DOB NOW: *Safety*

For Boiler Compliance Filings

Updated: 2/21/18

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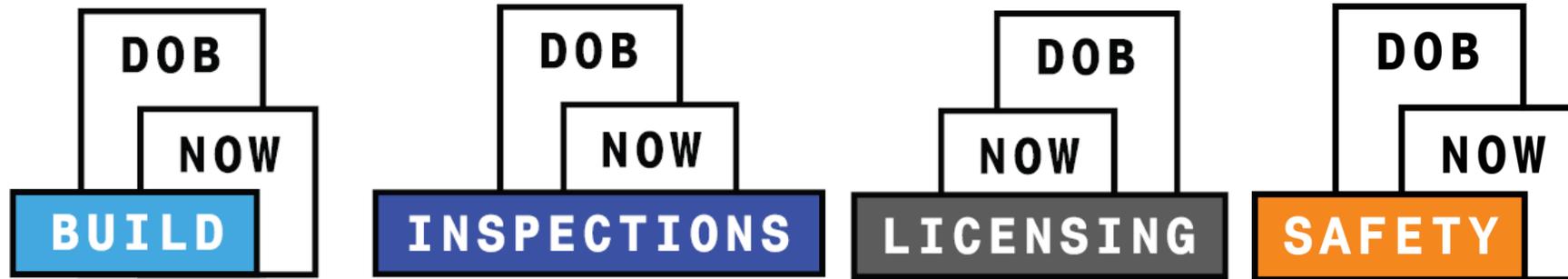
Learning Objectives

- Describe DOB NOW
- Know Where to Go for Help
- Understand the Requirements for eFiling
- Login and Navigate within DOB NOW: *Safety*
- File a Boiler Inspection Report
- Correct Defects
- Pay for and File Multiple Reports
- Submit a Filing for an Unregistered Boiler
- File an Extension Request
- Pay Civil Penalties

Introduction to DOB NOW

DOB NOW at-a-glance

DOB NOW is an interactive, web-based portal that will enable building owners, design professionals, filing representatives, and licensees to do all business with DOB online, including:

- o Submit applications
- o Make payments
- o Schedule appointments
- o Check the status of an application
- o Pull permits
- o Make renewals

Impact on Customers

Better Customer Service	Customers are able to submit DOB NOW: *Build* job filings and DOB NOW: *Safety* compliance filings **online** for work types live in DOB NOW, which is more convenient than having to travel to a DOB office.
Increased Access to Information	Customers can view real-time information on job filings and compliance filings for work types live in DOB NOW in one place online: the DOB NOW Public Portal.
Greater Transparency	DOB NOW will make construction in the city more transparent for residents and building owners.
Improved Processing	Moving from paper-based to digital makes it easier for DOB to review applications and process them.

DOB NOW Log In Screen

1. Public Portal

2. Log In to DOB NOW

DOB NOW Log In Screen

1. Link to FAQs and Public Portal User Manual

2. Link to Inspections

3. Link to Build and Safety FAQs and Resources

4. Link to BIS

5. Link to NYC Open Data

Support

- Send your future questions to **DOB Customer Support** by submitting a request from the DOB NOW Home Page

nyc.gov/dobnowhelp

Annual Boiler Compliance Filings

- **Low Pressure Boilers**
  - Low pressure boilers in residential buildings with six (6) or more dwellings

  - Low pressure boilers in residential buildings classified as Single Room Occupancy (SRO) dwellings

  - Low pressure boilers in mixed-used or commercial buildings

  - H-stamp domestic hot water heaters with more than 350,000 BTUs in residential, mixed-used and commercial buildings

Annual Boiler Compliance Filings

- **High Pressure Boilers**

    - High pressure boilers must have two inspections – an internal inspection and an external inspection.

    - These inspections must be conducted within the same cycle but should be performed approximately six months apart.

    - Inspections can only be performed by an authorized insurance company.

Key Dates and Changes

BOILER COMPLIANCE FILING DATES

IN-PERSON FILINGS

2016 Boiler Inspection Cycle - Ends December 31, 2017

2017 Boiler Inspection Cycle - Ends July 28, 2017

Between July 29, 2017 and August 13, 2017 no filings will be accepted.

DOB NOW: SAFETY

2017 Boiler Inspection Cycle - Begins August 14, 2017

2018 Boiler Inspection Cycle - No in-person filings will be accepted. All boiler compliance filings must be submitted in DOB NOW: Safety.

GET MORE INFORMATION AT WWW.NYC.GOV/DOBNOWINFO

Who needs to register for eFiling?

- Owners or Owner Representatives
  - Building Owners
  - Managing Agents
  - Representative
  - Property Managers
  - Building Managers
- Licensed Professionals
  - Master Plumbers
  - Oil Burner Installers
  - High Pressure Boiler Operators
- Insurance Agency Inspectors certified by NYS

Rule Review

- A Licensed Professional or Insurance Agency Inspector cannot serve as an Owner Representative

Register for eFiling

Before you can file in DOB NOW, all stakeholders associated to the filing must register for eFiling

If you are already registered in eFiling then you will use your existing eFiling username and password to access DOB NOW

Register at
www.nyc.gov/dobefiling

eFiling Registration – Contact Details

NYC Development Hub Enrollment Form

Please provide the following information to enroll for NYC Buildings eFiling. Items with a (*) are required.

When you have completed the form, please click on 'submit' and follow the instructions.

Electronic Filing Account Information (required for all users)

It is important to provide a valid e-mail address you have access to. An activation email will be sent to this email address. If you forget your password the only way to gain access to your account and saved work is with your e-mail address! Your e-mail address can be updated after enrollment.

Email Address (*)	
Re-Enter Email Address (*)	
Password (*)	
Verify Password (*)	

USER ACCOUNT INFORMATION

First Name (*)	
Middle Initial	
Last Name (*)	
Business Address (*)	
Apt #	
City (*)	
State (*)	
Zip (*)	
Contact Phone (*)	
Mobile Phone	

eFiling – Authentication Form

Enter License Number and Business Information

Register for eFiling

eFiler	Complete Registration Form	Click Verification Email	Print Authentication Form	Sign, Date and Notarize	Submit Application and Credentials to DOB	Receive Confirmation of Registration from DOB	
Owner or Owner Rep		📄	✉️				GO
Insurance Agency Inspector		📄	✉️	🖨️	🎖️ BoilersSafe @buildings. nyc.gov	✉️	GO
Licensed Professional		📄	✉️	🖨️ LAA, 5th floor 280 Broadway	🎖️	🧍✉️	GO
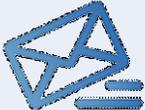
Insurance Agency Inspector Registration

- Send an email to the Boilers Unit at **BoilersSafety@buildings.nyc.gov**, and include the following:
  - The pdf version of your Authentication Form
  - A scanned pdf version of your New York State Department of Labor Certificate of Competence

Licensed Professional Registration

- Mail or deliver the form in person to:

  New York City Department of Buildings

  LAA/ Permit Renewal and Hub Authentication Unit

  Attn: eFiling

  280 Broadway, 5th Floor

  New York, NY 10007

- A representative can deliver in-person on your behalf

New Terminology

Current Form Name		In DOB NOW, Known As
BO9	DOB Boiler Inspection Report	Initial Inspection Report
BO13	Boiler Affirmation of Correction Inspection Report	Subsequent Inspection Report
BO13E	Extension Request for Boiler Affirmation of Correction	Extension Request

Not Available in DOB NOW

- OP49 - Self-Certification for Removal of Existing Boiler
  - Continue to file paper form

- BBL1 – Batch intake form

- Payment of Violations (e.g., Failing to File)
  - Continue to pay in person

New Boiler Device Number Format

Borough Code + Device Number + Multiple Dwelling Flag + Serial Number

Example: **10000098712Y0001**

Borough Code	Device Number	Multiple Dwelling Flag	Serial Number
1: Manhattan 2: Bronx 3: Brooklyn 4: Queens 5: Staten Island	10-digit number	Y = Yes N = No	e.g., 0001

DOB NOW will create this new Device Number and it will appear in the Boiler Inspection Report

Prepare to Access DOB NOW: *Safety*

DOB recommends using DOB NOW: *Safety* in Internet Explorer 9

Internet Explorer

- Go to **Settings** (the gear icon ⚙)
- Select **Internet Options**
- Go to the **Privacy** tab
- Deselect **Turn On Pop Up Blockers**
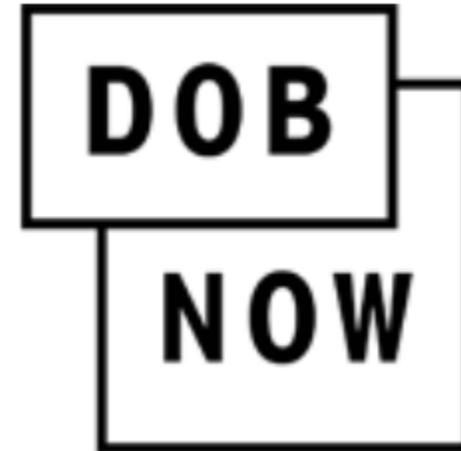
Knowledge Check

Question:

True or False: Beginning August 14, all boiler compliance filings must be submitted electronically in DOB NOW: *Safety*.

Knowledge Check

Answer:

False

Filing Cycle	Where to File
2016	In person
2017	Until July 28, 2017 – in person Beginning August 14, 2017 – DOB NOW
2018	DOB NOW

Knowledge Check

Question:

Who should register in eFiling to use DOB NOW: *Safety*?

