

Requesting, Cancelling and Viewing Results







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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, Sign Off Requests & Gas Authorization Requests. Using DOB NOW: *Inspections*, Licensed Professionals, Owners, and their Delegates will be able to request the following types of Development Inspections online:

Electrical	Plumbing
Fire Suppression	Signs
Construction	Boilers
Elevators	Cranes & Derricks
Oil Burning Equipment	BPP
High Rise Initiative	Sustainability

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 how to request, cancel, and view Inspection results in DOB NOW: *Inspections*.

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





INSPECTIONS: REQUESTING, CANCELLING AND VIEWING RESULTS

REQUESTING INSPECTIONS

You should request inspections only when the installation and/or construction complies with the New York City Construction Codes and all applicable rules, regulations, and standards, and when the installation and/or construction is complete for this permit work type and is ready for a final inspection by the Department.

Please note the following guidelines when making inspection requests in DOB NOW: *Inspections*:

- Inspections can only be requested by LPs, Owners, or their Delegates (with a registered DOB NOW: *Inspections* account) on Records that have been linked to your account. Please refer to the *Account Registration and Management* User Manual if you need to register for an account.
- LPs and Delegates cannot request an Inspection if the LP has an expired license or expired insurance. These rules do not apply to Owners.
- Inspections cannot be requested if the BIN is on hold or obsolete.
- A specific Inspection date or time cannot be requested. The Inspection will be scheduled for the next available date and time.
- Inspections can only be requested on Records that are in an inspectable status.
- Inspections cannot be requested on expired Permits where there are open objections. The Permit must be renewed prior to requesting the Inspection.
- Each Record can only have one open Inspection request at a time, with the exception of BPP.
- Certain Inspection Types require documents to be uploaded to DOB NOW: Inspections before the Inspection can be requested. See the Uploading Documents section for more details.
- A TR1 must be uploaded into DOB NOW: *Build* before a Place of Assembly Inspection is requested on a PA Permit.
- Owners cannot request Elevator Inspections.
- Directive 14 Inspections cannot be requested using DOB NOW: *Inspections*. Please call the appropriate Unit to schedule an Inspection.
- Boiler Inspections must be requested and performed on the "highest" permit type available on the job. Permit types are ranked as such:
 - 1. Boiler Permit
 - 2. Fuel Burner Permit
 - 3. Fuel Storage Permit

Withdrawal Inspections and Boiler work on LAA's are excluded from this rule.





Request an Inspection

- 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.

DOB NOW INSPECTION	S
Home Search	lity Support <u>New Users: Register for an Account</u> <u>Login</u>
Log in to DOB NOW: Inspections to: • Request and schedule inspections • Certify inspections • View inspection results	Login User Name or E-mail: Password (case sensitive):
Visit the <u>Resources</u> page for user manuals and more information.	Login »
Click the Search tab above to: • Search by address or record • Search for licensed professionals	Remember me on this computer Reset password New Users: Register for an Account
You do not have to log in to search.	
	Use the <u>Buildings Information</u> <u>System (BIS)</u> to search for general information on a property in the city including recorded complaints and violations, actions, applications, and inspections.





3. From the Home Page, click on the **Search Tab**.

Н	lome Search
Welco	ome
	the Search tab to see your associated records. You can
	take the following actions: Search by record
	Search by record Search by address
	Search by address Search by or for a licensed professional
	Search by contact
	Specialized tasks: link your PIN, delegate record access or upload PVT inspections
	you locate your record you can:
	View inspection results Request an inspection
	Self-certify jobs or advance notices
	Request gas authorization
	Request plumbing work type sign-off
	Upload documents





- 4. Locate the Permit Record for which you would like to request an Inspection. Only use the Job Record if you intend to request a Withdrawal Inspection. 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 **Search by Record Information** area and search for Records. Please refer to the *Searching* User Manual for additional instructions on how to search in DOB NOW: *Inspections*.

our Permit, Job and/or	Device records are	listed below.			
lick on the ID Number to view elect checkboxes next to Ope				f w maninak	
elect checkboxes hext to ope	IT Date and click the Add	to conection link to group t	ne records as part o	n a project.	
mportant Reminder: Own nstructions, <u>click here</u> .		ecords to other registered D	OB NOW: Inspection	<i>ns</i> users. For	delegation
howing 1-10 of 78 <u>Add to colle</u>	Record Type	Address	Status	Action	Relati
	Limited Alteration	1 BROADWAY Manhattan NY	issued	Action	2
	Application	10004			
06/07/2019 <u>REQ-SP-SO-19-</u> 0000004	Sprinkler Work Type Sign Off Request	1 BROADWAY Manhattan NY 10004	Sign Off Granted	Action	1
06/07/2019 REQ-SD-SO-19-	Standpipe Work Type Sign	1 BROADWAY Manhattan NY	Sign Off Granted	Action	1
0000004 05/28/2019 REQ-SP-SO-19	Off Request Sprinkler Work Type Sign	10004 1 BROADWAY Manhattan NY	Sign Off Granted	Action	1
0000003	Off Request	10004			
05/28/2019 <u>REQ-SP-SO-19-</u> 0000002	Sprinkler Work Type Sign Off Request	1 BROADWAY Manhattan NY 10004	Sign Off Granted	Action	1
05/24/2019 REQ-SD-SO-19- 0000003	Standpipe Work Type Sign Off Request		Sign Off Granted	Action	1
05/24/2019 <u>REQ-SD-SO-19-</u> 0000002	Standpipe Work Type Sign Off Request	1 BROADWAY Manhattan NY 10004	Sign Off Granted	Action	1
05/22/2019 M00371368I1EWS		1 BROADWAY Manhattan NY	Signed Off		<u>4</u>
05/22/2019 M00371368I1EWS	D Stand Pipe Permit	10004 1 BROADWAY Manhattan NY	Signed Off		4
05/21/2019 M00371335I1EWS	P Sprinkler Permit	Option 1 tan NY	Signed Off		3
	Company of the local division of the local d	A DESCRIPTION OF THE OWNER OF THE			
	< Plev	1 <u>2 3 4 5 6 7 8 Next></u>			
/pe from th	ne drop-down list or links	above. Enter information be	elow to search for r	ecords, jobs	, permits
o. Option 2					
Search by Record Informa	tion	1			
Search by Record Informa	luon		Search by Record Infor	mation	~
Search by Record Informa		above. Enter information be	elow to search for re Search by Record Infor		, pe
			5	Search my ree	cords only
Record Number:	Record Type:				
] [Select	~			
· · ·	380.63987.				
Record Status:					
tecora statas.					
Select V					





