

## Industrial Inspection Request

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

### **For an Inspection Request Original 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.*)
- Click the “**Create**” button.
- Enter the application ID (e.g., PW001316).
- Click the “**Continue**” button.
- Complete the inspection details form. Mandatory fields on the request form are marked with an asterisk. (i.e., Owner’s Email Address).
- Review all the information
- Under “**Fee Information**”: Select “**Yes**” or “**No**” for both “**Is it a government owned property?**” and “**Fee Waiver**” status.
  - If you’ve selected “**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.


### **For a Renewal Inspection Request:** *(Submit within 180 days of the expiration date)*

- Click on the dropdown menu for “**Select Request Type**” as “**Renewal CO of WP Extension**”.
- Click the “**Create**” button.
- Enter the application ID (e.g., PA001170 or PB000112 without the ending Alphabet).
- Click the “**Continue**” button.
- Complete the inspection details form. Mandatory fields on the request form are marked with an asterisk. (i.e., Owner’s Email Address).
- Review all the information.
- Under “**Fee Information**”: Select “**Yes**” or “**No**” for both “**Is it a government owned property?**” and “**Fee Waiver**” status.
  - If you’ve selected “**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/request ID. Click the PDF icon to attach a file.
- Click “**Add Attachment**” (Only PDF files with a filename that is less than 40 characters including spaces can be uploaded.)
- Once the documents are attached, click the “**My Requests**” tab on top left corner

### **Submit Application 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 718-595-3855 or email us at  
[Catsfeedback@dep.nyc.gov](mailto:Catsfeedback@dep.nyc.gov)