Knowledge Check

Answer:

- Owners or Owner Representatives
  - Building Owners
  - Managing Agents
  - Representative
  - Property Managers
  - Building Managers
- Licensed Professionals
  - Master Plumbers
  - Oil Burner Installers
  - High Pressure Boiler Operators
- Insurance Agency Inspectors certified by NYS

Sign on to DOB NOW: *Safety*

Access DOB NOW: *Safety*

www.nyc.gov/dobnow

DOB NOW Home Page

Public Portal

DOB NOW Login

Research Using the Public Portal

- Unregistered users can access **DOB NOW filings** on the public portal
- Search by
  - Address
  - Building Identification Number (BIN)
  - Borough, Block, Lot
  - Device

Enter Search Criteria and Click Search

Address

House Number

280

Street Name

Broadway

Borough

Manhattan

Search

Building Identification Number (BIN)

Borough, Block, Lot

Device Search

View Property Profile and Filing History

Alternate Addresses:

BROADWAY	274 - 286
CHAMBERS STREET	53 - 63
READE STREET	31 - 41

Building Characteristics

Health Area 7700	**Tax Block** 153	**Census Tract** 31	**Tax Lot** 1
Community Board 101	**Condo** NO	**Buildings on Lot** 1	**Vacant** NO
Cross Street(s) CHAMBERS STREET, READE STREET	**DOB Special Place Name**	**DOB Building Remarks**	**Landmark Status** L - LANDMARK
Special Status N/A	**Local Law** NO	**Loft Law** NO	**SRO Restricted** NO
TA Restricted NO	**UB Restricted** NO	**Environmental Restrictions** N/A	**Grandfathered Sign** NO
Legal Adult Use NO	**City Owned** YES	**Additional BINs for Building** NONE	**Special District**

This property is located in an area that may be affected by the following:

Tidal Wetlands Map Check	Yes
Freshwater Wetlands Map Check	Yes
Coastal Erosion Hazard Area Map Check	Yes
Special Flood Hazard Area Check	Yes

Department of Finance Building Classification: O3-OFFICE BUILDINGS

Please Note: The Department of Finance's building classification information shows a building's tax status, which may not be the same as the legal use of the structure. To determine the legal use of a structure, research the records of the Department of Buildings.

Filings

BUILD: Job Filings

SAFETY: Compliance Filings

Expand Safety and Select Boilers

Select the **View** icon to see filings associated with a boiler

View Filing History for a Boiler

Boiler Information

Boiler ID 10000012345Y0004	**BTU/h** 000000000	**Boiler Make**	**Boiler Model**
Pressure Type Low Pressure	**Fuel** N/A	**Filed At** 280 BROADWAY	**Located In** N/A
Floor N/A	**Year Built** N/A		

Filings

View	Tracking #	Applicant	NYS/NYC Certificate No	Inspection Type	Results	Compliance Report Status	Filing Type	File Date
↗	2017-10000012345Y0004-808	PLUMBER JUNIOR	P - 008622	EXTERNAL	NO DEFECTS	QA SUPERVISOR REVIEW	SUBSEQUENT	06/26/2017
↗	2017-10000012345Y0004-631	BOILERS TEST	O - 005230	EXTERNAL	DEFECTS FOUND	ACCEPTED	SUBSEQUENT	06/15/2017
↗	2017-10000012345Y0004-514	BOILERS INSPECT...	BB - 121212	EXTERNAL	DEFECTS FOUND	ACCEPTED	INITIAL	06/13/2017

- Boiler Information
- Filing Summary
  - Applicant
  - Inspection Type
  - Results – Defects or No Defects
  - Compliance Report Status
  - Filing Type – Initial, Subsequent, Extension Request

Sign On to DOB NOW: *Safety*

- Navigate to **www.nyc.gov/dobnow**

- Enter your **Email** and **Password**

- Click **Login**

Note: DOB NOW: *Safety* functionality for Boiler Compliance Filings will not be live until August 14, 2017

Welcome

Email

Email

Password

Password

Login

Can't access your account?

Need more help? Contact us.

Get Help

1. Can't access your account? – click for assistance with eFiling Registration or forgotten password

2. Need more help? Contact us. – to contact the DOB Customer Support Help Desk
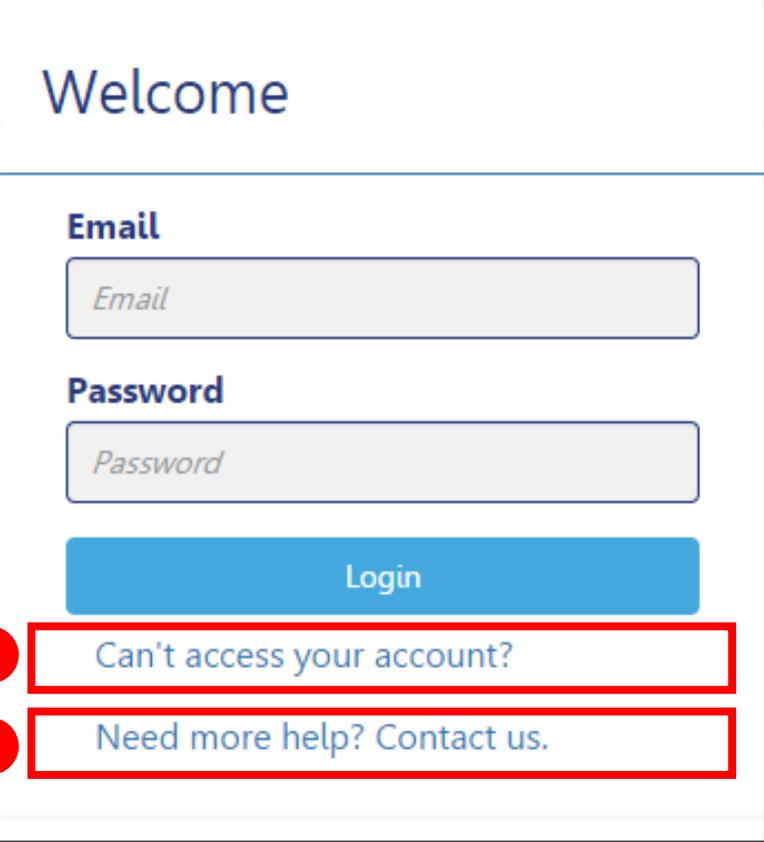
Log In Error Message

Notification ×

Email and Password combination is incorrect.

If you don't already have an account, or if you can't remember the password, you can register or change your account settings on the **eFiling** website at www.nyc.gov/dobefiling.

OK
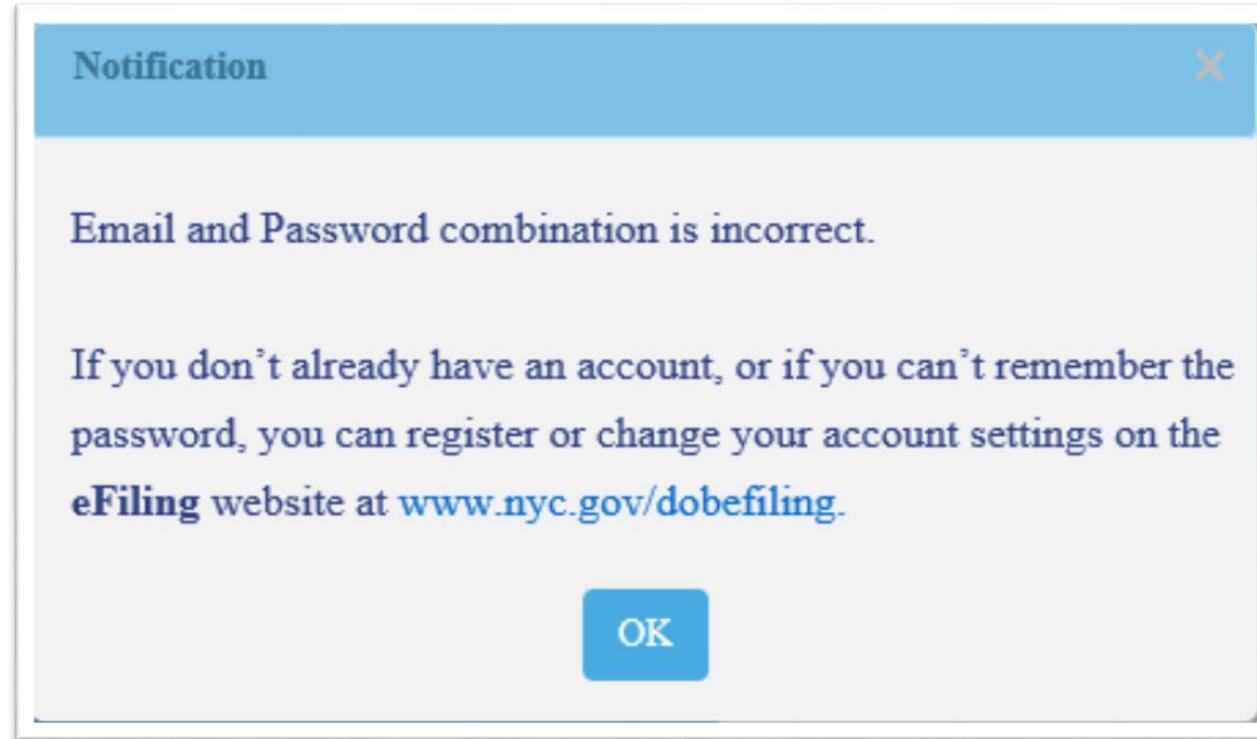
- The system will direct you to the eFiling registration site

Navigate to DOB NOW: *Safety*

Select DOB NOW: *Safety* and select Boilers

Boiler Compliance Filing Dashboard

DOB NOW
Submit Filings, Payments, and Requests to the NYC Department of Buildings

Welcome, BOILERS TEST
Need Help?
Sign Out

Boilers Compliance Filings Dashboard

+ Boiler Inspection Report   + Boiler Extension Request   + Make Civil Penalties Payment   ☰ Dashboard Menu

Boiler Inspection Reports | Boiler Extension Requests | Boilers Not Registered

● Not ready to file   ○ Ready to file   ○ Filed

↻ Refresh
Pay Now

	Tracking #	Location	Owner	Defects Exists...	Compliance Report Status	Report Type	Inspection Type
☐	2017-40000045793Y0001-807	1731 NORMAN STREET QUEENS	OWNER FIRST OWN...	No	Pre-Filing	Initial	External
☐	2017-10000001111N0001-772	280 BROADWAY MANHATTAN	BOILERS TEST	Yes	Pre-Filing	Subsequent	External
☐	2017-10000001111N0001-630	280 BROADWAY MANHATTAN	APPLE ROME	Yes	Pre-Filing	Subsequent	External

