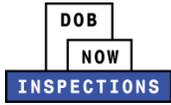


Certifying Objections



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**DOB NOW: *Inspections* Overview**

DOB NOW: *Inspections* is an online portal for Owners, Licensed Professionals (LPs)<sup>1</sup>, 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 instruction on how to certify Objections in DOB NOW: *Inspections*.

---

<sup>1</sup> 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

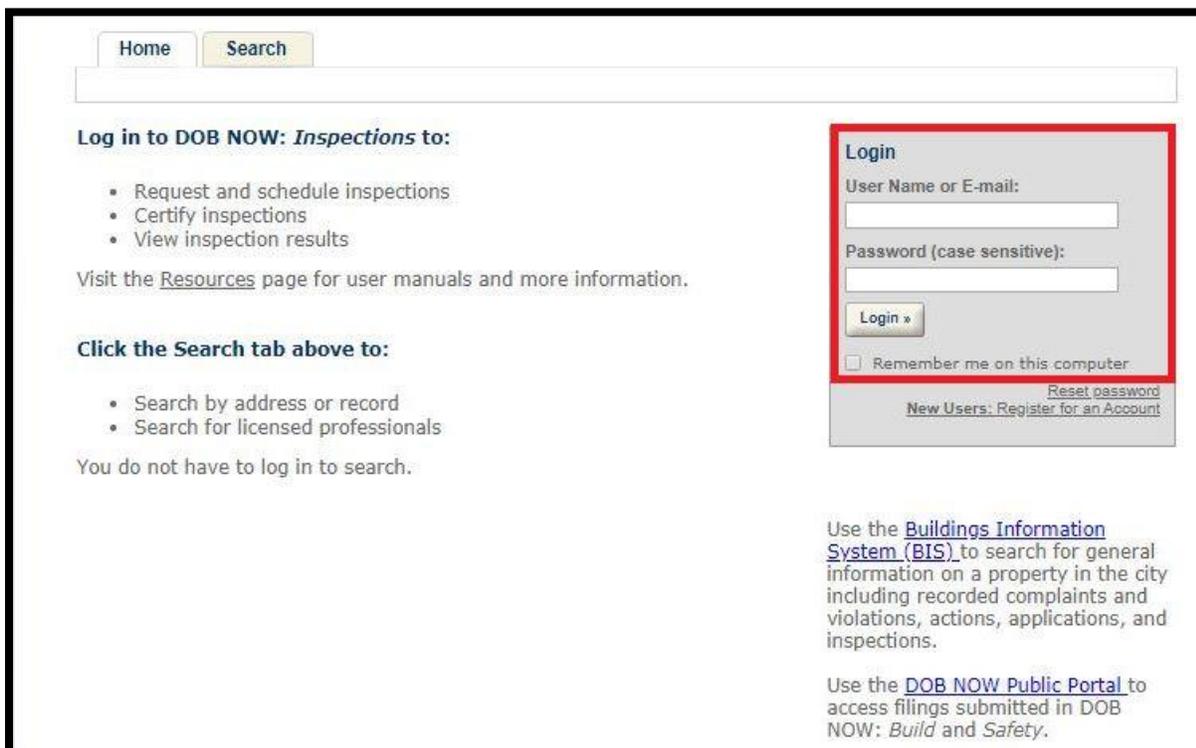
## Certification of Objections

If an Objection is observed in the field and it does not require Buildings to return to the site for a Re-inspection, it is called a Certifiable Objection. You can view all Objections using DOB NOW: *Inspections*, including those that are Certifiable. DOB NOW: *Inspections* allows Owners, LPs, and their Delegates to upload documentation to resolve Certifiable Objections.

