



DEPARTMENT OF BUILDINGS  
EXECUTIVE OFFICES  
60 HUDSON STREET, NEW YORK, N. Y. 10013  
CHARLES M. SMITH, Jr., R.A. Commissioner

PETER FRANCONERI, P.E.  
Assistant Commissioner/Operations

M E M O R A N D U M

To: Distribution  
From: Peter Franconeri  
Date: February 1, 1990  
Subject: Boiler Installations - 900A Form

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The Boiler Division will not perform first test inspections unless a valid 900A form has been sent from the Borough Office directly to the Boiler Division. In order to be considered valid, the 900A form must have the following:

1. Job/Application number. BIS number sticker must be affixed or non-BIS application number written in.
2. Plan Examiner Signature or Plumbing Chief or Clerk (depending upon size of boiler). Must be a full signature or a stamp with initials.
3. Received Stamp. Must be an original stamp or perforation.

If an owner or installer requests an emergency first test inspection and no 900A form has been received by the Boiler Division, the following steps must be adhered to:

1. If the applicant has a copy of the 900A form, the Boiler Division must check the index screen and BIS screens (where applicable) to verify the job/application number and type. If there is any doubt, the Boiler Division should call the borough office to verify that the application is for a boiler installation.
2. If the applicant does not have a copy of the 900A form, the Boiler Division must call the Borough Office to have a 900A form faxed over.

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