

Delegating Responsibilities







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DOB NOW: *Inspections* Overview

DOB NOW: *Inspections* is an online portal for Owners, Licensed Professionals (LPs)¹, 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 delegate permissions to other Registered Users in DOB NOW: *Inspections*.



¹ 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



Delegating Responsibility in DOB NOW: *Inspections*

The Delegation feature enables Owners and LPs to give system rights to other people, such as Filing Representatives. Only Registered Users are eligible to become Delegates. Those who wish to become Delegates but have not registered should follow the registration instructions in the *Account Registration and Management* User Manual.

Only Owners and LPs can delegate to other Registered Users.

Please note:

- The below processes can be repeated to add an unlimited number of Delegates to Records
- Owners and LPs can remove Delegates at any time
- Adding and/or removing Delegates creates a Record
- Delegates cannot delegate
- Delegates cannot submit Boilers or Plumbing Certification documentation. However, Delegates can submit Cranes Certification documentation.
- Delegates can submit documents to resolve Certifiable Objections

DOB NOW: Inspections offers multiple ways to manage Delegates.

System Features	User Actions
	Adding one Delegate to one Record
Manage Delegates	Removing one or multiple Delegates from one Record
	Viewing all Delegates on one Record
Manage Bulk Delegates	Adding multiple Delegates to multiple Records





This feature is found in the Actions menu of a Record and allows the Owner or LP to add, remove or view a Delegate. Follow the steps below to perform one of these actions.

- 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 a DOB NOW: *Inspections* account.

DOB NOW	
INSPECTIONS Accessibility Home Search	Support <u>New Users: Register for an Account</u> <u>Login</u>
Log in to DOB NOW: Inspections to: • Request and schedule inspections • Certify inspections	Login User Name or E-mail:
View inspection results Visit the <u>Resources</u> page for user manuals and more information. Click the Search tab above to:	Password (case sensitive): Login » Remember me on this computer
 Search by address or record Search for licensed professionals 	Reset password New Users: Register for an Account
You do not have to log in to search.	Use the <u>Buildings Information</u> <u>System (BIS)</u> to search for general information on a property in the city including recorded complaints and violations, actions, applications, and inspections. Use the <u>DOB NOW Public Portal</u> to access filings submitted in DOB NOW: <i>Build</i> and <i>Safety</i> .





	NOW INSPECTIONS Logged in as: Tiffany
also take the followin Search by record Search by addres Search by or for a Search by contact	s a licensed professional
Once you locate your • View inspection ru • Request an inspe • Self-certify jobs co • Request gas auth	esults ction or advance notices





- 4. Locate the Record for which you would like to view, add, or remove Delegate(s). 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*.

ick on the ID Number to view de elect checkboxes next to Open D nportant Reminder: Owners	Date and click the Add t				
elect checkboxes next to Open D nportant Reminder: Owners	Date and click the Add t				
nportant Reminder: Owners			he records as part o	of a project.	
	and I De can delegate re			and the second second	
structions, click here.	and LPS can delegate n	ecords to other registered D	OB NOW: Inspection	ns users. For	delegation
su uctions, <u>click here</u> .					
nowing 1-10 of 78 <u>Add to collection</u>			C		Related
Open Date ID Number	Record Type	Address	Status	Action	Record
09/12/2019 M00373932I1LA	Limited Alteration Application	1 BROADWAY Manhattan NY 10004	issued	Action	2
0000004	Sprinkler Work Type Sign Off Request	1 BROADWAY Manhattan NY 10004	Sign Off Granted	Action	1
06/07/2019 REQ-SD-SO-19- 0000004		1 BROADWAY Manhattan NY 10004	Sign Off Granted	Action	1
05/28/2019 REQ-SP-SO-19-	Sprinkler Work Type Sign	1 BROADWAY Manhattan NY	Sign Off Granted	Action	1
0000003 05/28/2019 <u>REQ-SP-SO-19-</u>	Off Request Sprinkler Work Type Sign	10004 1 BROADWAY Manhattan NY	Sign Off Granted	Action	1
0000002 05/24/2019 <u>REQ-SD-SO-19-</u>		10004 1 BROADWAY Manhattan NY	Sign Off Granted	Action	1
0000003 05/24/2019 <u>REQ-SD-SO-19-</u>		10004 1 BROADWAY Manhattan NY	Sign Off Granted	Action	1
0000002 05/22/2019 <u>M00371368I1EWSP</u>	Off Request Sprinkler Permit	10004 1 BROADWAY Manhattan NY	Signed Off		4
05/22/2019 M00371368I1EWSD	Stand Pipe Permit	10004 1 BROADWAY Manhattan NY	Signed Off		<u>4</u>
05/21/2019 M00371335I1EWSP	Sprinkler Permit	Option 1 tan NY	Signed Off		3
-	Statement of the second se	1 <u>2 3 4 5 6 7 8 Next></u>			
	-				
/pe from the (drop-down list or links	above. Enter information be	elow to search for r	ecords, jobs	, permits or
. Option 2					
Search by Record Informatio		1			
search by Record Informatio	41		Search by Record Infor	mation	~
			—		
Des Des				Search my ree	Jorus only
	elect	~			
	EIELL	*			
ecord Status:					
-Select V	2				
	2				