5. Click the **ID Number** of the appropriate Record.

Records					
Your Permit, Job and/or I	Device records are	listed below.			
Click on the ID Number to view	details associated to tha	t record or to take an action.			
Select checkboxes next to Open	Date and click the Add	to collection link to group the	records as part o	of a project.	
Important Reminder: Owner	s and I Ps can delegate	records to other registered DOB	NOW: Inspection	ns users. For	delegation
instructions, <u>click here</u> .	s and Li s con actogate i	records to outer registered bob	nom morector	10 000101 1 01	delegation
Charles 1 10 (70 4 4					
Showing 1-10 of 78 Add to collect Open Date ID Number	Record Type	Address	Status	Action	Related
09/12/2019 42049128406AL	AL-1 Permit	11 Park PI NEW YORK NY	Issued ,	Action	2
06/07/2019 42049128407AL	AL-1 Permit	124 West 23rd St 6th Ave 7th Ave NEW YORK NY 10011	Sign Off Granted	Action	1
06/07/2019 42049128401AL	AL-1 Permit	11 New York Ave New York NY 10007	Sign Off Granted	Action	1
05/28/2019 40102884701AL	AL-1 Permit	11 New York Ave New York NY 10007	Sign Off Granted	Action	1
05/28/2019 40195763701AL	AL-1 Permit	NY	Sign Off Granted	Action	1
05/24/2019 32041170001AL	AL-1 Permit	11 New York Ave New York NY 10007	Sign Off Granted	Action	1
05/24/2019 10486950901AL	AL-1 Permit	11 New York Ave New York Ave NY 10007	Sign Off Granted	Action	1
OBJ-15-00000003	Certification of Objections	11 Park PI NEW YORK NY	Signed Off		
OBJ-15-00000002	Certification of Objections	11 Park PI NEW YORK NY	Signed Off		4
05/22/2019 15TMP-000138	Certification of Objections		Signed Off		4
05/21/2019 M00371335I1EWSP	Sprinkler Permit	5 BROADWAY Manhattan NY	Signed Off		3
05/22/2019 15TMP-000138	Certification of Objections				

6. The Record page will open. If you see a yellow or green condition banner, you must **upload a document** to the Record before you can request an Inspection.

The record was placed on HOLD on 03/23/2016. Condition: Schedule C Severity: Hold Total Conditions: 1 (Hold: 1)	
View additional details	
	Add to collection
Record 3P14395: Elevator Device A notice was added to this record on 08/19/2015. Condition: ELV-1 Severity: Notice Total Conditions: 1 (Notice: 1)	Add to collectio





- 7. Under the Inspections section of the page, click **Request an Inspection**. If this link does not appear, one of the following scenarios may apply:
 - Your account is not linked to this Record. In this case, LPs should review the Using Your PIN User Manual and Owners should review the Alternate Access for Owners section of the Account Registration and Management User Manual.
 - You must **upload a document** prior to requesting this Inspection.
 - There is already an open Inspection request. Each Record can only have one open Inspection request at a time, with the exception of BPP.

Record Details	
For more information, select More Details below.	
Logged in users may see an Actions button. Select t	his button to:
 Certify an objection 	
 Manage delegates (add a delegate to perform of 	certain actions on your behalf)
 Provide Buildings with advance notice (plumbing) 	ng) for certified inspections
 Upload inspection results from an advance notice 	ice inspection (Plumbing)
 Submit certifications 	
 Request gas authorization 	
 Submit plumbing work type sign off request an 	
 Request plumbing sign off for Final TCO and Final 	inal CO
 Request electrical sign off for Final CO 	
Licensed Professionals must be linked to their records	in order to see the Actions button. For owners, the email address in the
application must be the same as your DOB NOW: Insp	승규는 것을 잘 못 하면 것을 잘 잘 했다. 이렇게 집에 가지 않는 것을 다 같은 것을 하는 것을 하는 것을 것을 다 들었다. 것은 것은 것은 것을 하는 것을 하는 것을 하는 것을 것을 것을 수 있다.
Licensed Professional:	
CAE FNAME CAE LNAME	
NYC, NY, Master Plumber	
More Details	
Actions	
✓ Inspections	
	d will see a Request an Inspection link (if an inspection is required and has not ick the Actions link to the right of an inspection to view details or cancel upcoming
Licensed Professionals must be <u>linked to their records</u> the application must be the same as your DOB NOW:	in order to see the Request an Inspection link. <u>For owners</u> , the email address in <i>Inspections</i> account.
Upcoming Inspections:	
Request an Inspection	
You have not added any inspections.	
rou nave not added any inspections. Click the link above to schedule or request one.	
and the min above to schedule of request one.	
Completed Inspections:	
There are no completed inspections on this record.	
mere are no completed inspections on this record.	





- 8. The Request an Inspection window will appear. Select the type of Inspection that you would like to request.
 - NOTE:
 - The Inspection types listed vary based on the Record Type.
 - Certain Records Types contain multiple pages of Inspection Types. If your desired Inspection Type is not on the first page, use the <Prev, Next>, or page number links to navigate to the additional pages.
 - You may only select one Inspection Type
 - Elevator Application Withdrawal Inspections cannot be requested using DOB NOW: Inspections. You must contact the Elevator Unit to request Elevator Application Withdrawal Inspections.

Scroll down to the bottom of the pop-up and click **Continue**.

More De			
Actions	Request an Inspection	×	
Accorte	Please see the instructions for requesting an Inspection below.	~	
 Inspec 	Click Back to return to the previous page, or click Cancel to return to the Record Details page.		
nly logged i heduled), l	Step 1: Select one of the available Inspection Types below. Click the 'Continue' button to proceed with requesting your Inspection.	r en	
censed Prof	Step 2: The Inspection Contact will be the person onsite to meet the Inspector.	lica	tion
ust be the s	If the Inspection Contact information displayed is incorrect, click Change Contact to provide the alternate Inspection		
pcomin	Contact information, then click the 'Submit' button. Click the 'Continue' button to proceed with requesting your Inspection.		
leque			
ending CC	Step 3: Confirm that the Inspection information is correct. Click <u>IMPORTANT: Provide Additional Information by</u> <u>Clicking Here</u> to provide information regarding Site specific information. Click the 'Finish' button to proceed to the Inspection Detail page.		
	If no available Inspection Types display below, please ensure you are on the correct record (i.e. job, permit, Elevator		
omplete	Device). Inspection types will not display on EBN/EA records, Advance Notice records, Certification records, or Sign Off		
il-Final - 1	records.		
ail-Final C	By clicking on Continue, I affirm that the installation and/or construction complies with the New York City Construction		
esulted on	Codes and all applicable rules, regulations, and standards. I further affirm that the installation and/or construction is		
ass-Final C	complete for this permit work type and is ready for a final inspection by the Department.		
esulted on	Applicants are responsible for determining if a Post Approval Amendment (PAA) must be filed to keep the accuracy of their job filings. If a PAA has been filed, request an Inspection only after the Department has approved the PAA.	-	
Attact	Step 1: Available Inspection Types (6)		
Dalata		_	
Relate	O CO-Alt-1 Inspection Up to 4 Total Levels		
	O CO-Alt-1 Inspection 5 to 9 Total Levels		
	O CO-Alt-1 Inspection 10 to 19 Total Levels		
	O CO-Alt-1 Inspection 20+ Total Levels	\sim	





