



DOB NOW: *Safety*

For Boiler Compliance Filings

Updated: 2/21/18

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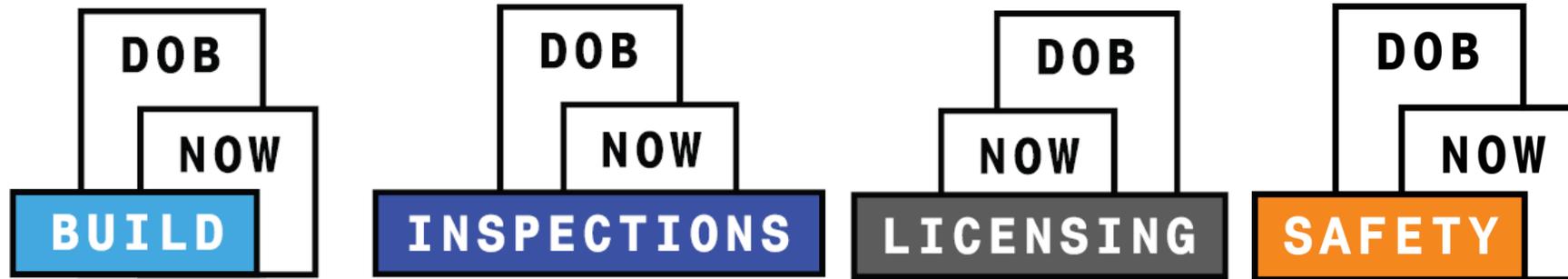
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Learning Objectives

- Describe DOB NOW
- Know Where to Go for Help
- Understand the Requirements for eFiling
- Login and Navigate within DOB NOW: *Safety*
- File a Boiler Inspection Report
- Correct Defects
- Pay for and File Multiple Reports
- Submit a Filing for an Unregistered Boiler
- File an Extension Request
- Pay Civil Penalties

Introduction to DOB NOW

DOB NOW at-a-glance



DOB NOW is an interactive, web-based portal that will enable building owners, design professionals, filing representatives, and licensees to do all business with DOB online, including:

- Submit applications
- Make payments
- Schedule appointments
- Check the status of an application
- Pull permits
- Make renewals

Impact on Customers

Better Customer Service

Customers are able to submit DOB NOW: *Build* job filings and DOB NOW: *Safety* compliance filings **online** for work types live in DOB NOW, which is more convenient than having to travel to a DOB office.

Increased Access to Information

Customers can view real-time information on job filings and compliance filings for work types live in DOB NOW in one place online: the DOB NOW Public Portal.

Greater Transparency

DOB NOW will make construction in the city more transparent for residents and building owners.

Improved Processing

Moving from paper-based to digital makes it easier for DOB to review applications and process them.

DOB NOW Log In Screen

1 Search the Public Portal for Filings and Permits Submitted in 

2 Log In to  to Submit and Filings:

Address

House Number **Street Name** **Borough**

Building Identification Number (BIN)

Borough, Block, Lot

Device Search

Enter your e-Filing account information

Email

Password

To register for an account or reset your password, go to the eFiling website.
Need more help? Contact us.

 Public Portal FAQ and User Manual

 FAQ and Resources

 FAQ and Resources





1. Public Portal
2. Log In to DOB NOW

DOB NOW Log In Screen

The screenshot shows the DOB NOW Log In Screen. At the top left, there is a search bar for the Public Portal for Filings and Permits Submitted in DOB NOW. Below this is a search form with fields for House Number, Street Name, and Borough, and a Search button. To the right of the search form is a login section titled 'Log In to DOB NOW to Submit and Filings:'. It contains a form for entering e-filing account information, with fields for Email and Password, and a Login button. Below the login form is a link to register for an account or reset your password, and a link to contact support if needed.

Numbered callouts (1-5) point to the following elements:

- 1: Public Portal FAQ and User Manual link
- 2: DOB NOW INSPECTIONS link
- 3: Building Information Search link
- 4: DOB NOW BUILD FAQ and Resources link
- 5: DOB NOW SAFETY FAQ and Resources link

1. Link to FAQs and Public Portal User Manual
2. Link to Inspections
3. Link to Build and Safety FAQs and Resources
4. Link to BIS
5. Link to NYC Open Data

Support

- Send your future questions to **DOB Customer Support** by submitting a request from the DOB NOW Home Page

Welcome

Email

Password

Login

[Can't access your account?](#)

[Need more help? Contact us.](#)

nyc.gov/dobnowhelp

Annual Boiler Compliance Filings

- **Low Pressure Boilers**

- Low pressure boilers in residential buildings with six (6) or more dwellings
- Low pressure boilers in residential buildings classified as Single Room Occupancy (SRO) dwellings
- Low pressure boilers in mixed-used or commercial buildings
- H-stamp domestic hot water heaters with more than 350,000 BTUs in residential, mixed-used and commercial buildings

Annual Boiler Compliance Filings

- **High Pressure Boilers**

- High pressure boilers must have two inspections - an internal inspection and an external inspection.
- These inspections must be conducted within the same cycle but should be performed approximately six months apart.
- Inspections can only be performed by an authorized insurance company.

Key Dates and Changes



BOILER COMPLIANCE FILING DATES



2016 Boiler Inspection Cycle - Ends December 31, 2017
2017 Boiler Inspection Cycle - Ends July 28, 2017

Between July 29, 2017 and August 13, 2017 no filings will be accepted.



2017 Boiler Inspection Cycle - Begins August 14, 2017
2018 Boiler Inspection Cycle - No in-person filings will be accepted. All boiler compliance filings must be submitted in DOB NOW: Safety.

GET MORE INFORMATION AT WWW.NYC.GOV/DOBNOWINFO

Who needs to register for eFiling?

- Owners or Owner Representatives
 - Building Owners
 - Managing Agents
 - Representative
 - Property Managers
 - Building Managers
- Licensed Professionals
 - Master Plumbers
 - Oil Burner Installers
 - High Pressure Boiler Operators
- Insurance Agency Inspectors certified by NYS

Rule Review

- A Licensed Professional or Insurance Agency Inspector cannot serve as an Owner Representative

Register for eFiling

Before you can file in DOB NOW, all stakeholders associated to the filing must register for eFiling

If you are already registered in eFiling then you will use your existing eFiling username and password to access DOB NOW

Register at
www.nyc.gov/dobefiling

Welcome to eFiling

DOB NOW will be released in phases over the coming years. During the transition, users will create and maintain their login and password through eFiling.

Currently façade, plumbing, sprinkler, and standpipe filings can be submitted in DOB NOW. For online filings that have not yet transitioned to DOB NOW, please continue to access through the links below.

Email Address:	<input type="text"/>	
Password:	<input type="password"/>	Forgot your password? Click here to reset it!
<input type="button" value="Login"/>		
<div style="border: 2px solid red; padding: 2px; display: inline-block;">Register for electronic filing.</div>		

Major Construction Development Hub <ul style="list-style-type: none">• Major Alterations• New Buildings Demolitions	Minor Construction Hub Self-Service <ul style="list-style-type: none">• Minor Alterations Hub Full-Service <ul style="list-style-type: none">• Minor Alterations Signs
Electrical and Minor Plumbing All Electrical Work Limited Alteration Application	Manage Your Account Add License Type Add Sustainable Contractor Designation

Development Hub	Hub Full-Service	Hub Self-Service
NYC Development Hub		DOB NOW

eFiling Registration – Contact Details

NYC Development Hub Enrollment Form

Please provide the following information to enroll for NYC Buildings eFiling. Items with a (*) are required.

When you have completed the form, please click on 'submit' and follow the instructions.

Electronic Filing Account Information (required for all users)

It is important to provide a valid e-mail address you have access to. An activation email will be sent to this email address. If you forget your password the only way to gain access to your account and saved work is with your e-mail address! Your e-mail address can be updated after enrollment.

Email Address (*)	<input type="text"/>
Re-Enter Email Address (*)	<input type="text"/>
Password (*)	<input type="password"/>
Verify Password (*)	<input type="password"/>

USER ACCOUNT INFORMATION

First Name (*)	<input type="text"/>
Middle Initial	<input type="text"/>
Last Name (*)	<input type="text"/>
Business Address (*)	<input type="text"/>
Apt #	<input type="text"/>
City (*)	<input type="text"/>
State (*)	<input type="text"/>
Zip (*)	<input type="text"/>
Contact Phone (*)	<input type="text"/> <input type="text"/> <input type="text"/>
Mobile Phone	<input type="text"/> <input type="text"/> <input type="text"/>

eFiling - Authentication Form

AUTHENTICATION FORM

Instructions:
In order to participate in Buildings' eElectronic filing program, you must accurately complete this form. Please sign the form, have it notarized, and stamp it with your professional seal (if applicable). **Any false or misleading statement(s) provided herein will result in the applicant's disqualification from being able to renew permits electronically and may lead to criminal prosecution.**

APPLICANT INFORMATION

E-mail Address: shobhnat@gmail.com		Date: 12/5/2008	
Last Name: Tindwani	First Name: Shobhna		MI: C
Contact Address: 280 Broadway	Apt #:		
City: NEW YORK	State: NY	Zip: 10007	
Contact Tel: 222-333-4444	Mobile Phone: 222-555-6666		

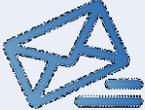
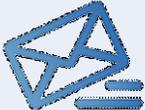
LICENSES AND TRACKING NUMBERS

Please list all licenses and tracking numbers issued to you by DOB and associated business information

Master Plumber	License Number:	
	Business Name 1:	
	Business Name 2:	
Fire Suppression & Piping Contractor	License Number:	
	Business Name:	
	Business Name 2:	
Oil Burner Installer	License Number:	
	Business Name:	
Sign Hanger	License Number:	
	Business Name:	
General Contractor	Tracking Number:	111111
	Business Name:	New York Pvt Ltd.
Electrical Contractor	License Number:	
	Business Name:	

Enter License Number and Business Information

Register for eFiling

eFiler	Complete Registration Form	Click Verification Email	Print Authentication Form	Sign, Date and Notarize	Submit Application and Credentials to DOB	Receive Confirmation of Registration from DOB	
Owner or Owner Rep							
Insurance Agency Inspector					BoilersSafe@buildings.nyc.gov 		
Licensed Professional					LAA, 5 th floor 280 Broadway 	 	

Insurance Agency Inspector Registration

- Send an email to the Boilers Unit at **BoilersSafety@buildings.nyc.gov**, and include the following:
 - The pdf version of your Authentication Form
 - A scanned pdf version of your New York State Department of Labor Certificate of Competence

Licensed Professional Registration

- Mail or deliver the form in person to:
New York City Department of Buildings
LAA/ Permit Renewal and Hub
Authentication Unit
Attn: eFiling
280 Broadway, 5th Floor
New York, NY 10007
- A representative can deliver in-person on your behalf

New Terminology

Current Form Name	In DOB NOW, Known As
BO9 DOB Boiler Inspection Report	Initial Inspection Report
BO13 Boiler Affirmation of Correction Inspection Report	Subsequent Inspection Report
BO13E Extension Request for Boiler Affirmation of Correction	Extension Request

Not Available in DOB NOW

- OP49 - Self-Certification for Removal of Existing Boiler
 - Continue to file paper form
- BBL1 – Batch intake form
- Payment of Violations (e.g., Failing to File)
 - Continue to pay in person

New Boiler Device Number Format

Borough Code + Device Number + Multiple Dwelling Flag + Serial Number

Example: **10000098712Y0001**

Borough Code	Device Number	Multiple Dwelling Flag	Serial Number
1: Manhattan 2: Bronx 3: Brooklyn 4: Queens 5: Staten Island	10-digit number	Y = Yes N = No	e.g., 0001

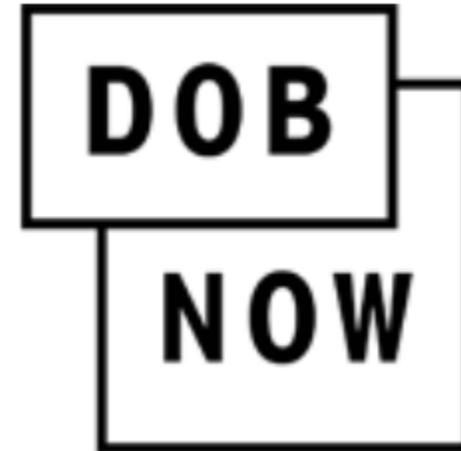
DOB NOW will create this new Device Number and it will appear in the Boiler Inspection Report

Prepare to Access DOB NOW: *Safety*

DOB recommends using DOB NOW: *Safety* in Internet Explorer 9

Internet Explorer

- Go to **Settings** (the gear icon )
- Select **Internet Options**
- Go to the **Privacy** tab
- Deselect **Turn On Pop Up Blockers**



Knowledge Check

Question:

True or False: Beginning August 14, all boiler compliance filings must be submitted electronically in DOB NOW: *Safety*.

Knowledge Check

Answer:

False

Filing Cycle	Where to File
2016	In person
2017	Until July 28, 2017 – in person Beginning August 14, 2017 – DOB NOW
2018	DOB NOW

Knowledge Check

Question:

Who should register in eFiling to use DOB NOW:
Safety?

Knowledge Check

Answer:

- Owners or Owner Representatives
 - Building Owners
 - Managing Agents
 - Representative
 - Property Managers
 - Building Managers
- Licensed Professionals
 - Master Plumbers
 - Oil Burner Installers
 - High Pressure Boiler Operators
- Insurance Agency Inspectors certified by NYS

Sign on to DOB NOW: *Safety*

Access DOB NOW: *Safety*

www.nyc.gov/dobnow

DOB NOW Home Page

The screenshot displays the DOB NOW Home Page. At the top, there is a navigation bar with the NYC logo, 'Buildings', and a search bar containing '311 Search all NYC.gov websites'. Below this, a blue header contains the text 'DOB NOW' and 'Public Portal, and Requests to the NYC Department of Buildings'. Two orange callout boxes highlight 'Public Portal' and 'DOB NOW Login'. The main content area features a search form with fields for 'House Number', 'Street Name', and 'Borough', and a 'Search' button. Below the search form are three blue buttons: 'Building Identification Number (BIN)', 'Borough, Block, Lot', and 'Device Search'. To the right, a 'Welcome' section contains 'Email' and 'Password' input fields, a 'Login' button, and links for 'Can't access your account?' and 'Need more help? Contact us.'.

Research Using the Public Portal

NYC Buildings 311 Search all NYC.gov websites

DOB NOW
Submit Filings, Payments, and Requests to the NYC Department of Buildings

Search

DOB NOW will be released in phases over the coming years. Currently only façade, plumbing, sprinkler and standpipe filings are available in DOB NOW.
Select a search category and enter location information into the required fields.

Address

House Number **Street Name** **Borough**

Building Identification Number (BIN)

Borough, Block, Lot

Device Search

Welcome

Email

Password

Can't access your account?
Need more help? Contact us.

- Unregistered users can access **DOB NOW filings** on the public portal
- Search by
 - Address
 - Building Identification Number (BIN)
 - Borough, Block, Lot
 - Device

Enter Search Criteria and Click Search

Address

House Number **Street Name** **Borough**

Building Identification Number (BIN)

Borough, Block, Lot

Device Search

View Property Profile and Filing History

280 BROADWAY	MANHATTAN 10007	BIN# 1079215
--------------	-----------------	--------------

Alternate Addresses:
BROADWAY 274 - 286
CHAMBERS STREET 53 - 63
READE STREET 31 - 41

Building Characteristics

Health Area 7700	Tax Block 153	Census Tract 31	Tax Lot 1
Community Board 101	Condo NO	Buildings on Lot 1	Vacant NO
Cross Street(s) CHAMBERS STREET, READE STREET	DOB Special Place Name	DOB Building Remarks	Landmark Status L - LANDMARK
Special Status N/A	Local Law NO	Loft Law NO	SRO Restricted NO
TA Restricted NO	UB Restricted NO	Environmental Restrictions N/A	Grandfathered Sign NO
Legal Adult Use NO	City Owned YES	Additional BINs for Building NONE	Special District

This property is located in an area that may be affected by the following:

Tidal Wetlands Map Check:	Yes
Freshwater Wetlands Map Check:	Yes
Coastal Erosion Hazard Area Map Check:	Yes
Special Flood Hazard Area Check:	Yes

Department of Finance Building Classification: 03-OFFICE BUILDINGS

Please Note: The Department of Finance's building classification information shows a building's tax status, which may not be the same as the legal use of the structure. To determine the legal use of a structure, research the records of the Department of Buildings.