Create New Filings
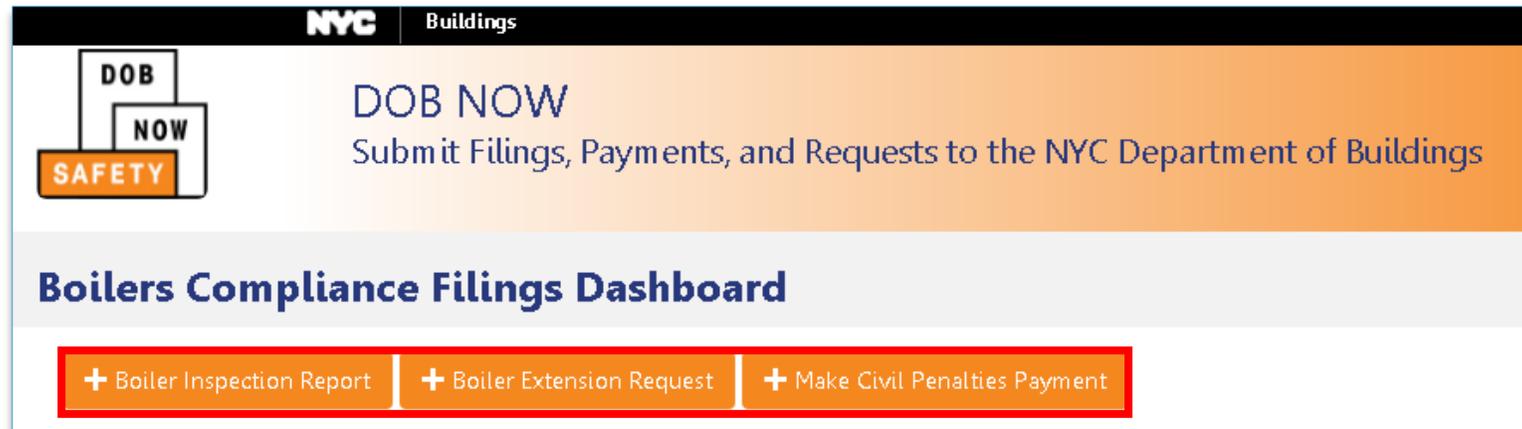
+ **Boiler Inspection Report** – create a new Boiler Inspection Report
+ **Boiler Extension Request** – complete extension request
+ **Make Civil Penalties Payment** – pay for civil penalties (e.g., late fees for current cycle)

View Different Filing Types

Use tabs to switch between filing types

Filter Boiler Inspection Reports

Not ready to file – filings in process of being entered

Ready to file – complete filings that have been paid for but not submitted

Filed – filings submitted to DOB

Review Filing Status and Details

	Group #	Tracking #	Location	Owner ▼	Defects Exists...	Compliance Report Status	Report Type
☐	00000024	2017-10000012345N0123-624	280 BROADWAY MANHATTAN	OWNER FIR...	No	Pre-Filing	Initial
☐	00000022	2017-30000067298N0001-616	150 55 STREET BROKLYN	OWNER FIR...	Yes	Pre-Filing	Initial
☐	00000022	2017-30000067298N0003-617	150 55 STREET BROKLYN	OWNER FIR...	No	Pre-Filing	Initial
☐	00000021	2017-30000114010N0001-605	7 BUSHWICK PLACE BROKLYN	OWNER FIR...	Yes	Pre-Filing	Initial

Columns show details about the filing

- **Defects Exist** column contains Yes or No

- **Compliance Report Status** shows the status of the filing

Available Statuses

Filing Status	Description
Pre-Filing	Report created but not yet filed
QA Supervisor Review	Pending assignment by the DOB QA team
QA Review	Under review by the DOB QA team
Incomplete Submission	Filing determined to be incomplete by DOB QA team
Rejected – Filing Fee Due	Fee-Exempt filing status rejected by DOB
Accepted	Filing accepted by DOB
Accepted – Civil Penalties Due	Filing accepted by DOB; however, civil penalties (e.g., late fees) are due

Notifications

- The owner and applicant will receive email notifications at critical stages in the filing process

- Emails will come from:
  DOBNOW donotreply <DOBNOWdonotreply@buildings.nyc.gov>

Status that Generates Email	Action Needed
Accepted	None
Accepted – Civil Penalties Due	Registered user logs in and pays penalties
Incomplete Submission	Licensed Professional or Insurance Agency Inspector updates and resubmits
Rejected Filing Fee Due	Registered user logs in and pays penalties
Payment Processed	Licensed Professional or Insurance Agency Inspector logs in to submit filing

Initial Inspection Report

8 Steps to Complete a Boiler Inspection Report (BIR)

- Create a new filing
- Add boilers and confirm location information
- Confirm owner and applicant information
- Enter boiler details and report defects
- Upload required documents
- Sign attestation
- Pay fees
- File

Rule Review

- Only Licensed Professionals or Insurance Agency Inspectors can create new Boiler Inspection Reports

- The applicant will need to enter the Owner's registered email address to save the filing; ensure the Owner is registered in eFiling prior to creating a report

Scenario

You're a Licensed Professional filing a 2017 Initial Inspection Report for a boiler. You use the Building ID Number (BIN) to search for the device. The device is a low-pressure boiler and it has one defect.

Create a New Filing

Select **+Boiler Inspection Report** to create a new filing

Navigate the Form

1. Progress Bar
2. Save Button
3. Back to Dashboard Button
4. Navigation
5. Filing Information
6. Application Highlights and Payment Details

Important Form Information
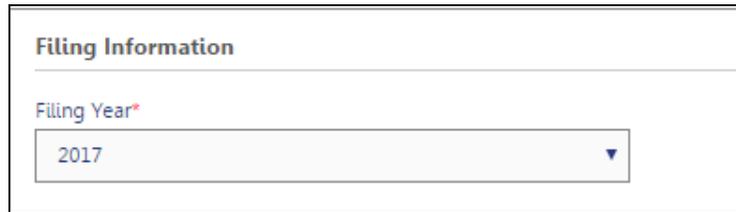
Filing Information

Filing Year*

2017 ▼

- Fields with red asterisks ***** are required and must be completed before submitting the filing
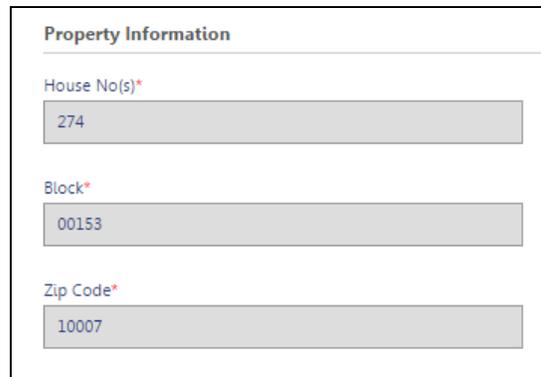
Property Information

House No(s)*

274

Block*

00153

Zip Code*

10007

- Gray shaded fields are read-only and are populated from the Building Information System (BIS) or from eFiling registration

New Boiler Inspection Report

Select Filing Year

- Select Filing Year

Search by Boiler ID, Address, or BIN

1. Select **Address** to search by address
2. Enter address information
3. Click **Search**

Select Boiler(s)

1. Select one or more Boilers by **checking the box** next to the Boiler ID
2. Enter the **Inspection Type** and **Inspection Date**
3. Click **Add**

Confirmation Messages

Notification ✕

1 device(s) added to report.

OK

- Click OK

Review Property Information

Occupancy Type options:

- Multiple Dwelling
- Mixed Use
- Commercial
- Other – must add details

Scroll down to Property information which populates from BIS

1. Select **Occupancy Type**
2. Enter **Total Number of Residential Units**

Confirm Owner Information

Owner Type options:

- Private
- City Owned Non-NYCHA
- NYCHA
- Federal
- Diplomat
- Non Profit – Tax Exempt

1. Scroll down to enter **Owner email**

2. Select **Owner Type**

Note: selecting an Owner Type other than Commercial will require uploading of a valid ACRIS report as proof of tax-exempt status

Confirm Applicant Information

1. Scroll down to review **Applicant Information**

2. Select **License Type**

Save the Filing

1. Save the Filing

2. Click **Yes** to update device details

Successful Save

Confirm   ✕

Boiler inspection report saved successfully. Do you want to update device details?

Yes   No
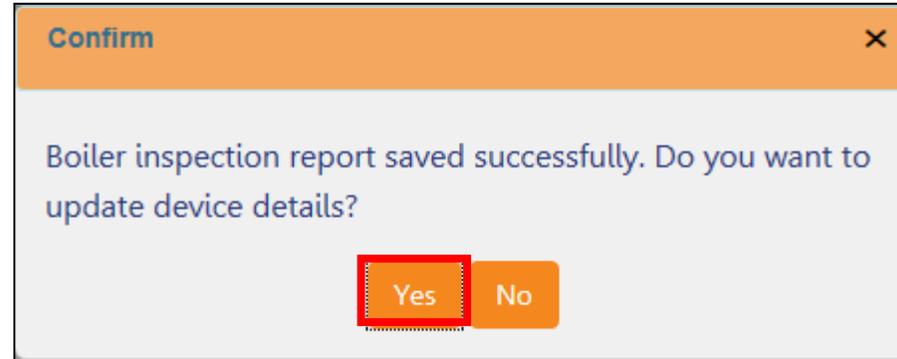
Click **Yes** to be taken to the **Device Details** section

License Check Message

Notification   ✕

Only low pressure boiler inspection reports can be filed with your license type.

OK

Warning received by Applicant when attempting to file a High Pressure Boiler inspection with an invalid license type

Inspection Report Already Filed Message

Notification ✕

This Boiler is not eligible for filing as an External Inspection report for this boiler for selected filing year is already filed.