5. From the list of Records, click **ID Number** in the row of the applicable Record.

Open Date	ID Number	Record Type	Address	Status	Action	Related Records
09/12/2019	M0037393211LA	Limited Alteration Application	1 BROADWAY Manhattan NY 10004	Issued	Action	2
06/07/2019	REQ-SP-SO-19- 0000004	Sprinkler Work Type Sign Off Request	1 BROADWAY Manhattan NY 10004	Sign Off Granted	Action	1
06/07/2019	REQ-SD-SO-19- 0000004	Standpipe Work Type Sign Off Request	1 BROADWAY Manhattan NY 10004	Sign Off Granted	Action	1
05/28/2019	REQ-SP-SO-19- 0000003	Sprinkler Work Type Sign Off Request	1 BROADWAY Manhattan NY 10004	Sign Off Granted	Action	1
05/28/2019	REQ-SP-SO-19- 0000002	Sprinkler Work Type Sign Off Request	1 BROADWAY Manhattan NY 10004	Sign Off Granted	Action	1
05/24/2019	REQ-SD-SO-19- 0000003	Standpipe Work Type Sign Off Request	1 BROADWAY Manhattan NY 10004	Sign Off Granted	Action	1
05/24/2019	REQ-SD-SO-19- 0000002	Standpipe Work Type Sign Off Request	1 BROADWAY Manhattan NY 10004	Sign Off Granted	Action	1
05/22/2019	M00371368I1EWSP	Sprinkler Permit	1 BROADWAY Manhattan NY 10004	Signed Off		4
05/22/2019	M00371368I1EWSD	Stand Pipe Permit	1 BROADWAY Manhattan NY 10004	Signed Off		4
05/21/2019	M00371335I1EWSP	Sprinkler Permit	5 BROADWAY Manhattan NY 10004	Signed Off		3

6. Under Record Details, click Actions.

For more information, select More Details be	low.
Logged in users may see an Actions button.	Select this button to:
 Certify an objection 	
 Manage delegates (add a delegate to p 	erform certain actions on your behalf)
 Provide Buildings with advance notice (plumbing) for certified inspections
 Upload inspection results from an adva 	nce notice inspection (Plumbing)
 Submit certifications 	
 Request gas authorization 	
 Submit plumbing work type sign off rer 	quest and work type sign off request withdrawal
 Request plumbing sign off for Final TCC) 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 NO	W: Inspections account.
Licensed Professional:	Job Description:
BUILD3 DEP	Job Description will be here
DEP LLC	
DEP LLC	
NYC, NY, 10007	
Business Phone: 212-555-5555	
Fire Suppression Contractor 000000	
View Additional Licensed Professiona	ls>>
More Details	
More Details	





INSPECTIONS
 7. If you see a screen similar to the one below, select the radio button next to Manage
 Delegates and click Continue Application. Otherwise, you will be brought directly to the next step.

		DOB NOW INSPECTIONS Logged in as: Registered User Collections (0) Account Management Logout
Home	Search]
Searc	h by Record	Search by Address Search by Licensed Professional Search by Contact Specialized Tasks more V
Completeness of Certification O Manage D O Result a S O Standpipe O Standpipe	f the follow of any data p on of Object elegates tandpipe Ad Inspection Work Type	ing available actions to perform. Please be advised that licensees are responsible for the accuracy and rovided, including uploads by such licensees' delegates. tions dvance Notice Certification Sign Off Request advance Notice
Continue Applie	_	dvance Nouce





INSPECTIONS 8. From here you are able to Add, Remove, or View a Delegate.