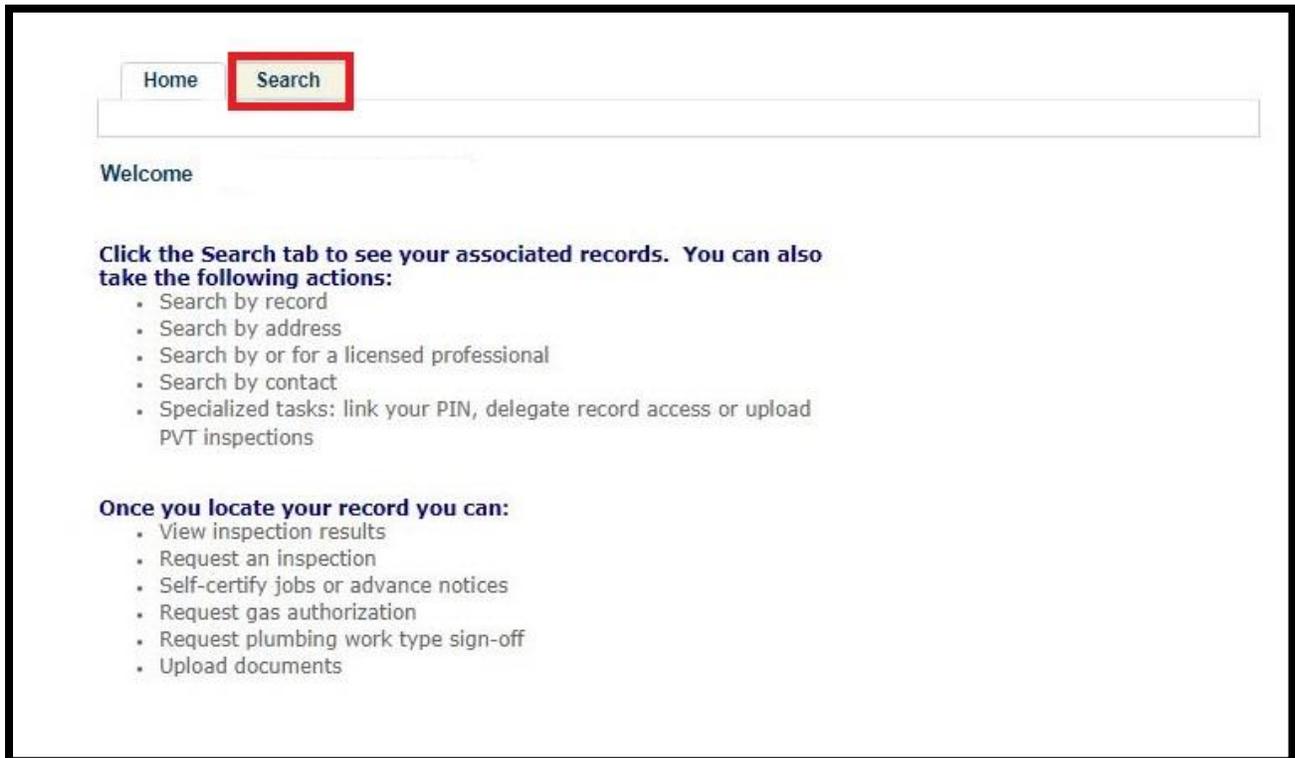
### Submitting Certification of Objections Documentation

To certify an Objection, follow the steps below. You can only certify one Objection at a time. If you have multiple Objections on a Record, you must follow the steps below for each individual Objection.

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 an DOB NOW: *Inspections* account.



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



4. Locate the Record for which you would like to submit certification of objection documentation. 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*.

**Records**

Your Permit, Job and/or Device records are listed below.

- Click on the ID Number to view details associated to that record or to take an action.
- Select checkboxes next to Open Date and click the **Add to collection** link to group the records as part of a project.

**Important Reminder:** Owners and LPs can delegate records to other registered DOB NOW: *Inspections* users. For delegation instructions, [click here](#).

Showing 1-10 of 78 | [Add to collection](#)

