DOB NOW
INSPECTIONS

Requesting, Cancelling and Viewing Results

NYC Buildings

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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*.

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[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.
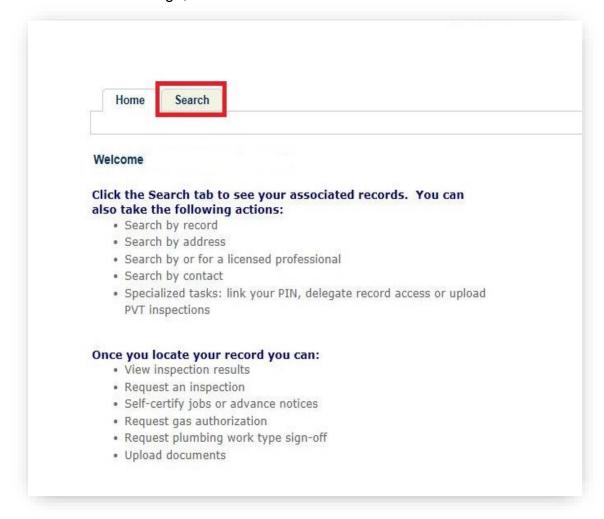
Request an Inspection

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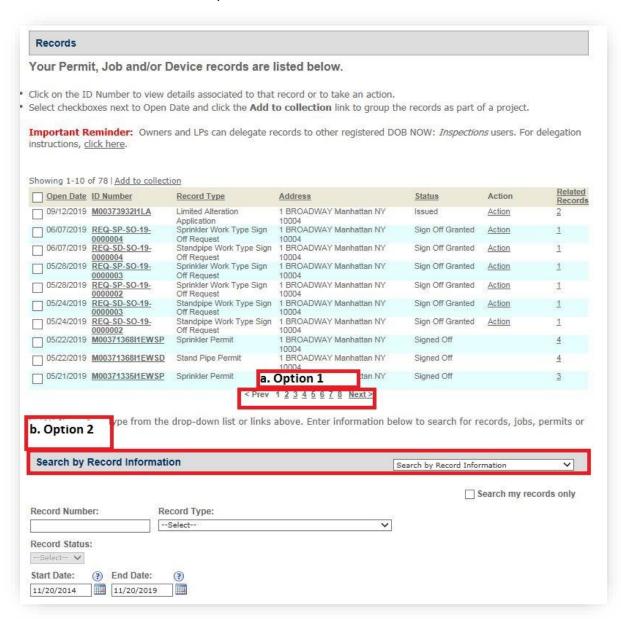
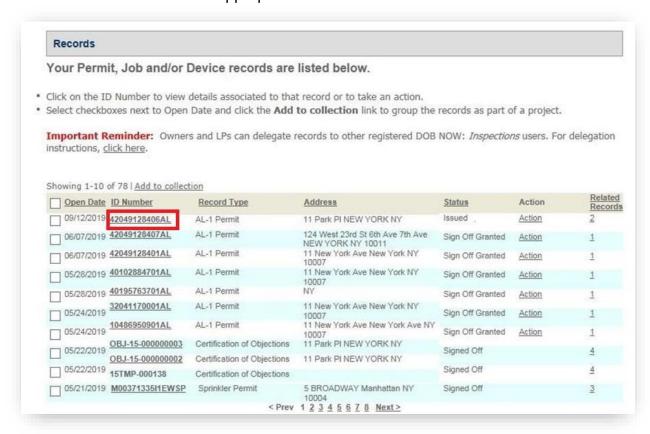3. From the Home Page, click on the **Search Tab**.