- Adding One Delegate
- <u>Removing One or Multiple Delegate</u>
- Viewing a Delegate

Home	Search			
Search	by Record Search by	Address Search by Licer	nsed Professional Search by Contact Specialized Tasks more	
Manage Dele	gates			
1 Add	2 Remove	3 Review	4 Record Issuance	
Step 1 : Add >	Add a New Delegate			
	ting Delegates, skip Ste elegate, follow Step 1.	p 1 and select "Continue	Application".	
			record. Delegates may request inspections and upload documents itions regarding this record.	on the
A Delegate mus registered user		Enter the email address	of the user you'd like to add as a Delegate below to verify they ar	e a
			*indicates a requ	ired field.
New Delega	te Form			
SEARCH FOR	DELEGATES			
100 (ang) 12				
What is the ema	ail address of the pers	on you would like to add	?: (3)	
Continue Applica				





Owners and LPs may add other Registered Users as Delegates at any time. Follow steps 1-7 of the <u>Manage Delegates</u> section to arrive at the Manage Delegates screen.

Please note:

Adding Delegates through the Manage Delegates feature allows you to add one Delegate to one Record at a time. Please refer to the <u>Manage Bulk Delegates</u> section to learn how to add multiple Delegates to one or multiple Records at once.

- 1. To add a new Delegate, enter the **Delegate's email address** in the text box. You must enter the same email address that the Delegate used to register for a DOB NOW: *Inspections* account.
- 2. Click anywhere outside of the text box.

Hame	Current		
Home	Search by Record Search by Address Search by Li	icensed Professional Search by Contac	t Specialized Tasks more V
		Contract - Contract - General by Contract	ST Specialized radiu
Manage Dele	gates		
1 Add	2 Remove 3 Review	4 Record Issuance	
Step 1 · Add >	Add a New Delegate		
To remove exis	ting Delegates, skip Step 1 and select "Contin elegate, follow Step 1.	ue Application".	
	ou can add an individual as a Delegate on you cted. They will also receive certain email notif		ctions and upload documents on the
A Delegate mus registered user	t be a Registered User. Enter the email addre of the system.	ss of the user you'd like to add as a De	legate below to verify they are a
			* indicates a required field
New Delega	te Form		
SEARCH FOR	DELEGATES		1 M
What is the em	ail address of the person you would like to a	dd?: 🛞	
Continue Applic	ation »		





- 3. The system will verify that the desired Delegate is a Registered User in DOB NOW:
 - Inspections.
 - If you correctly entered the Registered User's email address, the following message will display: "User Found: <Name>"



New Delegate Form	
SEARCH FOR DELEGATE	S
What is the email address o <mark>again</mark>	f the person you would like to add?: This email address does not exist in the system. Please try ③
incorrect@emailaddress.c	

4. Once you have located the correct Delegate, click **Continue Application**.

Home	Search			
Search	h by Record Search by	Address Search by	V Licensed Professional Search by Conta	ct Specialized Tasks more 🕶
Manage Dele	egates			
1 Add	2 Remove	3 Review	4 Record Issuance	
Step 1 : Add >	> Add a New Delegate			
	sting Delegates, skip St Delegate, follow Step 1.		tinue Application".	
			your record. Delegates may request inspe otifications regarding this record.	ections and upload documents on the
	st be a Registered User of the system.	. Enter the email ad	dress of the user you'd like to add as a D	elegate below to verify they are a
				*indicates a required field.
New Delegat	te Form			
EARCH FOR	DELEGATES			
Vhat is the ema	il address of the perso	n you would like to	add?: User Found: Frank Structure (?)
rankstructure@e	mailaddres			
	_			





INSPECTIONS 5. Skip the "Remove Existing Delegates" page by clicking **Continue Application**.

1 Add	2 Remove	3 Review	4 Record Issuance	
Step 2: Remove	>Remove Existing	Delegates		
If you do not wish	to remove Delegates	at this time, skip Step 2 a	nd select "Continue Applicatio	on".
	g Delegates, follow Ste			
Once open, mark	the 'Remove from Rec	ord?' checkbox for any De	legate that you would like to	
Once open, mark Existing Deleg		ord?' checkbox for any De	legate that you would like to	
Existing Deleg			legate that you would like to	remove. * indicates a required t
Existing Deleg	gate List		legate that you would like to	
Existing Dele	gate List		legate that you would like to Remove from Rec	* indicates a required
Existing Delegent SELECT DELE Showing 0-0 of 0	gate List GATES FOR REMO Last Name	DVAL		* indicates a required

6. Verify that the correct email address is displayed in the New Delegate Form section. Click **Continue Application**.

Manage Delegates
1 Add 2 Remove 3 Review 4 Record Issuance
Step 3: 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
Manage Delegates
New Delegate Form
SEARCH FOR DELEGATES Edit
What is the email address of the person you would like to add?: frankstructure@emailaddress.com
Existing Delegate List
SELECT DELEGATES FOR REMOVAL No information to display.
Continue Application »





INSPECTIONS
7. The following message will display, confirming that the new Delegate has been added: "Your record has been successfully submitted. Please print your record and retain a copy for

your records.