<input type="checkbox"/> Open Date	ID Number	Record Type	Address	Status	Action	Related Records
<input type="checkbox"/> 09/12/2019	<a href="#">M00373932H1LA</a>	Limited Alteration Application	1 BROADWAY Manhattan NY 10004	Issued	<a href="#">Action</a>	2
<input type="checkbox"/> 06/07/2019	<a href="#">REQ-SP-SO-19-0000004</a>	Sprinkler Work Type Sign Off Request	1 BROADWAY Manhattan NY 10004	Sign Off Granted	<a href="#">Action</a>	1
<input type="checkbox"/> 06/07/2019	<a href="#">REQ-SD-SO-19-0000004</a>	Standpipe Work Type Sign Off Request	1 BROADWAY Manhattan NY 10004	Sign Off Granted	<a href="#">Action</a>	1
<input type="checkbox"/> 05/28/2019	<a href="#">REQ-SP-SO-19-0000003</a>	Sprinkler Work Type Sign Off Request	1 BROADWAY Manhattan NY 10004	Sign Off Granted	<a href="#">Action</a>	1
<input type="checkbox"/> 05/28/2019	<a href="#">REQ-SP-SO-19-0000002</a>	Sprinkler Work Type Sign Off Request	1 BROADWAY Manhattan NY 10004	Sign Off Granted	<a href="#">Action</a>	1
<input type="checkbox"/> 05/24/2019	<a href="#">REQ-SD-SO-19-0000003</a>	Standpipe Work Type Sign Off Request	1 BROADWAY Manhattan NY 10004	Sign Off Granted	<a href="#">Action</a>	1
<input type="checkbox"/> 05/24/2019	<a href="#">REQ-SD-SO-19-0000002</a>	Standpipe Work Type Sign Off Request	1 BROADWAY Manhattan NY 10004	Sign Off Granted	<a href="#">Action</a>	1
<input type="checkbox"/> 05/22/2019	<a href="#">M00371368HEWSP</a>	Sprinkler Permit	1 BROADWAY Manhattan NY 10004	Signed Off		4
<input type="checkbox"/> 05/22/2019	<a href="#">M00371368HEWSD</a>	Stand Pipe Permit	1 BROADWAY Manhattan NY 10004	Signed Off		4
<input type="checkbox"/> 05/21/2019	<a href="#">M00371335HEWSP</a>	Sprinkler Permit	1 BROADWAY Manhattan NY 10004	Signed Off		3

**a. Option 1**

< Prev 1 2 3 4 5 6 7 8 Next >

**b. Option 2** type from the drop-down list or links above. Enter information below to search for records, jobs, permits or

**Search by Record Information** Search by Record Information ▾

Search my records only

Record Number:  Record Type: --Select-- ▾

Record Status: --Select-- ▾

Start Date:  End Date:

5. Click the ID Number of the appropriate Record.

**Records**

Your Permit, Job and/or Device records are listed below.

- Click on the ID Number to view details associated to that record or to take an action.
- Select checkboxes next to Open Date and click the **Add to collection** link to group the records as part of a project.

**Important Reminder:** Owners and LPs can delegate records to other registered DOB NOW: *Inspections* users. For delegation instructions, [click here](#).

Showing 1-10 of 78 | [Add to collection](#)

<input type="checkbox"/> Open Date	ID Number	Record Type	Address	Status	Action	Related Records
<input type="checkbox"/> 09/12/2019	<a href="#">42049128406AL</a>	AL-1 Permit	11 Park PI NEW YORK NY	Issued	<a href="#">Action</a>	2
<input type="checkbox"/> 06/07/2019	<a href="#">42049128407AL</a>	AL-1 Permit	124 West 23rd St 6th Ave 7th Ave NEW YORK NY 10011	Sign Off Granted	<a href="#">Action</a>	1
<input type="checkbox"/> 06/07/2019	<a href="#">42049128401AL</a>	AL-1 Permit	11 New York Ave New York NY 10007	Sign Off Granted	<a href="#">Action</a>	1
<input type="checkbox"/> 05/28/2019	<a href="#">40102884701AL</a>	AL-1 Permit	11 New York Ave New York NY 10007	Sign Off Granted	<a href="#">Action</a>	1
<input type="checkbox"/> 05/28/2019	<a href="#">40195763701AL</a>	AL-1 Permit	NY	Sign Off Granted	<a href="#">Action</a>	1
<input type="checkbox"/> 05/24/2019	<a href="#">32041170001AL</a>	AL-1 Permit	11 New York Ave New York NY 10007	Sign Off Granted	<a href="#">Action</a>	1
<input type="checkbox"/> 05/24/2019	<a href="#">10486950901AL</a>	AL-1 Permit	11 New York Ave New York Ave NY 10007	Sign Off Granted	<a href="#">Action</a>	1
<input type="checkbox"/> 05/22/2019	<a href="#">OBJ-15-000000003</a>	Certification of Objections	11 Park PI NEW YORK NY	Signed Off		4
<input type="checkbox"/> 05/22/2019	<a href="#">OBJ-15-000000002</a>	Certification of Objections	11 Park PI NEW YORK NY	Signed Off		4
<input type="checkbox"/> 05/22/2019	<a href="#">15TMP-000138</a>	Certification of Objections		Signed Off		4
<input type="checkbox"/> 05/21/2019	<a href="#">M003713351EWSP</a>	Sprinkler Permit	5 BROADWAY Manhattan NY 10004	Signed Off		3

< Prev 1 2 3 4 5 6 7 8 Next >

6. You will see the Objection(s) listed in the orange banner. Click the **View additional details** link to view more details about the Objection(s).

