

Delegating Responsibilities

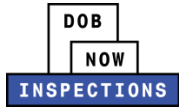


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DOB NOW: *Inspections* Overview

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*

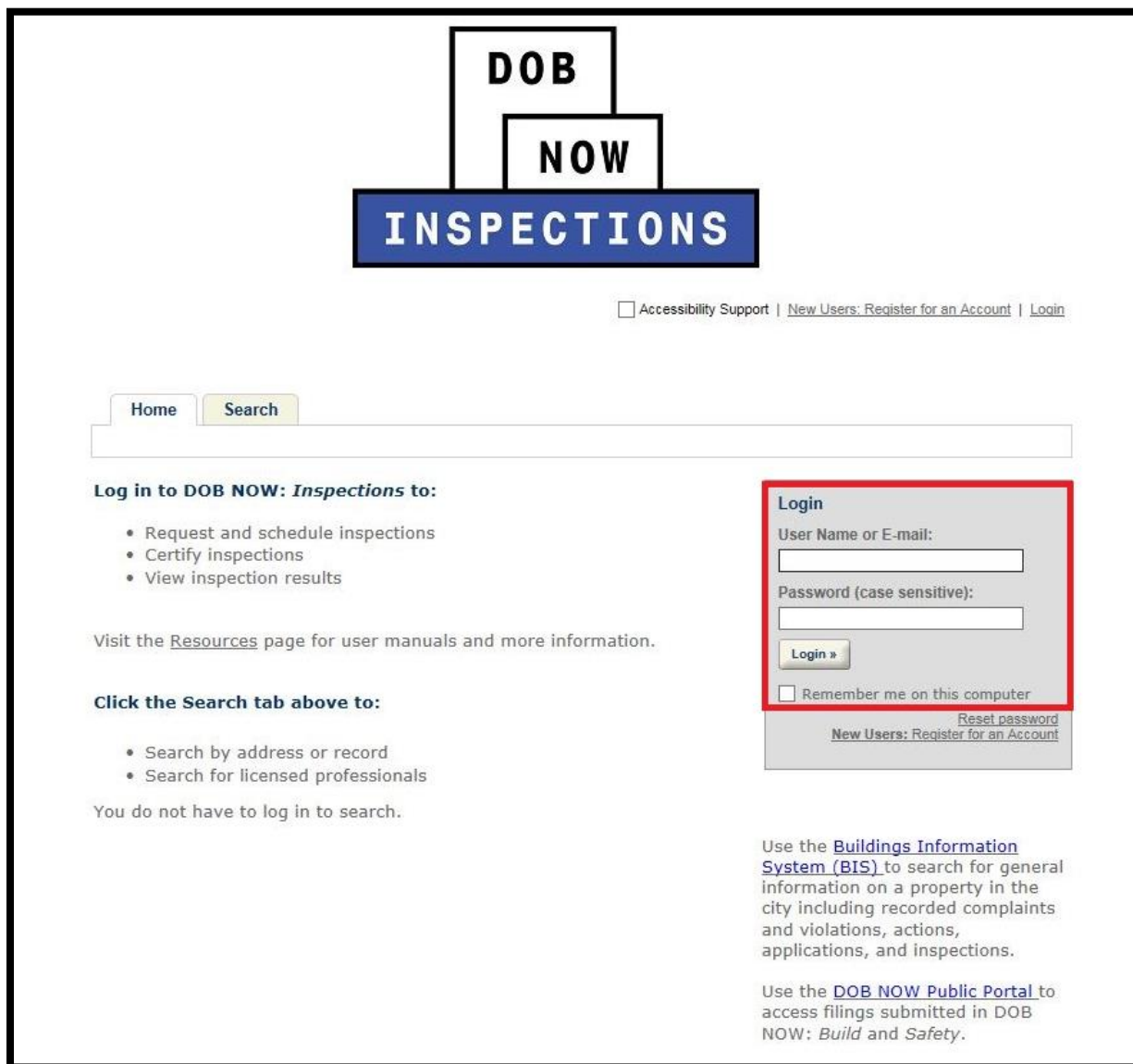
DOB NOW: *Inspections* offers multiple ways to manage Delegates.