Filings

BUILD: Job Filings
SAFETY: Compliance Filings

Expand Safety and Select Boilers

SAFETY: Compliance Filings

Compliance Type:

View	Boiler ID	Multi Dwelling	Boiler Status	Boiler Make	Boiler Model	Year Built
	10000012345Y0004	YES	ACTIVE			
	10000012345Y0044	YES	ACTIVE			
	10000002222N0001	NO	TEMP			
	10000001111N0001	NO	TEMP			
	10000012345N0123	NO	ACTIVE			

Select the **View** icon to see filings associated with a boiler

View Filing History for a Boiler

Boiler Information

Boiler ID 10000012345Y0004	BTU/h 000000000	Boiler Make	Boiler Model
Pressure Type Low Pressure	Fuel N/A	Filed At 280 BROADWAY	Located In N/A
Floor N/A	Year Built N/A		

Filings

View	Tracking #	Applicant	NYS/NYC Certificate No	Inspection Type	Results	Compliance Report Status	Filing Type	File Date
	2017-10000012345Y0004-808	PLUMBER JUNIOR	P - 008622	EXTERNAL	NO DEFECTS	QA SUPERVISOR REVIEW	SUBSEQUENT	06/26/2017
	2017-10000012345Y0004-631	BOILERS TEST	O - 005230	EXTERNAL	DEFECTS FOUND	ACCEPTED	SUBSEQUENT	06/15/2017
	2017-10000012345Y0004-514	BOILERS INSPECT...	BB - 121212	EXTERNAL	DEFECTS FOUND	ACCEPTED	INITIAL	06/13/2017

- Boiler Information
- Filing Summary
 - Applicant
 - Inspection Type
 - Results – Defects or No Defects
 - Compliance Report Status
 - Filing Type – Initial, Subsequent, Extension Request

Sign On to DOB NOW: *Safety*

- Navigate to **www.nyc.gov/dobnow**
- Enter your **Email** and **Password**
- Click **Login**

Note: DOB NOW: *Safety* functionality for Boiler Compliance Filings will not be live until August 14, 2017

Welcome

Email

Email

Password

Password

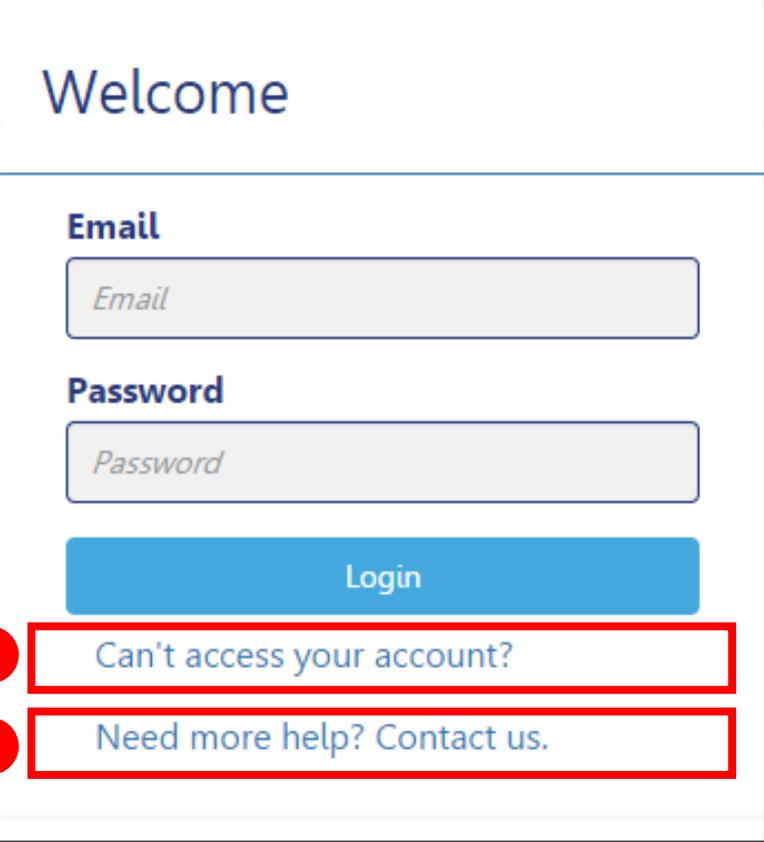
Login

[Can't access your account?](#)

[Need more help? Contact us.](#)

Get Help

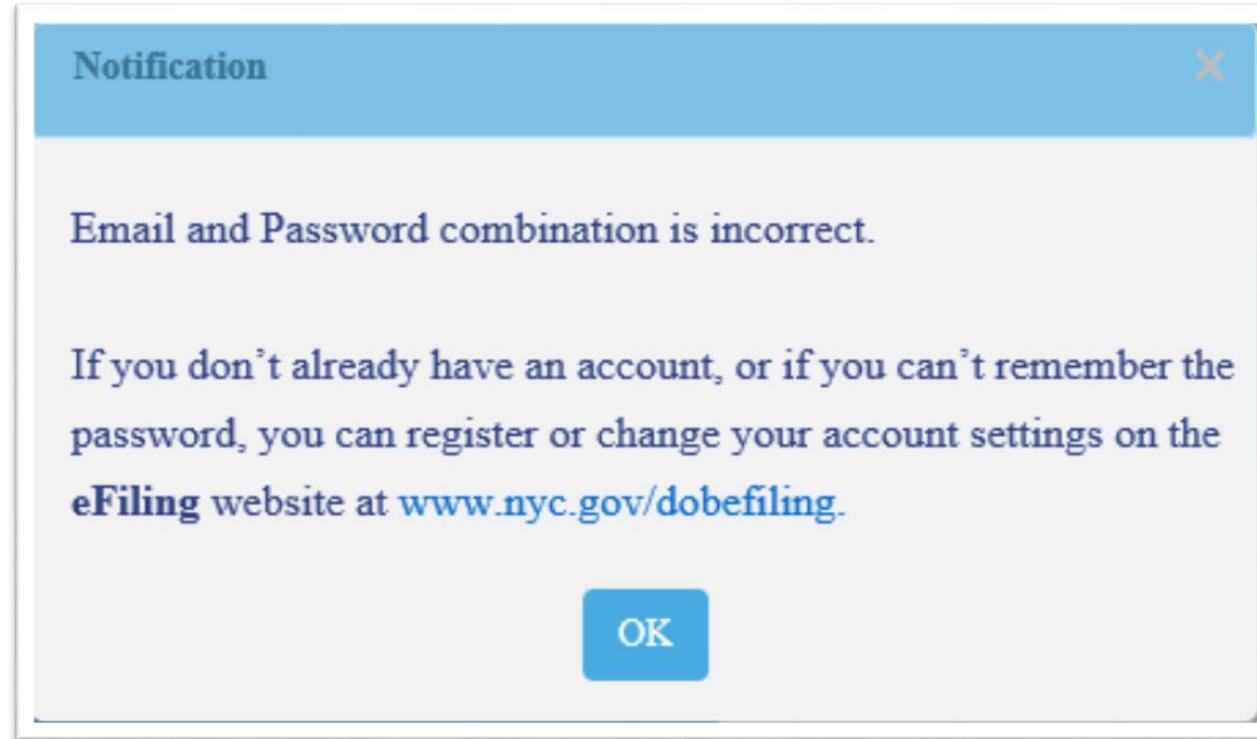
- 1. Can't access your account?** – click for assistance with eFiling Registration or forgotten password
- 2. Need more help? Contact us.** – to contact the DOB Customer Support Help Desk



The screenshot shows a login interface with the following elements:

- Welcome** header
- Email** label above a text input field containing the placeholder text "Email".
- Password** label above a text input field containing the placeholder text "Password".
- A blue **Login** button.
- A red circle with the number **1** next to a red-bordered box containing the link text **Can't access your account?**
- A red circle with the number **2** next to a red-bordered box containing the link text **Need more help? Contact us.**

Log In Error Message



- The system will direct you to the eFiling registration site

Navigate to DOB NOW: *Safety*

The screenshot shows the DOB NOW website interface. At the top, there is a navigation bar with "NYC Buildings" on the left, "311 Search all NYC.gov websites" on the right, and a "DOB NOW" logo. Below the navigation bar, the main content area features a blue header with "DOB NOW" and "Submit Filings, Payments, and Requests to the NYC Department of Buildings". A welcome message for "OWNER FIRST OWNER LAST" is visible in the top right corner. The main content area contains a welcome message, instructions on where to find Façade Compliance Filings (under **DOB NOW: Safety**) and Plumbing, Sprinkler, and Standpipe Job Filings (under **DOB NOW: Build**), and a prompt to "Get started by selecting a component below." Below this text are two icons: one labeled "BUILD" and another labeled "SAFETY". The "SAFETY" icon is highlighted with a red border and contains a sub-menu with "Facades" and "Boilers" options.

Select DOB NOW: *Safety* and select Boilers

Boiler Compliance Filing Dashboard



DOB NOW
Submit Filings, Payments, and Requests to the NYC Department of Buildings

Welcome, BOILERS TEST
[Need Help?](#)
[Sign Out](#)

Boilers Compliance Filings Dashboard

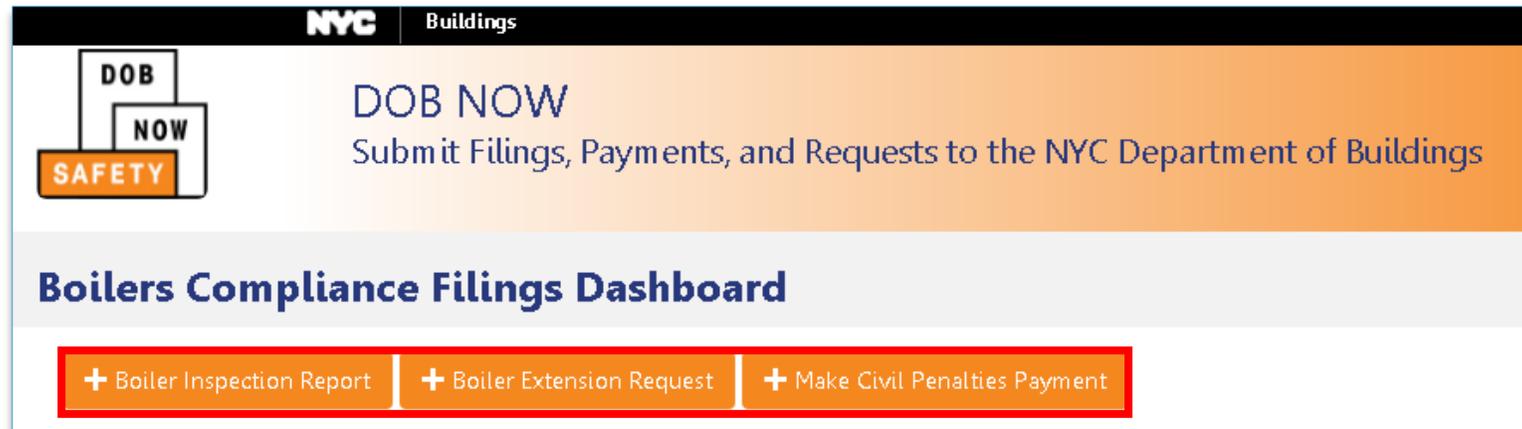
[+ Boiler Inspection Report](#) [+ Boiler Extension Request](#) [+ Make Civil Penalties Payment](#) [Dashboard Menu](#)

[Boiler Inspection Reports](#) [Boiler Extension Requests](#) [Boilers Not Registered](#)

Not ready to file Ready to file Filed [Refresh](#) [Pay Now](#)

Tracking #	Location	Owner	Defects Exists...	Compliance Report Status	Report Type	Inspection Type	
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	2017-40000045793Y0001-807	1731 NORMAN STREET QUEENS	OWNER FIRST OWN...	No	Pre-Filing	Initial	External
<input type="checkbox"/>	2017-10000001111N0001-772	280 BROADWAY MANHATTAN	BOILERS TEST	Yes	Pre-Filing	Subsequent	External
<input type="checkbox"/>	2017-10000001111N0001-630	280 BROADWAY MANHATTAN	APPLE ROME	Yes	Pre-Filing	Subsequent	External

Create New Filings



- + **Boiler Inspection Report** – create a new Boiler Inspection Report
- + **Boiler Extension Request** – complete extension request
- + **Make Civil Penalties Payment** – pay for civil penalties (e.g., late fees for current cycle)

View Different Filing Types

DOB NOW
SAFETY

DOB NOW
Submit Filings, Payments, and Requests to the NYC Department of Buildings

Boilers Compliance Filings Dashboard

+ Boiler Inspection Report + Boiler Extension Request + Make Civil Penalties Payment

Boiler Inspection Reports | Boiler Extension Requests | Boilers Not Registered

Not ready to file Ready to file Filed

Tracking #	Location	Owner	Defects Exists	Compliance

Use tabs to switch between filing types

Filter Boiler Inspection Reports

The screenshot shows the 'Boilers Compliance Filings Dashboard' on the NYC Buildings website. At the top, there is a header with the NYC logo and 'Buildings' text. Below this is a sub-header 'DOB NOW' with the text 'Submit Filings, Payments, and Requests to the NYC Department of Buildings'. The main content area is titled 'Boilers Compliance Filings Dashboard' and contains three orange buttons: '+ Boiler Inspection Report', '+ Boiler Extension Request', and '+ Make Civil Penalties Payment'. Below these buttons are three tabs: 'Boiler Inspection Reports', 'Boiler Extension Requests', and 'Boilers Not Registered'. Under the 'Boiler Inspection Reports' tab, there are three radio button filters: 'Not ready to file' (which is selected and highlighted with a red box), 'Ready to file', and 'Filed'. Below the filters is a table with columns: 'Group #', 'Tracking #', 'Location', 'Owner', 'Defects Exists', and 'Compliance'. The first row of data shows: Group # 00000116, Tracking # 2016-10000001111N0001-1412, Location 280 BROADWAY MANHATTAN, Owner APPLE ROME, Defects Exists No, and Compliance Pre-Filing.

Not ready to file – filings in process of being entered

Ready to file – complete filings that have been paid for but not submitted

Filed – filings submitted to DOB

Review Filing Status and Details

	Group #	Tracking #	Location	Owner ▾	Defects Exists...	Compliance Report Status	Report Type
<input type="checkbox"/>	00000024	2017-10000012345N0123-624	280 BROADWAY MANHATTAN	OWNER FIR...	No	Pre-Filing	Initial
<input type="checkbox"/>	00000022	2017-30000067298N0001-616	150 55 STREET BROKLYN	OWNER FIR...	Yes	Pre-Filing	Initial
<input type="checkbox"/>	00000022	2017-30000067298N0003-617	150 55 STREET BROKLYN	OWNER FIR...	No	Pre-Filing	Initial
<input type="checkbox"/>	00000021	2017-30000114010N0001-605	7 BUSHWICK PLACE BROKLYN	OWNER FIR...	Yes	Pre-Filing	Initial

Columns show details about the filing

- **Defects Exist** column contains Yes or No
- **Compliance Report Status** shows the status of the filing

Available Statuses

Filing Status	Description
Pre-Filing	Report created but not yet filed
QA Supervisor Review	Pending assignment by the DOB QA team
QA Review	Under review by the DOB QA team
Incomplete Submission	Filing determined to be incomplete by DOB QA team
Rejected – Filing Fee Due	Fee-Exempt filing status rejected by DOB
Accepted	Filing accepted by DOB
Accepted – Civil Penalties Due	Filing accepted by DOB; however, civil penalties (e.g., late fees) are due

Notifications

- The owner and applicant will receive email notifications at critical stages in the filing process
- Emails will come from:
DOBNOW donotreply <DOBNOWdonotreply@buildings.nyc.gov>

Status that Generates Email	Action Needed
Accepted	None
Accepted – Civil Penalties Due	Registered user logs in and pays penalties
Incomplete Submission	Licensed Professional or Insurance Agency Inspector updates and resubmits
Rejected Filing Fee Due	Registered user logs in and pays penalties
Payment Processed	Licensed Professional or Insurance Agency Inspector logs in to submit filing

Initial Inspection Report

8 Steps to Complete a Boiler Inspection Report (BIR)

- Create a new filing
- Add boilers and confirm location information
- Confirm owner and applicant information
- Enter boiler details and report defects
- Upload required documents
- Sign attestation
- Pay fees
- File

Rule Review

- Only Licensed Professionals or Insurance Agency Inspectors can create new Boiler Inspection Reports
- The applicant will need to enter the Owner's registered email address to save the filing; ensure the Owner is registered in eFiling prior to creating a report

Scenario

You're a Licensed Professional filing a 2017 Initial Inspection Report for a boiler. You use the Building ID Number (BIN) to search for the device. The device is a low-pressure boiler and it has one defect.

Create a New Filing

DOB NOW
SAFETY

DOB NOW
Submit Filings, Payments, and Requests to the NYC Department of Buildings

Boilers Compliance Filings Dashboard

[+ Boiler Inspection Report](#) [+ Boiler Extension Request](#) [+ Make Civil Penalties Payment](#)

Boiler Inspection Reports | Boiler Extension Requests | Boilers Not Registered

Not ready to file Ready to file Filed

Tracking #	Location	Owner	Defects Exists	Compliance

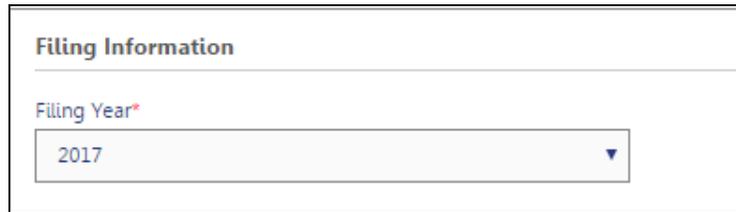
Select **+Boiler Inspection Report** to create a new filing

Navigate the Form

The screenshot shows the DOB NOW Boiler Inspection Report form. The header includes the DOB NOW logo, the text 'DOB NOW Submit Filings, Payments, and Requests to the NYC Department of Buildings', and a user greeting 'Welcome, BOILERS TEST Sign Out'. A progress bar at the top shows 'Pre-Filing' as the current step, with 'Accepted/Accepted Civil Penalties Due' as the next step. Below the progress bar are buttons for 'Save' and 'File'. The main title is 'Boiler Inspection Report'. To the right are navigation buttons: 'Dashboard', 'Payment History', 'History Trace', and 'Property Profile'. On the left is a navigation menu with 'General Information', 'Device Details', 'Documents', and 'Statements & Signatures'. The central form area shows 'Tracking # : 2017-40000045793Y0001-807' and 'Boiler Information' with fields for Boiler ID, Pressure Type, Inspection Type, Report Type, Inspection Date, and BTU/h (Current). On the right is an 'Application Highlights' section with details like Location, Tracking#, Compliance Report Type, and Inspection Date.