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Search

[Search by Record](#) | [Search by Address](#) | [Search by Licensed Professional](#) | [Search by Contact](#) | [Specialized Tasks](#) more ▾

**Record 42049128406AL:** [Add to collection](#)

**AL-1 Permit**

\*

This record was locked by REQUIREMENT on 10/21/2019.

Condition: Floor 004:Fire Protection - Installation of Smoke and Carbon Monoxide detectors Severity: Required

Total Conditions: 2 (Required: 2)

View additional details

7. Additional details will display in the Conditions of Approval section. This section defaults to display open Objection(s). You can also see whether the Objection(s) is certifiable.
- *Please Note: Click **View Those Met** to expand the list to include Resolved Objections.*

**Record 42049128406AL:** [Add to collection](#)  
**AL-1 Permit**

 This record was locked by REQUIREMENT on 10/21/2019.  
 Condition: Floor 004:Fire Protection - Installation of Smoke and Carbon Monoxide detectors    Severity: Required  
 Total Conditions: 2 (Required: 2)

[Hide additional details](#)

**Conditions of Approval**

**View Those Met**  
 Showing 1-2 of 2

**Objections - 2 Open**  
**Certifiable**  
 Floor 002:Zoning Resolution - Bulk (building envelope, main site dimensions, building height, etc.)  
*Comment*  
 Open | 10/21/2019

Floor 004:Fire Protection - Installation of Smoke and Carbon Monoxide detectors  
*Comment*  
 Open | 10/21/2019

8. Click **Actions** in the Record Details section.

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**Record 42049128406AL:** [Add to collection](#)  
**AL-1 Permit**

**Warning:** This record was locked by REQUIREMENT on 10/21/2019.  
 Condition: Floor 004:Fire Protection - Installation of Smoke and Carbon Monoxide detectors Severity: Required  
 Total Conditions: 2 (Required: 2)  
[View additional details](#)

**Location Information**  
 280 BROADWAY Manhattan NY 10007

**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 [linked 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.

<b>Licensed Professional:</b>	<b>Job Description:</b>
ANTHONY J NASTASI	test
Master Plumber 0000	

[View Additional Licensed Professionals>>](#)

► **More Details**

**Actions**

9. Select the radio button next to **Certification of Objections**. Click **Continue Application**.

**Select an Action**

Choose one of the following available actions to perform. Please be advised that licensees are responsible for the accuracy and completeness of any data provided, including uploads by such licensees' delegates.

**Certification of Objections**

Manage Delegates

**Continue Application »**

10. The list of Objections available for Certification will appear. Select the **checkbox** next to the Objection you want to certify. Click **Open Selected Objections**.

- *Please Note: Only one Objection may be certified in each transaction. You must repeat the steps in this section for each Objection.*

**Step 1 : Objections List > Select Objection**

The list of inspection objections that may be certified appear below. Select the checkbox for any item that you wish to certify at this time and select the *Open Selected Objections* button.

Once open, mark the *Selection* checkbox for any item in the pop-up window that appears. Only one objection may be selected and certified.

\* indicates a required field.

**Objections Available for Certification**

**OBJECTIONS**

Mark the 'Selection' checkbox for any objection that you wish to certify. Only one objection may be selected and certified in each transaction.

Showing 1-2 of 2

<input type="checkbox"/>	Selection	Objection Description	Comments	Disposition	Objection ID	
<input checked="" type="checkbox"/>	No	Floor 002:Zoning Resolution - Bulk (building envelope, main site dimensions, building height, etc.)	Comment		545	<a href="#">Actions</a> ▼
<input type="checkbox"/>	No	Floor 004:Fire Protection - Installation of Smoke and Carbon Monoxide detectors	Comment		547	<a href="#">Actions</a> ▼

**Open Selected Objections**

[Continue Application »](#)

11. Check the box next to **Selection**. Click **Submit**.

- *Please Note: The other fields on this page cannot be modified.*

**OBJECTIONS**

Mark the 'Selection' checkbox for any objection that you wish to certify. Only one objection may be selected and certified in each transaction.

**Selection** ?

Disposition:  
--Select-- ▼

**Submit**    [Cancel](#)

**Objection Description:**

Floor 002:Zoning Resolution - Bulk (building envelope, main site dimensions, building height, etc.)