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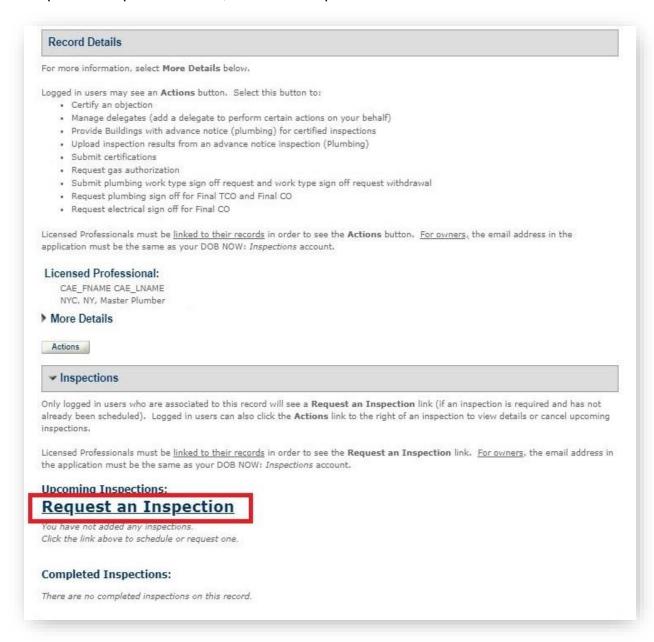
5. Click the **ID Number** of the appropriate Record.

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.

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.
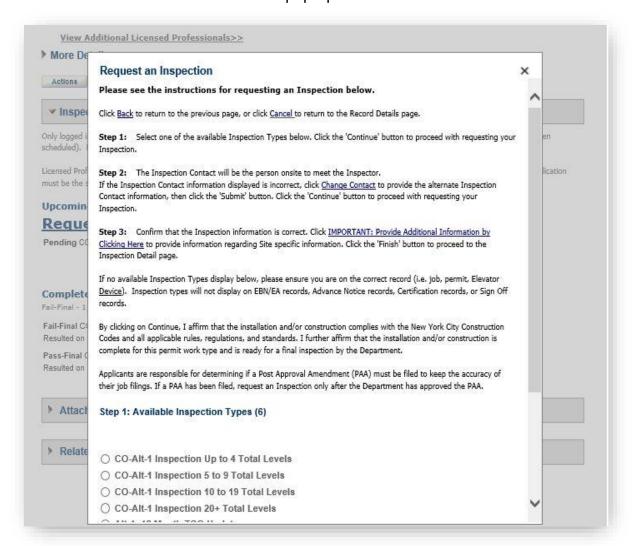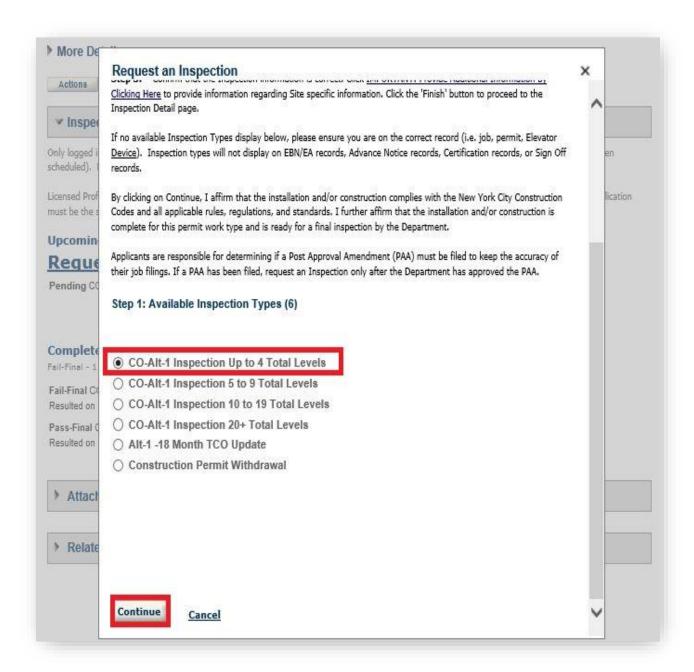
Record Details

For more information, select **More Details** below.

Logged in users may see an **Actions** button. Select this button to:
- Certify an objection
- Manage delegates (add a delegate to perform certain actions on your behalf)
- Provide Buildings with advance notice (plumbing) for certified inspections
- Upload inspection results from an advance notice inspection (Plumbing)
- Submit certifications
- Request gas authorization
- Submit plumbing work type sign off request and work type sign off request withdrawal
- Request plumbing sign off for Final TCO and Final CO
- Request electrical sign off for Final CO

Licensed Professionals must be underlined 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: *Inspections* account.

