Type</th>
<th>Address</th>
<th>Status</th>
<th>Action</th>
<th>Related Records</th>
</tr>
</thead>
<tbody>
<tr>
<td>REQ-MC-50-000003</td>
<td>House Connection Work Type Sign Off Request</td>
<td>11 NY CELLAR-12</td>
<td>Pending Review</td>
<td>Action</td>
<td>1</td>
</tr>
<tr>
<td>ADV-PL-15-000007</td>
<td>Submit a Plumbing Advance Notice</td>
<td>4 13 C NY Color, 1</td>
<td>Submitted</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>ADV-PL-15-000005</td>
<td>Submit a Plumbing Advance Notice</td>
<td>11 P NY OSP TO 1ST</td>
<td>Submitted</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>ADV-PL-15-000006</td>
<td>Submit a Plumbing Advance Notice</td>
<td>12 S NY CELLAR, 1</td>
<td>Submitted</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>ADV-PL-15-000002</td>
<td>Submit a Plumbing Advance Notice</td>
<td>11 N NY TERR</td>
<td>Submitted</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>CFRP-PL-15-000001</td>
<td>Plumbing Inspection Certification</td>
<td>0 0 NY</td>
<td>Submitted</td>
<td>Action</td>
<td>2</td>
</tr>
<tr>
<td>ADV-PL-15-000004</td>
<td>Submit a Plumbing Advance Notice</td>
<td>11 New York Ave NEW YORK NY</td>
<td>Submitted</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3911999901PL</td>
<td>Plumbing Permit</td>
<td>99 C NY CELLAR, 1.2</td>
<td>Issued</td>
<td>Action</td>
<td>0</td>
</tr>
<tr>
<td>1216093402PL</td>
<td>Plumbing Permit</td>
<td>11 N NY</td>
<td>Issued</td>
<td>Action</td>
<td>1</td>
</tr>
<tr>
<td>1215111702PL</td>
<td>Plumbing Permit</td>
<td>00 C NY</td>
<td>Issued</td>
<td>Action</td>
<td>0</td>
</tr>
</tbody>
</table>
5. From the list of Records, click the **ID Number** in the row of the applicable Record.

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

7. Find the Gas Authorization Request Record, and click **View**.
8. The Gas Authorization Request Record page will open. Scroll down to the Attachments section and click on the arrow to expand the section.

9. 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**.

![File Upload](image1)

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.

![Attachments](image2)
13. The **Description** field is optional.

14. Click **Save**.

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.
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 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.
5. From the list of Records, click the **ID Number** in the row of the applicable Record.
6. Click **Actions** in the Record Details section.

![Record Details]

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**.

![Select an Action]

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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.
9. If you previously requested a Work Type Sign Off on this permit and it was rejected by the Department, you will see the reasons for rejection. Note that it is the Department’s expectation that you have addressed the specified rejection reasons before submitting the same request again. If there were no previous rejection reasons, that will be stated as well. Click **Continue Application**.

10. You are required to upload an image of your seal. You may also upload Work Type Sign Off documents. Click **Upload Attachment**.
11. 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.**

![File Upload Image](Image)
12. Once the file has uploaded, click **Finish**.
13. 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.
14. The **Description** field is optional.
15. Click **Save**.
16. Upload additional attachments if necessary by clicking **Upload Attachment** and repeating the previous steps to upload the document. Click **Continue Application**.
17. 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.
18. Click **Continue Application**.
19. Review the Sign Off Request details and click **Continue Application**.
20. The confirmation message below will display on the screen.

![Screen capture of Plumbing Work Type Sign Off Request]
# Work Type Sign Off Documents