**Objection ID:**

545

**Comments:**

Comment

12. You will see the Selection turns from “No” to “Yes”. Click **Continue Application**.

**Step 1: Objections List > Select Objection**

The list of inspection objections that may be certified appear below. Select the checkbox for any item that you wish to certify at this time and select the *Open Selected Objections* button.

Once open, mark the *Selection* checkbox for any item in the pop-up window that appears. Only one objection may be selected and certified.

\* indicates a required field.

**Objections Available for Certification**

**OBJECTIONS**

Mark the 'Selection' checkbox for any objection that you wish to certify. Only one objection may be selected and certified in each transaction.

Showing 1-2 of 2

<input type="checkbox"/> Selection	Objection Description	Comments Disposition	Objection ID	Actions
<input checked="" type="checkbox"/>	Floor 002:Zoning Resolution - Bulk (building envelope, main site dimensions, building height, etc.)	Comment	545	<a href="#">Actions</a> ▼
<input type="checkbox"/>	Floor 004:Fire Protection - Installation of Smoke and Carbon Monoxide detectors	Comment	547	<a href="#">Actions</a> ▼

[Open Selected Objections](#)

[Continue Application »](#)

13. Click **Upload Attachment**.

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**Certification of Objections**

1 [Objections List](#) 2 [Attachments](#) 3 [Affirmations](#) 4 [Review](#) 5 [Record Issuance](#)

**Step 2: Attachments > Attach Files**

Please upload any supporting documentation necessary to resolve the selected objection.

\* indicates a required field.

**Supporting Documents**

Please review attachments related to this Record below.

- Click the 'Upload Attachment' button to upload additional or supporting attachments for this Record.
- Click the 'Actions' button to view attachment details for this Record.

Name	Type	Size	Latest Update	Action
No records found.				

[Upload Attachment](#)

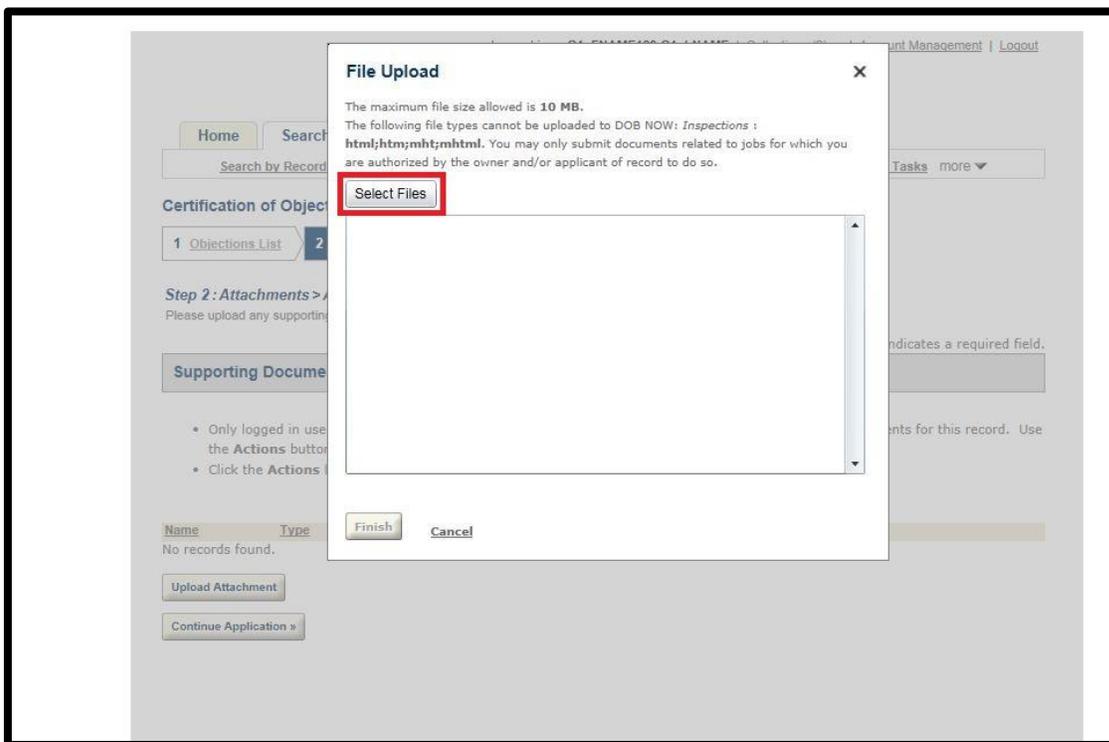
[Continue Application »](#)

14. 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:

