



DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES
60 HUDSON STREET, NEW YORK, N.Y. 10013

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Issuance #451

OPERATIONS
POLICY AND PROCEDURE NOTICE # 5/94
REVISED

TO: Distribution

FROM: Richard C. Visconti, R.A. *W*

DATE: March 30, 1995

SUBJECT: Self Certification of Oil Burning Boilers, Combined Oil/Gas Boilers, Oil Burners, Gas Burners and Combined Oil/Gas Burner Units by Licensed Oil Burner Installers (A&B) and Master Plumbers.

EFFECTIVE:

Immediately

SUPERSEDES:

O.P.P.N. 14/88

O.P.P.N. 5/94 - Revised sections B; II & V

REFERENCE:

O.P.P.N. 3/94 Revised March 9, 1995 and T.P.P.N. 4/94

PURPOSE:

A sign off for a replacement or installation of an oil burning boiler, combined oil/gas boiler, oil burner, gas burner and combined oil/gas burner by the Plumbing Division will no longer be required. A licensed oil burner installer (A&B) may sign off the required forms for the oil burners, the oil fired boiler and the oil portion of a combined oil/gas burner. A licensed master plumber may sign off for a gas fired boiler, gas burner or the gas portion of a combined oil/gas burner.

SPECIFICS:

- I) REPLACEMENT INSTALLATIONS - For 6 Family dwelling units and greater, commercial and mixed use buildings.
- A) Boiler With An Input Not More Than 350,000 B.T.U. per Hour/or Oil Burner Replacement

The following filing and sign off procedures by the Oil Burner Installer shall be followed; and the same filing procedure shall be followed by the master plumber if the cost of the gas boiler, gas burner or combined oil gas boiler is less than \$7,500.00:

1. File an original typewritten PRA/OBE-1 application plus 2 copies at the PRA Unit with a self addressed stamped envelope - 14th floor 60 Hudson St. N.Y.C. 10013 or mail to the above location.
2. Submit one check per boiler job in the appropriate amount including asbestos fee if necessary. Fee for oil burning equipment or oil burner and boiler not more than 350,000 B.T.U. per hour output is \$100.00. Fee for submitting required asbestos forms is as follows:

ASB4 (Asbestos Exemption) original plus 2 copies - No fee

ACP5 (Not an asbestos Project) - \$15.00

ACP7 (Asbestos Project) - Refer to form for calculations.

- Note:** ASB4 (asbestos exemption) may only be filed if ACP5 or ACP7 was filed within the last 12 months. Copy of ACP5 or ACP7 to be submitted with ASB4.
3. The P.R.A. unit will affix a filing number and mail 2 copies of the PRA/OBE-1 application back to applicant.
 4. When the boiler division is notified by the licensee that the job has been completed an appointment will be arranged by the boiler borough supervisor for a first test. The licensee will provide 2 copies of the PRA/OBE-1 form in the field.
 5. If the unit passes the first test the boiler inspector signs off the 2 copies of the PRA/OBE-1 applications.
 6. The Boiler Inspector will request the licensee to sign the back of the PRA/OBE-1 forms in the sign off area. One form will be retained by the licensee, the second copy will be filed by the Boiler Division in the block & lot folder at 60 Hudson St., New York, NY.

7. The Boiler Inspector will sign off 2 copies of B Form 16A in the field (Certificate of Approval For Oil Burning Equipment). One copy is to be given to the licensee for posting in the boiler room and one copy is to be filed in the block and lot folder in the Boiler Division.

Notification will be sent to the Fire Department by the Boiler Division on a monthly basis of the B Form 16A forms that were issued.

B) Boiler With An Input More Than 350,000 B.T.U. Per Hour And A Combination of Gas and Oil Fired Boilers

The following filing and sign off procedure by the Professional Engineer/Registered Architect, Licensed Oil Burner Installer (A or B) for oil fired boilers or Licensed Master Plumber for a combination of oil and gas fired boilers shall be followed:

1. Prefiling

The P.E. or R.A. files the following forms at the prefiling desk:

- a) 1 copy PW-1 - Plan work approval application with boiler room plans.
- b) 3 copies PW-1 - Schedule C - Heating & Combustion Equipment.
- c) ASB4 (Asbestos Exemption) - Original plus 2 copies - No fee.
- d) ACP5 (Not and Asbestos Project) - \$15.00 fee.
- e) ACP7 (Asbestos Project) Refer to form for calculations.
- f) Job number is issued by prefiler and fees are paid at the Application Processing/Cashier.
- g) See 2c below.

Note: ASB4 (asbestos exemption) may only be filed if the ACP5 or ACP7 was filed within the last 12 months. Copy of ACP5 or ACP7 to be submitted with ASB4

2. Plan Examiner

- a) The Plan Examiner reviews the plans and applications submitted.
- b) The Plan Examiner forwards 2 copies of the PW-1 Schedule C to the Boiler Division.
- c) NOTE: If the application is filed under directive 14 the prefiler is to forward the necessary forms shown in 2(b) to the Boiler Division.

3) After Approval

License

The licensee files for a work permit submitting the required forms as follows:

a) Oil Fired Boiler

Two copies of Form PW-2 (Work permit application) at the application processing desk. The application processing clerk issues the work permit.

b) Oil and Gas Fired Boiler

Three copies of Form PW-1B - Plumbing - Gas - The application processing clerk issues the work permit. For the oil section of the boiler follow 3(a) above.

c) For Oil Burner

When the Boiler Division is notified by the licensee that the job has been completed an appointment will be scheduled by the licensee with the boiler borough supervisor for a first test. Two (2) copies of PW-1 - Schedule C shall be taken to the field by the Department boiler inspector.

If the unit passes the first test the Department Boiler Inspector signs off the two (2) copies of the PW-1 - Schedule C forms. One copy is given to the licensee, and one copy is filed in the Boiler Division's block and lot folder.

The Boiler inspector will issue to the licensee in the field a signed off copy of B Form 16A (Certificate of Approval For Oil Burning Installation). A second copy of the B Form 16A will be filed in the block and lot folder in the Boiler Division at 60 Hudson St.

Notification will be sent to the Fire Department by the Boiler Division on a monthly basis of the B Form 16A forms that were issued.

d) For Oil and Gas Fired Boiler

If the job is a combination of gas and oil the Plan Examiner in addition will require 3 copies of PW-1B - Schedule B - (Plumbing) to be filed and the procedure for sign off by the Plumber will be followed, as per Referenced PPN's. The same filing and inspection procedure for the oil section of the Boiler shall be followed as shown above.

II. Replacement Installations - For less than six family dwelling units with an input less than 350,00 B.T.U.s per hour or not more than 15 P.S.I. No filing required as per sections 27-184 and 27-189 of the Administrative Code.

III. Replacement Installations - For less than six family dwelling units with an input greater than 350,000 B.T.U. per hour

1. Follow steps shown I B(1),(2), and (3).

- IV. New Building - For 6 family and greater dwelling units, commercial and mixed use buildings
 - a) Boiler with any input either less or greater than 350,000 B.T.U. per hour.
 - 1. Follow steps shown in I B(1),(2),and (3).

- V. New Building - For less than six family dwelling units with an input less than 350,000 B.T.U. per hour or not more than 15 P.S.I. No filing required as per sections 27-184 and 27-189 of the Administrative Code.

- VI. New Buildings - For less than six family dwelling units with an input greater than 350,000 B.T.U. per hour
 - 1. Follow steps shown in I B(1),(2), and (3).