Search t	ov Record Search by A	ddress Search by Lic	ensed Professional Search by (Contact Specialized Tasks more V
nage Deleg	ates			
Add	2 Remove	3 Review	4 Record Issuance	
ep 4 : Record	Issuance			
Vour re	cord has been successf	ully submitted.		

8. Delegates will automatically be sent an email to notify them that they have been added.





Removing One or Multiple Delegates

Owners and LPs may remove Delegates on a Record at any time. Follow steps 1-7 of the Manage Delegates section to get to the Manage Delegates screen.

1. To remove a Delegate, **skip** the "Add a New Delegate" page by <u>leaving the email field blank</u>. Click **Continue Application**.

Home	Search						
Search	by Record	Search by Address	Search by Licens	ed Professional	Search by Contact	: Specialized Tasks	more 🕶
Manage Dele	gates						
1 Add	2	Remove 3	Review	4 Record Issu	ance		
Step 1 : Add >	Add a Nev	v Delegate					
To remove exist To add a new D		es, skip Step 1 and s ow Step 1.	elect "Continue A	pplication".			
		an individual as a Del vill also receive certai				tions and upload do	ocuments on the
A Delegate mus registered user		stered User. Enter the m.	email address of	the user you'd l	ike to add as a De	legate below to ver	ify they are a
						* indicat	tes a required field.
New Delega	te Form						
SEARCH FOR	DELEGAT	ES					
What is the em	ail address	of the person you wo	uld like to add?:	(?)			
Leave Bla				0			
Continue Applica	ation »						
all years							





- 2. The list of Delegates' first names, last names, and email addresses will display. To remove a Delegate, select the **checkbox** to the left of the Delegate and click **Edit Selected**.
 - You may select multiple Delegates at once if desired.

Home	Search		
Search by	Record Search	by Address Search by Licensed Prof	fessional Search by Contact Specialized Tasks more ▼
Manage Delega	ites		
1 Add	2 Remove	3 Review 4 R	Record Issuance
Step 2: Remove	>Remove Exist	ing Delegates	
345 Cal	to remove Delega g Delegates, follov	ates at this time, skip Step 2 and sele w Step 2.	lect "Continue Application".
	emove existing De the 'Edit Selected'		begin, select the checkbox for any Delegates that you wish to
Once open, mark	the 'Remove from	Record?' checkbox for any Delegate	that you would like to remove.
	successive the new party		~ indicates a required t
	nate List		
Existing Deleg			
	GATES FOR RE	MOVAL	
SELECT DELE		MOVAL	
SELECT DELE		EMOVAL Email Address	Remove from Record?
SELECT DELE	GATES FOR RE		Remove from Record? No <u>Action</u> :
SELECT DELEC Showing 1-1 of 1	GATES FOR RE	Email Address	

3. The "Select Delegates for Removal" pop up window will display. To remove the Delegate, select the **'Remove from Record?'** checkbox and click **Submit**.

1 Add 2 Remove 2 Remove 3 Review	lanage Delegates			
SELECT DELEGATES FOR REMOVAL First Name: Email Address: Frank Structure frankstructure@emailaddres Remove from Record? Submit Cancel howing 1-1 of 1	1 Add 2 Remo	ve 3 Review 4 Rec	ord Issuance	
SELECT DELEGATES FOR REMOVAL First Name: Last Name: Email Address: Frank Structure Infrankstructure@emailaddres Remove from Record? Submit Cancel Nowing 1-1 of 1	itep 2 : Remove > Remove E	xistina Deleaates		
First Name: Last Name: Email Address: Frank Structure frankstructure@emailaddres Image: Cancel				×
Frank Structure Image: Cancel	SELECT DELEGATES	OR REMOVAL		
Remove from Record? Submit Cancel howing 1-1 of 1	First Name:	Last Name:	Email Address:	
Submit Cancel	Frank	Structure	frankstructure@emailaddres	
howing 1-1 of 1	Remove from Record?			
howing 1-1 of 1	Submit			
	Cancer			
First Name Last Name Email Address Remove from Record?	howing 1-1 of 1			
	First Name Last Nam	e Email Address	Remove from Record?	





4. A "Yes" will display in the "Remove from Record?" column for the Delegate(s) you just selected to be removed. If "No" appears in the "Remove from Record?" column, the Delegate remains on the Record. Click **Continue Application**.







