

Inspection Request

- Login to DEP online CATS: www.nyc.gov/dep/cats
- After Login, select the right button “**Boiler Work Permits, Inspection Requests (CO), and Amendments and Affidavits**”.
- You will be directed to the “**My Requests**” menu tab


For an Inspection Request Original/ renewal CO: (Submit within 180 days of the expiration date)

- Click on the dropdown menu for ‘Select Request Type’ as ‘**Inspection Request Original CO**’.
(**NOTE: Original can be done by Professionals only who have filed on the system.**)
- For Inspection Renewal: Click on the dropdown menu for ‘Select Request Type’ as “**Inspection Request Renewal CO**”.
- Click the “**Create**” button.
- Enter the application ID (e.g., CA001170 or CB000112 without the ending Alphabet)
- Click the “**Continue**” button.
- Make the respective changes in the form. Mandatory fields on the request form are marked with an asterisk. (i.e., Owner’s Email Address)
- Attach a completed ‘Performance Test Worksheet’ including a combustion analyzer printout along with this request in PDF format. The form is available in the section ‘Inspection Details’ or at the link: http://www.nyc.gov/html/dep/pdf/air/ar365_inspecreq.pdf
- Under “**Fee Information**”: Select “**Yes**” or “**No**” for both “**Is it a government owned property?**” and “**Fee Waiver**” status
 - If you select “**Yes**”, **select the government agency and provide proof**. Upload document(s) from the “My Requests” tab.
- Once completed, **click both** the “**Certification Checkbox**” and the “**Save**” or “**Save & Submit**” button.

To attach documents (PDF only), accessible from the “**My Requests**” menu:

- Locate the application number for which the system will have generated a request ID. Click the PDF icon to attach a file.
- Once the documents are attached, click the “**My Request Page**” tab on top left corner.

Submit request and payment, accessible from the “**My Requests**” menu:

- Click the “**Submit**” icon (*last icon in the list with a green forward arrow*). 
Proceed with processing the payment. Detailed steps for payment are provided in the [CATS Payment](#) document.
- The applicant & owner will receive an automated email upon successful submission.

For assistance, please call on 718-595-3855 or email us at
Catsfeedback@dep.nyc.gov