OK
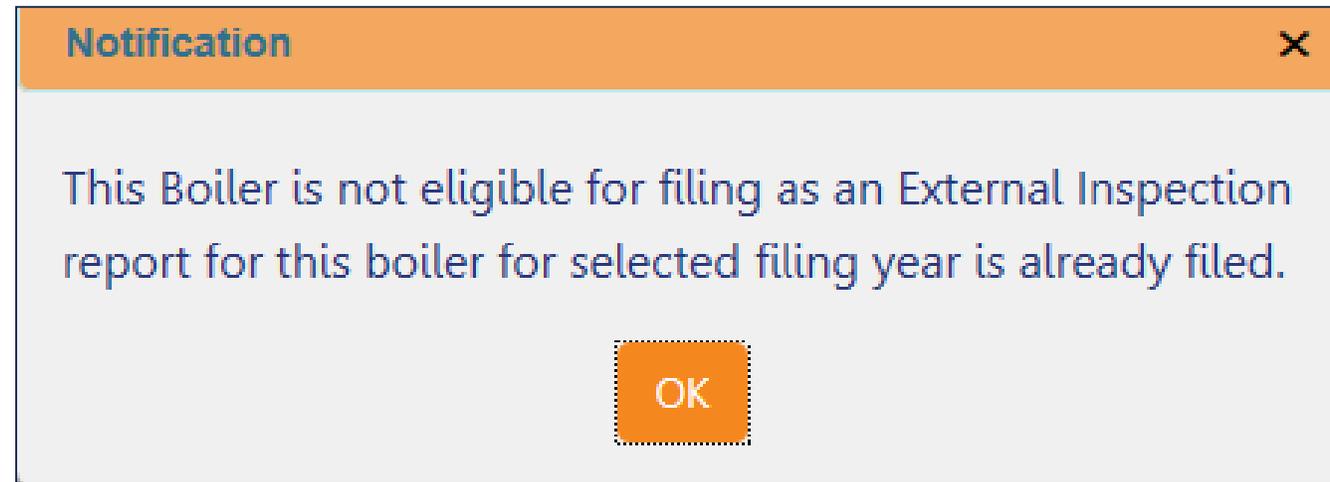
Only one clean External inspection report per device allowed per year.

Incomplete Form Message

1. Click **OK** to acknowledge the notification
2. Red exclamation point ❗ indicates section with incomplete information
3. Red outlines indicate required fields with missing information

Enter Mandatory Boiler Information

Required Information:
- BTU/h Current
- Fuel Type
- Floor
- Located In
- Mobile
- Device Location Details

1. Enter **BTU/h (Current)**
2. Enter other required boiler information
3. **Click Save**
4. Click **OK** to confirm successful save

Update Boiler Details

Updates will be reviewed/confirmed by the DOB

Do not use for a new or unregistered boiler. Instead, create a Boiler Not Registered report or call 311.

Is Boiler Information Correct?, click **No** to update inaccurate or missing information

Add Defects – Not Yet Filed

1. From the BIR, select the device from the left navigation
2. Click on the arrow to expand the **Manage Defects** section
3. Click **+ Add Defect**

Add New Defect
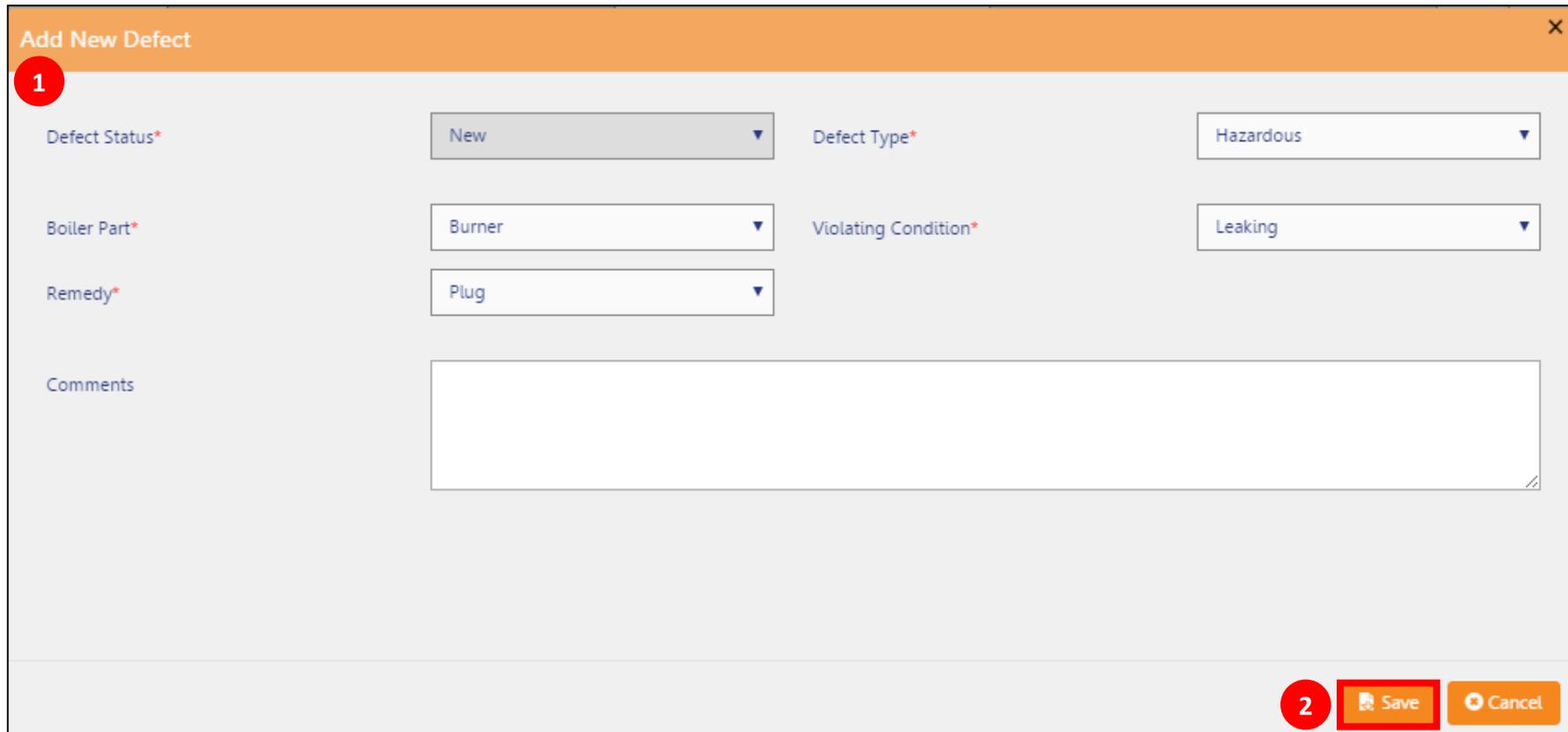
1. Complete required fields (*)
2. Click **Save**

Repeat for all Defects

Sign Defects Report

Applicant's Statement and Signature

✔ I hereby state that all statements herein are correct and complete to the best of my knowledge. Falsification of any statement is a misdemeanor and punishable by a fine, imprisonment, or both. It is unlawful to give a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Violation is punishable by imprisonment or fine or both. I understand that if I am found after hearing to have knowingly or negligently made a false statement or to have knowingly or negligently falsified or allowed to be falsified any certificate, form, signed statement, application, or report or certification of the correction of a violation required under the provisions of this code or of a rule of any agency, I may be barred from filing further applications or documents with the department.

I have personally reviewed all information in this defects report. I understand and agree that by personally clicking on the box at left I am electronically signing this defects report and expressing my agreement with the Statement terms herein. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand, and I further agree that, by uploading an electronic image of my signature and professional seal as part of this defects report, I am applying such signature and seal to this defects report and signed statement as if I had personally signed and sealed them by hand.

Signature	BOILERS TEST	Date	06/05/2017
	Electronically Signed		

Check the box to Sign the Defects Report

Save the Report

Click **Save** to save updates

Return to the Dashboard

Click the ⟲**Dashboard** button to return to the Dashboard

Upload Required Documents

Signature and Seal

- Licensed professionals are required to upload a **Signature and Seal** with each filing

- Use the **DPL-1** form available from the **Forms** section of the **DOB website**

- A DPL-1 will be **valid for one year** from the date signed and sealed

ACRIS Report

- Visit the Finance Property Information site at http://nycprop.nyc.gov/nycproperty/nynav/jsp/selectbbl.jsp

- Enter the **Borough**, **House Number**, and **Street Name**

- Click **Search**

- Click on the most recent **Tentative** or **Final Assessment Roll**

- Find the Taxable/Billable Assessed Value section near the bottom.

- If the Assessed Value is zero, your building is tax exempt.

- Print this webpage showing the Assessed Value and save as a PDF and upload in DOB NOW

Upload Required Documents

Required Documents:
- All filings filed by a Licensed Professional require a Seal and Signature
- Fee-Exempt filings require an ACRIS report showing Exempt Status

1. Click on **Documents** in the left navigation
2. Click **+ Add Document**

Select Document Type

Upload a Document ✕

Document Name

① Seal and Signature

Document Type

② Seal and Signature ⌄

Document

[ ] Browse.... ③

CONFIRM   CANCEL

System will display required documents for the filing in the Document Type field. Required documents include:

- Seal and Signature on a DPL-1 form
- ACRIS report – for Fee-Exempt Filings

1. Enter a Name for the Document
2. Select **Document Type**
3. Click **Browse**

Search for and Select Document

Locate the document on your computer

- Click **Confirm**

Confirm Document Upload

Manage Documents

1. Click to **View** a document
2. Click to **Delete** a document

Rule Review

- Acceptable document formats
  - .PDF
  - .JPEG
- File names cannot contain special characters
- Files can be no larger than 500 MBs

Sign Attestation

Electronically Sign Attestation

1. Navigate to **Statements and Signatures** section
2. **Check the box** to electronically sign the attestation
3. Click **Save**

   Click **OK** on confirmation screen

8 Steps to Complete a BIR

✓Create a new filing

✓Add boilers and confirm location information

✓Confirm owner and applicant information

✓Enter boiler details and report defects

✓Upload required documents

✓Sign attestation

✓Pay fees

✓File

Pay Filing Fees

Scenario

You're an Owner and an Inspector sends a notification that a Boiler Inspection Report is complete and asks you to pay the Filing Fee