INSPECTIONS
5. Click Continue Application to remove the Delegate(s) with "Yes" listed in the "Remove from Record?" column.

Manage Delegates			
1 Add	2 <u>Remove</u> 3 Revie	4 Record Issuance	
Step 3: Review			
Continue Application »			
Please review all inform	nation below. Click the "Edit" b	uttons to make changes to sections or "Contin	ue Application" to move on.
Record Type			
Manage Delegates			
New Delegate For	m		
SEARCH FOR DELEGATES	3		Edit
What is the email addr	ess of the person you would lik	ce to add?:	
Existing Delegate	List		
SELECT DELEGATES FOR	REMOVAL		Edit
First Name	Last Name	Email Address	Remove from Record?
Frank	Structure	frankstructure@emailaddress.com	
Thomas	Crane	thomascrane@emailaddress.com	Yes
x [.III.	
Continue Application »			
continue Application »			





6. The following message will display, confirming that the Delegate(s) has been removed: "Your record has been successfully submitted. Please print your record and retain a copy for

your	records.
------	----------

Home	Search				
Search	by Record Search by Addres	ss Search by Licensed Profe	essional Search by Co	ontact Specialized Tasks	more 🕶
Manage Dele	gates				
1 Add	2 Remove	3 Review	ecord Issuance		
Step 4:Recor	d Issuance				
	ecord has been successfully s e print your record and retain a				

7. The Delegate(s) removed from the Record will automatically be sent an email to notify them that they have been removed.





Owners and LPs may view Delegates on a Record at any time. Follow steps 1-7 of the <u>Manage</u> <u>Delegates</u> section to get to the Manage Delegates screen.

1. To view the list of Delegates currently on this Record, **skip** the "Add a New Delegate" page by <u>leaving the email field blank</u>. Click **Continue Application**.



2. The list of Delegates' first names, last names, and email addresses will display.

1 Add	2 Remove	3 Review 4	Record Issuance	
	_/			
Step 2: Remove	>Remove Exist	ing Delegates		
	to remove Delega g Delegates, follow	ates at this time, skip Step 2 and s v Step 2.	elect "Continue Application	•.
Jse this page to n	emove existing De	legates from the selected record.	To begin, select the check	box for any Delegates that you wish to
	the 'Edit Selected'	button.		
emove and click		button. Record?' checkbox for any Delega		
remove and click				
remove and click	the 'Remove from			emove.
Existing Dele	the 'Remove from	Record?" checkbox for any Delega		emove.
Existing Dele	the 'Remove from gate List	Record?" checkbox for any Delega		emove.
Existing Delet	the 'Remove from gate List	Record?" checkbox for any Delega	te that you would like to re	emove.





This feature is found in the Specialized Tasks menu and allows the Owner or LP to add one or multiple Delegates to one or multiple Records at once. Owners and LPs may add other Registered Users as Delegates at any time. Follow the steps below to perform this action.

Please note:

The Manage Bulk Delegates feature allows you to **add** Delegates to Records. This feature cannot be used to remove or view Delegates.

- 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 a DOB NOW: *Inspections* account.

DOB	
INSPECTIONS	5
Accessibility	Support New Users: Register for an Account Login
Home Search	
Log in to DOB NOW: Inspections to:	Login
Request and schedule inspections	User Name or E-mail:
 Certify inspections View inspection results 	
	Password (case sensitive):
Visit the <u>Resources</u> page for user manuals and more information.	Login »
Click the Search tab above to:	Remember me on this computer Reset password
Search by address or record	New Users: Register for an Account
Search for licensed professionals	
You do not have to log in to search.	
	Use the <u>Buildings Information</u> <u>System (BIS)</u> to search for general information on a property in the city including recorded complaints and violations, actions, applications, and inspections.
	Use the <u>DOB NOW Public Portal</u> to access filings submitted in DOB NOW: <i>Build</i> and <i>Safety</i> .





INSPECTIONS 3. From the Home Page, click the **Search Tab.**

	DOB NOW
	INSPECTIONS
	Logged in as:Tiffany Accessibility Support Collections (0) Account Management Logout
Home Search	
Welcome Tiffany	
Click the Search tab to see w	our associated records. You can
also take the following action	
 Search by record 	
Search by address	
 Search by or for a licensed 	professional
Conneh hu sontrat	
Search by contact Specialized tasks: link you	r RIN, delegate record access or upload
	r PIN, delegate record access or upload
 Specialized tasks: link you PVT inspections 	
 Specialized tasks: link you PVT inspections 	
 Specialized tasks: link you PVT inspections Once you locate your record 	
Specialized tasks: link you PVT inspections Once you locate your record View inspection results Request an inspection Self-certify jobs or advance	you can:
Specialized tasks: link you PVT inspections Once you locate your record View inspection results Request an inspection Self-certify jobs or advanc Request gas authorization	you can: e notices
Specialized tasks: link you PVT inspections Once you locate your record View inspection results Request an inspection Self-certify jobs or advance	you can: e notices