Licensed Professional:
CAE_FNAME CAE_LNAME
NYC, NY, Master Plumber

▸ More Details

[Actions]

▾ 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 underlined 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 Inspection
You have not added any inspections.
Click the link above to schedule or request one.

Completed Inspections:
There 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.*

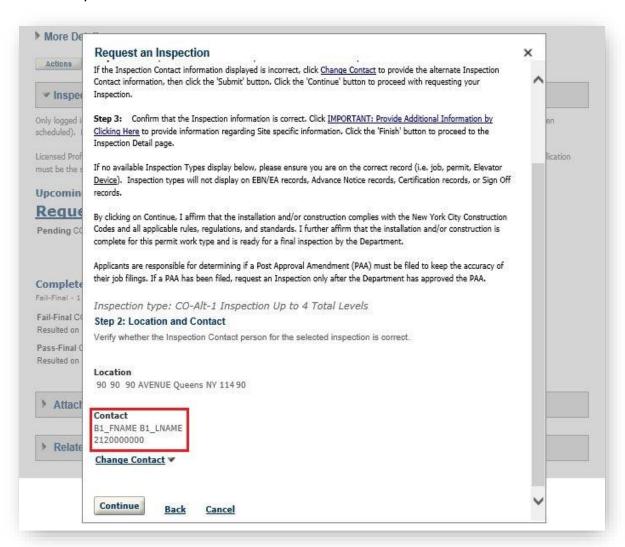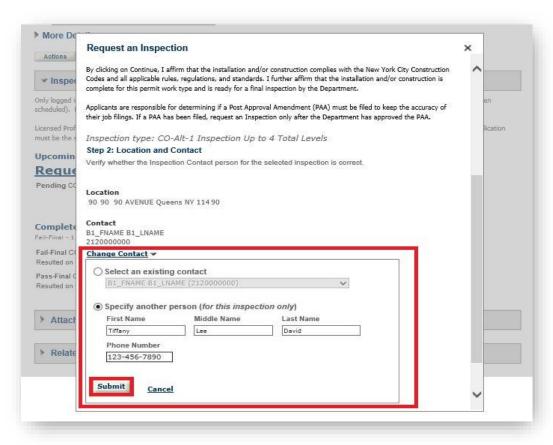   Scroll down to the bottom of the pop-up and click **Continue**.

Request an Inspection ✕

Step 3: ~~Confirm that the Inspection information is correct. Click~~ ~~the~~ ~~~Provide Additional Information By~~ Clicking Here 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 Device). Inspection types will not display on EBN/EA records, Advance Notice records, Certification records, or Sign Off records.

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.

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.

Step 1: Available Inspection Types (6)

- ⦿ CO-Alt-1 Inspection Up to 4 Total Levels
- ◯ CO-Alt-1 Inspection 5 to 9 Total Levels
- ◯ CO-Alt-1 Inspection 10 to 19 Total Levels
- ◯ CO-Alt-1 Inspection 20+ Total Levels
- ◯ Alt-1 -18 Month TCO Update
- ◯ Construction Permit Withdrawal

Continue   Cancel

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.*

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**.

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**
BPP	For BPP Jobs that affect multiple NBs, enter: 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**.

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.

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:

GREEN banner example:

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 *or* Checklist in lieu of plans[2]
Place of Assembly	Flame Spread Letter[5]

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

[2]*The '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.

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

Home   Search

Welcome

Click the Search tab to see your associated records. You can also 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 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*.

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

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

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.*

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 mu~~~~~~rs, the email address
the application must be th

Upcoming Inspectio

Request an I

You have not added any in
Click the link above to sch

Completed Inspecti

There are no completed in

File Upload ✕

The maximum file size allowed is **10 MB.**
The following file types cannot be uploaded to DOB NOW: *Inspections*:
html;htm;mht;mhtml. You may only submit documents related to jobs for which you
are authorized by the owner and/or applicant of record to do so.