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

Manage Delegates

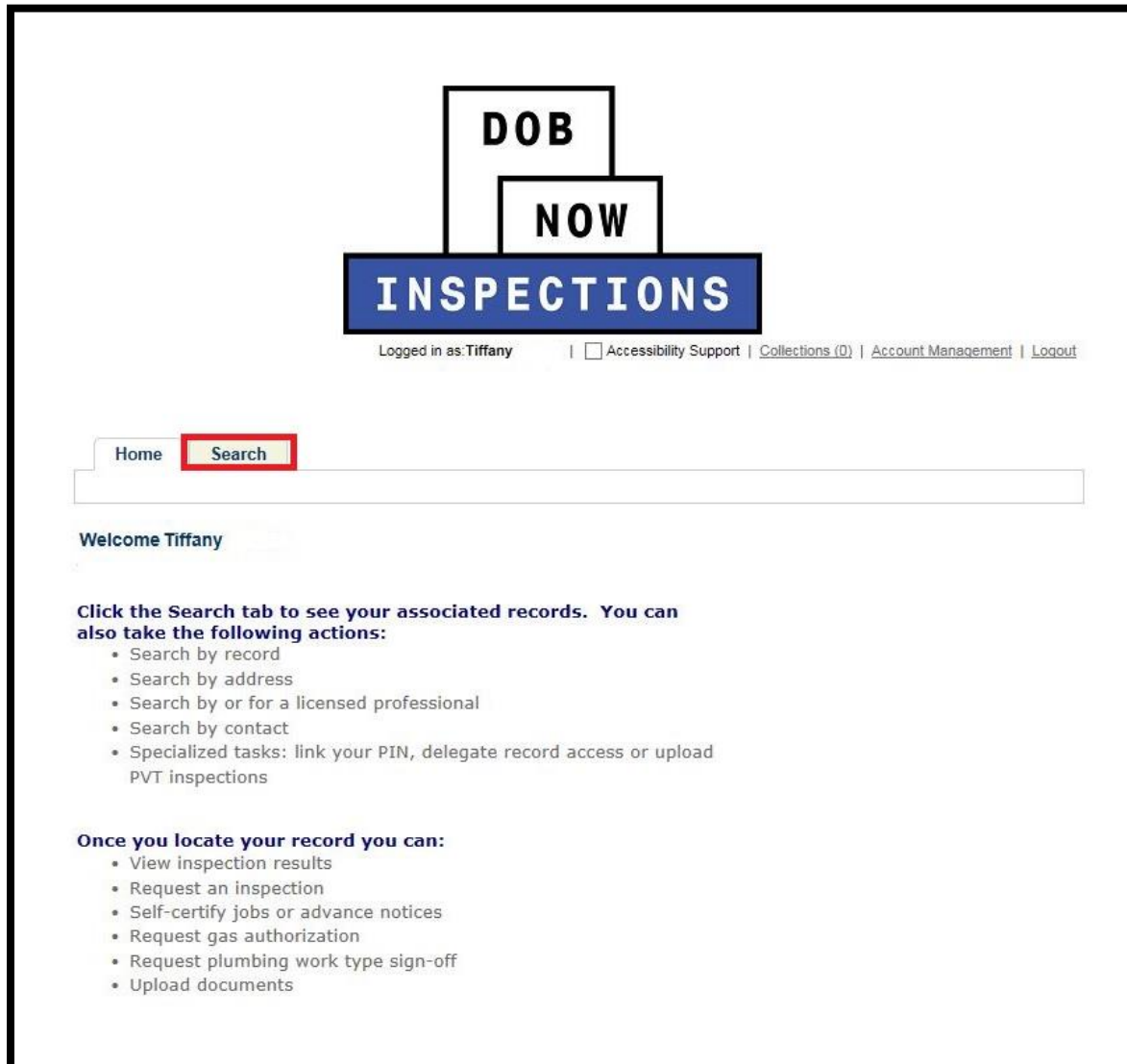
This feature is found in the Actions menu of a Record and allows the Owner or LP to add, remove or view a Delegate. Follow the steps below to perform one of these actions.

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.



The screenshot shows the DOB NOW: Inspections login page. At the top, there is a logo with 'DOB' and 'NOW' stacked above a blue bar with 'INSPECTIONS' in white. Below the logo, there are links for 'Accessibility Support', 'New Users: Register for an Account', and 'Login'. A navigation bar contains 'Home' and 'Search' tabs. The main content area is divided into two columns. The left column has a section titled 'Log in to DOB NOW: Inspections to:' with a bulleted list: 'Request and schedule inspections', 'Certify inspections', and 'View inspection results'. Below this is a link to the 'Resources' page. Another section titled 'Click the Search tab above to:' has a bulleted list: 'Search by address or record' and 'Search for licensed professionals'. At the bottom of this column, it says 'You do not have to log in to search.' The right column features a 'Login' box with a red border. Inside the box, there are input fields for 'User Name or E-mail:' and 'Password (case sensitive):', a 'Login »' button, and a checkbox for 'Remember me on this computer'. Below the box are links for 'Reset password' and 'New Users: Register for an Account'. At the bottom of the page, there are two paragraphs: 'Use the Buildings Information System (BIS) to search for general information on a property in the city including recorded complaints and violations, actions, applications, and inspections.' and 'Use the DOB NOW Public Portal to access filings submitted in DOB NOW: Build and Safety.'

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



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*.

