



New York City Department of Buildings

# DOB NOW: Safety

## **Boilers Compliance Filing User Manual**

This user manual is a dynamic document that is continually edited and updated. Please check the New York City Department of Buildings website to download the most current user manual.

August 9, 2017

## Introduction

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### DOB NOW: *Safety* Overview

As part of our efforts to streamline operations and improve how we interact with customers, the Department of Buildings (DOB) is launching DOB NOW: *Safety*. Using this system, industry users can create, view, submit, and make payments for compliance filings and associated documents.

The purpose of this User Manual provides step-by-step instructions for how the Insurance Agency Inspector, Master Plumber, Oil Burner Installer, High Pressure Boiler Operator, and Owner can access DOB NOW: *Safety* to work with Boilers compliance filings. The manual is organized in sections that correspond to the tasks that these roles will need to perform in the new system. Screenshots have been included to guide the roles through these tasks.

### DOB NOW: *Safety* Support Contact Information

If you have any issues or questions on DOB NOW: *Safety*, please visit the below link to fill out a form describing your problem and submit it to DOB.

**Website:** [www.nyc.gov/dobnowhelp](http://www.nyc.gov/dobnowhelp)

### Objectives and Goals

The objective of this document is to provide assistance to industry users on how to navigate the new DOB NOW application and it describes the steps needed to complete the different types of filings for *Safety* Boilers. This includes filing a Boiler Inspection Report, Boiler Extensions, and making civil penalties' payments.

## Identifying Unique User Actions

Some actions may only be performed by specific industry users. Throughout the manual, the following images will appear in the section header if the action requires a specific user(s) to perform:

Image	Industry User
	Insurance Agency Inspector
	Master Plumber
	Oil Burner Installer
	High Pressure Boiler Operator
	Owner

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*Please Note: Section may require a specific user(s) to complete. If you are not the specified user, you may view the section as read-only. Sections requiring a specific user will be noted as such.*

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## Access DOB NOW: *Safety* and Orientation IA MP OBI HP O

We recommend that you use Internet Explorer 9.0 and above to access DOB NOW: *Safety*.

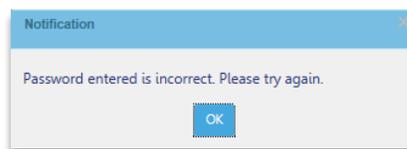
This section will guide you through how to access DOB NOW: *Safety* and help to get you familiar with navigating between different screens in the system. Screenshots will direct your attention to key features and a step-by-step guide will explain how to use them.

### Access DOB NOW: *Safety*

Navigate to the DOB NOW login page by going to the following link: [www.nyc.gov/dobnow](http://www.nyc.gov/dobnow)

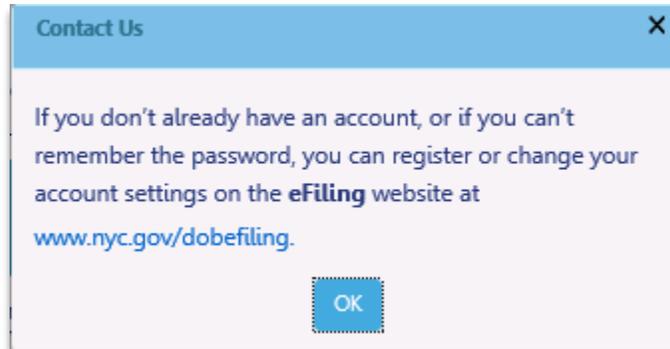
1. Enter your Username and Password and click **Login**. *This is the same username and password that you have created for eFiling. If your account information is incorrect, you will need to update your information in the eFiling system.*

*Note: If you enter an invalid username and password combination, you will see an error message and will not be able to login.*