[Select Files]

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└─────────────────────────────────────┘

[Finish]   Cancel

▼ **Attachments**

- Only logged in use~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~ents for this record. U
  the **Actions** butto
- Click the **Actions**

Name	Entity T~				Action	Entity

No records found.

‹   ›

[Upload Attachment]

▶ **Related Records**

8. Once the file has uploaded, click **Finish.**

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.

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

11. Click **Save**.

12. You will see the new file listed in the Attachments section.

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.

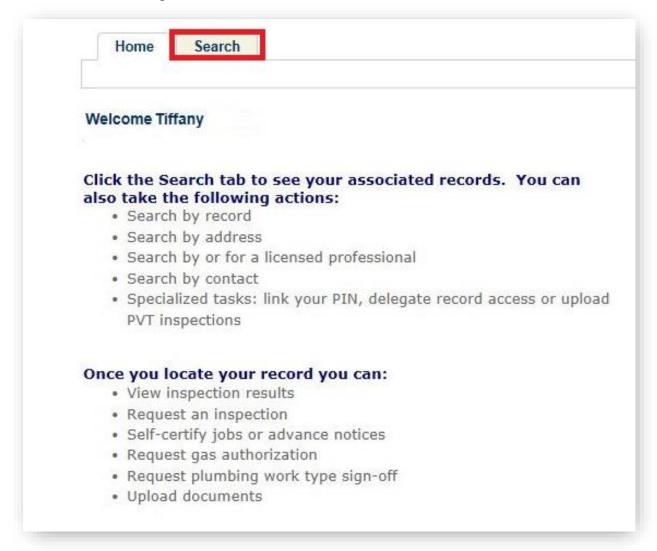**To cancel an Inspection using DOB NOW:** *Inspections***:**

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**.

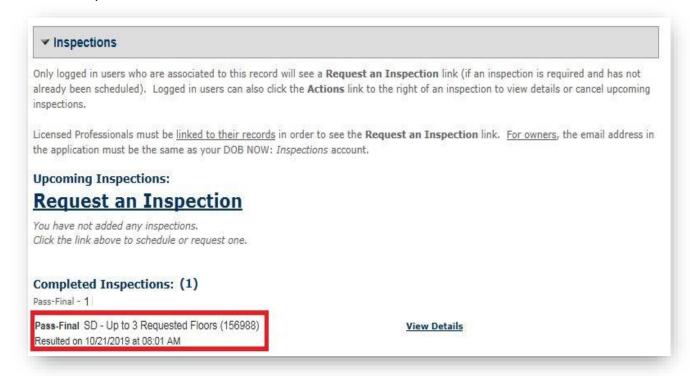3. From the Home Page, click the **Search Tab**.

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*.

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**.

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.

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

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*.

5. The Record Detail page will appear. The status of the Completed Inspections will display in the Inspections section.

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

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
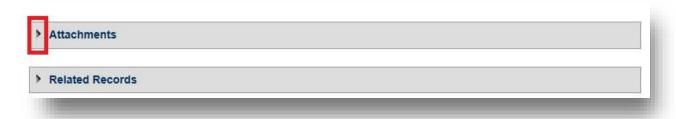 – Fail-Final due to an Administrative Failure

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.

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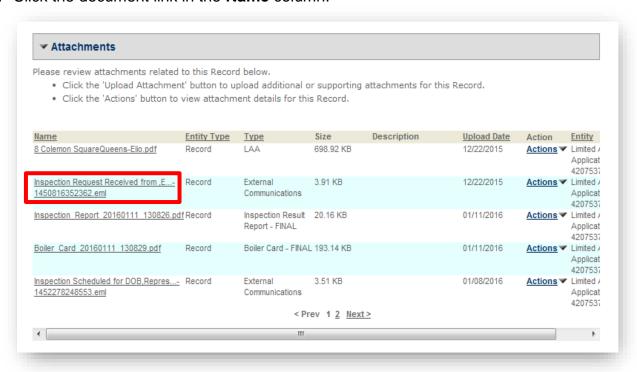