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	M00373932H1LA	Limited Alteration Application	1 BROADWAY Manhattan NY 10004	Issued	Action	2
<input type="checkbox"/> 06/07/2019	REQ-SP-SO-19-0000004	Sprinkler Work Type Sign Off Request	1 BROADWAY Manhattan NY 10004	Sign Off Granted	Action	1
<input type="checkbox"/> 06/07/2019	REQ-SD-SO-19-0000004	Standpipe Work Type Sign Off Request	1 BROADWAY Manhattan NY 10004	Sign Off Granted	Action	1
<input type="checkbox"/> 05/28/2019	REQ-SP-SO-19-0000003	Sprinkler Work Type Sign Off Request	1 BROADWAY Manhattan NY 10004	Sign Off Granted	Action	1
<input type="checkbox"/> 05/28/2019	REQ-SP-SO-19-0000002	Sprinkler Work Type Sign Off Request	1 BROADWAY Manhattan NY 10004	Sign Off Granted	Action	1
<input type="checkbox"/> 05/24/2019	REQ-SD-SO-19-0000003	Standpipe Work Type Sign Off Request	1 BROADWAY Manhattan NY 10004	Sign Off Granted	Action	1
<input type="checkbox"/> 05/24/2019	REQ-SD-SO-19-0000002	Standpipe Work Type Sign Off Request	1 BROADWAY Manhattan NY 10004	Sign Off Granted	Action	1
<input type="checkbox"/> 05/22/2019	M00371368H1EWSP	Sprinkler Permit	1 BROADWAY Manhattan NY 10004	Signed Off		4
<input type="checkbox"/> 05/22/2019	M00371368H1EWSD	Stand Pipe Permit	1 BROADWAY Manhattan NY 10004	Signed Off		4
<input type="checkbox"/> 05/21/2019	M00371335H1EWSP	Sprinkler Permit	tan NY	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:

Record Status:

Start Date:

End Date:

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build safe | live safe

NYC
Buildings

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

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<input type="checkbox"/> Open Date	ID Number	Record Type	Address	Status	Action	Related Records
<input type="checkbox"/> 09/12/2019	M0037393211LA	Limited Alteration Application	1 BROADWAY Manhattan NY 10004	Issued	Action	2
<input type="checkbox"/> 06/07/2019	REQ-SP-SO-19-0000004	Sprinkler Work Type Sign Off Request	1 BROADWAY Manhattan NY 10004	Sign Off Granted	Action	1
<input type="checkbox"/> 06/07/2019	REQ-SD-SO-19-0000004	Standpipe Work Type Sign Off Request	1 BROADWAY Manhattan NY 10004	Sign Off Granted	Action	1
<input type="checkbox"/> 05/28/2019	REQ-SP-SO-19-0000003	Sprinkler Work Type Sign Off Request	1 BROADWAY Manhattan NY 10004	Sign Off Granted	Action	1
<input type="checkbox"/> 05/28/2019	REQ-SD-SO-19-0000002	Standpipe Work Type Sign Off Request	1 BROADWAY Manhattan NY 10004	Sign Off Granted	Action	1
<input type="checkbox"/> 05/24/2019	REQ-SD-SO-19-0000003	Standpipe Work Type Sign Off Request	1 BROADWAY Manhattan NY 10004	Sign Off Granted	Action	1
<input type="checkbox"/> 05/24/2019	REQ-SD-SO-19-0000002	Standpipe Work Type Sign Off Request	1 BROADWAY Manhattan NY 10004	Sign Off Granted	Action	1
<input type="checkbox"/> 05/22/2019	M003713681EWSP	Sprinkler Permit	1 BROADWAY Manhattan NY 10004	Signed Off		4
<input type="checkbox"/> 05/22/2019	M003713681EWSD	Stand Pipe Permit	1 BROADWAY Manhattan NY 10004	Signed Off		4
<input type="checkbox"/> 05/21/2019	M003713351EWSP	Sprinkler Permit	5 BROADWAY Manhattan NY 10004	Signed Off		3

6. Under Record Details, click **Actions**.

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.

Licensed Professional:

BUILD3 DEP
DEP LLC
DEP LLC
NYC, NY, 10007
Business Phone: 212-555-5555
Fire Suppression Contractor 000000

Job Description:

Job Description will be here

[View Additional Licensed Professionals>>>](#)

► **More Details**

Actions

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

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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**
☐ Result a Standpipe Advance Notice
 ☐ Standpipe Inspection Certification
 ☐ Standpipe Work Type Sign Off Request
 ☐ Submit a Standpipe Advance Notice

Continue Application »

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

- [Adding One Delegate](#)
- [Removing One or Multiple Delegate](#)
- [Viewing a Delegate](#)

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Manage Delegates

1 Add

2 Remove

3 Review

4 Record Issuance

Step 1 : Add > Add a New Delegate

To remove existing Delegates, skip Step 1 and select "Continue Application".