-	Request an Inspection	x
nsper	<u>Clicking Here</u> to provide information regarding Site specific information. Click the 'Finish' button to proceed to the Inspection Detail page.	^
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gged i led), i	Device). Inspection types will not display on EBN/EA records, Advance Notice records, Certification records, or Sign Off records.	en
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min	complete for this permit work type and is ready for a final inspection by the bepartment.	
gue ing CC	Applicants are responsible for determining if a Post Approval Amendment (PAA) must be filed to keep the accuracy of their job filings. If a PAA has been filed, request an Inspection only after the Department has approved the PAA.	
ng oc	Step 1: Available Inspection Types (6)	
plete		
ai - 1	CO-Alt-1 Inspection Up to 4 Total Levels	
nal C(CO-Alt-1 Inspection 5 to 9 Total Levels	
ed on	CO-Alt-1 Inspection 10 to 19 Total Levels	
Final C	CO-Alt-1 Inspection 20+ Total Levels	
ed on	Alt-1 -18 Month TCO Update	
	Construction Permit Withdrawal	
ttacl		
elate		
elate		





- 9. Verify that the Contact information listed represents the person who will be on-site to meet the Inspector. If the information is correct, skip to Step 11.
 - NOTE:
 - If the Inspection request type requires the LP to be present, the LP **must** be on-site for the Inspection.
 - The person meeting the Inspector must be qualified for the Inspection/test being performed.
 - The listed contact information replaces the Letter of Authorization for Plumbing Inspections.

-	Request an Inspection	×	
Actions	If the Inspection Contact information displayed is incorrect, click <u>Change Contact</u> to provide the alternate Inspection Contact information, then click the 'Submit' button. Click the 'Continue' button to proceed with requesting your	~	
✓ Inspective	Inspection.		
nly logged i cheduled).	Step 3: Confirm that the Inspection information is correct. Click <u>IMPORTANT: Provide Additional Information by</u> <u>Clicking Here</u> to provide information regarding Site specific information. Click the 'Finish' button to proceed to the Inspection Detail page.		en
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ust be the s	If no available Inspection Types display below, please ensure you are on the correct record (i.e. job, permit, Elevator <u>Device</u>). Inspection types will not display on EBN/EA records, Advance Notice records, Certification records, or Sign Off		
Jpcomin	records.		
Reque	By clicking on Continue, I affirm that the installation and/or construction complies with the New York City Construction		
Pending CC	Codes and all applicable rules, regulations, and standards. I further affirm that the installation and/or construction is		
	complete for this permit work type and is ready for a final inspection by the Department.		
	Applicants are responsible for determining if a Post Approval Amendment (PAA) must be filed to keep the accuracy of their job filings. If a PAA has been filed, request an Inspection only after the Department has approved the PAA.		
Complete			
sil-Final - 1	Inspection type: CO-Alt-1 Inspection Up to 4 Total Levels		
ail-Final CO	Step 2: Location and Contact		
lesulted on	Verify whether the Inspection Contact person for the selected inspection is correct.		
ass-Final C			
Resulted on			
	90 90 AVENUE Queens NY 114 90		
N 288 78	50 50 SU AVENUE QUEENS NY 114 50		-
Attack	Contact		
	B1 FNAME B1 LNAME		
	212000000		-
Relate	Change Contact V		
	Change Contact +		
		~	1
	Continue Back Cancel		





10. If the Contact needs to be updated, click Change Contact.

• Choose **Select an existing contact** and select an option from the drop-down menu, or choose **Specify another person** and provide the contact information. Click **Submit**.

ctions	Request an Inspection	×
Inspe	By clicking on Continue, I affirm that the installation and/or construction complies with the New York City Construction Codes and all applicable rules, regulations, and standards. I further affirm that the installation and/or construction is complete for this permit work type and is ready for a final inspection by the Department.	^
logged i iduled), (Applicants are responsible for determining if a Post Approval Amendment (PAA) must be filed to keep the accuracy of their job filings. If a PAA has been filed, request an Inspection only after the Department has approved the PAA.	en
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	Step 2: Location and Contact	
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mplete Final - 1 -Final Cl	Contact B1_FNAME B1_LNAME 2120000000 Change Contact ~	
ulted on		
s-Final C	Select an existing contact	
ulted on	B1_FNAME B1_LNAME (2120000000)	
	Specify another person (for this inspection only)	-
Attact	First Name Middle Name Last Name	
	Tiffany Lee David	
Relate	Phone Number	
	123-456-7890	
	Submit Cancel	150
	Submit Cancel	~

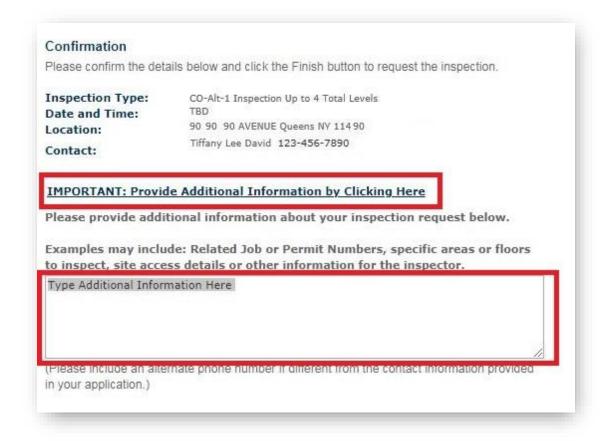
11. Click Continue.







12. Click **IMPORTANT: Provide Additional Information by Clicking Here** to enter additional information about the Inspection Request. Depending on the Inspection Type, this information is either required, or optional.



- The following information is **Optional** for any Inspection Type:
 - Site access details or meeting instructions
 - Related Job or Permit Numbers
 - Specific areas or floors to inspect
 - Other information for the Inspector

NOTE: Requests for a specific Inspection date or time will not be honored.