Rule Review

- Filing fees must be paid before a filing can be submitted
- The following registered eFilers can submit payments:
  - Owner or Owner Representative
  - Licensed Professional
  - Insurance Agency Inspector
- You can pay filing fees for up to 25 boilers at one time

Rule Review

- You can pay by:
  - eCheck
  - Credit Card
  - Debit Card

- Credit and Debit Card payments are subject to a 2.49% service charge

Payment Video

Click on the picture to watch the video
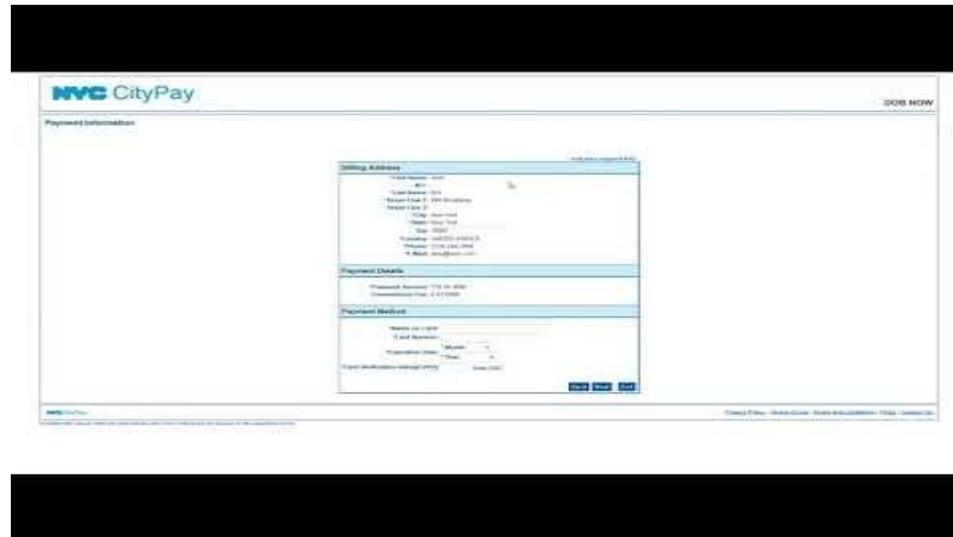
Payments

- If you click **Pay Now** and the system spins, it is probably because your browser is blocking the Payment Portal.

- Check pop-up in your Browser security Settings to add the Payment Portal to your trusted sites

How to Allow Popups in IE9+

Click the Gear Icon

Click Internet Options

build safe | live safe

Table of Contents

Back

Forward

Click Trusted Sites

Click Sites

Internet Options

General | Security | Privacy | Content | Connections | Programs | Advanced

Trusted sites

✔ You can add and remove websites from this zone. All websites in this zone will use the zone's security settings.

Add this website to the zone:

http://mstwva-dobcrm03.buildings.nycnet   [Add]

Websites:

[   ]   [Remove]

☑ Require server verification (https:) for all sites in this zone

[Close]

Reset all zones to default level

[OK]   [Cancel]   [Apply]

Print
File
Zoom (100%)
Safety

Add site to Start menu
View downloads   Ctrl+J
Manage add-ons
F12 developer tools
Go to pinned sites

Internet options
About Internet Explorer

311   Search all

...rtment of Buildings

...nary -Tracking # 2017-10000012345Y0004-1411

...Number   Filing Fee

...00012345Y0004-1411 $30.00

Total Amount Due: $30.00

⊕ Return to Filing   ▭ Pay Now

Click Add

Internet Options

General | Security | Privacy | Content | Connections | Programs | Advanced

Trusted sites

You can add and remove websites from this zone. All websites in this zone will use the zone's security settings.

Add this website to the zone:

[ ]   Add

Websites:

https://mstwva-dobcrm03.buildings.nycnet   Remove

[✓] Require server verification (https:) for all sites in this zone

Close

Reset all zones to default level

OK | Cancel | Apply

311   Search all

...rtment of Buildings

...mary -Tracking # 2017-10000012345Y0004-1411

Number   Filing Fee

00012345Y0004-1411 $30.00

Total Amount Due: $30.00

● Return to Filing   ▭ Pay Now

Print ▸
File ▸
Zoom (100%) ▸
Safety ▸

Add site to Start menu
View downloads   Ctrl+J
Manage add-ons
F12 developer tools
Go to pinned sites

Internet options
About Internet Explorer

Click Close

Click OK

Click Refresh

Knowledge Check

Question:

Do I need to pay the filing fee before I can submit a filing?

Knowledge Check

Answer:

Yes

Knowledge Check

Question:

Who can pay for a filing?

Knowledge Check

Answer:

Any registered eFiler including the owner, licensed professional or insurance agency inspector.

Submit a Filing

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Scenario

You're a licensed professional and would like to check the status of a filing to determine if it's ready to file.

You locate the filing, it is ready to file so you submit the filing.

Select Boiler Inspection Reports Tab

From your dashboard, select the **Boiler Inspection Reports** tab

Select Ready to File View

Select the **Ready to file** filter

File the Boiler Inspection Report

From the Dashboard

1. **Check the box** next to one or more reports
2. Click **File**

File the Boiler Inspection Report

From the Report

Click **File** to submit the report

Filing Confirmations

1. Click **Yes**
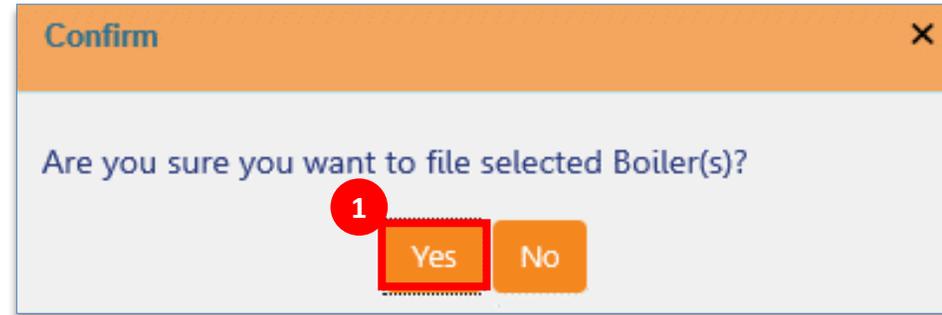
2. Click **OK**
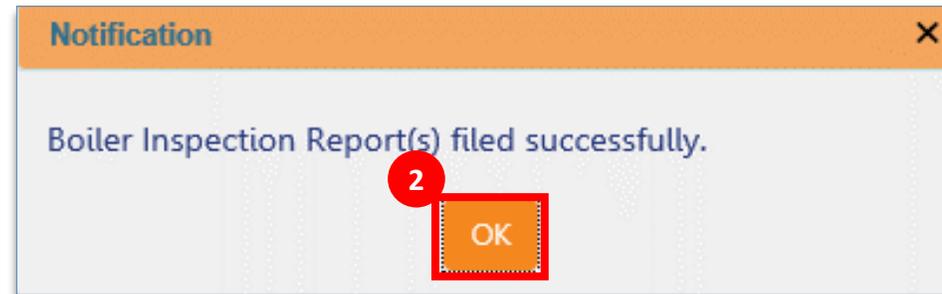
Email Confirmation

Filing # 2017-20000005529Y0002-701 at address 841 LONGFELLOW AVENUE BRONX for Boiler Device 20000005529Y0002 has been accepted

CRM Buildings NYC DEV <CRMBuildNYCDev@buildings.nyc.gov>
to BOILERS, me ▾

Dear Applicant,

This email references Filing # 2017-20000005529Y0002-701 at address 841 LONGFELLOW AVENUE BRONX for Boiler Device 20000005529Y0002 '>BRONX.

The Filing has been filed and Accepted by the NYC Department of Buildings.

This is an automated message. Please do not reply. If you have any questions, please contact us by email at dobnowsupport@buildings.nyc.gov.

Sincerely,

NYC Department of Buildings

NYC Buildings

Print a Copy of a Filing

1. In Device Details, click on a **Device ID**

2. In the light orange bar click the **Preview** button

Print or Save a PDF Version of a Report
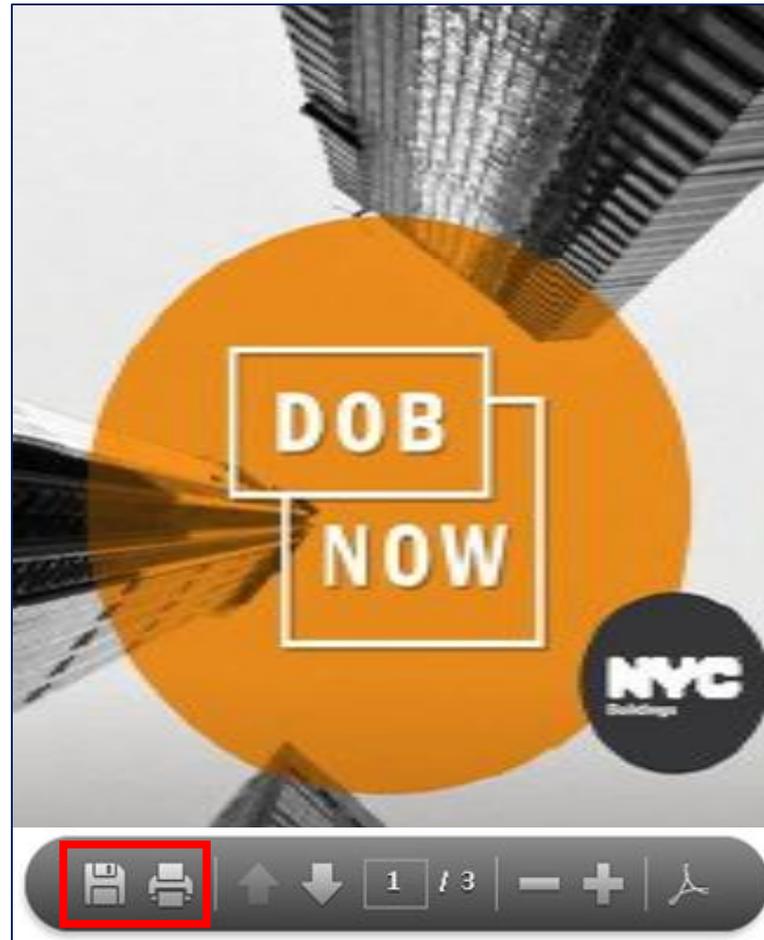
Use the menu at the bottom to **Save** or **Print**

Download or Print a PDF

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8 Steps to Complete a BIR

✓Create a new filing

✓Add boilers and confirm location information

✓Confirm owner and applicant information

✓Enter boiler details and report defects

✓Upload required documents

✓Sign attestation

✓Pay fees

✓File

Knowledge Check

Question:

How can I check the status of a compliance filing in DOB NOW: *Safety*?