To add a new Delegate, follow Step 1.

On this page, you can add an individual as a Delegate on your record. Delegates may request inspections and upload documents on the record you selected. They will also receive certain email notifications regarding this record.

A Delegate must be a Registered User. Enter the email address of the user you'd like to add as a Delegate below to verify they are a registered user of the system.

New Delegate Form

SEARCH FOR DELEGATES

What is the email address of the person you would like to add?: [?](#)

Continue Application »

* indicates a required field.

Adding One Delegate

Owners and LPs may add other Registered Users as Delegates at any time. Follow steps 1-7 of the [Manage Delegates](#) 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 [Manage Bulk Delegates](#) 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.**

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Manage Delegates

1 Add

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4 Record Issuance

Step 1 : Add > Add a New Delegate

To remove existing Delegates, skip Step 1 and select "Continue Application".
To add a new Delegate, follow Step 1.

On this page, you can add an individual as a Delegate on your record. Delegates may request inspections and upload documents on the record you selected. They will also receive certain email notifications regarding this record.

A Delegate must be a Registered User. Enter the email address of the user you'd like to add as a Delegate below to verify they are a registered user of the system.

*indicates a required field.

New Delegate Form

SEARCH FOR DELEGATES

What is the email address of the person you would like to add?: ?

Continue Application »

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 DELEGATES

What is the email address of the person you would like to add?: **User Found: Frank Structure** ?

frankstructure@emailaddress

- If the email address cannot be found, the following message will display: "The email address does not exist in the system. Please try again."

New Delegate Form

SEARCH FOR DELEGATES

What is the email address of the person you would like to add?: **This email address does not exist in the system. Please try again** ?

incorrect@emailaddress.c

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

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Search by Record | Search by Address | Search by Licensed Professional | Search by Contact | Specialized Tasks more ▾

Manage Delegates

1 Add

2 Remove

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4 Record Issuance

Step 1 : Add > Add a New Delegate

To remove existing Delegates, skip Step 1 and select "Continue Application".
To add a new Delegate, follow Step 1.

On this page, you can add an individual as a Delegate on your record. Delegates may request inspections and upload documents on the record you selected. They will also receive certain email notifications regarding this record.

A Delegate must be a Registered User. Enter the email address of the user you'd like to add as a Delegate below to verify they are a registered user of the system.

*indicates a required field.

New Delegate Form

SEARCH FOR DELEGATES

What is the email address of the person you would like to add?: **User Found: Frank Structure** ?

frankstructure@emailaddress

Continue Application »

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 and select "Continue Application".

To remove existing Delegates, follow Step 2.

Use this page to remove existing Delegates from the selected record. To begin, select the checkbox for any Delegates that you wish to remove and click the 'Edit Selected' button.

Once open, mark the 'Remove from Record?' checkbox for any Delegate that you would like to remove.

* indicates a required field

Existing Delegate List

SELECT DELEGATES FOR REMOVAL

Showing 0-0 of 0

First Name	Last Name	Email Address	Remove from Record?
No records found.			

Edit Selected

Continue Application »

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

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

What is the email address of the person you would like to add?:

frankstructure@emailaddress.com

Edit

Existing Delegate List

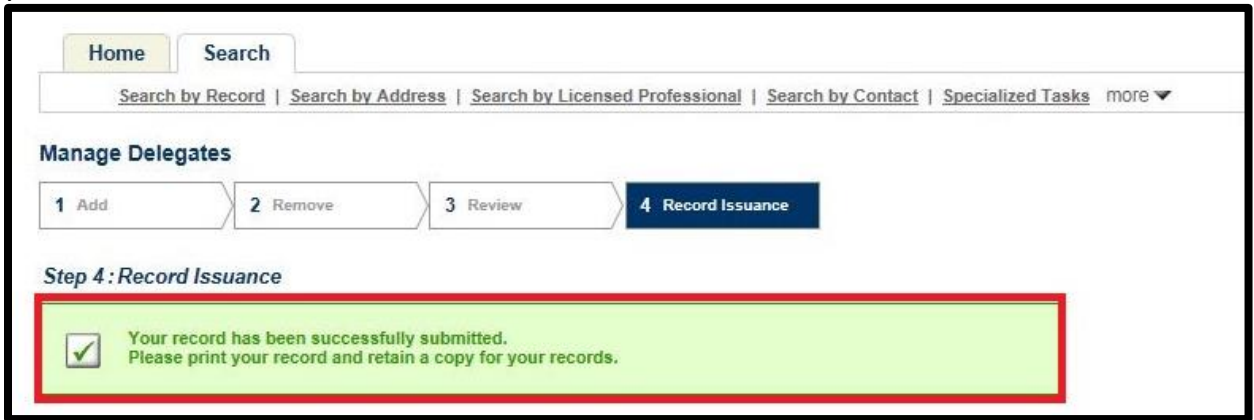
SELECT DELEGATES FOR REMOVAL

No information to display.