1. Progress Bar
2. Save Button
3. Back to Dashboard Button
4. Navigation
5. Filing Information
6. Application Highlights and Payment Details

Important Form Information

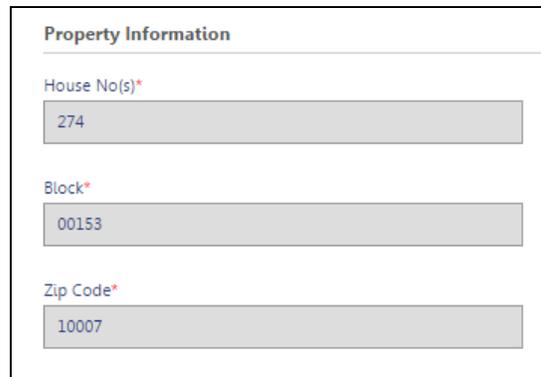


Filing Information

Filing Year*

2017

- Fields with red asterisks * are required and must be completed before submitting the filing



Property Information

House No(s)*

274

Block*

00153

Zip Code*

10007

- Gray shaded fields are read-only and are populated from the Building Information System (BIS) or from eFiling registration

New Boiler Inspection Report

NYC Buildings 311 Search all NYC.gov websites

DOB NOW
Submit Filings, Payments, and Requests to the NYC Department of Buildings Welcome, BOILERS INSPECTOR
[Sign Out](#)

SAFETY

[Save](#) [File](#) **Boiler Inspection Report** [Dashboard](#) [Payment History](#) [History Trace](#) [Property Profile](#)

General Information

Filing Information

Filing Year*

Search By

Boiler ID Address BIN BNR

BIN*

[Search](#)

Property Information

House No(s)*	<input type="text"/>	Street Name*	<input type="text"/>
Borough*	<input type="text" value="Select Borough"/>	Block*	<input type="text"/>
BIN*	<input type="text"/>	Lot*	<input type="text"/>

Application Highlights

Location :

Tracking# :

Compliance Report Type :

Compliance Report Status :

Inspection Type :

Filing Year :

Inspection Date :

Filing Date :

Defects Exists : No

Owner Type :

Fee

Filing Fee :	\$0.00
Amount Due:	\$0.00

Select Filing Year

The screenshot shows the 'Boiler Inspection Report' form on the NYC Department of Buildings website. The 'Filing Year' dropdown menu is highlighted with a red box and set to '2017'. The form includes sections for Filing Information, Search By, Property Information, and Owner Information. The 'Search By' section has radio buttons for Boiler ID, Address, BIN, and BNR, with BIN selected. The 'Property Information' section has fields for House No(s), Borough, BIN, Zip Code, Street Name, Block, Lot, and Occupancy Type. The 'Owner Information' section is partially visible. The 'Application Highlights' section on the right shows fields for Location, Tracking#, Compliance Report Type, Compliance Report Status, Inspection Type, Filing Year, Inspection Date, Filing Date, Defects Exists (No), and Owner Type. The 'Fee' section shows Filing Fee, Amount Due, and Amount Paid, all at \$0.00. A 'Pay Now' button is present, with a warning message below it: 'Please confirm that your pop-up blocker is turned off before clicking on the Pay Now button.'

- Select Filing Year

Search by Boiler ID, Address, or BIN

The screenshot shows the 'Boiler Inspection Report' search interface. At the top left, there are 'Save' and 'File' buttons. The main title is 'Boiler Inspection Report'. Below this, there is a 'General Information' sidebar on the left. The main content area is titled 'Filing Information' and contains a 'Filing Year*' dropdown menu set to '2017'. Below that is the 'Search By' section with four radio button options: 'Boiler ID', 'Address', 'BIN', and 'Boiler Not Registered'. The 'Address' option is selected and highlighted with a red box and a red circle containing the number '1'. Below the radio buttons are three input fields: 'House No(s)*' with the value '280', 'Street Name*' with the value 'Broadway', and 'Borough*' with the value 'Manhattan'. These three input fields are enclosed in a red rectangular box with a red circle containing the number '2' to its left. At the bottom left of the search area is a 'Search' button with a magnifying glass icon, highlighted with a red box and a red circle containing the number '3'.

1. Select **Address** to search by address
2. Enter address information
3. Click **Search**

Select Boiler(s)

Device Search Results

Boiler ID	Make & Model	Pressure Type	Boiler Status..	Inspection Type	Inspection Date
<input checked="" type="checkbox"/> 10000012345Y0004		Low Pressure	ACTIVE	External	06/01/2017
<input type="checkbox"/> 10000012345Y0044		High Pressure	ACTIVE		
<input type="checkbox"/> 10000002222N0001		High Pressure	TEMP		
<input type="checkbox"/> 10000001111N0001		Low Pressure	TEMP		
<input type="checkbox"/> 10000012345N0123		High Pressure	ACTIVE		

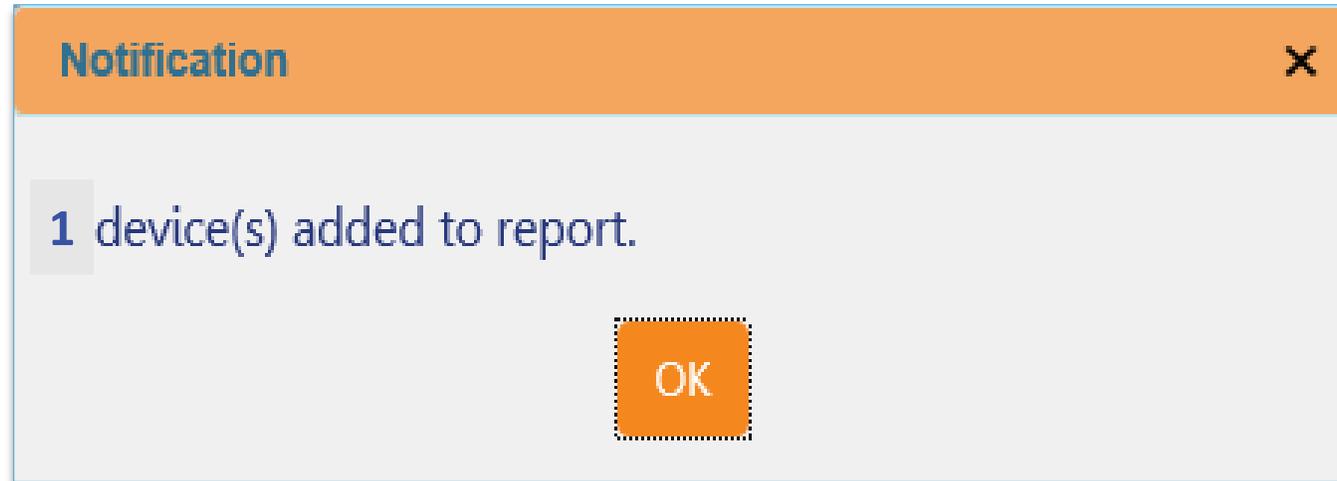
Total Items: 5

1 / 1 10 items per page 1 - 5 of 5 items

3 Add Cancel

1. Select one or more Boilers by **checking the box** next to the Boiler ID
2. Enter the **Inspection Type** and **Inspection Date**
3. Click **Add**

Confirmation Messages



- Click OK

Review Property Information

Save File

Boiler Inspection Report

Boiler ID Address BIN Boiler Not Registered

House No(s)* 280 Street Name* Broadway Borough* Manhattan

Search

List of Boilers selected

Boiler ID	Make & Model	Report type	Pressure Type	Inspection type	Inspection Date	Actions
10000012345N0123		Initial	High Pressure	External	06/14/2017	

Total Items: 1

Property Information

House No(s)* 274 Street Name* BROADWAY Borough* Manhattan

Block* 00153 BIN* 1079215 Lot* 00001

Zip Code* 10007

Occupancy Type* Commercial

Number of Residential Units*

Occupancy Type options:

- Multiple Dwelling
- Mixed Use
- Commercial
- Other – must add details

Scroll down to Property information which populates from BIS

1. Select **Occupancy Type**
2. Enter **Total Number of Residential Units**

Confirm Owner Information

Owner Information 1

E-Mail* 2

Please enter minimum 5 characters

Owner Type*

Select Owner Type

Select Owner Type

- Private
- City Owned Non-NYCHA
- NYCHA
- State
- Federal
- Diplomat
- Non Profit - Tax Exempt

Last Name*

Mobile Phone

Business Address

Zip Code*

First Name*

Telephone

City*

State*

Business Phone

Owner Type options:

- Private
- City Owned Non-NYCHA
- NYCHA
- Federal
- Diplomat
- Non Profit – Tax Exempt

1. Scroll down to enter **Owner email**

2. Select **Owner Type**

Note: selecting an Owner Type other than Commercial will require uploading of a valid ACRIS report as proof of tax-exempt status

Confirm Applicant Information

The screenshot shows the 'Boiler Inspection Report' form in the DOB NOW system. The form is divided into two main sections: 'General Information' and 'Applicant Information'. The 'Applicant Information' section is highlighted with a red box. A red circle with the number '1' is next to the 'Applicant Information' header, and another red circle with the number '2' is next to the 'License Type' dropdown menu. The dropdown menu is open, showing options: Licensed Professional, Professional Engineer, General Contractor, Landscape Architect, and Owner.

Boiler Inspection Report			
General Information		Applicant Information	
Last Name*	ROME	First Name*	APPLE
MI		Mobile Phone	
Telephone		Business Name	
Business Address*	ROME LLC	City*	NYC
State*	NY	Zip Code*	10001
Business Phone	4584664485		
E-Mail*	AJOETEST@GMAIL.COM	License Type*	Licensed Professional Professional Engineer General Contractor Landscape Architect Owner
License Number*		Last Name*	
First Name*	JOE	MI	
Business Name*	JA LLC	Business Telephone*	
Business Address*	JA LLC	City*	JERSEY CITY
State*	NJ	Zip Code*	07302
Mobile Phone			

1. Scroll down to review **Applicant Information**
2. Select **License Type**

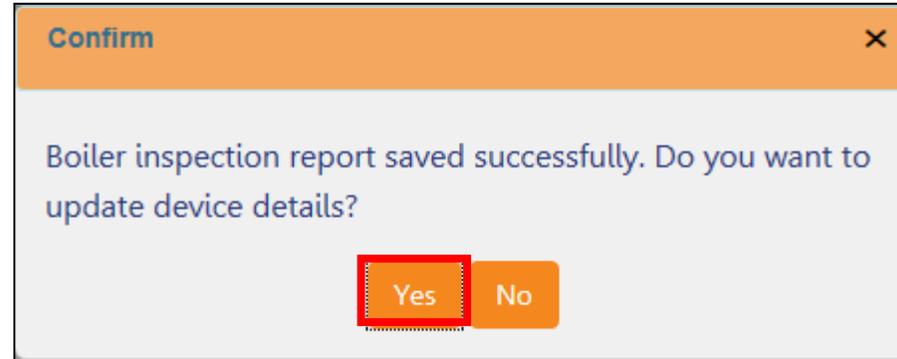
Save the Filing

The screenshot shows the 'Boiler Inspection Report' form in the DOB NOW system. A red circle with the number '1' highlights the 'Save' button in the top left. A confirmation dialog box is open in the center, with a red circle and the number '2' highlighting the 'Yes' button. The dialog box text reads: 'Confirm Boiler inspection report saved successfully. Do you want to update device details?'. The form fields include:

- General Information:** Last Name (ROME), MI, Telephone, Business Address (ROM), State (NY), Business Phone (458).
- Applicant Information:** E-Mail (AJ), License Number, First Name (JOE), Business Name (JA LLC), Business Address (JA LLC), State (NJ), Mobile Phone.
- Owner Information:** Owner type (Private), First Name (APPLE), Mobile Phone, Business Name, Business Telephone, City (JERSEY CITY), Zip Code (07302).

1. Save the Filing
2. Click **Yes** to update device details

Successful Save



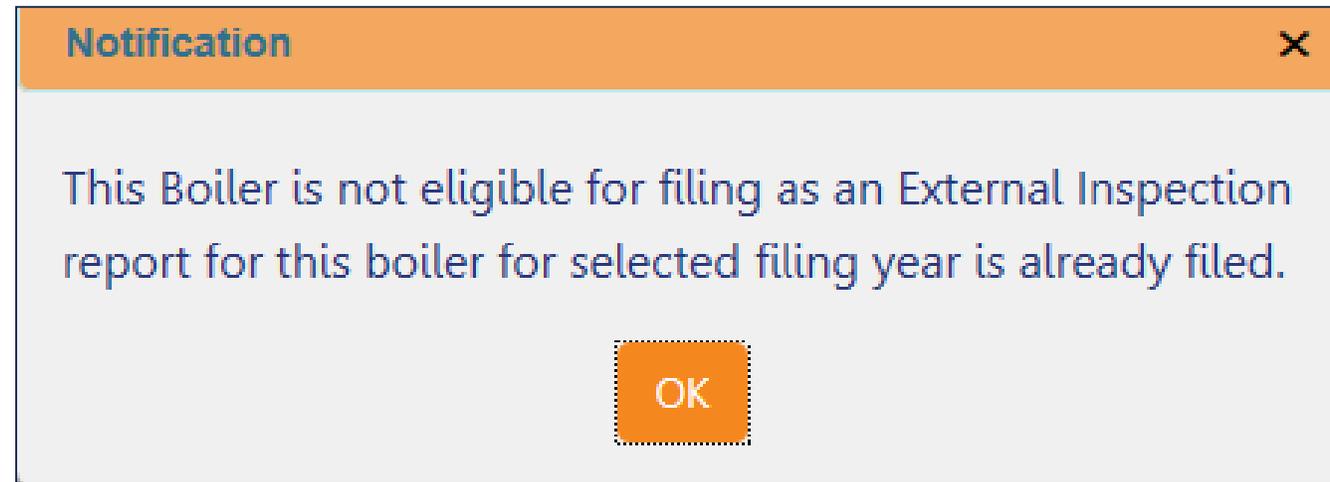
Click **Yes** to be taken to the **Device Details** section

License Check Message



Warning received by Applicant when attempting to file a High Pressure Boiler inspection with an invalid license type

Inspection Report Already Filed Message

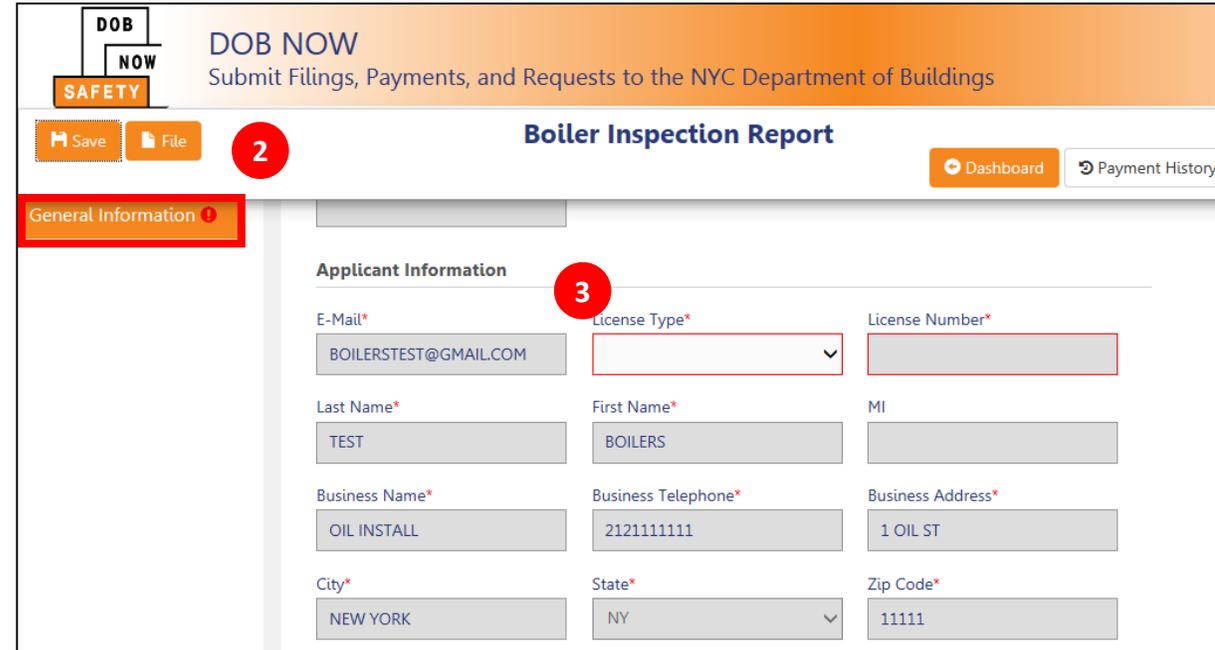


Only one clean External inspection report per device allowed per year.

Incomplete Form Message



1. Click **OK** to acknowledge the notification
2. Red exclamation point **!** indicates section with incomplete information
3. **Red outlines** indicate required fields with missing information



The image shows a web form titled "Boiler Inspection Report" from the NYC Department of Buildings. The form is divided into sections: "General Information" (highlighted with a red bar and a red exclamation point), "Applicant Information", and "Business Information". The "Applicant Information" section contains several required fields (marked with an asterisk) that are outlined in red, indicating they are incomplete. These fields include: "License Type" (a dropdown menu), "License Number", "Last Name" (containing "TEST"), "First Name" (containing "BOILERS"), "MI", "Business Name" (containing "OIL INSTALL"), "Business Telephone" (containing "2121111111"), "Business Address" (containing "1 OIL ST"), "City" (containing "NEW YORK"), "State" (a dropdown menu with "NY" selected), and "Zip Code" (containing "11111").

