

## CATS INSPECTION ORIGINAL / RENEWAL REQUEST for CERTIFICATE OF OPERATION (CO) FILING GUIDELINES

To submit Inspection original/renewal request please follow the below steps:

- Once successfully logged in, you will see 'My Request Page'.
- For Inspection Original: Click on the dropdown menu for 'Select Request Type' as '**Inspection Request Original CO**'.
- For Inspection Renewal: Click on the dropdown menu for 'Select Request Type' as '**Inspection Request Renewal CO**'.
- Click '**Create**' button.
- Enter the application /installation number (e.g., CA001170 or CB000112 - *please DO NOT enter the last alphabet of the application number*).
- Click '**Submit**' button.
- You will see the request form which will have some mandatory fields marked as asterisk. Complete the form (*including all accordions/sections*). Section 'Premises Information' will be pre-filled from the DEP database. The form will not be processed if all mandatory fields are not filled.
- Please attach a completed 'Performance Test Worksheet' including combustion analyzer printout along with this request in PDF format. The form is available in the section "Inspection Details" or click on this link:  
[http://www.nyc.gov/html/dep/pdf/air/ar365\\_inspecreq.pdf](http://www.nyc.gov/html/dep/pdf/air/ar365_inspecreq.pdf).

To attach documents, please follow the instructions below.

- If you want to apply for Tax Exempt or Fee waiver, please select appropriate agency or reason, respectively. If Tax exempt, please attach a proof of tax exemption.
- Once the form is completed, please click the checkbox for agreement.
- Click 'Save' button. (*It will direct you back to 'My Request Page'*)

To attach other documents:

- Click on the PDF icon in your filing list with your application number listed and system must have generated a request id for your inspection renewal request. The status will be 'Draft'. After clicking the PDF icon, you will have an option to attach a file. Please note that any attachment should be in a PDF format only.
- Once the documents are attached, click on 'My Request Page' tab on top left corner.

- Click 'Submit' icon (*last icon in the list with a green forward arrow*).
- You will see the 'Payment Information' page which will display the fees for this request. You can proceed by clicking 'Submit' or go back by clicking 'Decline'.
- You (applicant & owner) will get an automated email notification on successful submission.
- After submit, the system will direct you to the Citibank payment site and you can pay through Credit Card, Debit Card or ECheck. (*For Echeck, owner's check can be used by entering the routing number and the account number. For credit card or debit card, a convenience fee of 2.49% will be charged by the bank.*)
- After successful payment, you will see a payment successful page.
- Again click on 'My Request' tab.
- Click on PDF icon, to view your documents for the request submitted.
- Both the *applicant and owner* will receive an email notification after the DEP reviews the submission.

For assistance, please call on 718-595-3855 or email us at [Catsfeedback@dep.nyc.gov](mailto:Catsfeedback@dep.nyc.gov)