



**BUILDINGS**

**2025-001**  
**BULLETIN**  
**TECHNICAL**

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**PURPOSE:** This Bulletin provides clarification of the scope of the periodic boiler inspection.

**SUBJECT(S):** Boiler, Equipment, Annual Periodic Inspection, Qualified Boiler Inspector

**RELATED LAWS & CODES**

**Administrative Code (AC) 28-303; MC 10, MC 15; FGC 631; Title 1 of the Rules of the City of New York (RCNY) 103-01; 1 RCNY 103-05; National Board Inspection Code (NBIC) – 2011**

**I. BACKGROUND**

A boiler is used for supplying steam or hot water. Depending on the operating pressure, it can be classified as a high-pressure or low-pressure boiler. The key components of a boiler include the burner, combustion chamber, heat exchanger, flue system, combustion air system, and boiler controls. Equipment, such as boilers and all their parts, shall be tested and inspected, to ensure safe operations. 'Periodic Boiler Inspections' shall be performed annually in accordance with Article 303 of the New York City Construction Codes.

Pursuant to 1 RCNY §103-01 (Low-Pressure Boilers) and 1 RCNY §103-05 (High-Pressure Boilers), owners of boilers are required to submit an annual inspection report, and such report must include a list of all defects found during the annual inspection for each device inspected. There are two types of annual inspections: external and internal inspections.

The purpose of this Bulletin is to clarify the external inspection requirements for boilers and all their parts during an External Annual Boiler Inspection, and to clarify the key responsibilities of the owner and qualified boiler inspector in the context of such inspection.

**II. APPLICABILITY**

Pursuant to AC §28-303.2 Annual inspections, each owner of a boiler, shall have such boiler inspected at least once a year, except for the following low-pressure boilers.

1. Low-pressure boilers in buildings limited to residential use and containing not more than five dwelling units, regardless of the capacity.
2. Low-pressure boilers in buildings limited to residential use and containing more than five dwelling units, and the boiler is inside the dwelling unit and serving only that unit.

### III. CLARIFICATION OF THE SCOPE OF INSPECTION

Pursuant to AC §28-303.8 Scope of inspection, to determine whether a boiler is in a safe operating condition, all parts of such equipment, must be inspected. As such, qualified boiler inspectors are required to perform annual external inspections of all high-pressure boilers, and low-pressure boilers. The qualified boiler inspector, as described in Part IV below, shall document the conditions of the inspected boilers in the prescribed attached Department supplied Boiler Inspection Checklist (Appendix A – Boiler Inspection Checklist). This checklist sets forth the required external annual inspections items and may be used to prepare the external annual inspection report required to be submitted to the department pursuant AC §28-303.7, 1 RCNY §103-01 and 1 RCNY §103-05.

The 2022 MC 1011.3 now contains annual boiler inspection requirements in items 1, 2, 3, and 4 which are clarified below:

**1011.3 Periodic boiler inspections.** *Periodic boiler inspections shall be performed in accordance with Article 303 of Chapter 3 of Title 28 of the Administrative Code and Section 1007.3 of this code. In addition, boiler inspections shall:*

**1. Be completed in accordance with the National Board Inspection Code.**

This item shall be considered to have reference in MC Chapter 15 to NBIC – 2011 Parts 2, and 3. This reference standard is currently included in MC Chapter 15 and all Periodic Boiler Inspections shall be performed in accordance with this standard.

**2. Include the review of testing documentation for all controls and safety devices.**

The Boiler inspection checklist Items 3A through 3F details the required inspection items in relation to the Boiler controls and safety devices.

**3. Verify that the flue connection from the boiler to the chimney is properly sealed and in good working condition.**

This item shall be considered to include inspections to verify that there is no blockage or obstruction in the base of chimney. This inspection shall be limited to that which can be performed using existing openings (including cleanouts) and shall not require the use of specialized tools or ladders. The flue connection from the boiler to the base of chimney shall be examined to verify:

- (1) Proper sealing, support, fastening of joints, pitch, and securement to the chimney.
- (2) Extent of any damage or deterioration

**4. Verify that the combustion air system as originally designed is operational.**

This item is interpreted to mean that the combustion air system shall be verified to be free of obstructions and is operational.

## **IV. RESPONSIBILITIES OF THE PARTIES**

### **A. Qualification of Boiler Inspector**

Pursuant to §28-303.3 Qualifications of boiler inspectors, all individuals who perform periodic inspections shall have the qualifications set forth in 1 RCNY §101-07 and in section AC 28-303.3.1 for High pressure boilers or section AC 28-303.3.2 low pressure boilers. Pursuant to 1 RCNY §101-07, the Qualified Boiler Inspector is defined as follows:

*“Qualified boiler inspector. An inspector who has been issued a certificate of competence by the State Department of Labor and who is employed by an authorized insurance company, a high pressure boiler operating engineer licensed pursuant to the provisions of the New York City Administrative Code (Administrative Code), a class A or class B oil burning equipment installer licensed pursuant to the provisions of such Code, a master plumber licensed pursuant to the provisions of such Code, or a journeyman plumber acting under the direct and continuing supervision of a master plumber licensed pursuant to the provisions of such Code. For inspection of boilers at properties owned or managed by the Department of Education, such term shall include an individual who has passed the National Board Commission examination and who has 5 years relevant experience, as defined below, approved by the department.”*

### **B. Responsibility of Qualified Boiler Inspector**

A Qualified Boiler Inspector is responsible for performing annual boiler inspections in accordance with Part III of this Bulletin.