Enter Mandatory Boiler Information

DOB NOW
SAFETY
Submit Filings, Payments, and Requests to the NYC Department of Buildings

Pre-Filing

3 Save File

Boiler Inspection Report

Tracking # : 2017-10000012345N0123-1500 Preview

Boiler Information

Boiler ID * 10000012345N0123 Pressure Type* High Pressure 1 Inspection Type* External

Report Type* Initial Inspection Date* 06/15/2017 BTU/h (Current) *

Boiler Make Boiler Model BTU/h (On file) 000000000

Year Built Is the Boiler information correct? Yes No

2 Fuel* Select Type Located In* Floor* Mobile* Yes No Device Location Details* 300 characters

3 Manage Defects

Required Information:

- BTU/h Current
- Fuel Type
- Floor
- Located In
- Mobile
- Device Location Details

1. Enter **BTU/h (Current)**
2. Enter other required boiler information
3. **Click Save**
4. Click **OK** to confirm successful save

Update Boiler Details

Boiler Inspection Report

Tracking # : 2017-10000012345N0123-1500 Preview

Boiler Information

Boiler ID* : 10000012345N0123
Pressure Type* : High Pressure
Inspection Type* : External
Report Type* : Initial
Inspection Date* : 06/15/2017
BTU/h (Current)* :
Boiler Make :
Boiler Model :
BTU/h (On file) : 000000000
Year Built :
Is the Boiler Information correct?
 Yes No
Fuel* : Select Type
Located In* :
Floor* :
Mobile* : Yes No

Updates will be reviewed/confirmed by the DOB

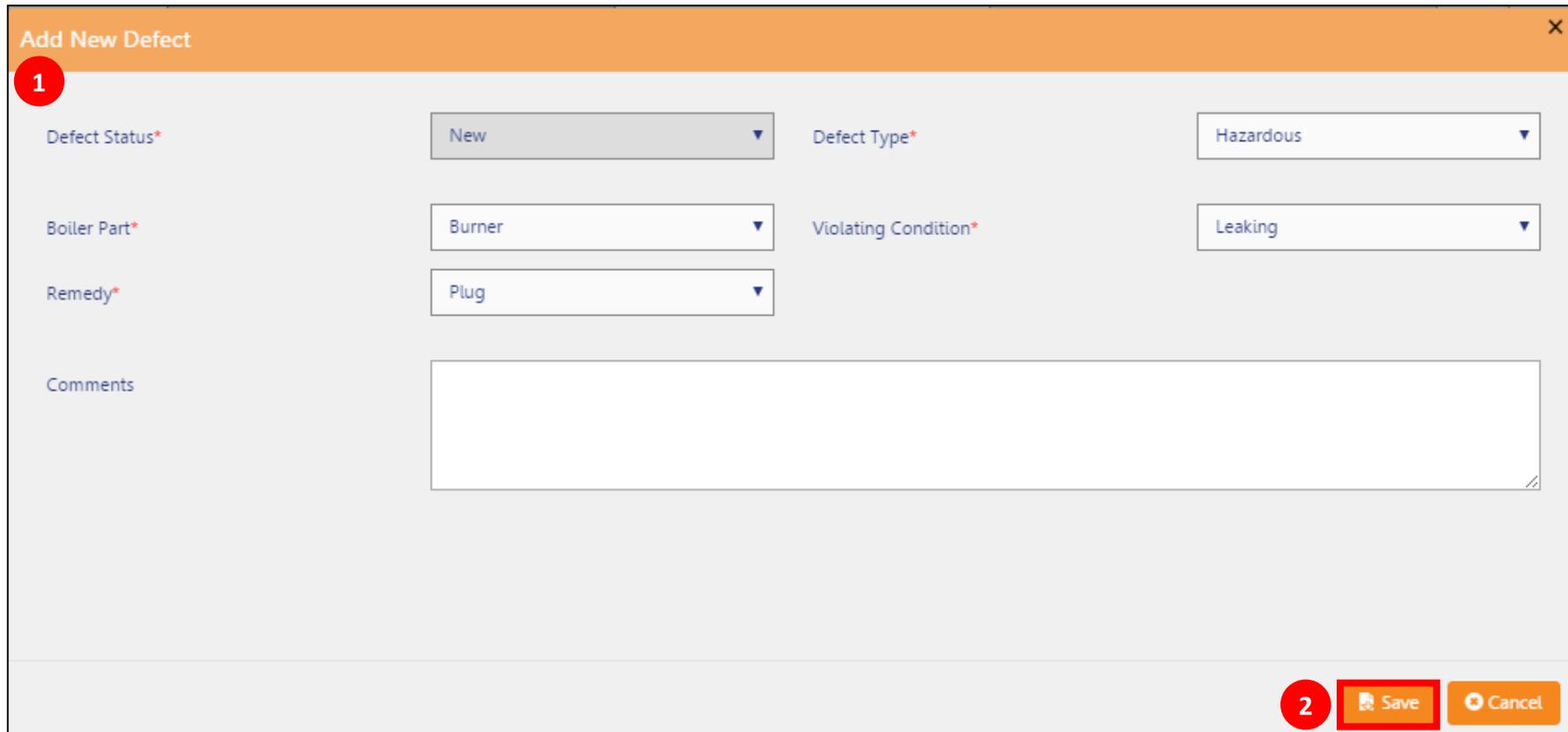
Do not use for a new or unregistered boiler. Instead, create a Boiler Not Registered report or call 311.

Is Boiler Information Correct?, click **No** to update inaccurate or missing information

Add Defects – Not Yet Filed

1. From the BIR, select the device from the left navigation
2. Click on the arrow to expand the **Manage Defects** section
3. Click **+ Add Defect**

Add New Defect



The screenshot shows a web form titled "Add New Defect" with an orange header bar. A red circle with the number "1" is positioned at the top left of the form area. The form contains several dropdown menus: "Defect Status*" with "New" selected, "Defect Type*" with "Hazardous" selected, "Boiler Part*" with "Burner" selected, "Violating Condition*" with "Leaking" selected, and "Remedy*" with "Plug" selected. Below these is a large text area for "Comments". At the bottom right, a red circle with the number "2" is next to a "Save" button (which has a floppy disk icon) and a "Cancel" button.

1. Complete required fields (*)
 2. Click **Save**
- Repeat for all Defects

Sign Defects Report

Applicant's Statement and Signature

I hereby state that all statements herein are correct and complete to the best of my knowledge. Falsification of any statement is a misdemeanor and punishable by a fine, imprisonment, or both. It is unlawful to give a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Violation is punishable by imprisonment or fine or both. I 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 any certificate, form, signed statement, application, or report or certification of the correction of a violation required under the provisions of this code or of a rule of any agency, I may be barred from filing further applications or documents with the department.

I have personally reviewed all information in this defects report. I understand and agree that by personally clicking on the box at left I am electronically signing this defects report and expressing my agreement with the Statement terms herein. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand, and I further agree that, by uploading an electronic image of my signature and professional seal as part of this defects report, I am applying such signature and seal to this defects report and signed statement as if I had personally signed and sealed them by hand.

Signature Date

Electronically Signed

Check the box to Sign the Defects Report

Save the Report

Save File **Boiler Inspection Report**

General Information

Device Details ▼

10000012345Y0004

Documents

Statements & Signatures

Tracking # : 2017-10000012345Y0004-1339

Boiler Information

Boiler ID *	10000012345Y0004
Inspection Type*	External ▼
Inspection Date*	06/01/2017
Boiler Make	
BTU/h (On file)	000000000

Click **Save** to save updates

Return to the Dashboard

The screenshot shows a web application interface for a 'Boiler Inspection Report'. At the top right, there is a navigation bar with buttons for 'Dashboard', 'Payment History', 'History Trace', and 'Property Profile'. The 'Dashboard' button is highlighted with a red box. The main content area is divided into several sections: 'General Information' (with sub-sections for 'Device Details' and 'Documents'), 'Boiler Information' (containing fields for Boiler ID, Inspection Type, Inspection Date, Pressure Type, Report Type, BTU/h (Current), Boiler Make, Boiler Model, BTU/h (On file), and Year Built), and 'Application Highlights' (containing fields for Location, Tracking#, Compliance Report Type, Compliance Report Status, Inspection Type, Filing Year, Inspection Date, Filing Date, Defects Exists, and Owner Type). A 'Preview' button is located next to the Tracking # field.

Click the  **Dashboard** button to return to the Dashboard

Upload Required Documents

Signature and Seal

- Licensed professionals are required to upload a **Signature and Seal** with each filing
- Use the **DPL-1** form available from the **Forms** section of the **DOB website**
- A DPL-1 will be **valid for one year** from the date signed and sealed

NYC Buildings Design Professional / Licensee Seal and Signature Form for DOB NOW (DPL-1 Form)

1 Design Professional/Licensee Information

Last Name	First Name	Middle Initial
Business Name	Business Telephone	
Business Address	Business Fax	
City	State	Zip
E-Mail		License Number

Choose one: Professional Engineer Registered Architect Special Inspector Progress Inspector
 Master Plumber Oil Burner Installer Fire Suppression Contractor

2 Design Professional/Licensee Seal and Signature Statement

By personally sealing and signing this document and then submitting a scanned copy to the Department of Buildings, I intend for the image of this seal and signature to be used as my official professional seal and signature where I so indicate. I elect to submit this document to be submitted to the Department of Buildings.

Name (print) _____ Date _____

With seal and signature in accordance with all regulations applicable when applying signature and seal to official documents filed with the Department of Buildings.

ACRIS Report

- Visit the Finance Property Information site at <http://nycprop.nyc.gov/nycproperty/nynav/jsp/selectbbl.jsp>
- Enter the **Borough**, **House Number**, and **Street Name**
- Click **Search**
- Click on the most recent **Tentative** or **Final Assessment Roll**
- Find the Taxable/Billable Assessed Value section near the bottom.
- If the Assessed Value is zero, your building is tax exempt.
- Print this webpage showing the Assessed Value and save as a PDF and upload in DOB NOW

Upload Required Documents

DOB NOW
Submit Filings, Payments, and Requests to the NYC Department of Buildings

Pre-Filing QA Supervisor Review

Save File

Boiler Inspection Report

General Information

Device Details

10000002222N0001

Documents 1

Statements & Signatures

+ Add Document 2

Document Name	Document Type	Status	Actions
---------------	---------------	--------	---------

Total Items: 0

1 / 10 items per page

Required Documents:

- All filings filed by a Licensed Professional require a Seal and Signature
- Fee-Exempt filings require an ACRIS report showing Exempt Status

1. Click on **Documents** in the left navigation
2. Click + **Add Document**

Select Document Type

The screenshot shows a dialog box titled "Upload a Document" with a close button (X) in the top right corner. It contains three main sections: "Document Name" with a text input field containing "Seal and Signature" (marked with a red circle 1); "Document Type" with a dropdown menu also showing "Seal and Signature" (marked with a red circle 2); and "Document" with a file input field and a "Browse..." button (marked with a red circle 3). At the bottom, there are two blue buttons: "CONFIRM" and "CANCEL".

System will display required documents for the filing in the Document Type field.

Required documents include:

- Seal and Signature on a DPL-1 form
- ACRIS report – for Fee-Exempt Filings

1. Enter a Name for the Document
2. Select **Document Type**
3. Click **Browse**

Search for and Select Document

Upload a Document

Document Name

Seal and Signature

Document Type

Seal and Signature

Document

C:\Users\Public\Pictures\9 Browse...

CONFIRM CANCEL

Locate the document on your computer

- Click **Confirm**

Confirm Document Upload

The screenshot displays the NYC Buildings web application interface. At the top, there is a navigation bar with the NYC Buildings logo and the text "DOB NOW Submit Filings, Payments, a". Below this, a progress indicator shows "Pre-Filing" as the current step. A notification box in the center reads "Document has been uploaded successfully" with an "OK" button. The main content area features a sidebar on the left with sections for "General Information", "Device Details" (containing the boiler ID "10000171333N0001"), "Documents" (highlighted in orange), and "Statements & Signatures". The main area has an "Add Document" button and a table of documents. The table has columns for "Document Name", "Document Type", "Status", and "Actions". One document is listed with the name "Seal and Signature", type "Seal and Signature", and status "Pending". The "Actions" column for this document contains two icons: a document with a checkmark and a trash can. At the bottom of the table, it shows "Total Items: 1" and a pagination control for "1 / 1" items per page.

Document Name	Document Type	Status	Actions
Seal and Signature	Seal and Signature	Pending	 

Manage Documents

Document Name	Document Type	Status	Actions
Seal and Signature	Seal and Signature	Pending	 

1. Click to **View** a document
2. Click to **Delete** a document

Rule Review

- Acceptable document formats
 - .PDF
 - .JPEG
- File names cannot contain special characters
- Files can be no larger than 500 MBs

Sign Attestation

Electronically Sign Attestation

NYC Buildings

DOB NOW
Submit Filings, Payments, and Requests to the NYC Department of Buildings

SAFETY

Pre-Filing Accepted

3 Save File

Boiler Inspection Report

General Information

Device Details

10000060990N0001

1 Statements & Signatures

Statements & Signatures

Applicant's Statement

2 I hereby state that all statements are correct and complete to the best of my knowledge. Falsification of any statement is a misdemeanor and punishable by a fine, imprisonment, or both. It is unlawful to give a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Violation is punishable by imprisonment or fine or both. I 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 any certificate, form, signed statement, application, report of certification of the correction of a violation required under the provisions of this code or of a rule of any agency, I may be barred from filing further applications or documents with the department.

I have personally reviewed all information in this submission. I understand and agree that by personally clicking on the box at left I am electronically signing this submission and expressing my agreement with the Statement terms herein. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand, and I further agree that, by uploading an electronic image of my signature and professional seal as part of this submission, I am applying such signature and seal to this submission and signed statement as if I had personally signed and sealed this submission by hand.

Signature Date

JOE ADAM 04/13/2017
Electronically Signed

1. Navigate to **Statements and Signatures** section
2. **Check the box** to electronically sign the attestation
3. Click **Save**

Click **OK** on confirmation screen

8 Steps to Complete a BIR

- ✓ Create a new filing
- ✓ Add boilers and confirm location information
- ✓ Confirm owner and applicant information
- ✓ Enter boiler details and report defects
- ✓ Upload required documents
- ✓ Sign attestation
- ✓ Pay fees
- ✓ File

Pay Filing Fees

Scenario

You're an Owner and an Inspector sends a notification that a Boiler Inspection Report is complete and asks you to pay the Filing Fee

Rule Review

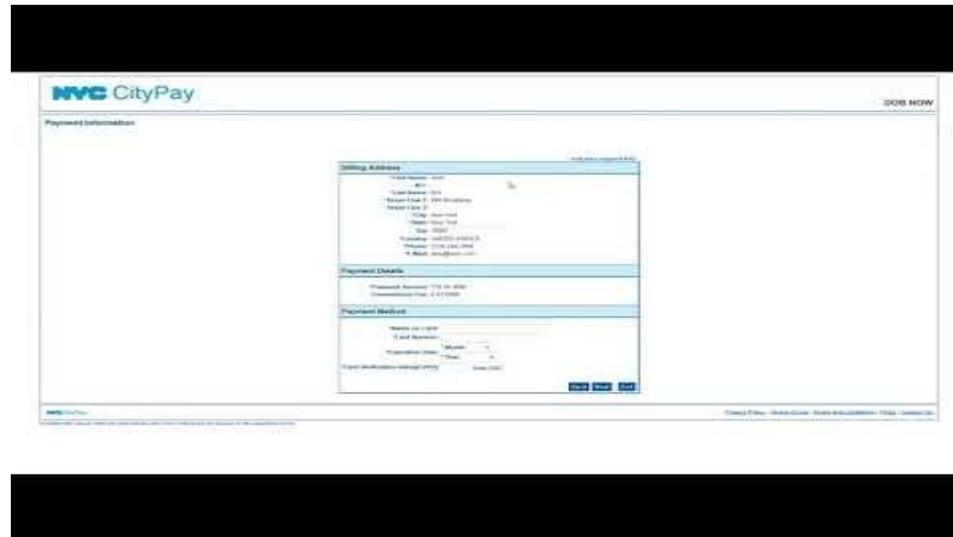
- Filing fees must be paid before a filing can be submitted
- The following registered eFilers can submit payments:
 - Owner or Owner Representative
 - Licensed Professional
 - Insurance Agency Inspector
- You can pay filing fees for up to 25 boilers at one time

Rule Review

- You can pay by:
 - eCheck
 - Credit Card
 - Debit Card
- Credit and Debit Card payments are subject to a 2.49% service charge

Payment Video

Click on the picture to watch the video



Payments

- If you click **Pay Now** and the system spins, it is probably because your browser is blocking the Payment Portal.
- Check pop-up in your Browser security Settings to add the Payment Portal to your trusted sites

The screenshot shows a web browser window with the URL <http://mstwva-dobcrm03.buildings.nycnet:8085/BoilersSafe>. The browser's address bar also shows a tab for "DOB NOW - SAFETY". The website header includes the NYC Buildings logo, the text "DOB NOW", and the subtitle "Submit Filings, Payments, and Requests to the NYC Department of Buildings". A search bar is visible with the text "311 Search all NYC.gov websites". A user is logged in as "BOILERS TEST1" with a "Sign Out" link.

The main content area displays a "Boiler Inspection Reports Payment Summary - Tracking # 2017-10000012345Y0004-1411". Below this title is a table with the following data:

Boiler ID	Tracking Number	Filing Fee
10000012345Y0004	2017-10000012345Y0004-1411	\$30.00

Below the table, the text "Total Amount Due: \$30.00" is displayed. At the bottom of the summary box, there are two buttons: "Return to Filing" and "Pay Now".

How to Allow Popups in IE9+

http://mstwva-dobcrm03.buildings.nycnet:8085/BoilersSafe DOB NOW - SAFETY

File Edit View Favorites Tools Help

NYC Buildings 311 Search all

DOB NOW SAFETY

DOB NOW
Submit Filings, Payments, and Requests to the NYC Department of Buildings

Boiler Inspection Reports Payment Summary - Tracking # 2017-10000012345Y0004-1411

Boiler ID	Tracking Number	Filing Fee
10000012345Y0004	2017-10000012345Y0004-1411	\$30.00

Total Amount Due: \$30.00

Return to Filing Pay Now

Print
File
Zoom (100%)
Safety
Add site to Start menu
View downloads Ctrl+J
Manage add-ons
F12 developer tools
Go to pinned sites
Internet options
About Internet Explorer

Click the Gear Icon

http://mstwva-dobcrm03.buildings.nycnet:8085/BoilersSafe DOB NOW - SAFETY

File Edit View Favorites Tools Help

NYC Buildings 311 Search all

DOB NOW SAFETY

DOB NOW
Submit Filings, Payments, and Requests to the NYC Department of Buildings

Boiler Inspection Reports Payment Summary -Tracking # 2017-10000012345Y0004-1411

Boiler ID	Tracking Number	Filing Fee
10000012345Y0004	2017-10000012345Y0004-1411	\$30.00

Total Amount Due: \$30.00

Return to Filing Pay Now

- Print
- File
- Zoom (100%)
- Safety
- Add site to Start menu
- View downloads Ctrl+J
- Manage add-ons
- F12 developer tools
- Go to pinned sites
- Internet options
- About Internet Explorer

Click Internet Options

The image shows a screenshot of an Internet Explorer window with the 'Internet Options' dialog box open. The 'Security' tab is selected, and the 'Trusted sites' zone is highlighted with a green checkmark and an orange arrow. The background web page displays a table of filing fees and a 'Pay Now' button.

Internet Options - Security Tab

Select a zone to view or change security settings.

- Internet
- Local intranet
- Trusted sites** (indicated by an orange arrow)
- Restricted sites

Local intranet

This zone is for all websites that are found on your intranet.