Edit

Continue Application »

- 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.



- 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.

- To remove a Delegate, **skip** the “Add a New Delegate” page by leaving the email field blank. Click **Continue Application**.

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Manage Delegates

1 Add

2 Remove

3 Review

4 Record Issuance

Step 1 : Add > Add a New Delegate

To remove existing Delegates, skip Step 1 and select "Continue Application".

To add a new Delegate, follow Step 1.

On this page, you can add an individual as a Delegate on your record. Delegates may request inspections and upload documents on the record you selected. They will also receive certain email notifications regarding this record.

A Delegate must be a Registered User. Enter the email address of the user you'd like to add as a Delegate below to verify they are a registered user of the system.

* indicates a required field.

New Delegate Form

SEARCH FOR DELEGATES

What is the email address of the person you would like to add?: ?

Leave Blank

Continue Application »

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.

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Manage Delegates

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 and select "Continue Application".
To remove existing Delegates, follow Step 2.

Use this page to remove existing Delegates from the selected record. To begin, select the checkbox for any Delegates that you wish to remove and click the 'Edit Selected' button.

Once open, mark the 'Remove from Record?' checkbox for any Delegate that you would like to remove.

* indicates a required field.

Existing Delegate List

SELECT DELEGATES FOR REMOVAL

Showing 1-1 of 1

☐

First Name

Last Name

Email Address

Remove from Record?

Actions

☒

Frank

Structure

frankstructure@emailaddress.com

No

Edit Selected

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

Manage Delegates

1 Add

2 Remove

3 Review

4 Record Issuance

Step 2: Remove > Remove Existing Delegates

SELECT DELEGATES FOR REMOVAL

First Name:

Last Name:

Email Address:

Frank

Structure

frankstructure@emailaddress

☒ Remove from Record?

Submit

Cancel

Showing 1-1 of 1

☐

First Name

Last Name

Email Address

Remove from Record?

Actions

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**.

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Step 2: Remove > Remove Existing Delegates

If you do not wish to remove Delegates at this time, skip Step 2 and select "Continue Application". To remove existing Delegates, follow Step 2.

Use this page to remove existing Delegates from the selected record. To begin, select the checkbox for any Delegates that you wish to remove and click the 'Edit Selected' button.

Once open, mark the 'Remove from Record?' checkbox for any Delegate that you would like to remove.

* indicates a required field.

Existing Delegate List

SELECT DELEGATES FOR REMOVAL

Showing 1-2 of 2

<input type="checkbox"/>	First Name	Last Name	Email Address	Remove from Record?	Actions ▾
<input type="checkbox"/>	Frank	Structure	frankstructure@emailaddress.com	No	Actions ▾
<input type="checkbox"/>	Thomas	Crane	thomascrane@emailaddress.com	Yes	Actions ▾

Edit Selected

Continue Application »

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

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?:

Existing Delegate List

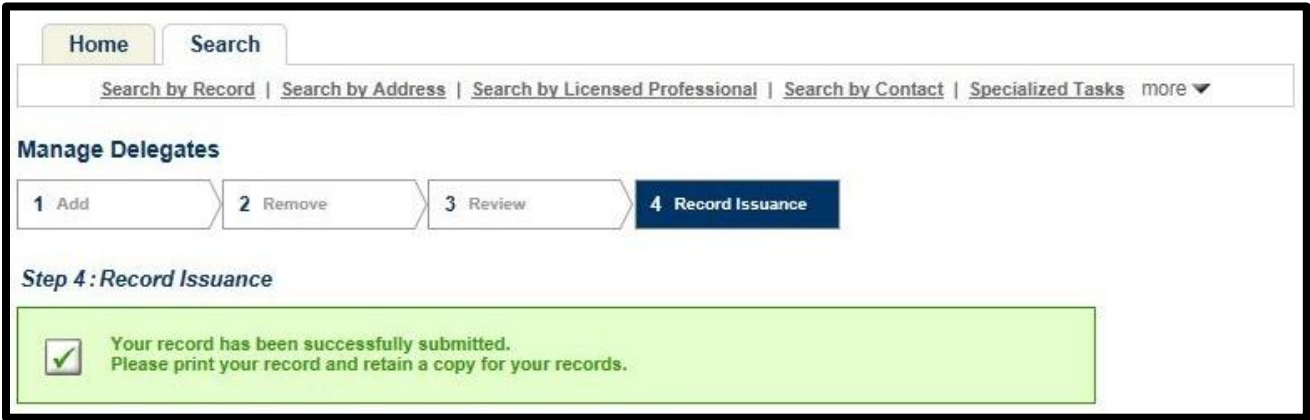
SELECT DELEGATES FOR REMOVAL

Edit

First Name	Last Name	Email Address	Remove from Record?
Frank	Structure	frankstructure@emailaddress.com	No
Thomas	Crane	thomascrane@emailaddress.com	Yes

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.