7. Find the Boiler Card in the list of Attachments. Please note, it may not be on the first page. Navigate to other pages if necessary.
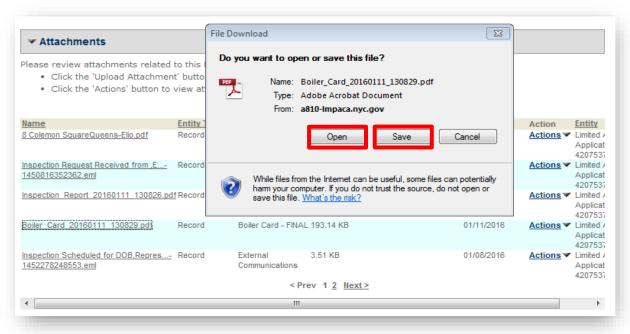
8. Click the document link in the **Name** column.

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

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
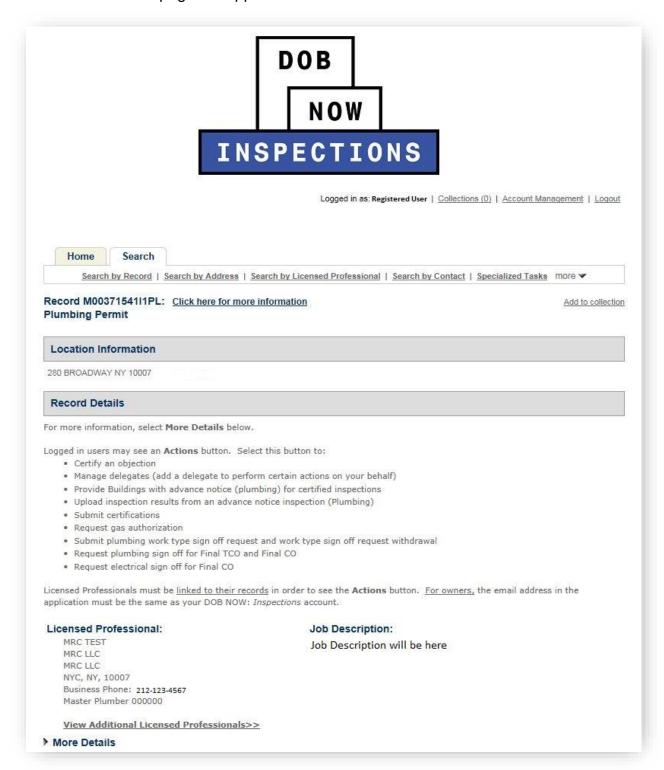- Sprinkler Permit
- Alt-1 Permit
- NB Permit

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**.
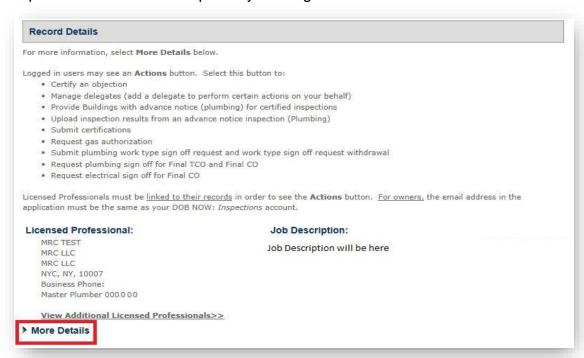4. Locate the appropriate Record. Click on the Record ID Number.

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

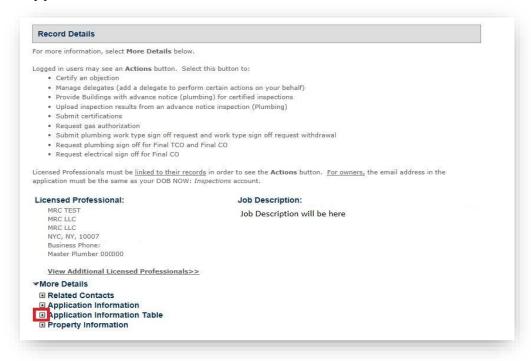INSPECTIONS: *Requesting, Cancelling and Viewing Results*

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

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.