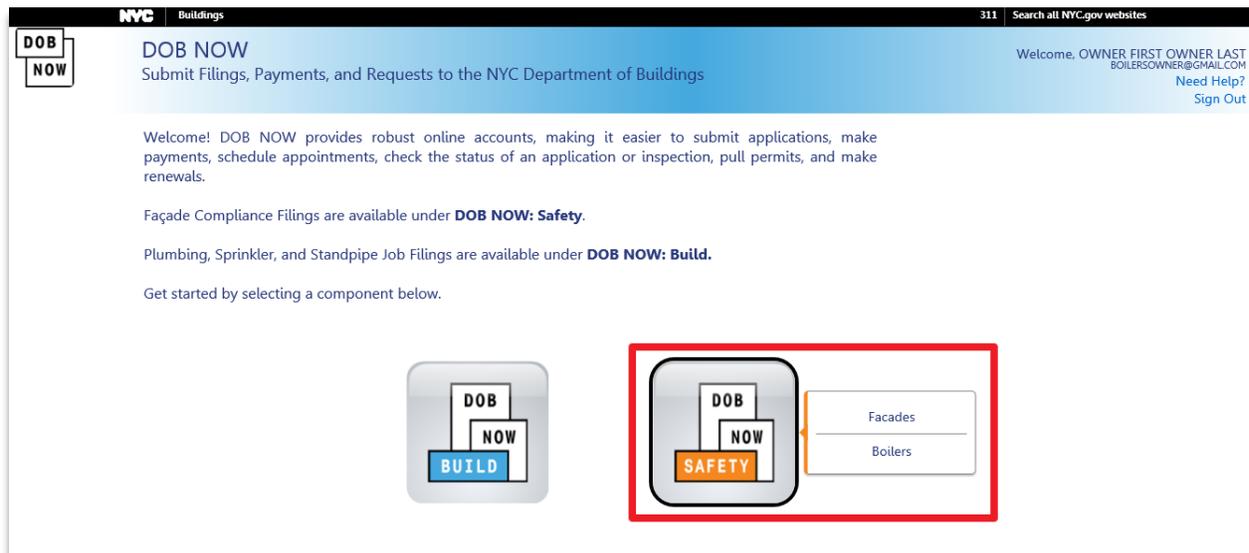
*If your account has been flagged or deactivated by DOB, you will also see an error message and will not be able to log in.*

- If there is an issue with your login, clicking on **Can't access your account?** will bring up a message with a link [www.nyc.gov/dobefiling](http://www.nyc.gov/dobefiling) where you can manage your account or reset your password.



*If you do not have a confirmed eFiling account, you will not be able to login to DOB NOW: Safety.*

Once you have successfully logged in, navigate to DOB NOW: *Safety* by clicking on the DOB NOW: *Safety* icon. A pop-up will appear next to the DOB NOW: *Safety* icon. Click **Boilers** to continue to the DOB NOW: *Safety* Boilers dashboard.



## Boilers Dashboard Orientation IA MP OBI HP O

After logging in, the system will display the Boilers main dashboard. The numbers correspond to the list below that outlines the buttons and fields, and describes the actions that you can take.

1. **NYC.com Link:** Link to the NYC.gov homepage.
2. **311 Link:** Link to the 311 homepage.
3. **Logged User:** Identifies the User Name and System Role associated with the user account.
4. **Sign Out:** Sign out of the DOB NOW system.
5. **Boiler Inspection Report:** Create a new Boiler Inspection Report.
6. **Boiler Extension Request:** Create a new Boiler Extension Request.
7. **Make Civil Penalties Payments:** Click to make payments for any civil penalties.
8. **Dashboard Menu:** Use to switch between the Main Dashboard, Boilers Dashboard, and Facades Dashboard.

The screenshot shows the 'Boilers Compliance Filings Dashboard' interface. At the top, there is a navigation bar with 'NYC Buildings' and '311' links, and a search bar. Below this is a header section with the 'DOB NOW' logo and a welcome message for the user 'OWNER FIRST OWNER LAST'. The main dashboard area features three primary action buttons: '+ Boiler Inspection Report', '+ Boiler Extension Request', and '+ Make Civil Penalties Payment', along with a 'Dashboard Menu' button. Below these buttons are tabs for 'Boiler Inspection Reports', 'Boiler Extension Requests', and 'Boilers Not Registered'. A filter section allows users to select the status of their filings: 'Not ready to file', 'Ready to file', or 'Filed'. At the bottom, there is a table displaying a list of boiler filings with columns for Tracking #, Location, Owner, Defects Exists..., Compliance Report Status, Report Type, Inspection Type, and Priority.