Security level for this zone

Allowed levels for this zone: All

Medium-low

- Appropriate for websites on your local network (intranet)
- Most content will be run without prompting you
- Unsigned ActiveX controls will not be downloaded
- Same as Medium level without prompts

Enable Protected Mode (requires restarting Internet Explorer)

Buttons: Custom level..., Default level, Reset all zones to default level, OK, Cancel, Apply

Background Web Page:

Department of Buildings

Primary - Tracking # 2017-10000012345Y0004-1411

Number	Filing Fee
00012345Y0004-1411	\$30.00

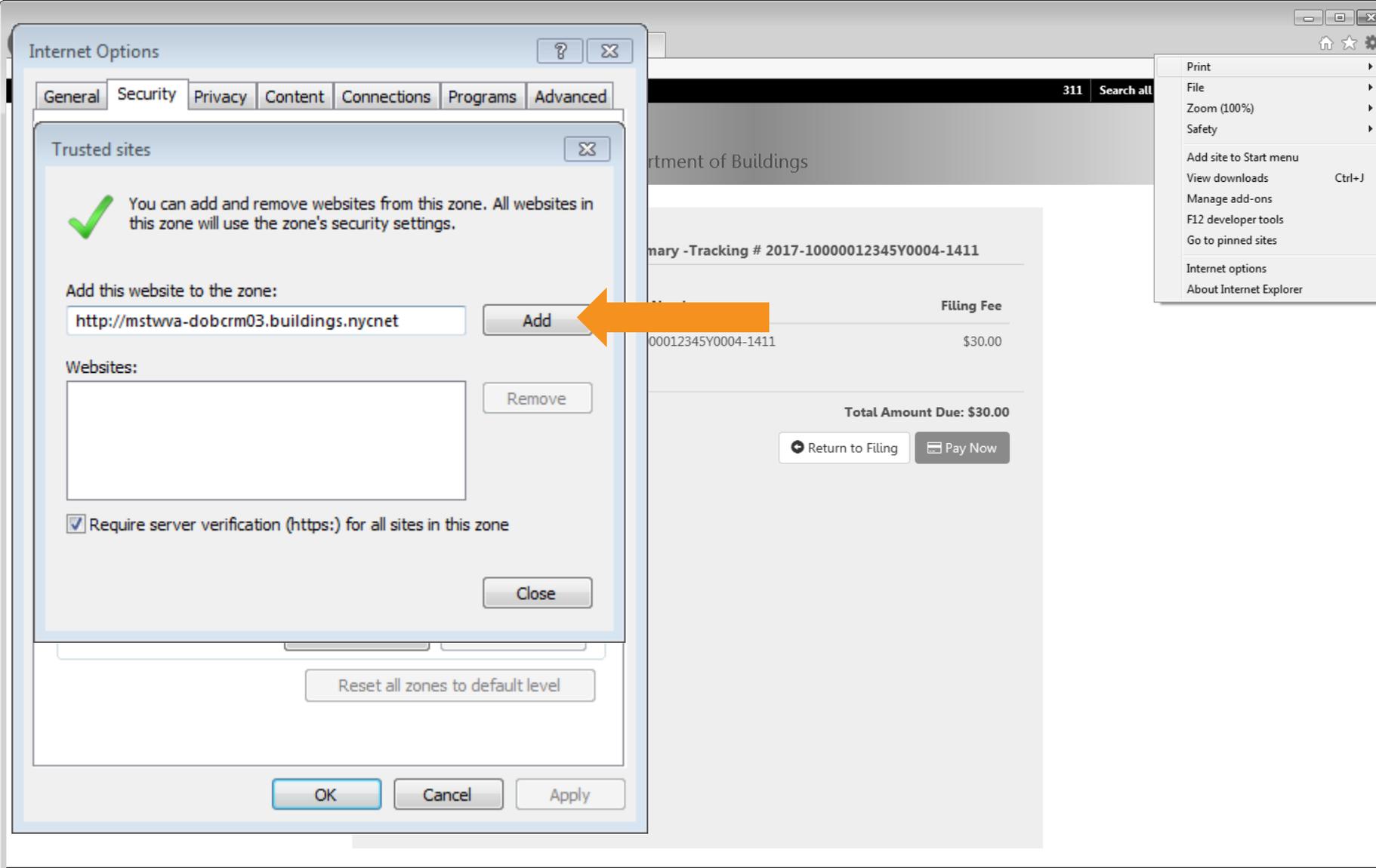
Total Amount Due: \$30.00

Buttons: Return to Filing, Pay Now

Click Trusted Sites

The image shows a Windows Internet Options dialog box overlaid on a web browser. The dialog box is in the Security tab, with the 'Trusted sites' zone selected. An orange arrow points to the 'Sites' button. The background browser window shows a menu with options like 'Print', 'File', 'Zoom (100%)', and 'Safety'. The page content includes 'Department of Buildings' and a tracking number '2017-10000012345Y0004-1411'. A table shows a 'Filing Fee' of '\$30.00' and a 'Total Amount Due: \$30.00' with buttons for 'Return to Filing' and 'Pay Now'.

Click Sites



Click Add

The image shows a screenshot of an Internet Explorer browser window with the 'Internet Options' dialog box open. The 'Trusted sites' tab is selected. The dialog box contains the following text and elements:

- Trusted sites (with a close icon)
- ✓ You can add and remove websites from this zone. All websites in this zone will use the zone's security settings.
- Add this website to the zone: (with an empty text input field and an 'Add' button)
- Websites: (with a text input field containing 'https://mstwva-dobcrm03.buildings.nycnet' and a 'Remove' button)
- Require server verification (https:) for all sites in this zone
- Close (with an orange arrow pointing to it)
- Reset all zones to default level (button)
- OK, Cancel, Apply (buttons)

The background browser window shows a page from the Department of Buildings with a table of filing fees and a 'Total Amount Due: \$30.00' section.

Number	Filing Fee
00012345Y0004-1411	\$30.00

Total Amount Due: \$30.00

Return to Filing Pay Now

Click Close

Internet Options

General Security Privacy Content Connections Programs Advanced

Select a zone to view or change security settings.

Internet Local intranet **Trusted sites** Restricted sites

Trusted sites

 This zone contains websites that you trust not to damage your computer or your files.

Sites

Security level for this zone

Allowed levels for this zone: All

Medium

- Prompts before downloading potentially unsafe content
- Unsigned ActiveX controls will not be downloaded

Enable Protected Mode (requires restarting Internet Explorer)

Custom level... Default level

Reset all zones to default level

OK

311 Search all

Department of Buildings

Primary - Tracking # 2017-10000012345Y0004-1411

Number	Filing Fee
00012345Y0004-1411	\$30.00

Total Amount Due: \$30.00

Return to Filing Pay Now

Print
File
Zoom (100%)
Safety
Add site to Start menu
View downloads Ctrl+J
Manage add-ons
F12 developer tools
Go to pinned sites
Internet options
About Internet Explorer

Click OK

http://mstwva-dobcrm03.buildings.nycnet:8085/BoilersSafe

File Edit View Favorites Tools Help

NYC Buildings 311 Search all

DOB NOW SAFETY

DOB NOW

Submit Filings, Payments, and Requests to the NYC Department of Buildings

Boiler Inspection Reports Payment Summary - Tracking # 2017-10000012345Y0004-1411

Boiler ID	Tracking Number	Filing Fee
10000012345Y0004	2017-10000012345Y0004-1411	\$30.00

Total Amount Due: \$30.00

[Return to Filing](#) [Pay Now](#)

- Print
- File
- Zoom (100%)
- Safety
- Add site to Start menu
- View downloads Ctrl+J
- Manage add-ons
- F12 developer tools
- Go to pinned sites
- Internet options
- About Internet Explorer

Click Refresh

Knowledge Check

Question:

Do I need to pay the filing fee before I can submit a filing?

Knowledge Check

Answer:

Yes

Knowledge Check

Question:

Who can pay for a filing?

Knowledge Check

Answer:

Any registered eFiler including the owner, licensed professional or insurance agency inspector.

Submit a Filing

Scenario

You're a licensed professional and would like to check the status of a filing to determine if it's ready to file.

You locate the filing, it is ready to file so you submit the filing.

Select Boiler Inspection Reports Tab

DOB NOW
Submit Filings, Payments, and Requests to the NYC Department of Buildings

Boilers Compliance Filings Dashboard

+ Boiler Inspection Report + Boiler Extension Request + Make Civil Penalties Payment

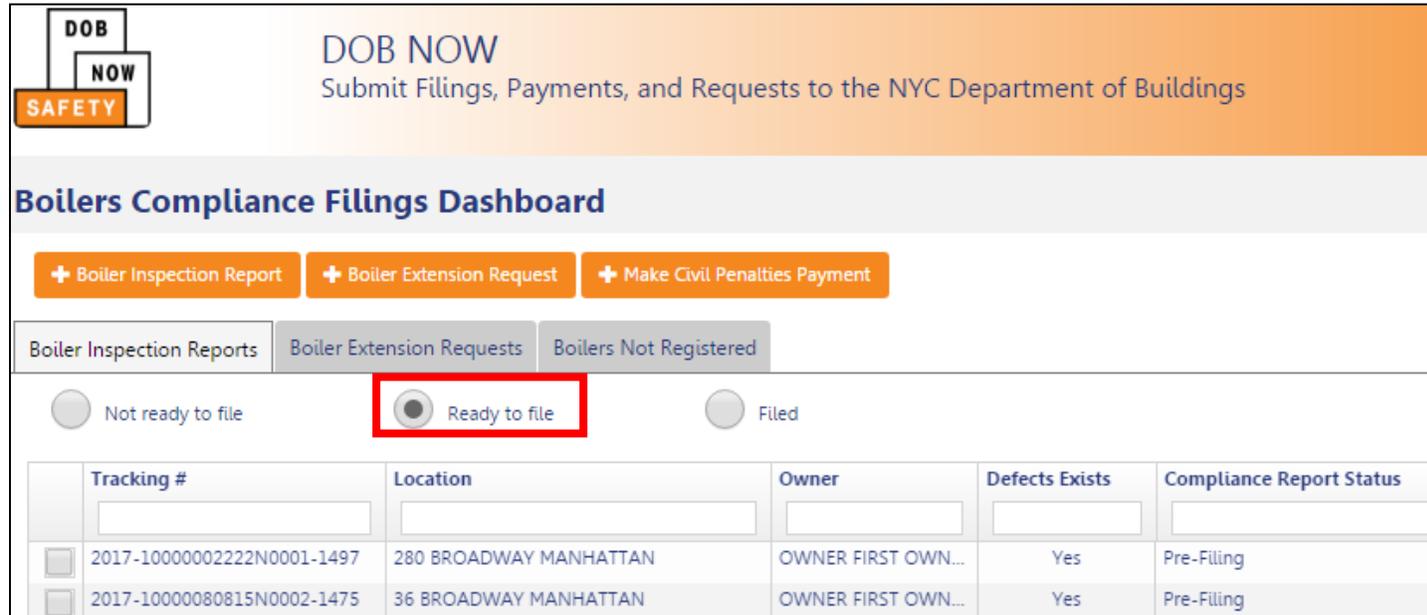
Boiler Inspection Reports | Boiler Extension Requests | Boilers Not Registered

Not ready to file Ready to file Filed

	Tracking #	Location	Owner	Defects Exists	Compliance Report Status
<input type="checkbox"/>	2017-10000002222N0001-1497	280 BROADWAY MANHATTAN	OWNER FIRST OWN...	Yes	Pre-Filing
<input type="checkbox"/>	2017-10000080815N0002-1475	36 BROADWAY MANHATTAN	OWNER FIRST OWN...	Yes	Pre-Filing

From your dashboard, select the **Boiler Inspection Reports** tab

Select Ready to File View



DOB NOW
Submit Filings, Payments, and Requests to the NYC Department of Buildings

Boilers Compliance Filings Dashboard

+ Boiler Inspection Report + Boiler Extension Request + Make Civil Penalties Payment

Boiler Inspection Reports Boiler Extension Requests Boilers Not Registered

Not ready to file Ready to file Filed

	Tracking #	Location	Owner	Defects Exists	Compliance Report Status
<input type="checkbox"/>	2017-10000002222N0001-1497	280 BROADWAY MANHATTAN	OWNER FIRST OWN...	Yes	Pre-Filing
<input type="checkbox"/>	2017-10000080815N0002-1475	36 BROADWAY MANHATTAN	OWNER FIRST OWN...	Yes	Pre-Filing

Select the **Ready to file** filter

File the Boiler Inspection Report

From the Dashboard

DOB NOW SAFETY

DOB NOW
Submit Filings, Payments, and Requests to the NYC Department of Buildings

Welcome, BOILERS TEST
[Need Help?](#)
[Sign Out](#)

Boilers Compliance Filings Dashboard

+ Boiler Inspection Report + Boiler Extension Request + Make Civil Penalties Payment

Dashboard Menu

Boiler Inspection Reports | Boiler Extension Requests | Boilers Not Registered

Not ready to file Ready to file Filed

2 File Refresh

	Tracking #	Location	Owner	Defects Exists	Compliance Report Status	Report Type	Inspection Type
<input type="checkbox"/>	2017-10000080255N0002-1506	345 PARK AVENUE SOUTH MANHATTAN	BOILERS TEST	No	Pre-Filing	Initial	External
<input checked="" type="checkbox"/>	2017-40000015075Y0001-1498	142-30 SANFORD AVENUE QUEENS	BOILERS TEST	Yes	Pre-Filing	Initial	External
<input type="checkbox"/>	2017-10000171333N0001-1335	46 BROADWAY MANHATTAN	APPLE ROME	Yes	Pre-Filing	Initial	External
<input type="checkbox"/>	2017-10000012345Y0004-1334	280 BROADWAY MANHATTAN	APPLE ROME	No	Pre-Filing	Initial	External

1. **Check the box** next to one or more reports
2. Click **File**

File the Boiler Inspection Report

From the Report

Save **File**

Boiler Inspection Report

General Information

Device Details ▼

10000012345Y0004

Documents

Statements & Signatures

Filing Information

Filing Year* 2017 ▼

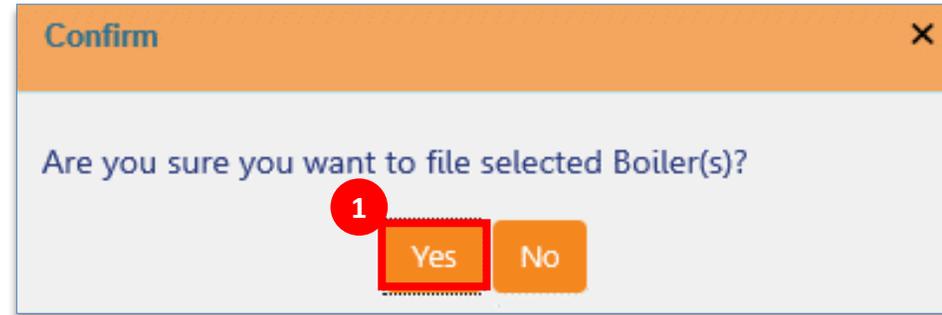
List of Boilers selected

Boiler ID	Make & Model	Report type	Pressure Type	Inspection type	Inspection Date
10000012345Y0004		Initial	Low Pressure	External	06/01/2017

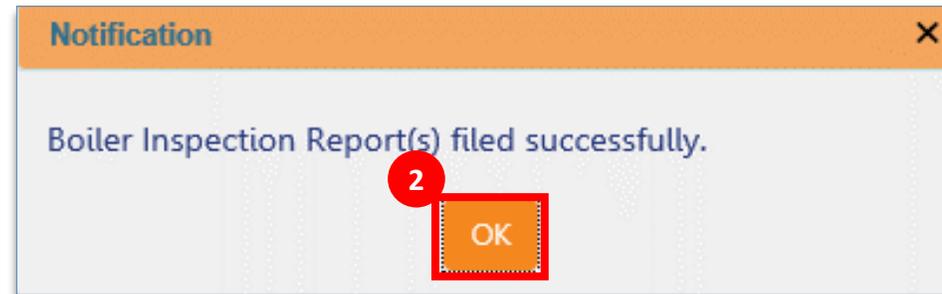
Click **File** to submit the report

Filing Confirmations

1. Click **Yes**



2. Click **OK**



Email Confirmation

Filing # 2017-20000005529Y0002-701 at address 841 LONGFELLOW AVENUE BRONX for Boiler Device 20000005529Y0002 has been accepted



CRM Buildings NYC DEV <CRMBuildNYCDev@buildings.nyc.gov>

to BOILERS, me

Dear Applicant,

This email references Filing # 2017-20000005529Y0002-701 at address 841 LONGFELLOW AVENUE BRONX for Boiler Device 20000005529Y0002 ->BRONX.

The Filing has been filed and Accepted by the NYC Department of Buildings.

This is an automated message. Please do not reply. If you have any questions, please contact us by email at dobnowsupport@buildings.nyc.gov.