The following information is **required** for the Inspection Types listed below:

Inspection Type	Additional Information Requested
Boiler Inspections	For Mobile Boilers that change location, enter the address where the work is being performed
Boiler Inspections on a Full Permit	Enter the original LAA number, and the number of the Permit that supersedes the LAA
Boiler Inspections on a LAA Record	For Re-Inspection Requests, enter the word Re-Inspection
	For BPP Jobs that affect multiple NBs, enter:
BPP	1. The NB numbers
	2. The address of the property that needs to be inspected
CD Inspections	For Crane Devices that change location, enter the current address of the crane
Plumbing	See the table on the next page.





Since the Plumbing Inspections Types available for selection are generic, use the comments to specify what Inspection should be conducted.

If you select this Plumbing Inspection Type:	Identify one or more specific Inspections/tests being requested in the 'Additional Information' box of the Request:
PL Permits - 3, 9, 10+ Floors	Gas - Finish Gas - Remove/Cap Gas - Roughing Gas - Test Medical Gas - Finish Medical Gas - Remove/Cap Medical Gas - Roughing Medical Gas - Test Plumbing - Hydrostatic Test Sprinkler - Finish Sprinkler - Hydrostatic Test Sprinkler - Roughing Storm - Finish Storm - Roughing Water - Pressure Test Water/ Sanitary - Finish Water/ Sanitary - Roughing Water/Sanitary - Test
PL Permits - Underground	Underground – Detention Underground - Drywell and Retention Underground - Gas Underground - Medical Gas Underground - Sprinkler Underground - Storm Underground - Water/Sanitary
SP Permits - 3, 9, 10+ Floors	Booster Pump – Test Dry Pipe Valve - Test Sprinkler - Finish Sprinkler - Hydrostatic Test Sprinkler - Remove/Cap Sprinkler - Roughing Sprinkler – Underground
SD Permits - 3, 9, 10+ Floors	Standpipe – Roughing Standpipe - Finish Standpipe - Hydrostatic Test Standpipe - Underground Standpipe - Remove/Cap





13. Scroll to the bottom of the pop-up and click **Finish**.

ctions	Request an Inspe	ction	×	
	Step 2: The Inspection	Contact will be the person onsite to meet the Inspector.	~	
Inspec	If the Inspection Contact	information displayed is incorrect, click <u>Change Contact</u> to provide the alternate Inspection click the 'submit' button. Click the 'Continue' button to proceed with requesting your		
logged i duled), l	Inspection.		en	
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omin	If no available Inspection	Types display below, please ensure you are on the correct record (i.e. job, permit, Elevator		
eque	그는 것 같아요. 이 것 같아요. 집에 가지 않아요. 같아요. 나는 것 않는 것 같아요. 나는 것 같아요. 나는 것 않는 것 같아요. 나는 것 않는 것 않는 것 같아요. 나는 것 않는 것	will not display on EBN/EA records, Advance Notice records, Certification records, or Sign Off		
ding CC	Codes and all applicable r	affirm that the installation and/or construction complies with the New York City Construction ules, regulations, and standards. I further affirm that the installation and/or construction is work type and is ready for a final inspection by the Department.		
nplete		for determining if a Post Approval Amendment (PAA) must be filed to keep the accuracy of as been filed, request an Inspection only after the Department has approved the PAA.		
Final CO ulted on	Confirmation			
s-Final (ils below and click the Finish button to request the inspection.		
s-Final C ulted on	Please contirm the deta	its below and circk the Pinish button to request the inspection.		
JILEO ON	Inspection Type: Date and Time:	CO-Alt-1 Inspection Up to 4 Total Levels TBD		
Attook	Location:	90 90 90 AVENUE Queens NY 114 90		
Attaci	Contact:	Tiffany Lee David 123-456-7890		
Relate	IMPORTANT: Provid	e Additional Information by Clicking Here		
	Finish Back	Cancel	~	

14. The Request now appears as a Pending Inspection.







- 15. All Registered Users associated to the Record (LP, Owner, and Delegates) will receive two emails regarding the Inspection Request:
 - The first email will confirm that the Inspection Request has been received by the Department of Buildings.
 - A second email will be sent when the Inspection is scheduled and will include the specific date and time for the Inspection.

NOTE: Copies of these email messages can also be found under the Attachments section of the Record page.

SHOP STOP 1		he Action column b		<u>certify objections;</u> achment details for this rec	ord		
lame	Entity Type	Туре	Size	Description	Upload Date	Action	Entity
ample Submission r Inspections ipg	and the second sec	Additional Supporting Documentation	127.91 KB	Description Required	02/11/2020	Actions V	Stand Pipe M0000619
<							>
Upload Attachmen	t						





Uploading Documents

Documents can be uploaded in DOB NOW: *Inspections*. A yellow or green banner indicates you must upload a document to the Record before you can request an Inspection.

YELLOW banner example:

Record 24012747501EWBL: <u>Click here for more information</u> Boiler Permit	Add to collection
The record was placed on HOLD on 03/23/2016. Condition: Schedule C Severity: Hold Total Conditions: 1 (Hold: 1)	
View additional details	
GREEN banner example:	
Record 3P14395: Elevator Device	Add to collection
A notice was added to this record on 08/19/2015. Condition: ELV-1 Severity: Notice Total Conditions: 1 (Notice: 1) View additional details	

Documentation will not be accepted in the field. Documents must be uploaded prior to requesting the Inspection Types listed below.

Inspection Type	Document Required
Withdrawal Inspections for Construction, BPP, Sustainability, Plumbing and Boiler	PW1 ^{1,3}
Withdrawal Inspections on an LAA Record	LAA ^{1,4}
Boiler Inspections	Schedule C ²
Boiler Inspections on a LAA Record	LAA ^{1,4}
CD Inspections	Magnaflux Report
Elevators	ELV1 ¹
BPP	BPP Final Survey ² and BPP Plans <i>or</i> Checklist in lieu of plans ²
Place of Assembly	Flame Spread Letter ⁵

¹A warning message will appear during the Inspection Request process. The Inspection request cannot be completed until after the document has been uploaded.





²The 'Request an Inspection' link will not be visible until after you have uploaded the document and refreshed the page.

³ 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.

- ⁴ Only required for LAAs filed before 8/6/18. Not required for LAAs filed in DOB NOW: Build.
- ⁵ Only required if indicated by DOB NOW: Build for PA Permits only.

To Upload a Document

- 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.