Tracking #	Location	Owner	Defects Exists...	Compliance Report Status	Report Type	Inspection Type	Pres
<input type="checkbox"/> 2017-10000012345Y0004-1477	280 BROADWAY MANHATTAN	OWNER FIRST OWN...	Yes	Pre-Filing	Subsequent	External	Low
<input type="checkbox"/> 2017-10000080815N0001-1476	36 BROADWAY MANHATTAN	OWNER FIRST OWN...	Yes	Rejected - Filing Fee Due	Initial	External	Low
<input type="checkbox"/> 2017-10000012345Y0044-1451	280 BROADWAY MANHATTAN	OWNER FIRST OWN...	No	Pre-Filing	Initial	Internal	High
<input type="checkbox"/> 2017-10000012345Y0044-1430	280 BROADWAY MANHATTAN	OWNER FIRST OWN...	No	Pre-Filing	Initial	Internal	High

9. **Boiler Inspection Reports Tab:** View Boiler Inspection Reports sorted by *Not Ready to File*, *Ready to File*, or *Filed* with DOB.
10. **Boiler Extension Requests Tab:** View Boiler Extension Requests submitted to DOB.
11. **Boiler Not Registered Tab:** View Boiler Not Registered submitted to DOB.
12. **Pay Now:** Use to make payment for any number of selected Due reports.
13. **Refresh button:** Refreshes the data to display the most recent information.
14. **Not ready to file:** Lists all reports that are not ready to file.
15. **Ready to file:** Lists all reports that are ready to file.
16. **Filed:** Lists all reports that are filed.
17. **List of grid columns:** *Group #, Tracking #, Location, Owner, Defects Exist, Compliance Report Status, Report Type, Inspection Type, Pressure Type, Payment Status, Created Date, and Actions.* Relevant data is displayed in each column for each type of filing/request. Each contain their own unique columns of information:
18. **View:** Directs you to the compliance filing.
19. **Delete:** Directs you to delete the filing.

**Boilers Compliance Filings Dashboard**

[+ Boiler Inspection Report](#) (9)  
 [+ Boiler Extension Request](#) (10)  
 [+ Make Civil Penalties Payment](#) (11)  
 [Dashboard Menu](#)

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

Not ready to file (14)  
  Ready to file (15)  
  Filed (16)  
 [Pay Now](#) (12)  
 [Refresh](#) (13)

Tracking #	Location	Owner	Defects Exists...	Compliance Report Status	Report Type	Inspection Type	Actions...
2017-10000012345Y0004-1477	280 BROADWAY MANHATTAN	OWNER FIRST OWN...	Yes	Pre-Filing	Subsequent	External	<a href="#">View</a> (18) <a href="#">Delete</a> (19)
2017-10000080815N0001-1476	36 BROADWAY MANHATTAN	OWNER FIRST OWN...	Yes	Rejected - Filing Fee Due	Initial	External	<a href="#">View</a> (18) <a href="#">Delete</a> (19)
2017-10000012345Y0044-1451	280 BROADWAY MANHATTAN	OWNER FIRST OWN...	No	Pre-Filing	Initial	Internal	<a href="#">View</a> (18) <a href="#">Delete</a> (19)
2017-10000012345Y0044-1430	280 BROADWAY MANHATTAN	OWNER FIRST OWN...	No	Pre-Filing	Initial	Internal	<a href="#">View</a> (18) <a href="#">Delete</a> (19)
2017-10000048628N0002-1423	26 BROADWAY MANHATTAN	OWNER FIRST OWN...	No	Pre-Filing	Initial	External	<a href="#">View</a> (18) <a href="#">Delete</a> (19)

## Understand Dashboard Columns

This section guides you through the actions that you can take from each tab on the grid. For example, the default *Boiler Inspection Report* grid has the following columns: *Group #*, *Tracking #*, *Location*, *Owner*, *Defects Exist*, *Compliance Report Status*, *Report Type*, *Inspection Type*, *Pressure Type*, *Payment Status*, *Created Date*, and *Actions*. Within each column, you can perform a compliance filing column search.

	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

You can search for specific filings, sort columns, and choose which columns appear in the dashboard grid.

- **Column Sort:** Click the **dropdown button** ( ~ ) next to each column to sort the results by ascending or descending order.
- **Column Search:** Type a value in one or more fields to search for and display only those filings that contain the searched for value. For example, if you type **Pre-Filing** in the **Compliance Report Status** column, only jobs with a Pre-Filing type will be displayed.