Sincerely,

NYC Department of Buildings

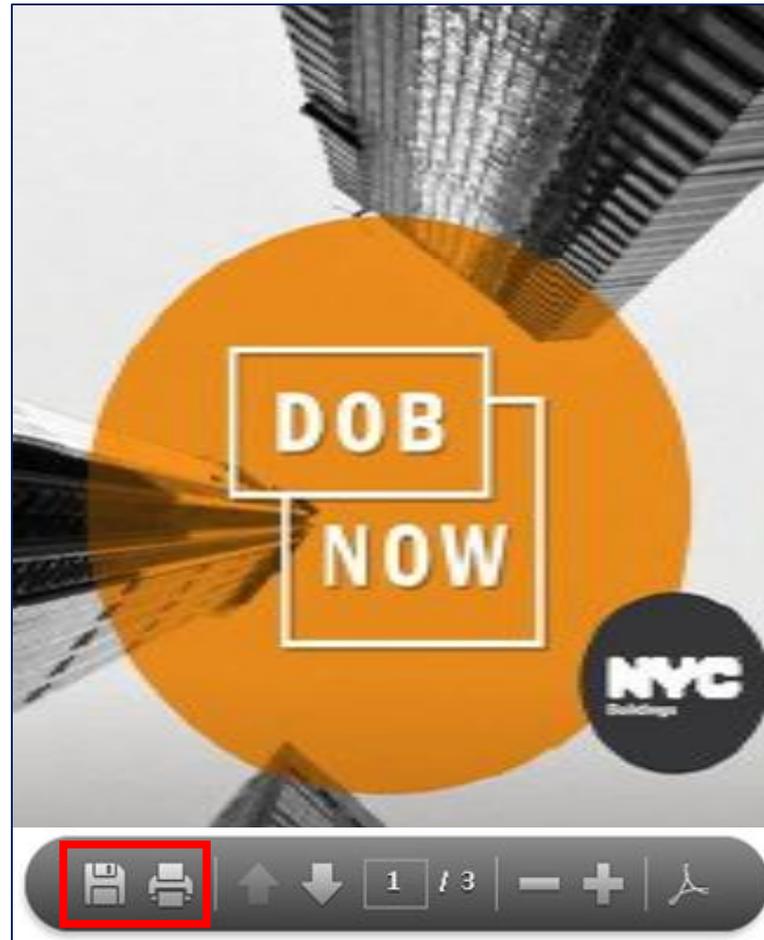


Print a Copy of a Filing

The screenshot shows the 'Boiler Inspection Report' interface. At the top, there are 'Save' and 'File' buttons on the left, and 'Dashboard' and 'Payment History' buttons on the right. The main content area is divided into a left sidebar and a main panel. The sidebar has sections for 'General Information', 'Device Details', 'Documents', and 'Statements & Signatures'. Under 'Device Details', the 'Device ID' '40000045793Y0001' is highlighted with a red box and a red circle containing the number '1'. The main panel has a light orange header bar with the text 'Tracking # : 2017-40000045793Y0001-807' and a 'Preview' button highlighted with a red box and a red circle containing the number '2'. Below the header bar is a section titled 'Boiler Information' with a dropdown arrow. It contains several input fields: 'Boiler ID *' (40000045793Y0001), 'Pressure Type*' (Low Pressure), 'Inspection Type*' (External), 'Report Type*' (Initial), 'Inspection Date*' (06/15/2017), and 'BTU/h (Current) *' (empty).

1. In Device Details, click on a **Device ID**
2. In the light orange bar click the **Preview** button

Print or Save a PDF Version of a Report



Use the menu at the bottom to **Save** or **Print**

Download or Print a PDF



 **Boiler Inspection Report**

Filing # 2017-40000045793Y0001-807

Boiler ID	Make & Model	Report type	Pressure type	Inspection type	Inspection date
40000045793Y0001		Initial	High Pressure	External	2017-09-15

Property Information

House Number	17-21	Street Name	NORMAN STREET
Borough	QUEENS	Block	0095
BN	400599	Lot	0009
Zip Code	11365	Occupancy Type	Mixed Use
Total Number of Residential Units	15		

Owner Information

E-Mail	BOILERSOWNER@GMAIL.COM	Owner Type	Private
Last Name	OWNER LAST	First Name	OWNER FIRST
MI		Mobile Phone	
Telephone		Business Name	
Business Address	1 OWN ST	City	NEW YORK
State	NY	Zip Code	11365
Business Phone	2122222222		

Applicant Information

E-Mail	BOILERSTEST@GMAIL.COM	License Type	Oil Burner Installer
License Number	O-005230	Last Name	TEST
First Name	BOILERS	MI	
Business Name	OIL INSTALL	Business Telephone	2121111111
Business Address	1 OIL ST	City	NEW YORK
State	NY	Zip Code	11111
Mobile Phone			

8 Steps to Complete a BIR

- ✓ Create a new filing
- ✓ Add boilers and confirm location information
- ✓ Confirm owner and applicant information
- ✓ Enter boiler details and report defects
- ✓ Upload required documents
- ✓ Sign attestation
- ✓ Pay fees
- ✓ File

Knowledge Check

Question:

How can I check the status of a compliance filing in
DOB NOW: *Safety*?

Knowledge Check

Answer:

1. Log in to DOB NOW: *Safety*
2. Navigate to Filed view
3. Search for the Boiler
4. Check the Status column

Knowledge Check

Question:

Who can submit a Boiler Compliance Filing?

Knowledge Check

Answer:

Only licensed professionals and insurance agency inspectors can click the **file** button for Compliance Filings.

Scenario

Defects have been corrected. The BO13 (i.e. “Affirmation of Correction”) has been renamed in DOB NOW and is now called a **Subsequent Boiler Inspection Report (BIR)**. A licensed professional creates a Subsequent BIR to indicate that defects have been corrected.

Search for a Filing

The screenshot shows the 'Boilers Compliance Filings Dashboard'. At the top, there are three buttons: '+ Boiler Inspection Report', '+ Boiler Extension Request', and '+ Make Civil Penalties Payment'. Below these are three tabs: 'Boiler Inspection Reports', 'Boiler Extension Requests', and 'Boilers Not Registered'. Under the 'Boiler Inspection Reports' tab, there are three radio buttons: 'Not ready to file', 'Ready to file', and 'Filed'. The 'Filed' radio button is selected and highlighted with a red box and a red circle containing the number '1'. Below the radio buttons is a table with columns: Tracking #, Location, Owner, Defects Exists..., Compliance Report Status..., Report Type..., Inspection Type..., Pressure Type..., Payment Status..., Filed Date, Created Date..., Filing Actions..., and Action... The first row of the table is highlighted with a red box and a red circle containing the number '2'. The data in this row is: Tracking # 2017-10000012345Y0004-1339, Location 280 BROADWAY MANHATTAN, Owner APPLE ROME, Defects Exists... Yes, Compliance Report Status... Accepted, Report Type... Initial, Inspection Type... External, Pressure Type... Low Pressure, Payment Status... Paid, Filed Date 06/05/2017, Created Date... 06/05/2017, Filing Actions... Select Action, and Action... [icon].

Tracking #	Location	Owner	Defects Exists...	Compliance Report Status...	Report Type...	Inspection Type...	Pressure Type...	Payment Status...	Filed Date	Created Date...	Filing Actions...	Action...
2017-10000012345Y0004-1339	280 BROADWAY MANHATTAN	APPLE ROME	Yes	Accepted	Initial	External	Low Pressure	Paid	06/05/2017	06/05/2017	Select Action	[icon]

1. From the Dashboard, click the **Filed** button to view all reports that have been filed
2. Locate the filing

Create a Subsequent Filing

The screenshot shows the DOB NOW Boilers Compliance Filings Dashboard. At the top, there is a navigation bar with the DOB NOW logo and the text "DOB NOW Submit Filings, Payments, and Requests to the NYC Department of Buildings". On the right, there is a user greeting "Welcome, JOE ADAM" and links for "Need Help?" and "Sign Out". Below the navigation bar, there is a "Boilers Compliance Filings Dashboard" section with three buttons: "Boiler Inspection Report", "Boiler Extension Request", and "Make Civil Penalties Payment". A "Dashboard Menu" button is also present. The main content area has three tabs: "Boiler Inspection Reports", "Boiler Extension Requests", and "Boilers Not Registered". Below the tabs, there are three radio buttons for "Not ready to file", "Ready to file", and "Filed". A "Refresh" button is located on the right. The main table has columns: Tracking #, Location, Owner, Defects Exists, Compliance Report Status, Report Type, Inspection Type, Pressure Type, Payment Status, Filed Date, Filing Actions, and Actions. A red circle with the number "1" highlights the "Filing Actions" column. A confirmation dialog is open over the table, asking "Do you want to file subsequent for this boiler?". The dialog has a "Confirm" header and two buttons: "Yes" and "No". A red circle with the number "2" highlights the "Yes" button. The "Filing Actions" dropdown menu is also visible, showing options: "Select Action", "File Extension", "Pay Civil Penalties", and "File Subsequent".

Tracking #	Location	Owner	Defects Exists	Compliance Report Status	Report Type	Inspection Type	Pressure Type	Payment Status	Filed Date	Filing Actions	Actions
2017-20000046675V0001-1496	801 EAST 226 STREET BRONX	OWNER FIRST OWN...	Yes	Payment Verification In Progre...	Initial	External	Low Pressure	Paid	06/15/2017	Select Action	
2017-10000080815N0001-1476	36 BROADWAY MANHATTAN						Low Pressure	Exempted	06/15/2017	Select Action	
2017-10000048628N0003-1458	26 BROADWAY MANHATTAN						Low Pressure	Exempted	06/14/2017	Select Action	
2017-10000048628N0002-1433	26 BROADWAY MANHATTAN						Low Pressure	Exempted	06/12/2017	Select Action	
2016-10000170771N0001-1393	875 6 AVENUE MANHATTAN						Low Pressure	Paid	06/13/2017	Select Action	
2017-10000170771N0001-1391	875 6 AVENUE MANHATTAN						Low Pressure	Exempted	06/08/2017	Select Action	
2016-30000105300N0001-1370	128 MONTROSE AVE BROKLYN						Low Pressure	Exempted	06/06/2017	Select Action	
2017-10000048628N0001-1324	26 BROADWAY MANHATTAN						Low Pressure	Exempted	06/08/2017	Select Action	
2017-10000171333N0001-1322	46 BROADWAY MANHATTAN						Low Pressure	Exempted	06/05/2017	Select Action	
2016-10000048628N0003-1307	26 BROADWAY MANHATTAN	APPLE ROME	Yes	Accepted	Subsequent	External	Low Pressure	Exempted	06/01/2017	Select Action	
2016-10000048628N0003-1303	26 BROADWAY MANHATTAN	OWNER FIRST OWN...	Yes	Accepted	Initial	External	Low Pressure	Exempted	06/09/2017	Select Action	
2016-10000048628N0001-1300	26 BROADWAY MANHATTAN	OWNER FIRST OWN...	No	QA Supervisor Review	Initial	External	Low Pressure	Exempted	05/31/2017	Select Action	
2016-10000048628N0002-1290	26 BROADWAY MANHATTAN	OWNER FIRST OWN...	No	QA Supervisor Review	Initial	External	Low Pressure	Exempted	05/31/2017	Select Action	
2017-30000094351N0001-1282	182 MONTROSE AVENUE BROKLYN	JOE ADAM	Yes	QA Supervisor Review	Initial	Internal	High Pressure	Exempted	06/06/2017	Select Action	

1. From the **Filing Actions** column, select **File Subsequent**
2. Click **Yes** to file a **Subsequent Filing**

Add Boiler

The screenshot shows a web application interface for adding a boiler. A table titled "Device Search Results" contains one entry with a checked checkbox, highlighted by a red circle with the number "1". The table has columns for "Boiler ID" (10000012345Y0004) and "Make & Model". A "Confirm" dialog box is overlaid on the table, asking "An Initial Inspection report with defects is already filed and accepted. Do you want to file subsequent report?" with "Yes" and "No" buttons. The "Yes" button is highlighted by a red circle with the number "2". The dialog box also has a close button (X) in the top right corner. At the bottom of the table, there are "Add" and "Cancel" buttons. The table also shows pagination controls: "Total Items: 1", "1 / 1", "10 items per page", and "1 - 1 of 1 items".

1. Select the Boiler
2. Click **Yes** to file a **Subsequent** report

Edit a Reported Defect

1 Manage Defects

Boiler ID : 10000012345V0004

2 Reported Defects New Defects

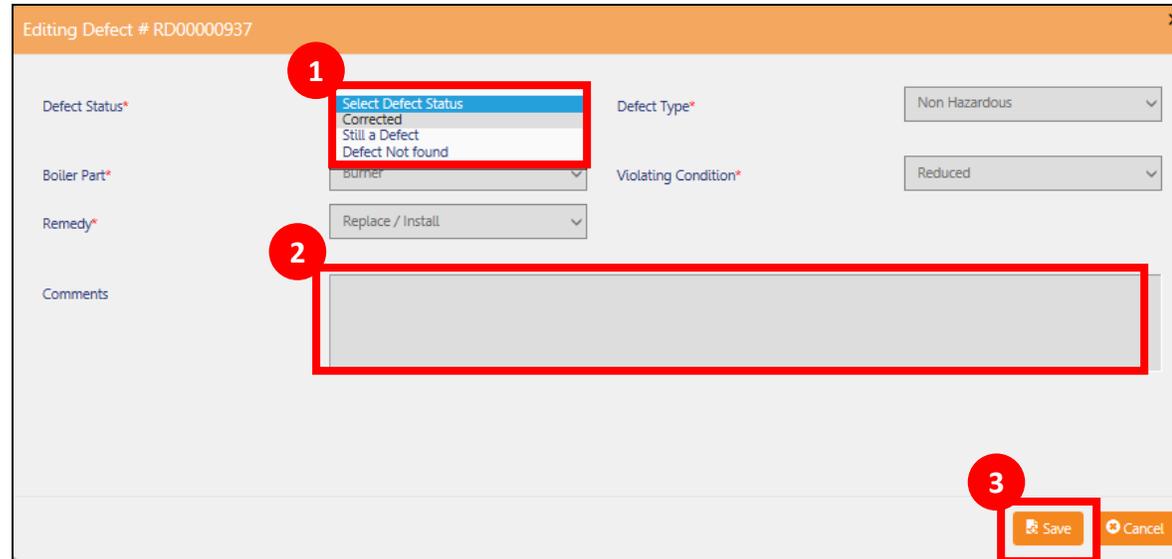
Defect #	Defect Type	Defect Status	Boiler Part	Violating Condition	Remedy	Actions
RD00000937	Non Hazardous	Open	Burner	Reduced	Replace / In...	 3

Total Items: 1

1 / 1 5 items per page 1 - 1 of 1 items

1. Expand the **Manage Defects** Section
2. Select the **Reported Defects** tab
3. Click the **Edit** icon

Update Defect Status



- Defect Status:
- Corrected
 - Still a Defect
 - Defect Not Found

1. Select **Defect Status**
2. Enter **Comments**
3. Click **Save**

Repeat for all corrected defects
Continue with the filing process

Add New Defects to a Subsequent

1 Manage Defects

Boiler ID : 10000012345V0004

Reported Defects **New Defects** 2

Defect #	Defect Type	Defect Status	Boiler Part	Violating Condition	Remedy	Actions
RD00000937	Non Hazardous	Open	Burner	Reduced	Replace / In...	

Total Items: 1

1 / 1 5 items per page 1 - 1 of 1 items

1. Go to **Manage Defects** section
2. Click the **New Defects** tab

Report a New Defect

The screenshot shows a web interface for managing defects. At the top, there is an orange header bar with the text 'Manage Defects' and a dropdown arrow. Below the header, there is a red button with a white plus sign and the text '+ Add Defect'. To the right of this button, the text 'Boiler ID : 10000048641Y0001' is displayed. Below the button and boiler ID, there are two tabs: 'Reported Defects' and 'New Defects'. The 'New Defects' tab is currently selected. Below the tabs is a table with five columns: 'Defect #', 'Defect Type', 'Defect Status', 'Boiler Part', and 'Violating Condition'. Each column has a dropdown arrow next to its header. The table is currently empty.

Click **+ Add Defect** to add a new defect to a subsequent filing

Correct Defects on a 2017 Filing Made in BIS

1. To correct defects on a 2017 report filed on or before July 28, 2017
2. Click + **Boiler Inspection Report** in DOB NOW
3. Search by **Device ID**
4. Create a **Subsequent Filing**
5. Report information will be pulled over from BIS. Detailed defects will not be listed in DOB NOW. To review defects see the original B09
6. Confirm statement **All defects reported on the B09 have been corrected or not found**
7. Upload **Required Documents**
8. Sign Attestation
9. Pay Fees and File

Subsequent Filing Confirmation Email

Subsequent **Boiler** Inspection Report has been filed for **Boiler** Device 20000166098N0001 with Filing # 2016-20000166098N0001-521 Inbox x  

 **CRM Buildings NYC DEV** <CRMBuildNYCDev@buildings.nyc.gov> Jun 13 (11 days ago) ☆  

to me, BOILERS 

Dear Applicant,

This email references Filing # **2016-20000166098N0001-521** at address **880 EAST 135 STREET BRONX** for **Boiler** Device **20000166098N0001** '>**BRONX** .

An Subsequent **Boiler** Inspection Report has been filed with the NYC Department of Buildings

This is an automated message. Please do not reply. If you have any questions, please contact us by email at doznosupport@buildings.nyc.gov.

Sincerely,

NYC Department of Buildings



Knowledge Check

Question:

What type of filing do you file if you need to correct defects on a 2017 report that has been previously filed?

Knowledge Check

Answer:

Subsequent Filing

Knowledge Check

Question:

How do you initiate a Subsequent Filing?

Knowledge Check

Answer:

1. Locate the filing
2. In the **Filing Actions** column, select **Subsequent**
3. Select **Yes** when the system asks if you would like to file a Subsequent Filing

Or

1. + **Boiler Inspection Report**
2. When you add a boiler that already has an initial filing, the system will ask if you want to file a **Subsequent filing**
3. Respond **Yes** and continue with the filing

Pay for and File Multiple Boiler Inspection Reports

Scenario

Inspections are complete for multiple boilers. The licensed professional is ready to pay for and file Boiler Inspection Reports for 10 boilers.

Pay for Multiple Devices

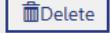
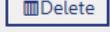
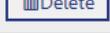
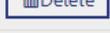
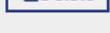
The screenshot shows the DOB NOW dashboard for a Boilers Inspector. The dashboard title is "Boilers Compliance Filings Dashboard". There are three main action buttons: "+ Boiler Inspection Report", "+ Boiler Extension Request", and "+ Make Civil Penalties Payment". A "Dashboard Menu" button is also present. The dashboard is divided into three tabs: "Boiler Inspection Reports", "Boiler Extension Requests", and "Boilers Not Registered". The "Boiler Inspection Reports" tab is active, showing a filter for "Not ready to file" (selected), "Ready to file", and "Filed". A "Pay Now" button and a "Refresh" button are located in the top right of the dashboard. Below the filter, there is a table with the following columns: Tracking #, Location, Owner, Defects Exists..., Compliance Report Status, Report Type, Inspection Type, Pressure Type, and Payment Status. The Payment Status column is filtered to show "Due". There are 10 rows of data, each with a checkbox in the first column. The first row is highlighted with a red box, and the checkboxes for all 10 rows are checked. A red box also highlights the "Pay Now" button and the "Refresh" button.

