

THE CITY OF NEW YORK DEPARTMENT OF ENVIRONMENTAL PROTECTION

Bureau of Environmental Compliance 59-17 Junction Boulevard, 9th Floor, Flushing, New York 11373 Records Control (718) 595–3855

Boiler Inspection Request

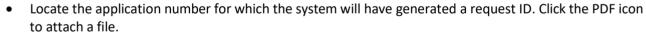
- Login to DEP online CATS: www.nyc.gov/dep/cats
- After Login, select the right button "Boiler Work Permits, Inspection Requests (CO), and Amendments and Affidavits".
- You will be directed to the "My Requests" menu tab

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

Inspection Request Original is required in order to obtain Certificate of Operation

- 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' at boiler-performance-test-worksheet.pdf (nyc.gov)
- 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:



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 <u>CATS Payment</u> 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