4. From the Search Tab, click on the Specialized Tasks link.

Records					
/our Permit, Job and/or [Device records are I	isted below.			
		at record or to take an action. d to collection link to group the	rocorde ae part	of a project	
select checkboxes next to Op	ien Date and Click the Add	a to conection link to group the	records as part	or a project.	
moortant Reminder: Owners	and LPs can delegate rec	ords to other registered DOB NO	W. Inconctions	isers. For del	edation
structions, click here.	i and Li s can delegate rec	to other registered bob No	www.inspections.	users, ror den	egation
su accorts, <u>click here</u> .					
C. M.C. MILLING STATES (Constant)					
showing 1-10 of 100+ Add to co	ollection				
howing 1-10 of 100+ <u>Add to co</u>	Record Type	Address	Status	Action	
and the second		Address	Status	Action	
Open Date ID Number	Record Type	Address	Status	Action	Recon
Open Date ID Number 02/12/2020 DEL-20-000003	Record Type Manage Delegates Manage Delegates	Address	<u>Status</u>	Action	Record
Open Date ID Number 02/12/2020 DEL-20-000003 02/12/2020 DEL-20-000001	Record Type Manage Delegates Manage Delegates	Address	<u>Status</u>	Action	1
Open Date ID Number 02/12/2020 DEL-20-000003 02/12/2020 DEL-20-000001 02/12/2020 BLK-DEL20-000002	Record Type Manage Delegates Manage Delegates Manage Bulk Delegates	1 BROADWAY MANHATTAN NY	Status Permit Issued	Action	2 1 0
Open Date D Number 02/12/2020 DEL-20-000003 02/12/2020 DEL-20-000001 02/12/2020 BLK-DEL20-000002 02/12/2020 DEL-20-000002	Record Type Manage Delegates Manage Delegates Manage Bulk Delegates Manage Delegates				Recon 2 1 0 2
Open Date D Number 02/12/2020 DEL-20-000003 02/12/2020 DEL-20-000001 02/12/2020 BLK-DEL20-000002 02/12/2020 DEL-20-000002 02/12/2020 DEL-20-000002 01/31/2020 M00374273S1BE	Record Type Manage Delegates Manage Delegates Manage Bulk Delegates Manage Delegates Boiler Equipment Permit	1 BROADWAY MANHATTAN NY 10004 1 BROADWAY MANHATTAN NY 10004 1 BROADWAY MANHATTAN NY	Permit Issued	Action	2 1 0 2 2
Open Date D Number 02/12/2020 DEL-20-000003 02/12/2020 DEL-20-000001 02/12/2020 BLK-DEL20-000002 02/12/2020 DEL-20-000002 01/31/2020 M0037427351BE 01/31/2020 M0037427311BE	Record Type Manage Delegates Manage Delegates Manage Bulk Delegates Boiler Equipment Permit Boiler Equipment Permit Job Record Limited Alteration	1 BROADWAY MANHATTAN NY 10004 1 BROADWAY MANHATTAN NY 10004	Permit Issued	Action	2 1 0 2 2 2 2
Open Date ID Number 02/12/2020 DEL-20-000003 02/12/2020 DEL-20-000002 02/12/2020 DEL-20-000002 02/12/2020 DEL-20-000002 02/12/2020 DEL-20-000002 01/31/2020 M00374273S1BE 01/31/2020 M00374273	Record Type Manage Delegates Manage Delegates Manage Bulk Delegates Manage Delegates Boiler Equipment Permit Boiler Equipment Permit Job Record	1 BROADWAY MANHATTAN NY 10004 1 BROADWAY MANHATTAN NY 10004 1 BROADWAY MANHATTAN NY 10004	Permit Issued Permit Issued Permit Entire Issued	Action Action	2 1 2 2 2 2 2 2





5. Select the radio button next to Manage Bulk Delegates and click Continue Application.

ouro	by Record	Search by Address	Search by Licensed Pro	essional Search by Contac	et Specialized Tasks more 🕶
Select an Ac	tion				
Choose one o	f the followin	ng available actio	ns to perform. Please l	e advised that licensees ar	e responsible for the accuracy an
			ploads by such licensees		
OCertificatio	on of Objecti	ons			
O Manage De	elegates				
	tandning Ad	vance Notice			
O Result a S	tanupipe Au				
 Result a S Standpipe 					
○ Standpipe	Inspection (