Tracking #	Location	Owner	Defects Exists...	Compliance Report Status	Report Type	Inspection Type	Pressure Type	Payment Status
016-40000026485N0004-834	120-55 QUEENS BOULEVARD QUEENS	APPLE ROME	No	Pre-Filing	Initial	Internal	High Pressure	Due
016-30000162973N0001-826	182 MONTROSE AVENUE BROKLYN	APPLE ROME	No	Pre-Filing	Initial	External	Low Pressure	Due
016-50000068012N0001-814	475 SEAVIEW AVENUE STATEN ISLAND	APPLE ROME	No	Pre-Filing	Initial	Internal	High Pressure	Due
016-50000068012N0001-813	475 SEAVIEW AVENUE STATEN ISLAND	APPLE ROME	No	Pre-Filing	Initial	Internal	High Pressure	Due
016-20000006886N0003-805	2921 PAUL AVENUE BRONX	APPLE ROME	No	Pre-Filing	Initial	Internal	High Pressure	Due
017-30000090291N0001-714	2017 86 STREET BROKLYN	OWNER FIRST OWN...	Yes	Pre-Filing	Subsequent	External	Low Pressure	Due
017-30000070432N0002-706	77 CLINTON STREET BROKLYN	OWNER FIRST OWN...	No	Pre-Filing	Initial	External	Low Pressure	Due
017-30000070432N0001-707	77 CLINTON STREET BROKLYN	OWNER FIRST OWN...	No	Pre-Filing	Initial	External	Low Pressure	Due
017-30000161757Y0002-704	75 CLINTON STREET BROKLYN	OWNER FIRST OWN...	No	Pre-Filing	Initial	External	Low Pressure	Due
017-30000161757Y0001-705	75 CLINTON STREET BROKLYN	OWNER FIRST OWN...	No	Pre-Filing	Initial	External	Low Pressure	Due

1. Navigate to the **Not Ready to File** view in your dashboard
2. Filter on Payment Status equal to **Due**
3. Highlight the reports you would like to pay for by checking the box
4. Click **Pay Now**

Confirm Devices and Payment Amount

Boiler Inspection Reports Payment Summary

Boiler ID	Tracking Number	Filing Fee	Remove
40000026485N0004	2016-40000026485N0004-834	\$30.00	 1
30000162973N0001	2016-30000162973N0001-826	\$30.00	
50000068012N0001	2016-50000068012N0001-814	\$30.00	
50000068012N0001	2016-50000068012N0001-813	\$30.00	
20000006886N0003	2016-20000006886N0003-805	\$30.00	
30000090291N0001	2017-30000090291N0001-714	\$30.00	
30000070432N0002	2017-30000070432N0002-706	\$30.00	
30000070432N0001	2017-30000070432N0001-707	\$30.00	
30000161757Y0002	2017-30000161757Y0002-704	\$30.00	
30000161757Y0001	2017-30000161757Y0001-705	\$30.00	

Total Amount Due: \$300.00

[Dashboard](#) [Pay Now](#) **2**

1. Remove filings from payment by clicking the **Delete** button
2. When ready to pay, click **Pay Now**

You will be directed to the **City Pay** payment portal to process your payment

File Multiple Reports

The screenshot shows the 'Boilers Compliance Filings Dashboard'. At the top, there are three buttons: '+ Boiler Inspection Report', '+ Boiler Extension Request', and '+ Make Civil Penalties Payment', along with a 'Dashboard Menu' button. Below these are three tabs: 'Boiler Inspection Reports', 'Boiler Extension Requests', and 'Boilers Not Registered'. Under the 'Boiler Inspection Reports' tab, there are three radio buttons: 'Not ready to file', 'Ready to file' (highlighted with a red box and a '1'), and 'Filed'. To the right of these buttons are a 'File' button (highlighted with a red box and a '3') and a 'Refresh' button. Below the buttons is a table with the following columns: 'Tracking #', 'Location', 'Owner', 'Defects Exists', 'Compliance Report Status', and 'Report Type'. The table contains 10 rows of data. A red box highlights the first column of the table, containing checkboxes for each row, with a '2' next to it. The data in the table is as follows:

Tracking #	Location	Owner	Defects Exists	Compliance Report Status	Report Type	
<input checked="" type="checkbox"/>	2016-40000163366N0001-831	58-73 53 AVENUE QUEENS	APPLE ROME	No	Pre-Filing	Initial
<input checked="" type="checkbox"/>	2017-10000012345Y0004-795	280 BROADWAY MANHATTAN	BOILERS TEST	No	Pre-Filing	Subsequent
<input checked="" type="checkbox"/>	2017-30000105844N0001-716	226 PULASKI STREET BROKLYN	OWNER FIRST OWN...	Yes	Pre-Filing	Initial
<input checked="" type="checkbox"/>	2017-30000105844N0001-711	226 PULASKI STREET BROKLYN	OWNER FIRST OWN...	Yes	Pre-Filing	Initial
<input checked="" type="checkbox"/>	2016-10000012345Y0004-555	280 BROADWAY MANHATTAN	APPLE ROME	No	Pre-Filing	Initial
<input checked="" type="checkbox"/>	2016-10000012345Y0004-547	280 BROADWAY MANHATTAN	APPLE ROME	No	Pre-Filing	Initial
<input checked="" type="checkbox"/>	2016-10000012345Y0004-529	280 BROADWAY MANHATTAN	APPLE ROME	No	Pre-Filing	Initial
<input checked="" type="checkbox"/>	2016-1000002222N0001-527	280 BROADWAY MANHATTAN	APPLE ROME	No	Pre-Filing	Initial
<input checked="" type="checkbox"/>	2016-10000012345Y0004-524	280 BROADWAY MANHATTAN	APPLE ROME	No	Pre-Filing	Initial
<input checked="" type="checkbox"/>	2016-30000067298N0001-523	150 55 STREET BROKLYN	APPLE ROME	No	Pre-Filing	Initial

1. Navigate to the **Ready to File** view in your dashboard
2. Highlight the reports by **checking the boxes**
3. Click **File** to submit the reports

Knowledge Check

Question:

How many filings can I pay for or submit at once?

Knowledge Check

Answer:

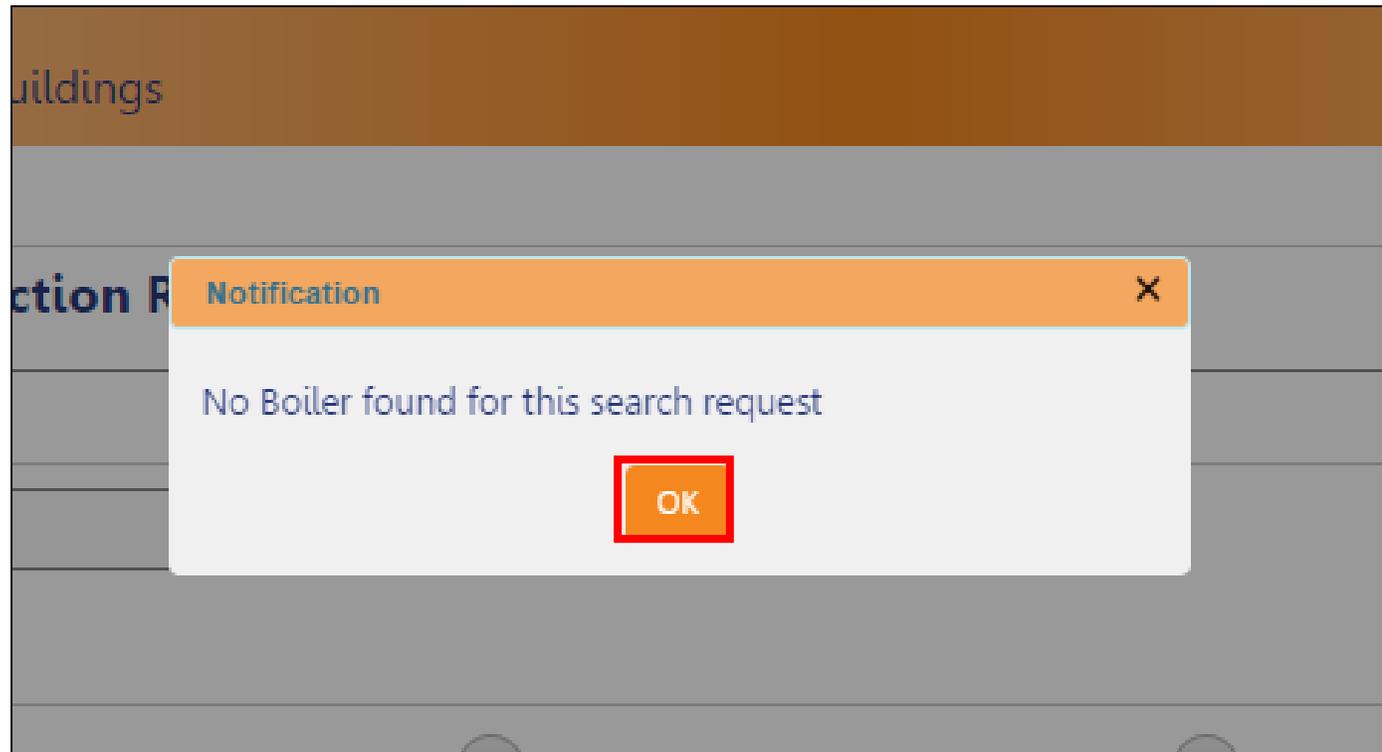
25

Boiler Not Registered

Scenario

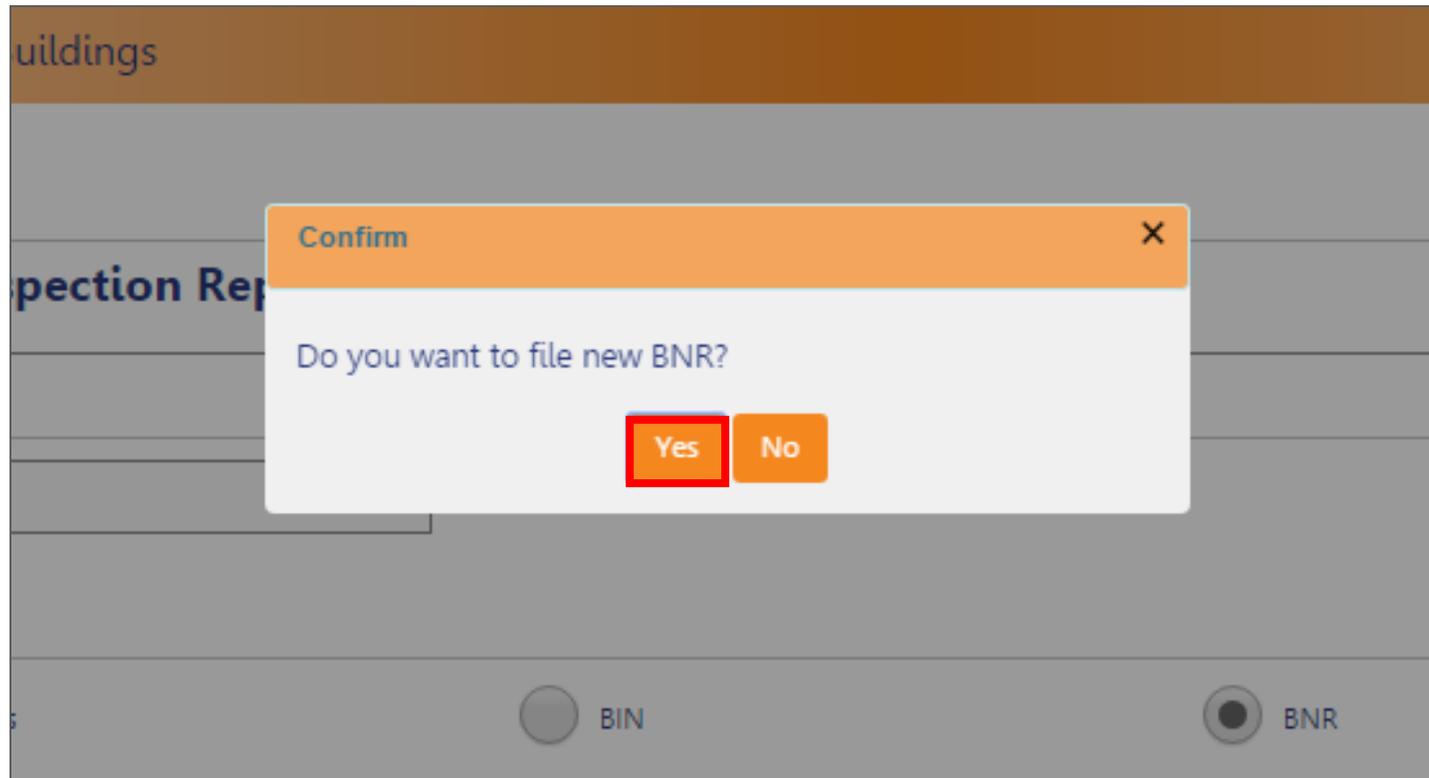
You create a new Boiler Inspection Report.
Upon searching, the device is not found.

Boiler Not Found



Click **OK**

Submit BIR with Boiler Not Registered



Click **Yes**

New Boiler Not Registered Request

DOB NOW
Submit Filings, Payments, and Requests to the NYC Department of Buildings

Boiler Not Registered Request

Save File

General Information

- Manage Defects
- Documents
- Statements & Signatures

Filing Information

Filing Year*

Search By

Address BIN

BIN* 1079215

Search

Property Information

House No(s)* Street Name*

Select the **Filing Year**

Search by Building ID Number (BIN)

Boiler Inspection Report [Dashboard](#)

Filing Information

Filing Year*

Search By

Boiler ID Address **BIN** BNR

BIN*

1. Select **BIN**
2. Enter BIN number
3. Click **Search**

Review Property Information

The screenshot shows a web form titled "Boiler Not Registered Request". On the left is a navigation menu with "General Information" selected. The main form area has two sections: "Filing Information" and "Property Information".

Filing Information:

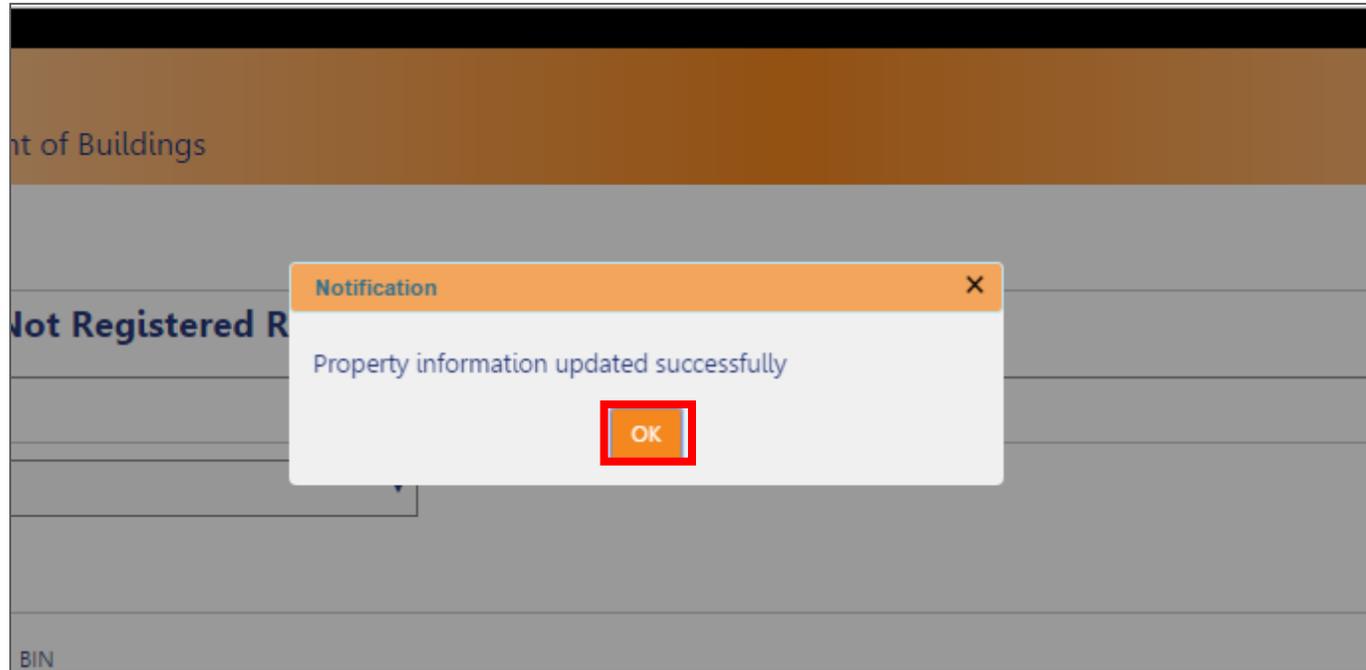
- Filing Year*: 2017
- Search By: Address (unselected), BIN (selected)
- BIN*: 1079215
- Search button

Property Information:

House No(s)*: 274	Street Name*: BROADWAY	Borough*: Manhattan
Block*: 153	BIN*: 1079215	Lot*: 1
Zip Code*: 10007	Occupancy Type* (highlighted with red box and number 1)	Total Number of Residential Units* (highlighted with red box and number 2)

1. Enter **Occupancy Type**
2. Enter **Total Number of Residential Units**

Property Information Updated



Select **OK**

Add Boiler Information

Boiler Information

Boiler ID <i>Enter 16 digit Boiler ID</i>	Pressure Type* Select Type	Inspection Date*
Inspection Type* Choose inspection Type	Boiler Make*	Boiler Model*
BTU/h *	Year Built*	Fuel* Select Type
Located In*	Floor*	Mobile* <input type="radio"/> Yes <input type="radio"/> No

- Enter Required (*) Boiler Information
- Complete remaining filing steps

Required Boiler Information

- Pressure Type
- Inspection Date
- Inspection Type
- Boiler Make
- Boiler Model
- BTU/h
- Year Built
- Fuel
- Located In
- Floor
- Mobile

DOB Review of BNR

- Once submitted, DOB will review the Boiler Not Registered filing
- Once DOB review is complete, Owner and Applicant will be notified of the disposition

Licensee Actions for Unregistered Boilers

- Per Article 303 of Title 28 of the Administrative Code, unregistered boilers or Boilers Not Registered are subject to violations. To register a boiler, the licensee should file a PW1 or an LAA accordingly.

Boiler Extension Requests

Extension Requests

- Boiler Inspection Reports with Defects that have been filed with the DOB are eligible for an extension request if the defects will not be corrected by the 180-day due date
- Extension requests are subject to DOB approval and require payment of a \$15 filing fee
- Extension requests that are denied are subject to Civil Penalties if defects are not corrected within 180-days from the initial inspection date
- Owner or Applicant can create and submit an Extension Request

Scenario

You filed an Initial Boiler Inspection Report with non-hazardous defects. It's approaching the end of the 180-day correction period and the part required to correct the defect has not arrived. To avoid late penalties, you file an Extension Request.