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

Viewing a Delegate

Owners and LPs may view 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 view the list of Delegates currently on this Record, **skip** the “Add a New Delegate” page by leaving the email field blank. Click **Continue Application**.

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Manage Delegates

1 Add

2 Remove

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Step 1 : Add > Add a New Delegate

To remove existing Delegates, skip Step 1 and select “Continue Application”.

To add a new Delegate, follow Step 1.

On this page, you can add an individual as a Delegate on your record. Delegates may request inspections and upload documents on the record you selected. They will also receive certain email notifications regarding this record.

A Delegate must be a Registered User. Enter the email address of the user you’d like to add as a Delegate below to verify they are a registered user of the system.

* indicates a required field.

New Delegate Form

SEARCH FOR DELEGATES

What is the email address of the person you would like to add?:

Leave Blank

Continue Application »

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

Manage Delegates

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 and select “Continue Application”.

To remove existing Delegates, follow Step 2.

Use this page to remove existing Delegates from the selected record. To begin, select the checkbox for any Delegates that you wish to remove and click the ‘Edit Selected’ button.

Once open, mark the ‘Remove from Record?’ checkbox for any Delegate that you would like to remove.

* indicates a required field.

Existing Delegate List

SELECT DELEGATES FOR REMOVAL

Showing 1-2 of 2

<input type="checkbox"/>	First Name	Last Name	Email Address	Remove from Record?	
<input type="checkbox"/>	Frank	Structure	frankstructure@emailaddress.com	No	Actions

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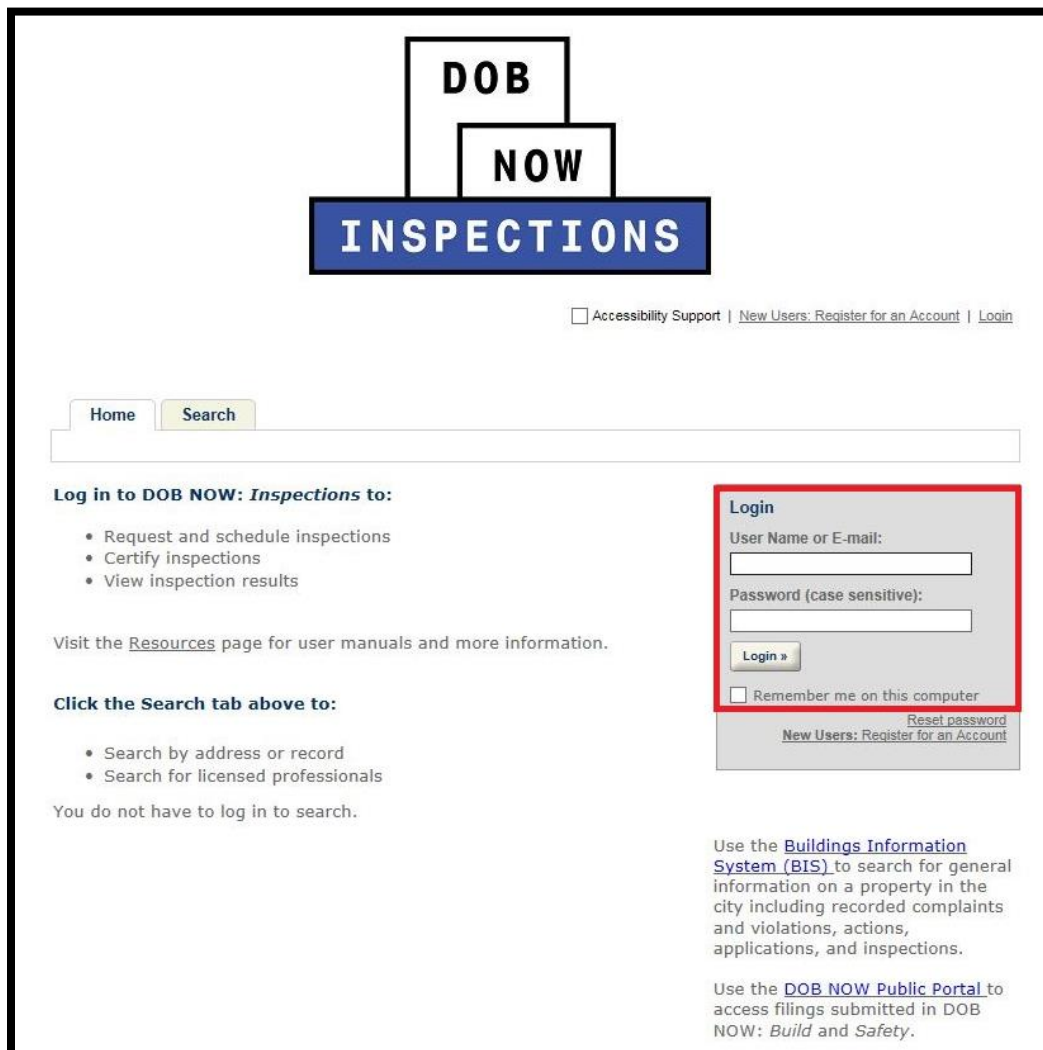
Manage Bulk Delegates