6. Enter the Record IDs you wish to add Delegates to. You may enter up to 10 Record IDs.

4 Review	5 Record Issuance	
4 Review	5 Record Issuance	
wires that you would like to r	delegate to. You can enter in a maximu	um of 10 records
ail addresses to delegate to.	These users will be delegated to all rec	cords listed below
	* 1- 41	ates a required
	Indica	stes a required
1		
L		





7. The system will verify that you have the rights to add Delegates to the Record.

• If you entered a Record ID that you do not have the rights to add Delegates, the following message will display: "<Record ID> - You do not have permission to delegate this record."



Number)."

System Message: INVALIDRECORD - This Record is not valid for delegation (Record ID must be a Permit, Job, or Device Number).

8. Once you have entered the correct Record ID(s), click **Continue Application**.

Home Search			
Search by Record Search by Address	Search by Licensed Professional	Search by Contact Specializ	ed Tasks more 🕶
Manage Bulk Delegates			
1 Enter Record IDs 2 Enter Email Addresses 3	Display Permit # 4 Review	5 Record Issuance	
Step 1: Enter Record IDs > Enter Record IDs Use the fields below to enter in the Record IDs of the joi transaction. On the next page you will be able to enter in	bs/permits/devices that you would like	e to. These users will be delegated t	maximum of 10 records per o all records listed below. * indicates a required field.
Record IDs for Bulk Delegation			
RECORD IDS FOR BULK DELEGATION			
*Record ID 1:	1L7301		
Record ID 2:			
Record ID 3:			
Record ID 4:			
Record ID 5:			
Record ID 6:			
Record ID 7:			
Record ID 8:			
Record ID 9:			
Record ID 10:			
Continue Application »		-55	





9. Enter the **Delegates' email address** in the text box. You must enter the same email address that the Delegate used to register for a DOB NOW: *Inspections* account. You may enter up to 5 email address. Please Note: Every email address entered here will be associated to every Record entered during Step 1.

Home	Search									
Search	by Record	Search by Ad	idress 3	Search by Lice	nsed Professio	nal Searc	ch by Contac	ct Speci	alized Task	s more 🕶
Manage Bulk	Delegate	s								
1 Enter Reco	rd IDs 2	Enter Ernail Addresses	3 a)isplay Permit # nd Email	4 Review		5 Record	d Issuance	2	
Ct 0 - E-t-	C									
Step 2: Enter Jse the fields bel					ould like to dele	ate to You	can enter in	a maximur	n of 5 email	addresses. These
users will be dele						3010 10. 100	can criter at	u musannar	n or o ornali	000100000. 111000
ISCIS WIII DE UEIE	gatoa to dii it	cords listed on								
ISEIS WIII DE UEIE	galos lo un il	cords listed on								
	-								*indica	tes a required fie
Email IDs fo	-								*indica	tes a required fie
Email IDs fo	or Bulk De	legation							* indica	tes a required fie
Email IDs fo	or Bulk De DR BULK D	legation							* indica	tes a required fie
Email IDs fo EMAIL IDS FO Email Addres	or Bulk De DR BULK D s 1:	legation							* indica	tes a required fie
Email IDs fo EMAIL IDS FC Email Addres	or Bulk De DR BULK D s 1:	legation							* indica	tes a required fie
Email IDs fo EMAIL IDS FC Email Address Email Address	or Bulk De DR BULK D s 1: 2:	legation							* indica	tes a required fie
Email IDs for EMAIL IDS FO Email Address Email Address Email Address	or Bulk De DR BULK D s 1: 2: 3:	legation						_	* indica	tes a required fie
	Dr Bulk De DR BULK D s 1: 2: 3: 4:	legation							*indica	tes a required fie

- 10. The system will verify that the desired Delegate is a Registered User in DOB NOW: *Inspections*.
 - If the email address cannot be found, the following message will display: "<Email ID> -Email address is not a valid registered user. Please verify you have entered the correct email address."