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

<table>
<thead>
<tr>
<th>Work Type Sign Off Type</th>
<th>Document Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plumbing Work Type Sign Off Request</td>
<td>Tap letter - Dom Svc : DEP-DOM</td>
</tr>
<tr>
<td></td>
<td>Water meter permit : DEP-METER</td>
</tr>
<tr>
<td></td>
<td>Sewer/House Conn signoff : DEP HC 02A</td>
</tr>
<tr>
<td></td>
<td>Fire Supp Ansl approval : FD-FSS</td>
</tr>
<tr>
<td></td>
<td>Gas welder annual cert : GAS-WELD</td>
</tr>
<tr>
<td></td>
<td>Septic abandonment cert : LETTER-SCAV</td>
</tr>
<tr>
<td></td>
<td>Cap and Clean Form</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sprinkler Work Type Sign Off Request</th>
<th>FA FDNY approval : FD-FAA</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Dry pipe valve test : FP-10</td>
</tr>
<tr>
<td></td>
<td>Sprinkler insp report : FP-85</td>
</tr>
<tr>
<td></td>
<td>Fire Pump/Special Service Fire Pump Test - FP 86</td>
</tr>
<tr>
<td></td>
<td><strong>Additional Supporting Documentation</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Standpipe Work Type Sign Off Request</th>
<th>FA FDNY approval : FD-FAA</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Standpipe insp report : FP-84</td>
</tr>
<tr>
<td></td>
<td>Fire Pump/Special Service Fire Pump Test - FP 86</td>
</tr>
<tr>
<td></td>
<td><strong>Additional Supporting Documentation</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LAA Work Type Sign Off Request</th>
<th>Tap letter - Dom Svc : DEP-DOM</th>
<th><strong>Tap letter - Fire Svc : DEP-FIRE</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Water meter permit : DEP-METER</td>
<td><strong>RPZ/DDCV test report : GEN215B</strong></td>
</tr>
<tr>
<td></td>
<td>Sewer/House Conn signoff : DEP HC 02A</td>
<td><strong>FA FDNY approval : FD-FAA</strong></td>
</tr>
<tr>
<td></td>
<td>Fire Supp Ansl approval : FD-FSS</td>
<td><strong>Dry pipe valve test : FP-10</strong></td>
</tr>
<tr>
<td></td>
<td>Boiler approval : BO-12</td>
<td><strong>Sprinkler insp report : FP-85</strong></td>
</tr>
<tr>
<td></td>
<td>Gas welder annual cert : GAS-WELD</td>
<td><strong>Standpipe insp report : FP-84</strong></td>
</tr>
<tr>
<td></td>
<td>Oil tank removal cert : LETTER-FO</td>
<td><strong>Sprinkler insp report : FP-85</strong></td>
</tr>
<tr>
<td></td>
<td>Septic abandonment cert : LETTER-SCAV</td>
<td><strong>Fire Pump/Special Service Fire Pump Test - FP 86</strong></td>
</tr>
<tr>
<td></td>
<td>Medical gas install cert : LETTER-MED</td>
<td><strong>Boiler approval : BO-12</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Gas welder annual cert : GAS-WELD</strong></td>
<td><strong>Oil tank removal cert : LETTER-FO</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Septic abandonment cert : LETTER-SCAV</strong></td>
<td><strong>Medical gas install cert : LETTER-MED</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Additional Supporting Documentation</strong></td>
<td><strong>Additional Supporting Documentation</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>House Connection Work Type Sign Off Request</th>
<th>Sewer/House Conn signoff : DEP HC 02A</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Septic abandonment cert : LETTER-SCAV</td>
</tr>
<tr>
<td></td>
<td><strong>Additional Supporting Documentation</strong></td>
</tr>
</tbody>
</table>
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 **Search Records**.
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.
5. From the list of Records, click the **ID Number** in the row of the applicable Record.

![Records Table]

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

![Related Records Section]

7. Find the Work Type Sign Off Request Record, and click **View**.
8. 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.

9. 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.

14. Click **Save**.
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.

**Plumbing Sign Off Request Withdrawal**

A Plumbing Sign Off Request Withdrawal may be submitted if the request was originally submitted in error, if the requestor realizes that the work is not yet ready, etc. Plumbing Sign Off Request Withdrawals may be submitted by an LP, Owner, or Delegate in DOB NOW: Inspections for a withdrawal of any Plumbing Work Type Sign Off Request that has not yet been reviewed by the Unit.

- *Please Note: If the Unit has already started its review of the Sign Off request, you will not be able to submit the withdrawal and you will see a message stating “The Sign Off Request is currently under review by the Department of Buildings. If you still wish to withdraw the Sign Off Request, contact the Department of Buildings directly.”*
Request a Sign Off Withdrawal

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**.

- **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 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.
5. From the list of Records, click the **ID Number** of the Record (PL, SD, SP, LAA) for which you would like to withdraw the Sign Off Request. If a Sign Off Request has been submitted previously, the Record will be in a “Issued-Sign Off Pending” or “Reissued-Sign Off Pending” status.
6. Click **Actions** in the Record Details section.

7. Select the applicable Plumbing Work Type Sign Off Request Withdrawal, then click **Continue Application**.
8. The original Sign Off Request Record ID will display. Click **Continue Application**.

![Continue Application](image1)

9. Review the Record ID, then click **Continue Application** to submit the request.

![Continue Application](image2)
10. Once your request has been submitted, you will receive a Record Number as confirmation of your request. If your request was successful, you will see the green banner below. Please note this number for future reference.

Step 3: 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 WTH-PL-SO-17-0000019.

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.