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 NOW INSPECTIONS

[Accessibility Support](#) | [New Users: Register for an Account](#) | [Login](#)

[Home](#) [Search](#)

Log in to DOB NOW: *Inspections* to:

- Request and schedule inspections
- Certify inspections
- View inspection results

Visit the [Resources](#) page for user manuals and more information.

Click the Search tab above to:

- Search by address or record
- Search for licensed professionals

You do not have to log in to search.

Login

User Name or E-mail:

Password (case sensitive):

☐ Remember me on this computer

[Reset password](#)
[New Users: Register for an Account](#)

Use the [Buildings Information System \(BIS\)](#) to search for general information on a property in the city including recorded complaints and violations, actions, applications, and inspections.

Use the [DOB NOW Public Portal](#) to access filings submitted in DOB NOW: *Build and Safety*.

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 your associated records. You can also take the following actions:

- Search by record
- Search by address
- Search by or for a licensed professional
- Search by contact
- Specialized tasks: link your PIN, delegate record access or upload PVT inspections

Once you locate your record you can:

- View inspection results
- Request an inspection
- Self-certify jobs or advance notices
- Request gas authorization
- Request plumbing work type sign-off
- Upload documents

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

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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 100+ | [Add to collection](#)

<input type="checkbox"/> Open Date	ID Number	Record Type	Address	Status	Action	Related Records
<input type="checkbox"/> 02/12/2020	DEL-20-000003	Manage Delegates				2
<input type="checkbox"/> 02/12/2020	DEL-20-000001	Manage Delegates				1
<input type="checkbox"/> 02/12/2020	BLK-DEL20-000002	Manage Bulk Delegates				0
<input type="checkbox"/> 02/12/2020	DEL-20-000002	Manage Delegates				2
<input type="checkbox"/> 01/31/2020	M00374273S1BE	Boiler Equipment Permit	1 BROADWAY MANHATTAN NY 10004	Permit Issued	Action	2
<input type="checkbox"/> 01/31/2020	M00374273H1BE	Boiler Equipment Permit	1 BROADWAY MANHATTAN NY 10004	Permit Issued	Action	2
<input type="checkbox"/> 01/31/2020	M00374273	Job Record	1 BROADWAY MANHATTAN NY 10004	Permit Entire		2
<input type="checkbox"/> 09/12/2019	M00373932H1LA	Limited Alteration Application	1 BROADWAY Manhattan NY 10004	Issued	Action	2
<input type="checkbox"/> 06/07/2019	REQ-SP-SO-19-0000004	Sprinkler Work Type Sign Off Request	1 BROADWAY Manhattan NY 10004	Sign Off Granted	Action	1
<input type="checkbox"/> 06/07/2019	REQ-SD-SO-19-0000004	Standpipe Work Type Sign Off Request	1 BROADWAY Manhattan NY 10004	Sign Off Granted	Action	1

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[5](#)
[6](#)
[7](#)
[8](#)
[9](#)
[10](#)
[...](#)
[Next >](#)

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

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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**
☐ Result a Standpipe Advance Notice
 ☐ Standpipe Inspection Certification
 ☐ Standpipe Work Type Sign Off Request
 ☐ Submit a Standpipe Advance Notice

Continue Application »

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

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Manage Bulk Delegates

1 Enter Record IDs

2 Enter Email Addresses

3 Display Permit # and Email

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 jobs/permits/devices that you would like to delegate to. You can enter in a maximum of 10 records per transaction. On the next page you will be able to enter in up to 5 email addresses to delegate to. These users will be delegated to all records listed below.

* indicates a required field.

Record IDs for Bulk Delegation

RECORD IDS FOR BULK DELEGATION

* Record ID 1:

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 »

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."



System Message:

DUB16-00000-001CL - You do not have permission to delegate this record.

- If you entered an invalid Record ID, the following message will display: "<Record ID> - This Record is not valid for delegation (Record ID must be a Permit, Job, or Device 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**.

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Manage Bulk Delegates

1 Enter Record IDs

2 Enter Email Addresses

3 Display Permit # and Email

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 jobs/permits/devices that you would like to delegate to. You can enter in a maximum of 10 records per transaction. On the next page you will be able to enter in up to 5 email addresses to delegate to. These users will be delegated to 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 »

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.

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."



System Message:
incorrect@email.com - Email address is not a valid registered user. Please verify you have entered the correct email address.