### **C. Responsibility of the Owner**

The owner shall be responsible for hiring a qualified boiler inspector to conduct annual boiler inspections. The owner shall submit the boiler annual inspection reports pursuant to AC §28-303.7, and in accordance with 1 RCNY §103-01 and 1 RCNY §103-05. The owner shall be responsible for maintaining the boiler and appurtenances, maintaining, and testing all controls and safety devices, servicing the boiler in accordance with manufacturer’s specifications and preparing the boiler for inspection.

Date of Inspection:	Name of Inspector:	Company Name:	
Address:	BIN:	DOB Registered Device Number:	

P= Pass    F = Fail    N/A = Not Applicable

<b>1. BOILER ROOM/SPACE</b>	<b>P</b>	<b>F</b>	<b>N/A</b>
A. Check for water leaks in room/space			
B. Verify the combustion air system is operational and free of obstructions			
C. Check for boiler room space safety hazards			

<b>2. BOILER</b>	<b>P</b>	<b>F</b>	<b>N/A</b>
A. Check that Boiler name plate or stamp is legible and in good condition			

<b>3. CONTROLS, FITTINGS, &amp; PIPING</b>	<b>P</b>	<b>F</b>	<b>N/A</b>
A. Verify maintenance and testing Low-water fuel cutoffs have been performed in accordance with Section MC 1007.3 and verify operation of low water protection devices in accordance with NBIC Part 2 Section 2.2.10.6			
B. Verify that conditions, pressure, and capacity setting of the pressure relief devices are appropriate			
C. Verify that the level indicated in all gages is correct			
D. Check that the condition of the boiler fittings, valves, supports, and gaskets are appropriate			
E. Verify Remote control (shutdown) is operational			
F. Check aquastats and/or pressure controls			

<b>4. CHIMNEY &amp; VENTS</b>	<b>P</b>	<b>F</b>	<b>N/A</b>
A. Verify the flue and connection from the boiler to the chimney is properly sealed and in good working condition			

# Boiler Inspection Checklist

This checklist shall be used as a guidance and completed by the Qualified Boiler Inspector during the external annual inspection of high and low-pressure boilers. Please note, **this checklist is intended as a guide and does not override any inspection requirements.**

ITEM NUMBER	DESCRIPTION	CODE
<b>Boiler Room</b>		
1A	Check the boiler room or boiler location for leaks from equipment.	2011 NBIC Part 2 Section 2.2.4
1B	Visually examine the combustion air system (louvers, fan, etc.) is free from obstructions. If mechanical components, they shall be operational.	2022 NYC MC 1011.3 and NBIC Part 2, Section 2.2.4
1C	Some of the items to be considered for the boiler room or boiler location are lighting, housekeeping, and personal safety considerations, for example: Check for adequate egress out of the boiler room so that it is unobstructed and the door out of the boiler room is self-closing and latching properly.	2011 NBIC Part 2 Section 2.2.4
<b>Boiler</b>		
2A	Check ASME Code Symbol Stamping or mark of Code of construction to ensure records are correct.	2011 NBIC Part 2, Section 1.5.2(3)
<b>Controls, Fittings &amp; Piping</b>		
3A	Inspector shall verify test (MC 1007.3) was performed and controls were inspected (NBIC 2.2.10.6)	2022 NYC MC 1007.3 NBIC Part 2, Section 2.2.10.6
3B	Inspect Pressure Relief Devices in accordance with 2011 NBIC Part 2.5	2011 NBIC Part 2, Section 2.5
3C	Observe the pressure gage reading during tests; for example, the reduction in pressure when testing the low-water fuel cutoff control.	2011 NBIC Part 2, Section 2.2.10.4
3D	Check the condition of the boiler fittings, valves, supports, and gaskets. This is to ensure the boiler is operating safely	2011 NBIC part 2, Section 2.2.5
3E	Test Remote Control (shutdown). Activation of the emergency shutdown switch shall immediately shut off the fuel or energy.	2022 NYC MC 1006.8.1
3F	Verify that the aquastat and/or pressure controls is not missing and is operable.	2011 NBIC part 2, Section 2.2.10
<b>Chimney &amp; Vents</b>		
4A	Verify that there is no blockage or obstruction in the base of chimney. This inspection shall be limited to that which can be performed using existing openings (including cleanouts) and shall not require the use of specialized tools or ladders. The flue connection from the boiler to the base of chimney shall be examined to verify:  1) Proper sealing, support, fastening of joints, pitch, and securement to the chimney.  2) Extent of any damage or deterioration	2022 NYC MC 1011.3