SERVICE UPDATE

UPK Projects: Construction, Plumbing, Electrical, Elevator and Boiler Inspections

The Department of Buildings has created a dedicated inspection-request process for property owners participating in the City’s UPK program.

**Plumbing Inspections:** Schedule a plumbing inspection appointment by calling (212) 393-2550. You will be given a confirmation number which must then be included in your email to UPKinspections@buildings.nyc.gov along with the following information:

- **Subject Line:** Type of inspection requested (i.e. plumbing)
- **Body of the Email:**
  - Contact information (contact person, company name, phone number, email address);
  - Location information (borough, job address, BIN);
  - Job number;
  - DOB Confirmation number

**Construction and Electrical Inspections:** Email construction or electrical inspection requests to UPKinspections@buildings.nyc.gov. This email should include the following information:

- **Subject Line:** Type of inspection requested (i.e. construction, electrical, etc.)
- **Body of the Email:**
  - Contact information (contact person, company name, phone number, email address);
  - Location information (borough, job address, BIN); and
  - Job number or electrical application number.

**Boiler and Elevator Inspections:** Submit an online inspection request using the Boiler Appointment Form or Elevator Appointment Form; type UPK in the comments section of the online form. Email UPKinspections@buildings.nyc.gov with the following information:

- **Subject Line:** Type of inspection requested (i.e. boiler, elevator)
- **Body of the Email:**
  - Contact information (contact person, company name, phone number, email address);
  - Location information (borough, job address, BIN); and
  - Application number.

**Inspection Request Email Confirmations:** Within two days of receipt of an inspection request, the Department will email an appointment confirmation.

POST UNTIL: December 31, 2015

Bill de Blasio, Mayor
Rick D. Chandler, P.E., Commissioner

upkinspections@buildings.nyc.gov
nyc.gov/buildings

build safe | live safe