Boiler Extension Requests

The screenshot displays the 'Boilers Compliance Filings Dashboard' on the NYC Department of Buildings website. The page includes a navigation bar with 'DOB NOW' and 'Submit Filings, Payments, and Requests to the NYC Department of Buildings'. A search bar is located in the top right corner. Below the navigation, there are three main action buttons: '+ Boiler Inspection Report', '+ Boiler Extension Request' (highlighted in red), and '+ Make Civil Penalties Payment'. A 'Dashboard Menu' button is also present. The dashboard is divided into three tabs: 'Boiler Inspection Reports', 'Boiler Extension Requests' (selected), and 'Boilers Not Registered'. A 'Refresh' button is located in the top right of the table area.

Tracking #	Boiler ID	Location	Borough	Applicant	Extension Request Status	Payment Status	Created Date	Modified Date	Actions
Ext-10000012345Y0044-119	10000012345Y0044	280 BROADWAY	MANHATTAN	JOE ADAM	Pre-Filing	Exempted	04/10/2017	04/10/2017	
Ext-10000012345Y0044-118	10000012345Y0044	280 BROADWAY	MANHATTAN	JOE ADAM	Pre-Filing	Paid	04/10/2017	04/10/2017	
Ext-10000012345Y0044-117	10000012345Y0044	280 BROADWAY	MANHATTAN	JOE ADAM	QA Supervisor Review	Exempted	04/10/2017	04/10/2017	
Ext-20000165701Y0003-116	20000165701Y0003	333 EAST 181 STREET	BRONX	BOILERS INSPECTOR	QA Review	Paid	04/07/2017	04/10/2017	
Ext-10000012345Y0044-115	10000012345Y0044	280 BROADWAY	MANHATTAN	JOE ADAM	Pre-Filing	Exempted	04/07/2017	04/12/2017	
Ext-10000012345Y0044-114	10000012345Y0044	280 BROADWAY	MANHATTAN	JOE ADAM	Pre-Filing	Exempted	04/07/2017	04/07/2017	
Ext-50000054514N0002-113	50000054514N0002	715 OCEAN TERRACE	STATEN ISLAND	BOILERS INSPECTOR	Extension Granted	Exempted	04/07/2017	04/07/2017	
Ext-30000067298N0004-112	30000067298N0004	150 55 STREET	BROOKLYN	BOILERS INSPECTOR	QA Supervisor Review	Exempted	04/06/2017	04/06/2017	
Ext-30000067298N0004-111	30000067298N0004	150 55 STREET	BROOKLYN	BOILERS INSPECTOR	Extension Granted	Exempted	04/06/2017	04/06/2017	
Ext-30000165629N0001-110	30000165629N0001	182 MONTROSE AVENUE	BROOKLYN	OWNER FIRST OWNER L...	QA Supervisor Review	Exempted	04/05/2017	04/05/2017	
Ext-10000012345Y0004-109	10000012345Y0004	280 BROADWAY	MANHATTAN	JOE ADAM	QA Review	Exempted	04/04/2017	04/06/2017	
Ext-10000012345Y0004-108	10000012345Y0004	280 BROADWAY	MANHATTAN	JOE ADAM	Pre-Filing	Due	04/04/2017	04/11/2017	
Ext-10000012345Y0004-107	10000012345Y0004	280 BROADWAY	MANHATTAN	JOE ADAM	QA Supervisor Review	Paid	04/04/2017	04/04/2017	
Ext-10000012345Y0004-106	10000012345Y0004	280 BROADWAY	MANHATTAN	JOE ADAM	Extension Granted	Exempted	04/04/2017	04/06/2017	
Ext-10000012345Y0004-105	10000012345Y0004	280 BROADWAY	MANHATTAN	JOE ADAM	QA Supervisor Review	Paid	04/04/2017	04/04/2017	

From the Dashboard, click **+ Boiler Extension Request**

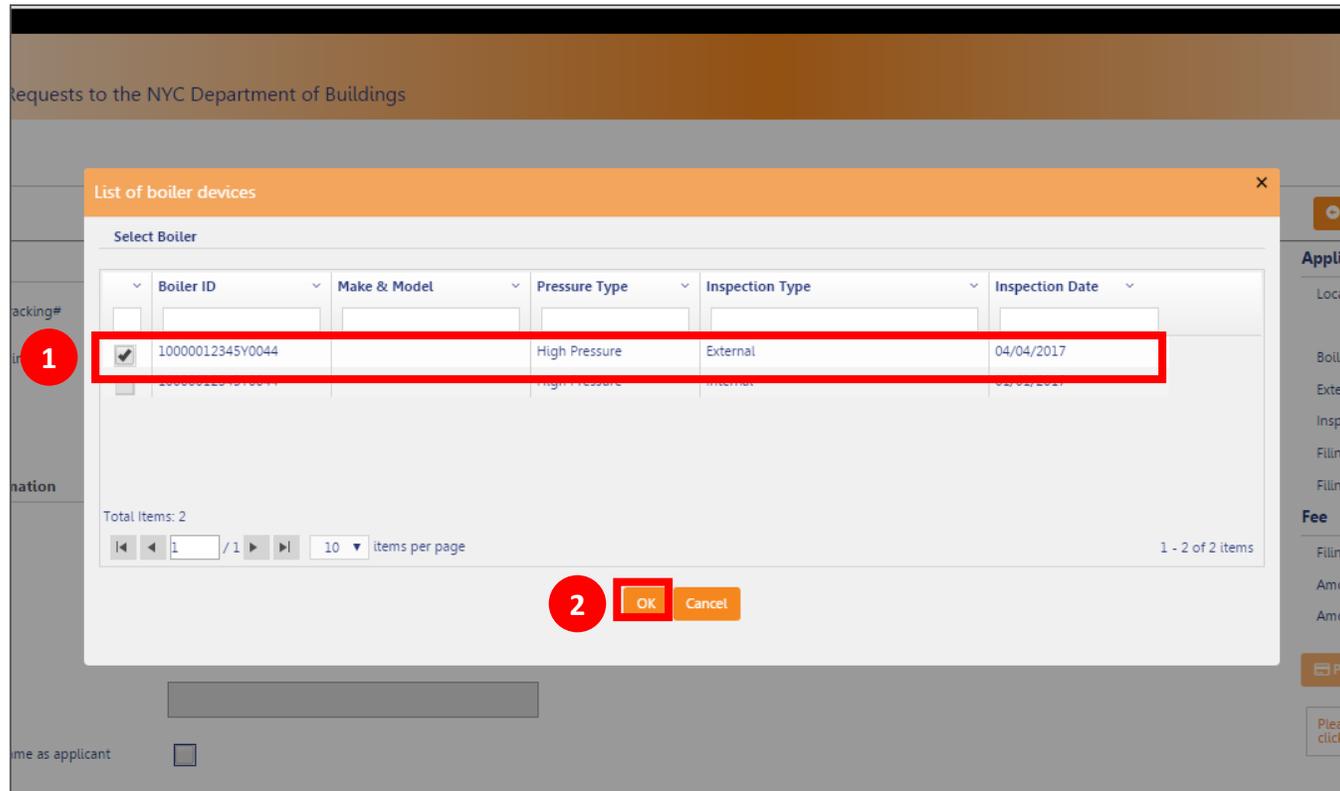
Search for the Boiler

The screenshot displays the 'Boilers Compliance Filings Dashboard' with a modal window titled 'Enter Boiler Details'. The modal contains a text input field with a red border and a red circle '1' next to it, and two buttons labeled 'OK' and 'Cancel' with a red circle '2' next to the 'OK' button. The background dashboard shows a table of boiler records with columns for Tracking #, Location, Owner, and various status fields.

Tracking #	Location	Owner	Payment Status	Created Date	Actions
2017-10000012345N0123-1500	280 BROADWAY MANHATTAN	APPLE ROME	Due	06/16/2017	[Icons]
2017-10000012345N0123-1499	280 BROADWAY MANHATTAN	JOE ADAM	Due	06/16/2017	[Icons]
2017-10000022222N0001-1497	280 BROADWAY MANHATTAN	OWNER FIRST OWN...	Exempted	06/16/2017	[Icons]
2017-40000026485N0004-1470	120-55 QUEENS BOULEVARD QUEENS	OWNER FIRST OWN...	Exempted	06/13/2017	[Icons]

1. Enter Boiler ID or Tracking #
2. Click **OK**

Select the Boiler from the List



1. Select the boiler by **checking the box**
2. Click **OK**

Enter All Mandatory Information *

The screenshot shows the 'Boiler Extension Request' form in the DOB NOW system. The form is divided into two main sections: 'General Information' and 'Applicant Information'. The 'General Information' section includes fields for Business Address, City, State, Zip Code, and Business Phone. The 'Applicant Information' section includes fields for E-Mail, License Number, First Name, Business Name, Business Address, State, Mobile Phone, License Type, Last Name, MI, Business Telephone, City, and Zip. The 'Justification' field is highlighted with a red border, indicating it is a mandatory field that needs to be filled out.

- Enter all required information including the Justification
- Upload Required Documentation
- Sign the Attestation
- Pay Filing Fee
- Save and File

Extension Granted or Denied

- After review by the DOB, the extension will be **Granted** or **Denied**
- Owner and Applicant will receive an email with the decision and, if granted, the duration of the extension
- File a **Subsequent Filing** to correct defects



Knowledge Check

Question

- Who can submit an Extension Request?

Knowledge Check

Answer

Owners, Licensed Professionals or Insurance Agency Inspectors can be the Applicant of Record and can submit Extension Requests

Incomplete Filing

Scenario

You've submitted a Fee-Exempt filing and DOB determines it is incomplete.

Incomplete Filing Email Notification

Filing # 2017-10000048628N0003-1209 at address 10 BROADWAY MANHATTAN for Boiler Device 10000048628N0003 is Incomplete CRM:0001117 Inbox x

 CRM Buildings NYC DEV <CRMBuildNYCDev@buildings.nyc.gov> 3:24 PM (0 minutes ago)
to JOE, me ▾

Dear Applicant,

This email reference **Filing # 2017-10000048628N0003-1209** at address 10 BROADWAY MANHATTAN for Boiler Device 10000048628N0003.

QA review was conducted by the NYC Department of Buildings. The Filing was determined to be incomplete. Please complete the filing and resubmit.

The review comments are listed below:

Please submit valid ACRIS Report

This is an automated message. Please do not reply. If you have any questions, please contact us by email at dobnowsupport@buildings.nyc.gov.

Sincerely,
NYC Department of Buildings



- Make note of the filing number in the email
- Review the reason for the Incomplete Submission status

Search for Report

DOB NOW
SAFETY
Submit Filings, Payments, and Requests to the NYC Department of Buildings
Welcome, JOE ADAM
Sign Out

Boilers Compliance Filings Dashboard

+ Boiler Inspection Report + Boiler Extension Request + Make Civil Penalties Payment Dashboard Menu

Boiler Inspection Reports Boiler Extension Requests Boilers Not Registered

Not ready to file Ready to file Filed Pay Now Refresh

Group #	Tracking #	Location	Owner	Defects Exists	Compliance Report Status	Report Type	Inspection Type	Pressure Type	Payment Status	Created Date	Actions
00000256	2017-10000048628N0003-1209	26 BROADWAY MANHATTAN	OWNER FIRS...	No	Incomplete Submission	Initial	External	Low Pressure	Exempted	05/18/2017	

- From the Boiler Inspection Report tab
- Select Not Ready to File view
- Enter the filing number in the Tracking # search box

Update Filing and Re-Submit

DOB NOW
Submit Filings, Payments, and Requests to the NYC Department of Buildings

Welcome, JOE ADAM
Sign Out

Boilers Compliance Filings Dashboard

+ Boiler Inspection Report + Boiler Extension Request + Make Civil Penalties Payment

Dashboard Menu

Boiler Inspection Reports | Boiler Extension Requests | Boilers Not Registered

Not ready to file Ready to file Filed

Pay Now Refresh

Group #	Tracking #	Location	Owner	Defects Exists	Compliance Report Status	Report Type	Inspection Type	Pressure Type	Payment Status	Created Date	Actions
00000256	017-1000048628N0003-1209	26 BROADWAY MANHATTAN	OWNER FIRS...	No	Incomplete Submission	Initial	External	Low Pressure	Exempted	05/18/2017	

- Open the filing
- Correct filing and/or upload the required documents
- Click File
- The filing will be routed back to the DOB for review
- Once accepted, the status will change to Accepted and the owner and applicant will receive an email notification

Late Filings

Scenario

You've conducted an inspection but you weren't able to submit the filing until 60 days later. Your filing is accepted by DOB with Civil Penalties Due.

Rule Review

Inspection Reports must be filed within 45 days of the inspection date

Civil Penalties Due Email Notification

Filing # 2016-40000163366N0001-968 at address 58-73 53 AVENUE QUEENS for Boiler Device 40000163366N0001 has been accepted with Civil Penalties due CRM:0006860 Inbox x



CRM Buildings NYC DEV <CRMBuildNYCDev@buildings.nyc.gov>

to BOILERS, me ▾

Dear Applicant,

This email references Filing # 2016-40000163366N0001-968 at address 58-73 53 AVENUE QUEENS for Boiler Device 40000163366N0001 .

The Filing has been filed and Accepted with Civil Penalties due by the NYC Department of Buildings.

This is an automated message. Please do not reply. If you have any questions, please contact us by email at doznosupport@buildings.nyc.gov.

Sincerely,

NYC Department of Buildings



Make Civil Penalties Payment

DOB NOW
SAFETY

DOB NOW
Submit Filings, Payments, and Requests to the NYC Department of Buildings

Boilers Compliance Filings Dashboard

+ Boiler Inspection Report + Boiler Extension Request **+ Make Civil Penalties Payment**

Boiler Inspection Reports Boiler Extension Requests Boilers Not Registered

Not ready to file Ready to file Filed

Tracking #	Location	Owner	Defects Exists	Compliance Report Status	Report Type	Inspection Type
2017-10000048628N0002-1131	26 BROADWAY MANHATTAN	OWNER FIRS...	Yes	QA Supervisor Review	Initial	Internal
2017-10000000027N0001-1082	22 EAST 29 STREET MANHATTAN	APPLE ROME	Yes	Accepted	Subsequent	Internal
2017-10000000027N0002-1081	22 EAST 29 STREET MANHATTAN	APPLE ROME	Yes	Accepted	Subsequent	Internal
2017-10000000027N0003-1080	22 EAST 29 STREET MANHATTAN	APPLE ROME	Yes	Accepted	Subsequent	Internal
2017-10000000027N0004-1079	22 EAST 29 STREET MANHATTAN	APPLE ROME	No	Accepted	Subsequent	Internal
2017-10000000027N0005-1078	22 EAST 29 STREET MANHATTAN	APPLE ROME	Yes	QA Supervisor Review	Subsequent	External

Click **+ Make Civil Penalties Payment**

Pay Civil Penalties

Payments, and Requests to the NYC Department of Buildings Welcome, JOE ADAM
Sign Out

Civil Penalty Payment Dashboard

Civil Penalties

Boiler ID: 1

Search

Civil penalties for boiler :: 20000166098N0001

Select	Tracking #	Owner type	Inspection Type	Fee Type	Fee Amount	Payment Status	Report Year
<input type="checkbox"/>	2016-20000166098N0001-1291	State	External	Late Filing Fee 45 Days	\$550.00	Due	2016

Total civil penalties due : \$550.00 Amount Due : \$0.00

Pay Now 2

Boiler Information

Location : 890 EAST 135 STREET
BRONX 10454

Boiler ID: 20000166098N0001

Boiler Make: CLEAVERBROOKS

Boiler Model:

Pressure Type: Low Pressure

BTU/h (On file): 00000000

Tracking#: 2016-20000166098N0001-1291

1. Enter the **Boiler ID** and click **Search**
2. Click **Pay Now**

Continue with the payment process

Wrap Up

Learning Objectives Met

- ✓ Describe DOB NOW
- ✓ Know Where to Go for Help
- ✓ Understand the Requirements for eFiling
- ✓ Login and Navigate within DOB NOW: *Safety*
- ✓ File a Boiler Inspection Report
- ✓ Correct Defects
- ✓ Pay for and File Multiple Reports
- ✓ Submit a Filing for an Unregistered Boiler
- ✓ File an Extension Request
- ✓ Pay Civil Penalties

Thank You!

Glossary

Term	Acronym (if applicable)	Definition
Building ID Number	BIN	The building's unique identification number. Can be used as a search criterion for boiler filings.
Boiler Inspection Report	BIR	An annual safety compliance filing submitted to the DOB testifying to the status of a boiler(s).
Boiler Not Registered	BNR	An annual safety compliance filing for a boiler that an inspector or building owner believe has not yet been registered with the DOB.
Bulk Filing		The ability to submit or pay for up to 25 boilers at a single address at one time within DOB NOW: <i>Safety</i> .
Extension Request		A request to the DOB by a licensed professional for additional time past the standard 180 days to correct boiler defects. These requests are reviewed by the DOB technical team and are either granted or denied.
Fee-Exempt Filing		A boiler inspection report filed for a boiler located at a property that is tax-exempt and, therefore, not subject to DOB filing fees.
Industry Portal		DOB NOW is an interactive, web-based portal that will enable building owners, design professionals, filing representatives, and licensees to do all business with DOB online, including <ul style="list-style-type: none"> • Submit Applications • Make Payments • Schedule Appointments • Check the Status of an Application • Pull Initial and Renewal Permits • Submit Annual Compliance Filings
Initial Inspection Report		The first boiler inspection report filed for a particular year. An initial inspection report may or may not include reported defects. Limited to one per annual cycle.
Public Portal		A website open to the general public where individuals can query DOB public records for applications, filings and permits. No registration is necessary and the site is accessed from the DOB website.
Subsequent Inspection Report		A filing submitted for an individual boiler after an initial inspection report is filed. Used to correct previously reported defects or log new defects. There is not limit to the number of Subsequent reports that can be filed; however, all defects reported on a previous filing must be corrected before reporting new defects.