Knowledge Check

Answer:

1. Log in to DOB NOW: *Safety*
2. Navigate to Filed view
3. Search for the Boiler
4. Check the Status column

Knowledge Check

Question:

Who can submit a Boiler Compliance Filing?

Knowledge Check

Answer:

Only licensed professionals and insurance agency inspectors can click the **file** button for Compliance Filings.

Scenario

Defects have been corrected. The BO13 (i.e. "Affirmation of Correction") has been renamed in DOB NOW and is now called a **Subsequent Boiler Inspection Report (BIR)**. A licensed professional creates a Subsequent BIR to indicate that defects have been corrected.

Search for a Filing

1. From the Dashboard, click the **Filed** button to view all reports that have been filed

2. Locate the filing

Create a Subsequent Filing

1. From the **Filing Actions** column, select **File Subsequent**

2. Click **Yes** to file a **Subsequent Filing**

Add Boiler

1. Select the Boiler

2. Click **Yes** to file a **Subsequent** report

Edit a Reported Defect

1. Expand the **Manage Defects** Section

2. Select the **Reported Defects** tab

3. Click the **Edit** icon

Update Defect Status
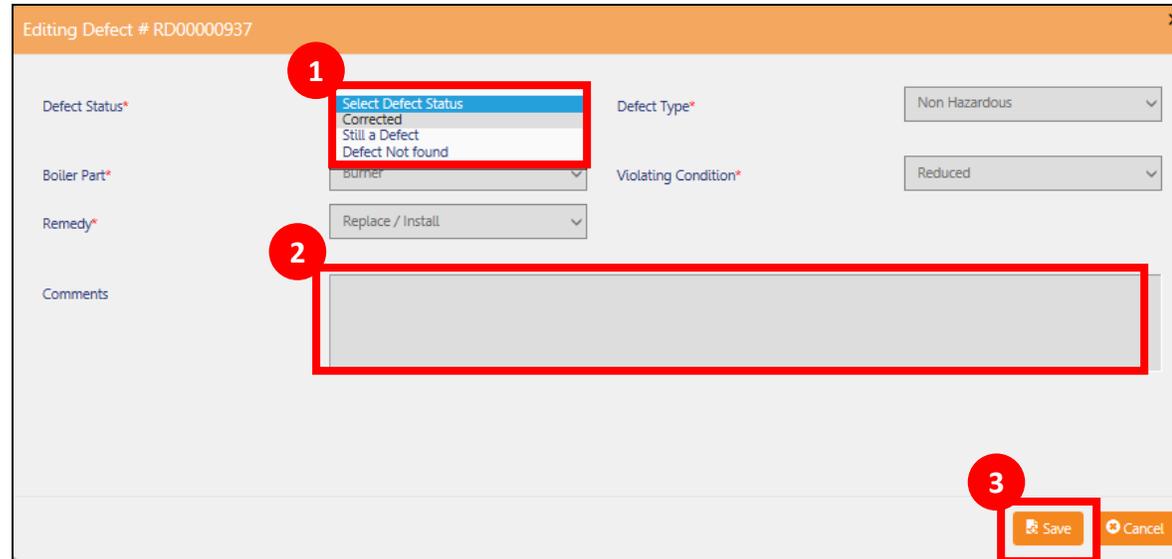
1. Select **Defect Status**
2. Enter **Comments**
3. Click **Save**

Repeat for all corrected defects

Continue with the filing process

Add New Defects to a Subsequent

1. Go to **Manage Defects** section
2. Click the **New Defects** tab

Report a New Defect

Click **+ Add Defect** to add a new defect to a subsequent filing

Correct Defects on a 2017 Filing Made in BIS

1. To correct defects on a 2017 report filed on or before July 28, 2017
2. Click **+ Boiler Inspection Report** in DOB NOW
3. Search by **Device ID**
4. Create a **Subsequent Filing**
5. Report information will be pulled over from BIS. Detailed defects will not be listed in DOB NOW. To review defects see the original B09
6. Confirm statement **All defects reported on the B09 have been corrected or not found**
7. Upload **R**equired Documents
8. Sign Attestation
9. Pay Fees and File

Subsequent Filing Confirmation Email

Subsequent Boiler Inspection Report has been filed for Boiler Device 20000166098N0001 with Filing # 2016-20000166098N0001-521 Inbox x

CRM Buildings NYC DEV <CRMBuildNYCDev@buildings.nyc.gov>   Jun 13 (11 days ago)

to me, BOILERS

Dear Applicant,

This email references Filing # **2016-20000166098N0001-521** at address **880 EAST 135 STREET BRONX** for Boiler Device **20000166098N0001** **'>BRONX** .

An Subsequent Boiler Inspection Report has been filed with the NYC Department of Buildings

This is an automated message. Please do not reply. If you have any questions, please contact us by email at dobnowsupport@buildings.nyc.gov.

Sincerely,

NYC Department of Buildings

NYC Buildings

Knowledge Check

Question:

What type of filing do you file if you need to correct defects on a 2017 report that has been previously filed?

Knowledge Check

Answer:

Subsequent Filing

Knowledge Check

Question:

How do you initiate a Subsequent Filing?

Knowledge Check

Answer:

1. Locate the filing
2. In the **Filing Actions** column, select **Subsequent**
3. Select **Yes** when the system asks if you would like to file a Subsequent Filing

Or

1. + **Boiler Inspection Report**
2. When you add a boiler that already has an initial filing, the system will ask if you want to file a **Subsequent filing**
3. Respond **Yes** and continue with the filing

Pay for and File Multiple Boiler Inspection Reports

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Scenario

Inspections are complete for multiple boilers. The licensed professional is ready to pay for and file Boiler Inspection Reports for 10 boilers.
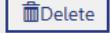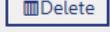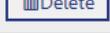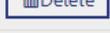
Pay for Multiple Devices

1. Navigate to the **Not Ready to File** view in your dashboard
2. Filter on Payment Status equal to **Due**
3. Highlight the reports you would like to pay for by checking the box
4. Click **Pay Now**

Confirm Devices and Payment Amount

Boiler Inspection Reports Payment Summary

Boiler ID	Tracking Number	Filing Fee	Remove
40000026485N0004	2016-40000026485N0004-834	$30.00	🗑Delete **1**
30000162973N0001	2016-30000162973N0001-826	$30.00	🗑Delete
50000068012N0001	2016-50000068012N0001-814	$30.00	🗑Delete
50000068012N0001	2016-50000068012N0001-813	$30.00	🗑Delete
20000006886N0003	2016-20000006886N0003-805	$30.00	🗑Delete
30000090291N0001	2017-30000090291N0001-714	$30.00	🗑Delete
30000070432N0002	2017-30000070432N0002-706	$30.00	🗑Delete
30000070432N0001	2017-30000070432N0001-707	$30.00	🗑Delete
30000161757Y0002	2017-30000161757Y0002-704	$30.00	🗑Delete
30000161757Y0001	2017-30000161757Y0001-705	$30.00	🗑Delete
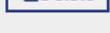
Total Amount Due: $300.00

⊘ Dashboard   💳 Pay Now **2**

1. Remove filings from payment by clicking the **Delete** button
2. When ready to pay, click **Pay Now**

You will be directed to the **City Pay** payment portal to process your payment

File Multiple Reports

1. Navigate to the **Ready to File** view in your dashboard
2. Highlight the reports by **checking the boxes**
3. Click **File** to submit the reports

Knowledge Check

Question:

How many filings can I pay for or submit at once?

Knowledge Check

Answer:

25

Boiler Not Registered

Scenario

You create a new Boiler Inspection Report.
Upon searching, the device is not found.