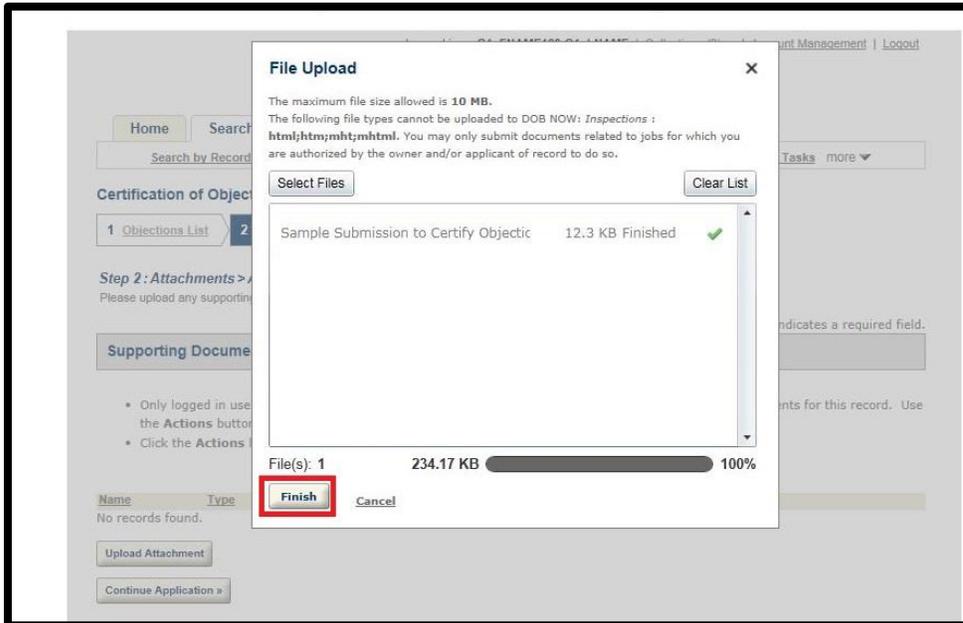
- Affidavit of Certification
- Photograph of Resolved Condition
- Photograph of Unresolved Condition
- Additional Supporting Documentation

*Please 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.*
- *Use the Photograph of Unresolved Condition and Photograph of Resolved Condition document types to upload photographs of “Before” and “After” conditions as evidence that the Objection has been resolved.*
- *Multiple documents can be uploaded for a single Certification of Objection.*
- *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.*



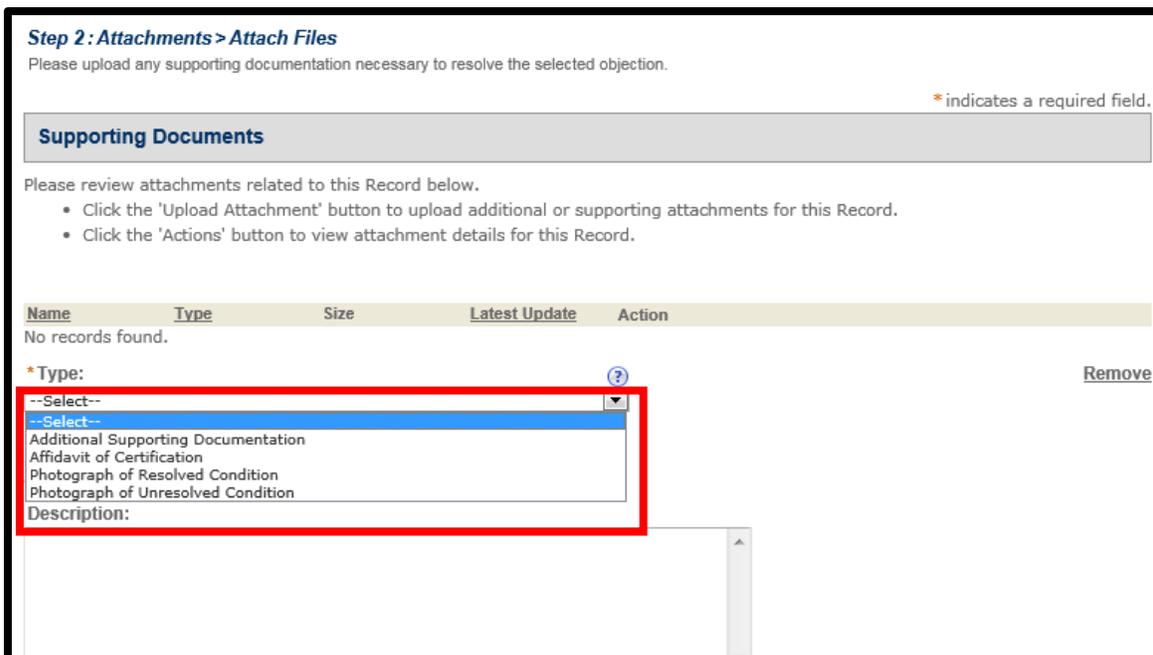
15. Once the file has uploaded, click **Finish**.