DOB NOW INSPECTION	Support <u>New Users: Register for an Account</u> <u>Login</u>
Home Search	
Log in to DOB NOW: Inspections to:	Login
Request and schedule inspections	User Name or E-mail:
Certify inspections	
View inspection results	Password (case sensitive):
Visit the <u>Resources</u> page for user manuals and more information.	Login »
	Remember me on this computer
Click the Search tab above to:	Reset password
Search by address or record	New Users: Register for an Account
Search for licensed professionals	
You do not have to log in to search.	
	Use the <u>Buildings Information</u> <u>System (BIS)</u> to search for general information on a property in the city including recorded complaints and violations, actions, applications, and inspections.
	Use the DOB NOW Public Portal to access filings submitted in DOB





3. From the Home Page, click the **Search Tab**.

[.	lome Search
Welc	ome
	the Search tab to see your associated records. You can
	take the following actions:
	Search by record
	Search by address
	Search by or for a licensed professional
	Search by contact
•	Specialized tasks: link your PIN, delegate record access or upload PVT inspections
	e you locate your record you can: View inspection results
	Request an inspection
	Self-certify jobs or advance notices
	Request gas authorization
	Request plumbing work type sign-off
	Upload documents





- 4. Locate the Record for which you would like to upload a document. 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 **Search by Record Information** area and search for Records. Please refer to the *Searching* User Manual for additional instructions on how to search in DOB NOW: *Inspections*.

ur Permit, Job and/or [Device records are	listed below.			
k on the ID Number to view o	details associated to that	record or to take an action			
ect checkboxes next to Open	Date and click the Add I	to collection link to group	the records as part o	of a project.	
portant Reminder: Owners	s and LPs can delegate n	ecords to other registered D	OB NOW: Inspection	<i>ns</i> users. For	delegation
ructions, <u>click here</u> .					
wing 1-10 of 78 <u>Add to collect</u>	ion				
Open Date ID Number	Record Type	Address	<u>Status</u>	Action	Related Records
09/12/2019 M00373932I1LA	Limited Alteration	1 BROADWAY Manhattan NY	issued	Action	2
06/07/2019 REQ-SP-SO-19-	Application Sprinkler Work Type Sign	10004 1 BROADWAY Manhattan NY	Sign Off Granted	Action	1
0000004 06/07/2019 REQ-SD-SO-19-	Off Request Standpipe Work Type Sign	10004 1 BROADWAY Manhattan NY	Sign Off Granted	Action	1
0000004	Off Request	10004		Marked .	
05/28/2019 <u>REQ-SP-SO-19-</u> 0000003	Sprinkler Work Type Sign Off Request	1 BROADWAY Manhattan NY 10004	Sign Off Granted	Action	1
05/28/2019 REQ-SP-SO-19- 0000002	Sprinkler Work Type Sign Off Request	1 BROADWAY Manhattan NY 10004	Sign Off Granted	Action	1
05/24/2019 REQ-SD-SO-19-	Standpipe Work Type Sign	1 BROADWAY Manhattan NY	Sign Off Granted	Action	1
0000003 05/24/2019 REQ-SD-SO-19-	Off Request Standpipe Work Type Sign	10004 1 BROADWAY Manhattan NY	Sign Off Granted	Action	1
0000002 05/22/2019 M00371368I1EWSP	Off Request Sprinkler Permit	10004 1 BROADWAY Manhattan NY	Signed Off		4
05/22/2019 M00371368I1EWSD	Stand Pipe Permit	10004 1 BROADWAY Manhattan NY	Signed Off		4
		10004			
05/21/2019 M00371335I1EWSP	Sprinkler Permit a.	Option 1 tan NY	Signed Off		3
	< Prev	1 <u>2 3 4 5 6 7 8 Next></u>			
			1 1		
Option 2	drop-down list or links	above. Enter information b	elow to search for r	ecords, jobs	, permits or
earch by Record Informati	on		Search by Record Infor	mation	~
				earch my ree	cords only
cord Number: Re	cord Type:		10920		
	Select	~			
cord Status:					
Belect V					





5. **Click** the ID Number of the appropriate Record.

Your Permit, Job and/or [Device records are	listed below.			
Click on the ID Number to view of	details associated to tha	t record or to take an action.			
Select checkboxes next to Open	Date and click the Add	to collection link to group the	records as part o	of a project.	
Important Reminder: Owners	s and LPs can delegate i	records to other registered DOB	NOW: Inspection	ns users. For	delegation
instructions, <u>click here</u> .	s and it is can delegate i	contra to other registered pob	nom. mopector	10 000101 1 01	delegation
Showing 1-10 of 78 Add to collect	ion				
Open Date ID Number	Record Type	Address	Status	Action	Related
09/12/2019 42049128406AL	AL-1 Permit	11 Park PI NEW YORK NY	Issued .	Action	2
06/07/2019 42049128407AL	AL-1 Permit	124 West 23rd St 6th Ave 7th Ave NEW YORK NY 10011	Sign Off Granted	Action	1
06/07/2019 42049128401AL	AL-1 Permit	11 New York Ave New York NY 10007	Sign Off Granted	Action	1
06/07/2019 <u>42049128401AL</u> 05/28/2019 <u>40102884701AL</u>	AL-1 Permit AL-1 Permit	11 New York Ave New York NY	Sign Off Granted Sign Off Granted	Action Action	1 1
06/07/2019 42049128401AL		11 New York Ave New York NY 10007 11 New York Ave New York NY			1 1 1
06/07/2019 <u>42049128401AL</u> 05/28/2019 <u>40102884701AL</u>	AL-1 Permit	11 New York Ave New York NY 10007 11 New York Ave New York NY 10007	Sign Off Granted	Action	1 1 1
06/07/2019 42049128401AL 05/28/2019 40102884701AL 05/28/2019 40195763701AL 23044170001AL 33044170001AL	AL-1 Permit AL-1 Permit	11 New York Ave New York NY 10007 11 New York Ave New York NY 10007 NY 11 New York Ave New York NY	Sign Off Granted Sign Off Granted	Action Action	1 1 1 1
06/07/2019 42049128401AL 05/28/2019 40102884701AL 05/28/2019 40195763701AL 05/28/2019 32041170001AL 05/24/2019 10486950901AL 05/24/2019 05/24/2019	AL-1 Permit AL-1 Permit AL-1 Permit	11 New York Ave New York NY 10007 11 New York Ave New York NY 10007 NY 11 New York Ave New York NY 10007 11 New York Ave New York Ave NY	Sign Off Granted Sign Off Granted Sign Off Granted Sign Off Granted	Action Action Action	1 1 1 1 1
06/07/2019 42049128401AL 05/28/2019 40102884701AL 05/28/2019 40195763701AL 05/28/2019 32041170001AL 05/24/2019 10486950901AL 05/24/2019 05/24/2019 05/22/2019 05/24/2019 05/22/2019 05/24/2019 05/22/2019 05/24/2019	AL-1 Permit AL-1 Permit AL-1 Permit AL-1 Permit	11 New York Ave New York NY 10007 11 New York Ave New York NY 10007 NY 11 New York Ave New York NY 10007 11 New York Ave New York Ave NY 10007	Sign Off Granted Sign Off Granted Sign Off Granted Sign Off Granted Signed Off	Action Action Action	1 1 1 1 4
06/07/2019 42049128401AL 05/28/2019 40102884701AL 05/28/2019 40195763701AL 05/28/2019 40195763701AL 05/28/2019 32041170001AL 05/24/2019 10486950901AL 05/24/2019 05/24/2019 05/22/2019 0BJ-15-000000003	AL-1 Permit AL-1 Permit AL-1 Permit AL-1 Permit Certification of Objections	11 New York Ave New York NY 10007 11 New York Ave New York NY 10007 NY 11 New York Ave New York NY 10007 11 New York Ave New York Ave NY 10007 11 Park PI NEW YORK NY	Sign Off Granted Sign Off Granted Sign Off Granted Sign Off Granted	Action Action Action	1 1 1 1 4 4