Boiler Not Found
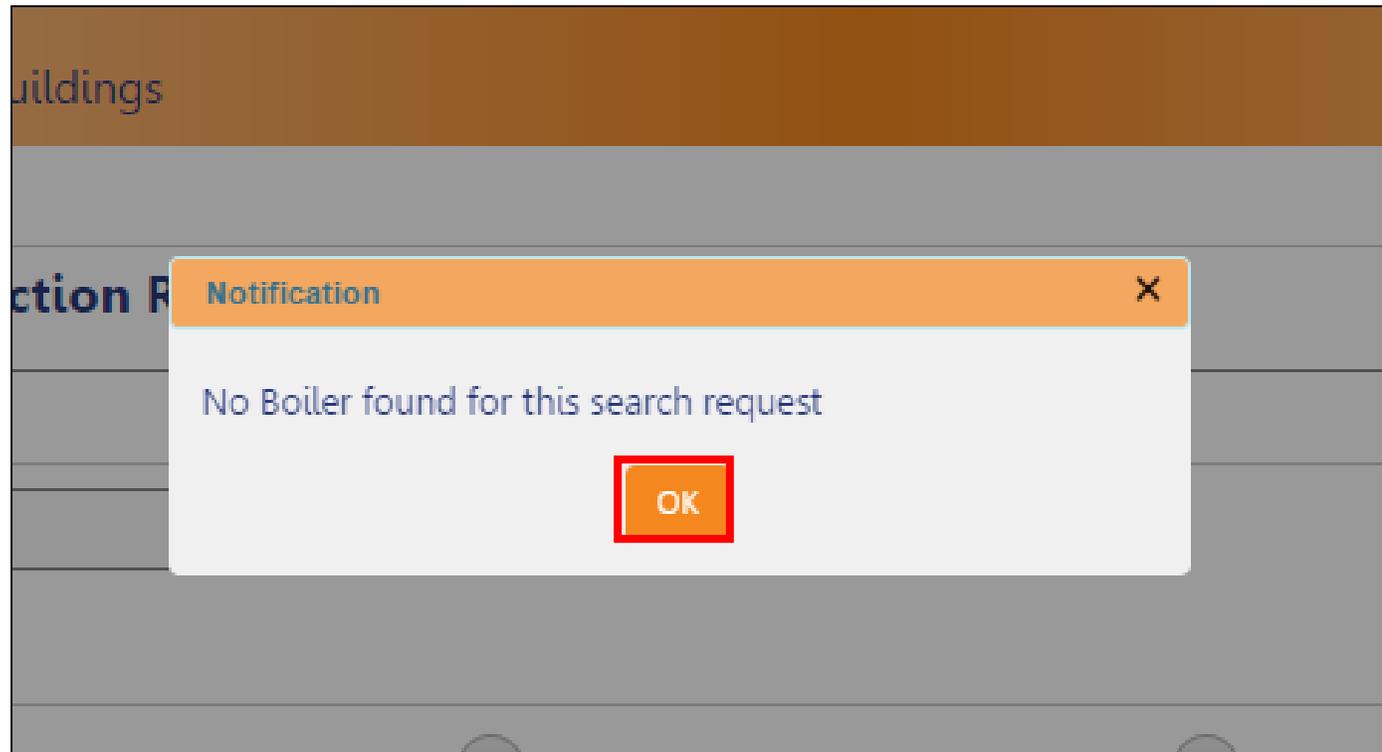
Click **OK**

Submit BIR with Boiler Not Registered
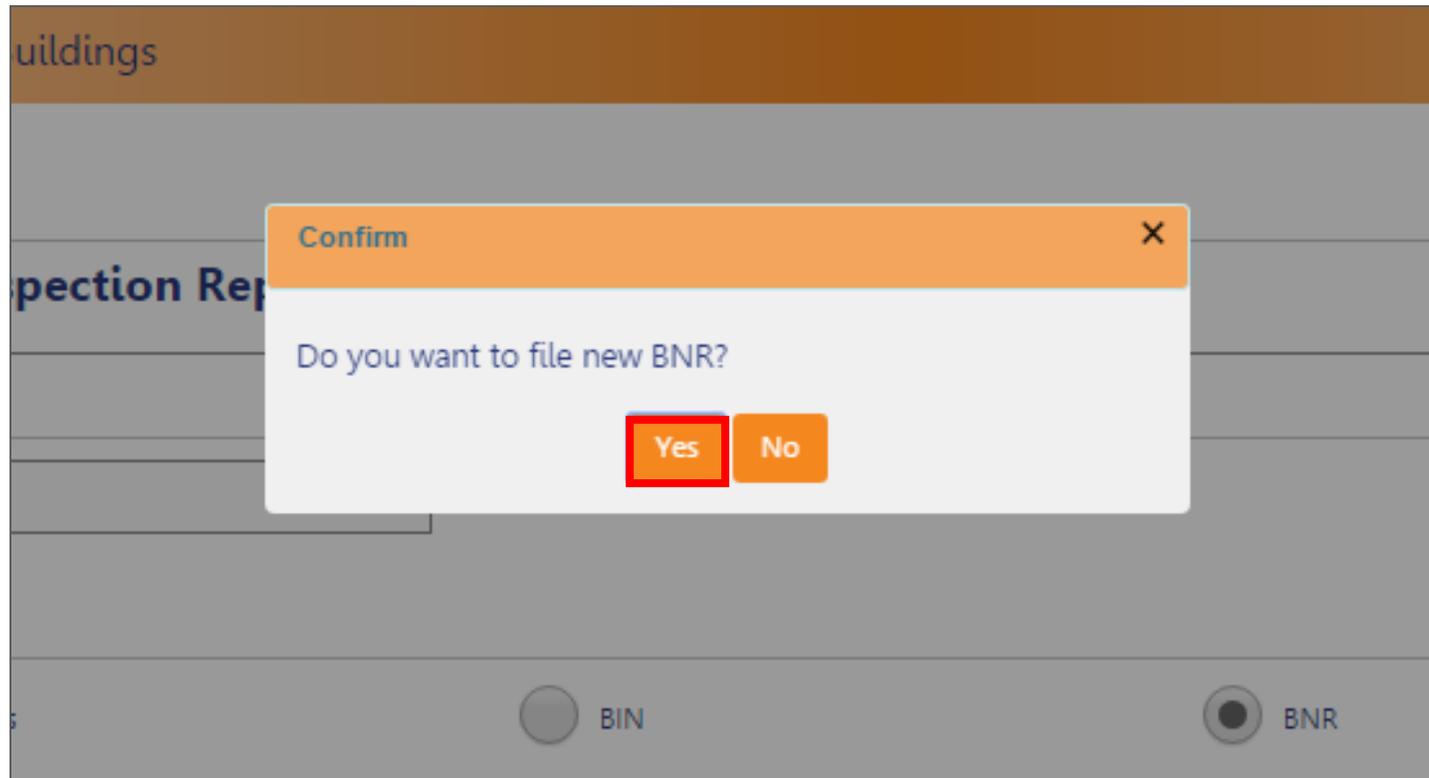
Click **Yes**

New Boiler Not Registered Request

Select the **Filing Year**

Search by Building ID Number (BIN)

1. Select **BIN**

2. Enter BIN number

3. Click **Search**

Review Property Information

1. Enter **Occupancy Type**
2. Enter **Total Number of Residential Units**

Property Information Updated
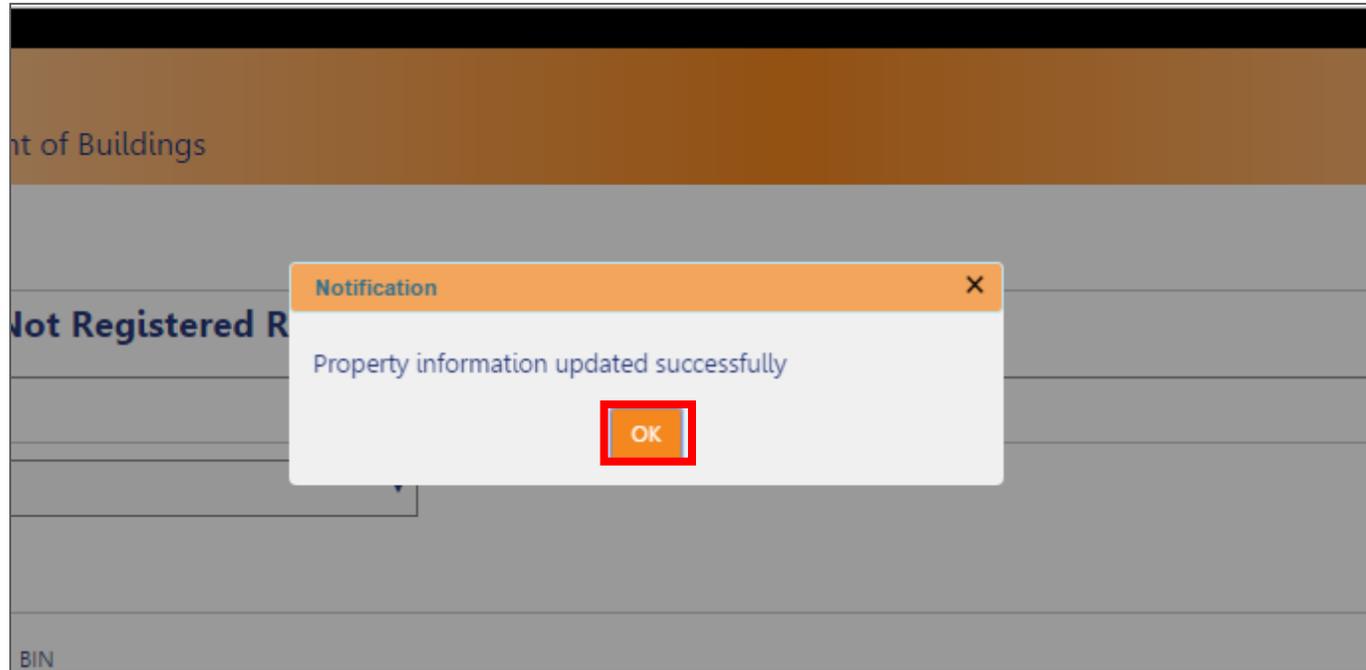
Select **OK**

Add Boiler Information

Boiler Information

Boiler ID	Pressure Type*	Inspection Date*
Enter 16 digit Boiler ID	Select Type ▾	🗓

Inspection Type*	Boiler Make*	Boiler Model*
Choose inspection Type ▾		

BTU/h *	Year Built*	Fuel*
		Select Type ▾

Located In*	Floor*	Mobile*
		◯ Yes ◯ No

- Enter Required (*) Boiler Information

- Complete remaining filing steps

Required Boiler Information	
• Pressure Type	• BTU/h
• Inspection Date	• Year Built
• Inspection Type	• Fuel
• Boiler Make	• Located In
• Boiler Model	• Floor
	• Mobile

DOB Review of BNR

- Once submitted, DOB will review the Boiler Not Registered filing

- Once DOB review is complete, Owner and Applicant will be notified of the disposition

Licensee Actions for Unregistered Boilers

- Per Article 303 of Title 28 of the Administrative Code, unregistered boilers or Boilers Not Registered are subject to violations. To register a boiler, the licensee should file a PW1 or an LAA accordingly.