16. Select an option from the **Type** dropdown to classify the type of document you uploaded.

The document types include:

- Affidavit of Certification
- Photograph of Resolved Condition
- Photograph of Unresolved Condition
- Additional Supporting Documentation



17. The **Description** field is optional.

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### Certification of Objections

1 Objections List
2 Attachments
3 Affirmations
4 Review
5 Record Issuance

**Step 2: Attachments > Attach Files**

Please upload any supporting documentation necessary to resolve the selected objection.

\* indicates a required field.

#### Supporting Documents

Please review attachments related to this Record below.

- Click the 'Upload Attachment' button to upload additional or supporting attachments for this Record.
- Click the 'Actions' button to view attachment details for this Record.

Name	Type	Size	Latest Update	Action
No records found.				

\* Type: Remove

?

File:  
Affidavit of Certification.docx

Description:  
Affidavit of Certification

Save
Upload Attachment
Clear All

18. Click Save.

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### Certification of Objections

1 Objections List
2 Attachments
3 Affirmations
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5 Record Issuance

**Step 2: Attachments > Attach Files**

Please upload any supporting documentation necessary to resolve the selected objection. \* indicates a required field.

#### Supporting Documents

Please review attachments related to this Record below.

- Click the 'Upload Attachment' button to upload additional or supporting attachments for this Record.
- Click the 'Actions' button to view attachment details for this Record.

Name	Type	Size	Latest Update	Action
No records found.				

\* Type: Affidavit of Certification Remove

File:  
Affidavit of Certification.docx

Description:  

Affidavit of Certification

Save
Upload Attachment
Clear All

19. Upload additional attachments if necessary by clicking **Upload Attachment** and repeating the previous steps to upload the document. Click **Continue Application**.

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The attachment(s) has/have been successfully uploaded. It may take a few minutes before changes are reflected.

**Certification of Objections**

1 Objections List 2 Attachments 3 Affirmations 4 Review 5 Record Issuance

**Step 2: Attachments > Attach Files**

Please upload any supporting documentation necessary to resolve the selected objection. \* indicates a required field.

**Supporting Documents**

Please review attachments related to this Record below.

- Click the 'Upload Attachment' button to upload additional or supporting attachments for this Record.
- Click the 'Actions' button to view attachment details for this Record.

Name	Type	Size	Latest Update	Action
<a href="#">Certification.docx</a>	Affidavit of Certification	12.35 KB	09/21/2015	<a href="#">Actions ▾</a>

Upload Attachment

**Continue Application »**

20. Read the affirmation statement that applies to you, and check the checkbox to indicate acceptance of the statement.

- If you are a Licensed Professional, accept the “For Licensed Professionals” affirmation statement.
- If you are not a Licensed Professional, accept the “For All Other Users” affirmation statement.

Click **Continue Application**.

**Certification of Objections**

1 Objections List   2 Attachments   **3 Affirmations**   4 Review   5 Record Issuance

*Step 3: Affirmations > Affirmation Statements* \* indicates a required field.

**For Licensed Professionals**

**LICENSED PROFESSIONALS**

I affirm that I have resolved the listed objections as per applicable laws and rules as of this date. If an audit or exam shows non-compliance, I will notify the owner of the required remedial measures. I understand that falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment or both. I further understand that if I am found after hearing to have made or allowed to be made a false statement in this submission or this affirmation I may be subject to disciplinary action by the City of New York and/or barred from filing further applications or documents with the Department. I understand and agree that by personally checking the below checkbox and then clicking the 'Continue Application >>' button I am electronically signing this affirmation. I understand that the electronic signature shall have the same validity and effect as a signature affixed by hand.:

**For All Other Users**

**OWNERS AND OTHER DELEGATES**

I certify the statements herein are correct. I understand that falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment or both. I further understand that if I am found after hearing to have knowingly or negligently made a false statement or to have knowingly or negligently falsified or allowed to be falsified this affirmation I may be subject to disciplinary action by the City of New York and/or barred from filing further applications or documents with the Department. I understand and agree that by personally checking the below checkbox and then clicking the 'Continue Application >>' button I am electronically signing this affirmation. I understand that the electronic signature shall have the same validity and effect as a signature affixed by hand.:

**Continue Application »**

21. Click **Continue Application** to submit the Certification of Objection.

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### Certification of Objections

1 Objections List
2 Attachments
3 Affirmations
4 Review
5 Record Issuance

**Step 4: Review**

Continue Application »

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

#### Record Type

Certification of Objections

#### Objections Available for Certification

Selection	Objection Description	Comments	Disposition	Objection ID
No	Floor 002:Zoning Resolution Comment - Bulk (building envelope, main site dimensions, building height, etc.)			545
Yes	Floor 004:Fire Protection - Installation of Smoke and Carbon Monoxide detectors	Comment		547

#### Supporting Documents

Please review attachments related to this Record below.

- Click the 'Upload Attachment' button to upload additional or supporting attachments for this Record.
- Click the 'Actions' button to view attachment details for this Record.

Name	Type	Size	Latest Update	Action
Certification.docx	Affidavit of Certification	12.35 KB	09/21/2015	<a href="#">Actions</a> ▼

#### For Licensed Professionals

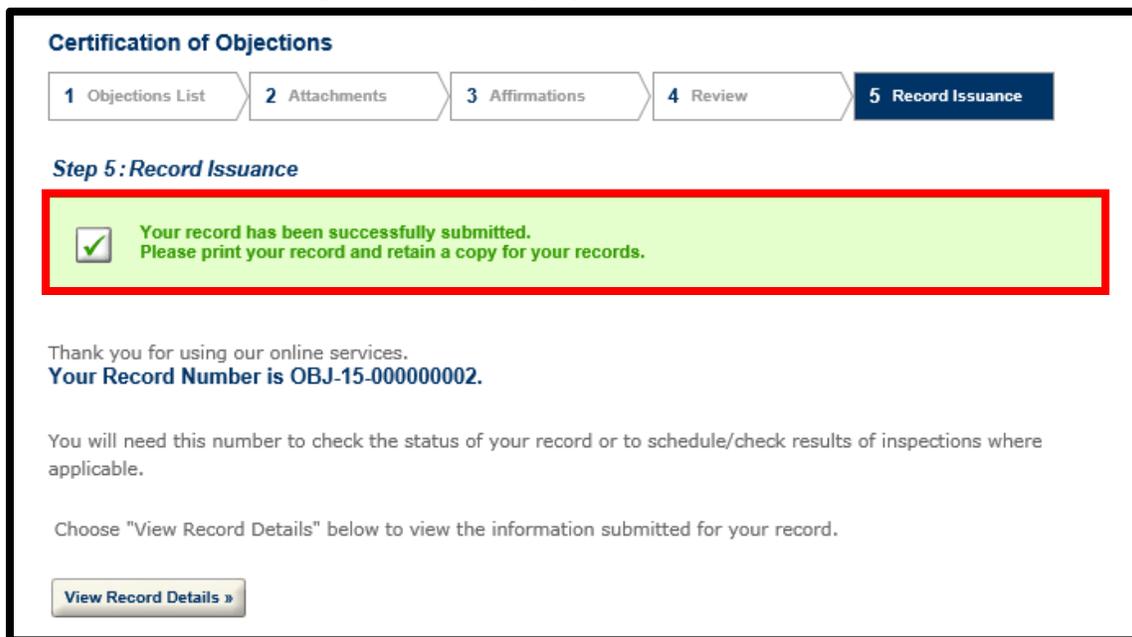
LICENSED PROFESSIONALS Edit

I affirm that I have resolved the listed objections as per applicable Yes

Page | 17

build safe | live safe

22. The confirmation message below will display on the screen.



23. If you have multiple Certifiable Objections on a Record, you must repeat these steps for each Certifiable Objection.

- *Please Note: You cannot submit multiple Certifications for the same Objection*

24. You will receive an Approval or Rejection email once the Department of Buildings has reviewed the documentation for each open Objection on the Record.

25. Upon approval of the last Certification of Objection on a Record, an updated Inspection Report will be generated, indicating the Inspection has been Passed. This Inspection Report will be accessible from DOB NOW: *Inspections* and can be used when requesting a Letter of Completion or Sign Off.