6. Scroll to the bottom of the Record and click the arrow next to **Attachments**. Then click **Upload Attachment**.

is record. Entity
Entity
Entity
Entity





- 7. 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:
 - PW1
 - Schedule C
 - LAA
 - Magnaflux Report
 - ELV1
 - BPP Final Survey

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.
- System will block user from uploading the following document file extension types:
 - heic
 - html
 - htm
 - mht
 - mhtml
- 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.





	re associated to this record will see a Request an Inspection link (if an inspection organd in users can also click the Actions link to the right of an inspection to view	
iispecions,	File Upload	×
Licensed Professionals mu		rs, the email address
the application must be th	The maximum file size allowed is 10 MB . The following file types cannot be uploaded to DOB NOW: <i>Inspections</i> :	
Upcoming Inspectic	html;htm;mht;mhtml. You may only submit documents related to jobs for which you	
Request an I	are authorized by the owner and/or applicant of record to do so.	
You have not added any it	Select Files	
Click the link above to sch		
Completed Inspecti		
There are no completed in		
✓ Attachments		
		-
a colular a l'in an		ints for this record. U
 Only logged in use the Actions buttor 		ints for this record. U
Click the Actions I		
Name Entity T	2 di -	Action Entity
No records found.		House
<	Finish Cancel	>
Upload Attachment		
Related Records		





8. Once the file has uploaded, click Finish.

nspections. Licensed Professionals mu the application must be th Upcoming Inspectic	The following file html;htm;mht;r	a size allowed is 10 MB. types cannot be uploaded to DO nhtml. You may only submit doc the owner and/or applicant of r	uments related to jobs for	×	<u>rs</u> , the email address in
Request an I You have not added any II	Select Files			Clear List	
Slick the link above to sch	Sample Sub	mission for Inspections.jp	127 91 KB Finished		
Completed Inspecti		inipolon for anopeceronogp	127131 AD THISTOR	-	
There are no completed in					
✓ Attachments					
 Only logged in use the Actions buttor Click the Actions I 				-	ents for this record. Use
Name Entity T	File(s): 1	127.91 KB		100%	Action Entity
lo records found.	Finish	ancel			>
Upload Attachment					
Related Records					

9. 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.

* Attach	ments						
the A	ctions button in the	Record Detail	Is section above t	tton to upload additional o o <u>certify objections.</u> attachment details for this		nts for this	record, Use
<u>Name</u> No records f	Entity Type	Туре	Size	Description	Upload Date	Action	Entity
							>
* Type: Select Additional Se PW1	pporting Documentation	pn		()			Remov
Additional Su	the state of the s	n					Remov





10. The **Description** field is optional.

	tion <u>Entity</u>
Name Entity Type Type Size Description Upload Date Ac No records found.	
No records found.	
*Type: Select	
*Type: (?) -Select-	>
Select	Remo
Description:	
~	
~	

11. Click Save.

and the second s							
				tton to upload additional o	or supporting attachme	nts for this r	ecord. Us
				o <u>certify objections.</u> attachment details for this			
the Actio	ons link in t	the Action colum	in below to view a	attachment details for this	record.		
	tity Type	Type	Size	Description	Upload Date	Action	Entity
found.							
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				(?)			Remov
upporting (Documentatio	00					
opporting a							
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12. You will see the new file listed in the Attachments section.

	logged in users can ctions button in the			on to upload additional or s pertify objections.	upporting attachme	ents for this re	ecord. Use
			104 - C2 - 2	achment details for this rec	ord.		
lame	Entity Type	Type	Size	Description	Upload Date	Action	Entity
ample Subm r Inspections	ission Record	Additional Supporting Documentation	127.91 KB	Description Required	02/11/2020	Actions ¥	Stand Pipe M00006193
<							>
Upload Attacl	hment						
	1						

- 13. If the yellow or green banner still appears, or the Request an Inspection link does not appear:
 - 1. Verify that you have uploaded the correct document type to satisfy the condition listed in the yellow or green banner
 - 2. Refresh your browser





CANCELLING INSPECTIONS

Cancellations will be accepted online up to 48 hours prior to the scheduled Inspection. You must call the Department of Buildings at the phone number listed in your appointment confirmation email to cancel an Inspection that is scheduled to take place within 48 hours.

To cancel an Inspection using DOB NOW: Inspections:

- 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.

DOB NOW INSPECTION	S
Accessibil	ity Support <u>New Users: Register for an Account</u> <u>Login</u>
Log in to DOB NOW: Inspections to:	
 Request and schedule inspections Certify inspections View inspection results 	Login User Name or E-mail: Password (case sensitive):
Visit the <u>Resources</u> page for user manuals and more information.	Login »
Click the Search tab above to:	Remember me on this computer <u>Reset password</u> <u>New Users: Register for an Account</u>
 Search by address or record Search for licensed professionals 	
You do not have to log in to search.	Use the <u>Buildings Information</u> <u>System (BIS)</u> to search for general information on a property in the city including recorded complaints and violations, actions, applications, and inspections. Use the <u>DOB NOW Public Portal</u> to access filings submitted in DOB NOW: <i>Build</i> and <i>Safety</i> .





