



## DOB NOW: *Safety* Boiler Information Session Highlights - Answers

---

1. 2016 Boiler Compliance Filings should be filed **in person**.
2. As of **August 14, 2017**, all 2017 Boiler Compliance Filings must be filed in DOB NOW.
3. These three roles must register for eFiling to submit 2017 Boiler Inspection Reports (BIR) in DOB NOW.

### **Owner or Owner Representative**

### **Licensed Professional**

### **Authorized Insurance Agency Inspector**

4. In DOB NOW, the BO9 is called an **Initial Inspection Report**.
5. Defect corrections are performed using a **Subsequent Inspection Report**.
6. To ensure DOB NOW performs properly, I should turn off **pop up blockers** for the site.
7. The URL for DOB NOW is **[www.nyc.gov/dobnow](http://www.nyc.gov/dobnow)**.
8. Fields with marked with a **red asterisk\*** are required.



9. Required fields for the Property that must be provided in order to submit the filing include:

**a. Occupancy Type**

**b. Total Number of Residential Units**

10. Required fields for the Owner that must be provided in order to submit the filing include:

**a. Owner's eFiling email address**

**b. Owner Type**

11. Required fields for the Applicant include:

**a. License Type**

12. Before I can enter boiler information and upload documents, I must **SAVE** the Boiler Inspection Report (BIR).

13. To add a boiler to a BIR, I must enter/confirm:

**a. Inspection Type**

**b. Inspection Date**

14. To sign and certify a filing, a licensed professional must:

**a. Upload signed and sealed DPL-1 form**

**b. Complete Statements and Signatures**



15. Fee Exempt filings require a valid **ACRIS Report**.
16. Payment may be submitted by **anyone associated with the filing** using a **credit card**, **debit card**, or **eCheck**.
17. Once a report is complete and the filing fee is paid, the report will be found in your dashboard in the **Ready to File** tab and the **Licensed Professional** or **Insurance Industry Inspector** must click the **File** button to submit the filing.
18. One way to know the status of a filing is by checking the **Compliance Report Status** column in my **Dashboard**.
19. To add or correct defects, I navigate to the **Device Details** section of the report, and expand the **Manage Defects** section.
20. If the DOB requires further action, the **Owner** and **Applicant** will receive an **email**.
21. As an industry user, if I cannot locate a boiler after searching, I can create a **Boiler Not Registered** filing.
22. A copy of this presentation and other support materials are available at [www.nyc.gov/dobnowinfo](http://www.nyc.gov/dobnowinfo)
23. If I need help, I can contact [www.nyc.gov/dobnowhelp](http://www.nyc.gov/dobnowhelp)