11. Once you have located the correct Delegate, click **Continue Application**.

lanage Bulk Delegat	es				
1 Enter Record IDs 2	Enter Email Addresses	3 Display Permit # and Email	4 Review	5 Record Issuance	
Step 2: Enter Email Ad Jse the fields below to enter Jsers will be delegated to all	in the Email Address	es of the people you wou	Id like to delegate to. \	√ou can enter in a maximum o	f 5 email addresses. These
					* indicates a required field
Email IDs for Bulk D	elegation				*indicates a required field.
					indicates a required field
EMAIL IDS FOR BULK			frankstructure@	emailaddre:	* indicates a required field
EMAIL IDS FOR BULK Email Address 1:			frankstructure@	emailaddres	indicates a required field
EMAIL IDS FOR BULK Email Address 1: Email Address 2:			frankstructure@	emailaddres	* indicates a required field
Email IDs for Bulk D EMAIL IDS FOR BULK Email Address 1: Email Address 2: Email Address 3: Email Address 4:			frankstructure@	emailaddres	* indicates a required field

12. Validate that you entered the correct Delegates to the Records you want them to have access on your behalf. If you wish to make modifications, Click on the 1 Enter Record IDs or 2 Enter Email Addresses to edit what you entered previously.

lanage Bull	Delegates			
1 Enter Reco	rd IDs 2 Enter Email 3	Display Permit # 4 R and Email	eview 5 Record	Issuance
	d Delegates Being Added			*indicates a required fi
ERMITS AN nowing 1-1 of	ID DELEGATES TABLE			
ob/Permit#	Delegate 1 frankstructure@emailaddress.com	Delegate n	2 Delegate 3 Deleg	jate 4 Delegate 5
L7301				
	sation »			





INSPECTIONS 13. If no modifications are needed, click **Continue Application**.

Manage Bulk	Delegates							
1 Enter Record	<u>d IDs</u> 2 Enter Addre	Email	3 Display Permit # and Email	4 Review		5 Record Issuance		
Stop 2 · Displa	y Permit # and	Email > Re	view Permits & Dele	egates				
Step J. DISpid								
		ure you have	added the correct delega	ates to the per	mits you want t	hem to be able to ac	cess on your behalf.	
		ure you have	added the correct delega	ates to the per	mits you want t	hem to be able to ac		uired fie
Please review the	table below to ens			ates to the per	mits you want t	hem to be able to ac	cess on your behalf. *indicates a req	uired fie
Please review the Please revie	table below to ens	eing Adde		ates to the per	mits you want t	hem to be able to ac		uired fie
Please review the Permit # and PERMITS ANI	able below to ens	eing Adde		ates to the per	mits you want t	hem to be able to ac		uired fie
Please review the	able below to ens	eing Adde S TABLE	d	elegate 2	mits you want t Delegate 3	hem to be able to ac Delegate 4		uired fie





INSPECTIONS 14. Review that the correct Record IDs and email addresses are displayed. Click **Continue**

Application.

Search b	vy Record Search by Addres	s Search by Licensed Pro	essional Search by	Contact Specialized	Tasks more 🛩
lanage Bulk I	Delegates				
1 Enter Record	1Ds 2 Enter Email Addresses	3 Display Permit # 4 P	teview 5	Record Issuance	
Step 4 : Review					
Continue Applicat	ion »				
lease review all	information below. Click the	"Edit" buttons to make cha	inges to sections or "	Continue Application	to move on.
Record Type	1				
lanage Bulk D	elegates				
Record IDs fe	or Bulk Delegation				
ECORD IDS FOR E	ULK DELEGATION				Edit
ecord ID 1:		11	7301		
ecord ID 2:					
ecord ID 3:					
ecord ID 4:					
ecord ID 5:					
ecord ID 6:					
ecord 1D 7:					
ecord ID 8; ecord ID 9;					
tecord ID 9: tecord ID 10:					
	Bulk Delegation				
MAIL IDS FOR BUI	K DELEGATION				Edit
mail Address 1:		fre	nkstructure@emailar	dress.com	
mail Address 2:					
mail Address 3:					
mail Address 4:					
mail Address 5:					
Permit # and	Delegates Being Added	l.			
ERMITS AND DELI	EGATES TABLE				Edit
lob/Permit#	Delegate 1 frankstructure@emailadd	Delegate 2	Delegate 3	Delegate 4	Delegate 5
<)





INSPECTIONS 15. The following message will display, confirming that the new Delegates have been added:

"Your record has been successfully submitted. Please print your record and retain a copy for your records."

Home Search	Search	Search by Ad	Idress Search by Licens	ed Professional !	Search by Contact Specialize	d Tasks more 🗸
nage Bulk	Delegate	s				
Enter Record	11Ds 2	Enter Email Addresses	3 Display Permit #	4 Review	5 Record Issuance	
ep 5 : Recor	d Issuanc	e				
		peen successful record and reta	lly submitted. in a copy for your records			

16. Delegates will automatically be sent an email to notify them that they have been added.