3. From the Home Page, click the **Search Tab**.

Ho	me Search
Welco	me
	he Search tab to see your associated records. You can
	ake the following actions:
	Search by record
	Search by address
	Search by or for a licensed professional
	Search by contact
	Specialized tasks: link your PIN, delegate record access or upload
ł	PVT inspections
	you locate your record you can:
	/iew inspection results
	Request an inspection
	Self-certify jobs or advance notices
• [Request gas authorization
• F	Request plumbing work type sign-off
• [Jpload documents





- 4. Locate the Record for which you would like to cancel an inspection. 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 **Record by Information** area and search for Records. Please refer to the *Searching* User Manual for additional instructions on how to search in DOB NOW: *Inspections*.

our Permit, Job and/o	r Device records are	listed below.			
ck on the ID Number to vie	w details associated to that	record or to take an action.			
lect checkboxes next to Op	en Date and click the Add I	to collection link to group th	ne records as part o	of a project.	
nportant Reminder: Own structions, click here.	ers and LPs can delegate r	ecords to other registered DC	B NOW: Inspection	ns users. For	delegation
su ucuons, <u>chek nere</u> .					
owing 1-10 of 78 <u>Add to coll</u>	ection				Delated
Open Date ID Number	Record Type	Address	Status	Action	Related Records
09/12/2019 M0037393211LA	Limited Alteration Application	1 BROADWAY Manhattan NY 10004	Issued	Action	2
06/07/2019 <u>REQ-SP-SO-19-</u>	Sprinkler Work Type Sign	1 BROADWAY Manhattan NY	Sign Off Granted	Action	1
0000004 06/07/2019 <u>REQ-SD-SO-19-</u>		10004 1 BROADWAY Manhattan NY	Sign Off Granted	Action	1
0000004 05/28/2019 <u>REQ-SP-SO-19-</u>	Off Request Sprinkler Work Type Sign	10004 1 BROADWAY Manhattan NY	Sign Off Granted	Action	<u>1</u>
0000003 05/28/2019 <u>REQ-SP-SO-19-</u>	Off Request Sprinkler Work Type Sign	10004 1 BROADWAY Manhattan NY	Sign Off Granted	Action	1
0000002 05/24/2019 <u>REQ-SD-SO-19-</u>		10004 1 BROADWAY Manhattan NY	Sign Off Granted	Action	1
0000003 05/24/2019 <u>REQ-SD-SO-19-</u>	Off Request Standpipe Work Type Sign	10004 1 BROADWAY Manhattan NY	Sign Off Granted	Action	1
0000002 05/22/2019 M0037136811EWS	Off Request <u>P</u> Sprinkler Permit	10004 1 BROADWAY Manhattan NY	Signed Off		4
05/22/2019 M00371368I1EWS	D Stand Pipe Permit	10004 1 BROADWAY Manhattan NY	Signed Off		4
05/21/2019 M00371335I1EWS	P Sprinkler Permit a.	Option 1 tan NY	Signed Off		3
	< Prev	1 2 3 4 5 6 7 8 Next>			
/pe from t	he drop-down list or links	above. Enter information be	low to search for re	ecords, jobs	, permits or
Option 2					
Search by Record Inform					





5. In the Inspections section of the page, locate the Scheduled or Pending Inspection. Click the **Actions** dropdown menu. Click **Cancel.**



6. The Cancel Inspection window will appear. Click Cancel Inspection.

Cancel Inspection	n	×
Confirmation		
Please confirm the deta	ails below and click the Cancel Inspection button to Cancel the inspection.	
Inspection Type:	SD - Up to 3 Requested Floors	
Date and Time:	TBD	
Location:	280 BROADWAY NY 10007	
	-	
Cancel Inspection	Close	
A an Tuana	aki a sa	

7. The Inspection you just cancelled will now appear under the Completed Inspections as 'Cancelled.'



8. All Registered Users associated to the Record (LP, Owner, and Delegates) will receive an email confirming the Inspection cancellation.





VIEWING INSPECTION RESULTS & INSPECTION-RELATED DOCUMENTATION

All Registered Users associated to the Record (LP, Owner, and Delegates) will receive email notifications when Inspection Results are available in DOB NOW: *Inspections*. Two different emails will be sent from DOB NOW: *Inspections*:

- *Email #1:* The Preliminary Inspection Results, which are subject to change during Supervisory Review.
- Email #2: The Final Inspection Results.

To view results, including the Inspection Report, in DOB NOW: Inspections:

- 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.

DOB NOW INSPECTION	S
Accessit	ility Support <u>New Users: Register for an Account</u> <u>Lo</u>
Home Search	
Log in to DOB NOW: Inspections to:	Login
 Request and schedule inspections Certify inspections View inspection results 	User Name or E-mail:
Visit the <u>Resources</u> page for user manuals and more information.	Login »
Click the Search tab above to:	Remember me on this computer Reset passwo
 Search by address or record Search for licensed professionals 	New Users: Register for an Accou
You do not have to log in to search.	
	Use the <u>Buildings Information</u> <u>System (BIS)</u> to search for geneu information on a property in the city including recorded complaint and violations, actions, applications, and inspections.
	Use the <u>DOB NOW Public Portal</u> t access filings submitted in DOB





3. From the Home Page, click **Search Records**.

Welc	ome Tiffany
	the Search tab to see your associated records. You can
	take the following actions: Search by record
	Search by address
	Search by or for a licensed professional
	Search by contact
	Specialized tasks: link your PIN, delegate record access or upload
	PVT inspections
Once	you locate your record you can:
	View inspection results
	Request an inspection
	Self-certify jobs or advance notices
	Request gas authorization
	Request plumbing work type sign-off
	Upload documents





- 4. Locate the Record for which you would like to view Results. 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.

Belect checkboxes next to Open Date and click the Add to collection link to group the records as part of a project. mportant Reminder: Owners and LPs can delegate records to other registered DOB NOW: Inspections users. For delegate structions, click here. Open Date ID Number Record Type Address Status Action E 09/12/2019 M0037393211LA Limited Alteration 1 BROADWAY Manhattan NY Issued Action 2 06/07/2019 REQ-SP-SO-19- Sprinkler Work Type Sign 1 BROADWAY Manhattan NY Sign Off Granted Action 1 06/07/2019 REQ-SP-SO-19- Sprinkler Work Type Sign 1 BROADWAY Manhattan NY Sign Off Granted Action 1 06/07/2019 REQ-SP-SO-19- Sprinkler Work Type Sign 1 BROADWAY Manhattan NY Sign Off Granted Action 1 05/28/2019 REQ-SP-SO-19- Sprinkler Work Type Sign 1 BROADWAY Manhattan NY Sign Off Granted Action 1 05/24/2019 REQ-SD-SO-19- Sprinkler Work Type Sign 1 BROADWAY Manhattan NY Sign Off Granted Action 1 05/24/2019 REQ-SD-SO-19- Sprinkler Persign 1 BROADWAY Manhattan NY Sign Off Granted						
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Open Date ID Number Record Type Address Status Action 09/12/2019 M0037393211LA Limited Alteration 1 BROADWAY Manhattan NY Issued Action 2 06/07/2019 REQ-SP-SO-19- 0000004 Sprinkler Work Type Sign 1 BROADWAY Manhattan NY Sign Off Granted Action 1 06/07/2019 REQ-SP-SO-19- 0000004 Sprinkler Work Type Sign 1 BROADWAY Manhattan NY Sign Off Granted Action 1 06/07/2019 REQ-SP-SO-19- 0000004 Standpipe Work Type Sign 1 BROADWAY Manhattan NY Sign Off Granted Action 1 05/28/2019 REQ-SP-SO-19- 0000002 Sprinkler Work Type Sign 1 BROADWAY Manhattan NY Sign Off Granted Action 1 05/28/2019 REQ-SD-SO-19- 0000002 Sprinkler Work Type Sign 1 BROADWAY Manhattan NY Sign Off Granted Action 1 05/24/2019 REQ-SD-SO-19- 0000002 Off Request 10004 Sign Off Granted Action 1 05/24/2019 REQ-SD-SO-19- 0000002 Standpipe Work Type Sign 1 BROADWAY Manhattan NY Sign Off Granted <	lick on the ID Number to view	details associated to that	record or to take an action.			
Action structions, click here.	elect checkboxes next to Open	Date and click the Add t	t o collection link to group th	he records as part o	of a project.	
Action structions, click here.						
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5. The Record Detail page will appear. The status of the Completed Inspections will display in the Inspections section.