- If the person is already a Delegate of the Record, the following message will display: "<Email ID> - This user is already Delegated on this Record ID: <Record ID>"



System Message:
frankstructure@emailaddress.com - This user is already Delegated on this Record ID: JC40044007301PL

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

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Manage Bulk Delegates

1 Enter Record IDs

2 Enter Email Addresses

3 Display Permit # and Email

4 Review

5 Record Issuance

Step 2: Enter Email Addresses > Enter Email Addresses

Use the fields below to enter in the Email Addresses of the people you would like to delegate to. You can enter in a maximum of 5 email addresses. These users will be delegated to all records listed on the previous page.

* indicates a required field.

Email IDs for Bulk Delegation

EMAIL IDS FOR BULK DELEGATION

*Email Address 1:

frankstructure@emailaddress

Email Address 2:

Email Address 3:

Email Address 4:

Email Address 5:

Continue Application »

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.

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Manage Bulk Delegates

1 Enter Record IDs

2 Enter Email Addresses

3 Display Permit # and Email

4 Review

5 Record Issuance

Step 3: Display Permit # and Email > Review Permits & Delegates

Please review the table below to ensure you have added the correct delegates to the permits you want them to be able to access on your behalf.

* indicates a required field.

Permit # and Delegates Being Added

PERMITS AND DELEGATES TABLE

Showing 1-1 of 1

Job/Permit#	Delegate 1	Delegate 2	Delegate 3	Delegate 4	Delegate 5
1L7301	frankstructure@emailaddress.com				

Continue Application »

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

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Manage Bulk Delegates

1 Enter Record IDs

2 Enter Email Addresses

3 Display Permit # and Email

4 Review

5 Record Issuance

Step 3: Display Permit # and Email > Review Permits & Delegates

Please review the table below to ensure you have added the correct delegates to the permits you want them to be able to access on your behalf.

* indicates a required field.

Permit # and Delegates Being Added

PERMITS AND DELEGATES TABLE

Showing 1-1 of 1

Job/Permit#	Delegate 1	Delegate 2	Delegate 3	Delegate 4	Delegate 5
1L7301	frankstructure@emailaddress.com				

Continue Application »

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

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Manage Bulk Delegates

1 Enter Record IDs

2 Enter Email Addresses

3 Display Permit # and Email

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

Manage Bulk Delegates

Record IDs for Bulk Delegation

RECORD IDS FOR BULK DELEGATION

1L7301

Edit

Record ID 1:

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:

Email IDs for Bulk Delegation

EMAIL IDS FOR BULK DELEGATION

frankstructure@emailaddress.com

Edit

Email Address 1:

Email Address 2:

Email Address 3:

Email Address 4:

Email Address 5:

Permit # and Delegates Being Added

PERMITS AND DELEGATES TABLE

Job/Permit#

Delegate 1

Delegate 2

Delegate 3

Delegate 4

Delegate 5

1L7301

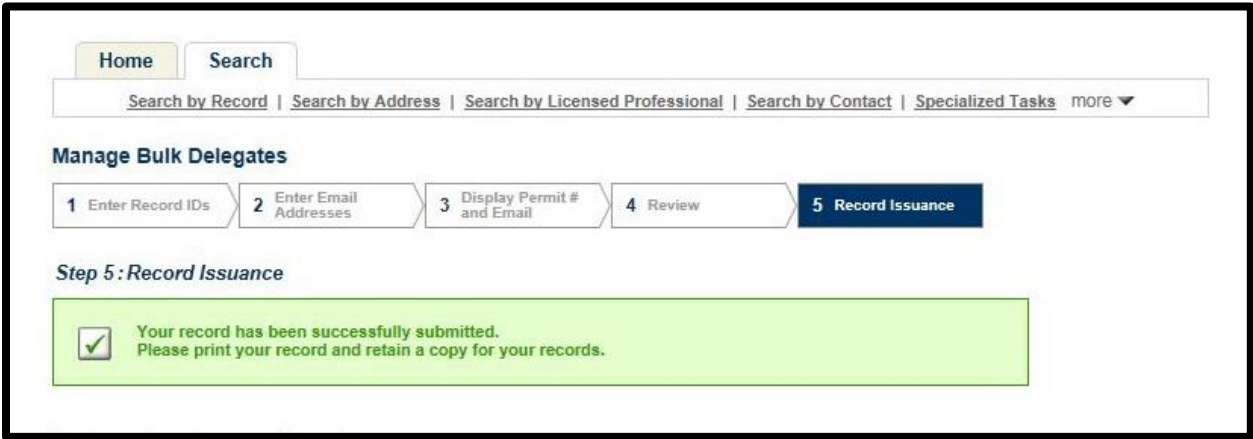
frankstructure@emailaddress.com

<

>

Continue Application »

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.”



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