Boiler Extension Requests

Extension Requests

- Boiler Inspection Reports with Defects that have been filed with the DOB are eligible for an extension request if the defects will not be corrected by the 180-day due date

- Extension requests are subject to DOB approval and require payment of a $15 filing fee

- Extension requests that are denied are subject to Civil Penalties if defects are not corrected within 180-days from the initial inspection date

- Owner or Applicant can create and submit an Extension Request

Scenario

You filed an Initial Boiler Inspection Report with non-hazardous defects. It's approaching the end of the 180-day correction period and the part required to correct the defect has not arrived. To avoid late penalties, you file an Extension Request.

Boiler Extension Requests

From the Dashboard, click **+Boiler Extension Request**

Search for the Boiler

1. Enter Boiler ID or Tracking #
2. Click **OK**

Select the Boiler from the List
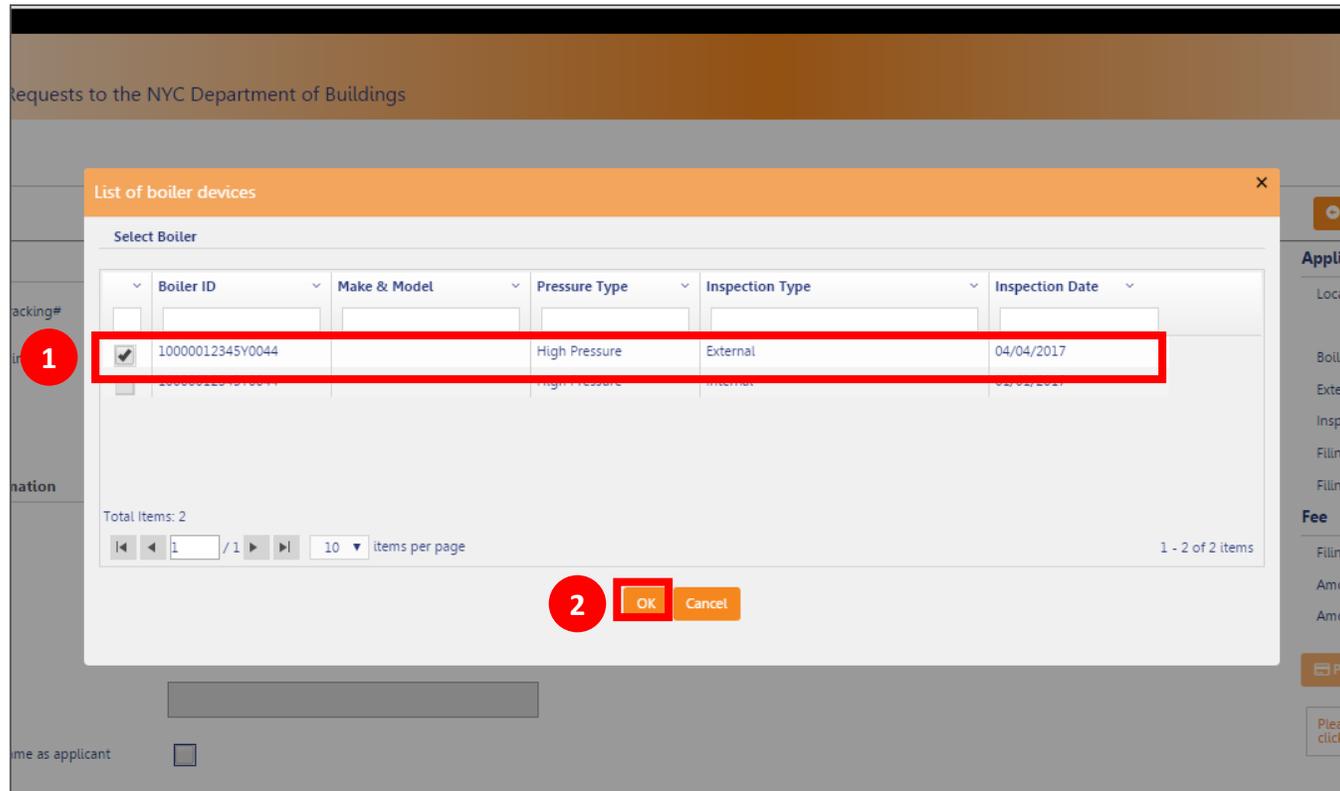
1. Select the boiler by **checking the box**

2. Click **OK**

Enter All Mandatory Information *

- Enter all required information including the Justification

- Upload Required Documentation

- Sign the Attestation

- Pay Filing Fee

- Save and File

Extension Granted or Denied

- After review by the DOB, the extension will be **Granted** or **Denied**

- Owner and Applicant will receive an email with the decision and, if granted, the duration of the extension

- File a **Subsequent Filing** to correct defects

Extension Granted for Filing # Ext-10000012345Y0004-217 at address 274 BROADWAY for Boiler Device 10000012345Y0004 CRM:0001712   Inbox   x

CRM Buildings NYC DEV <CRMBuildNYCDev@buildings.nyc.gov>   Jun 8 (13 days ago)
to me

Dear Applicant,

This email references Filing # **Ext-10000012345Y0004-217**   at address   **274 BROADWAY MANHATTAN**   for Boiler Device **10000012345Y0004**   .

A QA Clerk review was conducted by the NYC Department of Buildings. The Filing has been Granted Extension.

This is an automated message. Please do not reply. If you have any questions, please contact us by email at dobnowsupport@buildings.nyc.gov.

Sincerely,

NYC Department of Buildings

NYC Buildings

Knowledge Check

Question

- Who can submit an Extension Request?

Answer

Owners, Licensed Professionals or Insurance Agency Inspectors can be the Applicant of Record and can submit Extension Requests

Incomplete Filing

Scenario

You've submitted a Fee-Exempt filing and DOB determines it is incomplete.

Incomplete Filing Email Notification

Filing # 2017-10000048628N0003-1209 at address10 BROADWAY MANHATTAN for Boiler Device10000048628N0003 is Incomplete CRM:0001117   Inbox   x

CRM Buildings NYC DEV <CRMBuildNYCDev@buildings.nyc.gov>   3:24 PM (0 minutes ago)
to JOE, me ▼

Dear Applicant,

This email references Filing # 2017-10000048628N0003-1209 at address **10 BROADWAY** MANHATTAN for Boiler Device**10000048628N0003**.

QA review was conducted by the NYC Department of Buildings. The Filing was determined to be incomplete. Please complete the filing and resubmit.

The review comments are listed below:

Please submit valid ACRIS Report

This is an automated message. Please do not reply. If you have any questions, please contact us by email at dobnowsupport@buildings.nyc.gov.

Sincerely,

NYC Department of Buildings

- Make note of the filing number in the email
- Review the reason for the Incomplete Submission status

Search for Report

- From the Boiler Inspection Report tab

- Select Not Ready to File view

- Enter the filing number in the Tracking # search box

Update Filing and Re-Submit

- Open the filing

- Correct filing and/or upload the required documents

- Click File

- The filing will be routed back to the DOB for review

- Once accepted, the status will change to Accepted and the owner and applicant will receive an email notification

Late Filings

Scenario

You've conducted an inspection but you weren't able to submit the filing until 60 days later. Your filing is accepted by DOB with Civil Penalties Due.

Rule Review

Inspection Reports must be filed within 45 days of the inspection date

Civil Penalties Due Email Notification

Filing # 2016-40000163366N0001-968 at address 58-73 53 AVENUE QUEENS for Boiler Device 40000163366N0001 has been accepted with Civil Penalties due CRM:0006860   Inbox   x

CRM Buildings NYC DEV <CRMBuildNYCDev@buildings.nyc.gov>
to BOILERS, me

Dear Applicant,

This email references Filing # **2016-40000163366N0001-968** at address **58-73 53 AVENUE QUEENS** for Boiler Device **40000163366N0001** .

The Filing has been filed and Accepted with Civil Penalties due by the NYC Department of Buildings.

This is an automated message. Please do not reply. If you have any questions, please contact us by email at dobnowsupport@buildings.nyc.gov.

Sincerely,

NYC Department of Buildings

NYC Buildings

Make Civil Penalties Payment

Click **+Make Civil Penalties Payment**

Pay Civil Penalties

1. Enter the **Boiler ID** and click **Search**
2. Click **Pay Now**

Continue with the payment process

Wrap Up

Learning Objectives Met

✓Describe DOB NOW

✓Know Where to Go for Help

✓Understand the Requirements for eFiling

✓Login and Navigate within DOB NOW: *Safety*

✓File a Boiler Inspection Report

✓Correct Defects

✓Pay for and File Multiple Reports

✓Submit a Filing for an Unregistered Boiler

✓File an Extension Request

✓Pay Civil Penalties

Thank You!

Glossary

Term	Acronym (if applicable)	Definition
Building ID Number	BIN	The building's unique identification number. Can be used as a search criterion for boiler filings.
Boiler Inspection Report	BIR	An annual safety compliance filing submitted to the DOB testifying to the status of a boiler(s).
Boiler Not Registered	BNR	An annual safety compliance filing for a boiler that an inspector or building owner believe has not yet been registered with the DOB.
Bulk Filing		The ability to submit or pay for up to 25 boilers at a single address at one time within DOB NOW: *Safety*.
Extension Request		A request to the DOB by a licensed professional for additional time past the standard 180 days to correct boiler defects. These requests are reviewed by the DOB technical team and are either granted or denied.
Fee-Exempt Filing		A boiler inspection report filed for a boiler located at a property that is tax-exempt and, therefore, not subject to DOB filing fees.
Industry Portal		DOB NOW is an interactive, web-based portal that will enable building owners, design professionals, filing representatives, and licensees to do all business with DOB online, including • Submit Applications • Make Payments • Schedule Appointments • Check the Status of an Application • Pull Initial and Renewal Permits • Submit Annual Compliance Filings
Initial Inspection Report		The first boiler inspection report filed for a particular year. An initial inspection report may or may not include reported defects. Limited to one per annual cycle.
Public Portal		A website open to the general public where individuals can query DOB public records for applications, filings and permits. No registration is necessary and the site is accessed from the DOB website.
Subsequent Inspection Report		A filing submitted for an individual boiler after an initial inspection report is filed. Used to correct previously reported defects or log new defects. There is not limit to the number of Subsequent reports that can be filed; however, all defects reported on a previous filing must be corrected before reporting new defects.