Inspections Only logged in users who are associated to this record will see a Request an Inspection link (if an inspection is required and has not already been scheduled). Logged in users can also click the Actions link to the right of an inspection to view details or cancel upcoming inspections. Licensed Professionals must be linked to their records in order to see the Request an Inspection link. For owners, the email address in the application must be the same as your DOB NOW: Inspections account. Upcoming Inspections: Request an Inspections. Click the link above to schedule or request one. Completed Inspections: (1) Pass-Final SD - Up to 3 Requested Floors (156988) Resulted on 10/21/2019 at 08:01 AM View Details





- 6. Expand the Attachments section by clicking the arrow to the left of **Attachments**. Click the document link in the **Name** column, and click **Open** to view the document. Examples of the documents that can be found here include:
 - Inspection Report (which includes objections by floor) Preliminary and Final
 - Boiler Card Preliminary and Final
 - 16A Card Preliminary and Final
 - Plug of Sewer House Connection Card Final Only
 - New Sewer House Connection Card Final Only
 - Copies of emails from DOB NOW: Inspections
 - Any file uploaded by the Owner, LP, or their Delegates

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Viewing the Boiler Card

Boiler Cards are generated upon Preliminary and Final results. The conditions under which Boiler Cards are generated are below.

- The logged-in user is associated to the Record, and,
- The Unit answered "Yes" to "Generate Boiler Card?" on the Boiler Device Table and,
- The Inspection Result is:
 - Pass, or
 - Pass-Final, or
 - Fail due to an Administrative Failure, or
 - Fail-Final due to an Administrative Failure

To view the Boiler Card in DOB NOW: Inspections:

- 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.
- 3. Click Access My Records.
- 4. Locate the appropriate Record. Click on the Record ID Number.
- 5. The Record Detail page will appear. Scroll down to the Attachments section.

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6. Expand the Attachments section by clicking the arrow to the left of Attachments.

Related Records		

7. Find the Boiler Card in the list of Attachments. Please note, it may not be on the first page. Navigate to other pages if necessary.

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8. Click the document link in the Name column.

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9. Click **Open** to view the document or **Save** to save the document to your computer.

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Viewing Floor Status

Inspection's results that are recorded by floor, update the Floor Status table of a Record upon finalizing the Inspection's result.

The Floor Status table:

- Is located in the Record Details page, under More Details -> Application Information Table (Please follow the Instructions below to see this location)
- Can have a different name (e.g. CURRENT STATUS BY FLOOR, PL FLOOR RESULTS) based on the Record type.
- Can be viewed unless no Inspections have been performed or finalized for the Record. The following type of records will update the Floor Status table upon finalizing an Inspection's result:
- Limited Alteration Application
- Plumbing Permit
- Stand Pipe Permit
- Sprinkler Permit
- Alt-1 Permit
- NB Permit

To view the Floor Status table in DOB NOW: Inspections

- 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.
- 3. Click Search Records.
- 4. Locate the appropriate Record. Click on the Record ID Number.





5. The Record Detail page will appear. Scroll down to the Record Details section.

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Logged in users may see an Actions button.	Select this button to:
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 Upload inspection results from an advar 	nce notice inspection (Plumbing)
 Submit certifications 	
 Request gas authorization 	
 Submit plumbing work type sign off req Request plumbing sign off for Final TCO 	uest and work type sign off request withdrawal
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MRC TEST	Job Description will be here
MRC LLC MRC LLC	
NYC, NY, 10007	
Business Phone: 212-123-4567	
Master Plumber 000000	
	ls>>

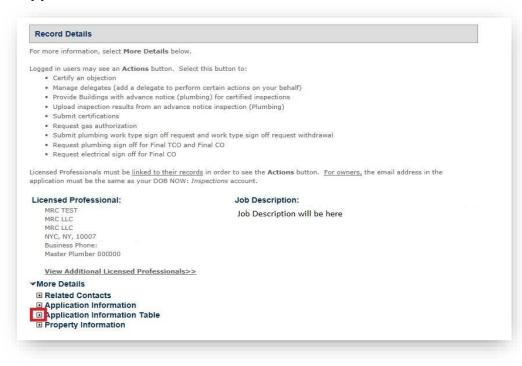




6. Expand the More Details option by clicking the arrow to the left of More Details.

Record Details		
for more information, select More Details belo	JW.	
ogged in users may see an Actions button. S	Select this button to:	
 Certify an objection 		
 Manage delegates (add a delegate to pe 	rform certain actions on your behalf)	
 Provide Buildings with advance notice (p 	olumbing) for certified inspections	
 Upload inspection results from an advan 	ice notice inspection (Plumbing)	
 Submit certifications 		
 Request gas authorization 		
 Submit plumbing work type sign off requ 	uest and work type sign off request withdrawal	
 Request plumbing sign off for Final TCO 	and Final CO	
Request electrical sign off for Final CO		
icensed Professionals must be <u>linked to their n</u> pplication must be the same as your DOB NOV	<u>ecords</u> in order to see the Actions button. <u>For owners</u> , the email address in the N: <i>Inspections</i> account.	
Licensed Professional:	Job Description:	
MRC TEST	Job Description will be here	
MRC LLC	Job Description will be liefe	
MRC LLC		
NYC, NY, 10007		
Business Phone:		
Master Plumber 000.000		
View Additional Licensed Professional	<u>s>></u>	
More Details		
more betans		

7. Expand the Application Information Table option by clicking the plus to the left of **Application Information Table**. The Floor Status table will be located under this option.







8. Find the FLOOR RESULTS table.