Each compliance filing listed within the grid can be viewed by either double-clicking the record (row), or clicking the desired row under the *Actions* column (using the  icon). When clicked (or double-clicked anywhere within the row), a pop-up message is displayed showing the Filing Number and the status of the report that is about to open, with the option to proceed (Yes) or Cancel (No).

View Boiler Inspection Report
✕

**Boiler Inspection # :** 2017-10000012345N0123-624

**Report Status:** Pre-Filing

Yes
No

## Navigate Boiler Inspection Reports Radio Buttons

The user may further sort Boiler Inspection Reports within the DOB NOW system by selecting the corresponding radio button: *Not ready to file*, *Ready to file*, or *Filed*.

- *Not ready to file* will display all reports with the pre-filing status.
- *Ready to file* will display all reports with all required information completed and filing fees paid, if applicable.
- *Filed* will display all reports that have been filed with DOB.

The screenshot shows the 'Boilers Compliance Filings Dashboard' with the following elements:

- Header: NYC Buildings, DOB NOW, Submit Filings, Payments, and Requests to the NYC Department of Buildings.
- Navigation: + Boiler Inspection Report, + Boiler Extension Request, + Make Civil Penalties Payment.
- Filter Tabs: Boiler Inspection Reports (selected), Boiler Extension Requests, Boilers Not Registered.
- Radio Buttons:  Not ready to file,  Ready to file,  Filed.
- Table with columns: Group #, Tracking #, Location, Owner, Defects Exists, Compliance.

Group #	Tracking #	Location	Owner	Defects Exists	Compliance	
<input type="checkbox"/>	00000116	2016-10000001111N0001-1412	280 BROADWAY MANHATTAN	APPLE ROME	No	Pre-Filing
<input type="checkbox"/>	00000115	2017-10000012345Y0004-1411	280 BROADWAY MANHATTAN	APPLE ROME	Yes	Pre-Filing

## Perform Filing Actions

Under the *Filed* radio button, the user may perform a number of actions on a report by clicking the Filing Actions dropdown menu.

Owner	Defects Exists	Compliance Report Status	Report Type	Inspection Type	Pressure Type	Payment Status	Filed Date	Created Date	Filing Actions	Actions	
ITROSE AVENUE BROKLYN...	APPLE ROME	Yes	Accepted – Civil Penalties Due	Initial	External	Low Pressure	Paid	06/05/2017	06/05/2017	Select Action	
ITROSE AVENUE BROKLYN...	APPLE ROME	Yes	Accepted	Initial	External	Low Pressure	Paid	06/05/2017	06/05/2017	Select Action	
CH AVENUE BROKLYN	APPLE ROME	Yes	Payment Verification In Progre...	Subsequent	External	Low Pressure	Paid	06/05/2017	06/05/2017	Select Action	
CH AVENUE BROKLYN	APPLE ROME	Yes	Payment Verification In Progre...	Initial	External	Low Pressure	Paid	06/05/2017	06/05/2017	Select Action	
WARD AVENUE STATEN ...	APPLE ROME	No	Payment Verification In Progre...	Subsequent	External	Low Pressure	Paid	06/02/2017	06/02/2017	Select Action	
WARD AVENUE STATEN ...	APPLE ROME	Yes	Accepted	Subsequent	External	Low Pressure	Paid	06/02/2017	06/02/2017	Select Action	
WARD AVENUE STATEN ...	APPLE ROME	Yes	Accepted – Civil Penalties Due	Initial	External	Low Pressure	Exempted	06/02/2017	06/02/2017	Select Action	

The user may:

- **File Extension:** The user creates an extension request for the filing. See the [Create Boiler Extension Request](#) section of the manual.
- **Pay Civil Penalty:** The user may pay a civil penalty. See the [Make Civil Penalties Payment](#) section of the manual.
- **File Subsequent:** The user may file a subsequent filing. See the [Create Boiler Inspection Report](#) section of the manual.

Created Date	Filing Actions	Actions
06/05/2017	Select Action	
06/05/2017	Select Action	
06/05/2017	File Extension	
06/05/2017	Pay Civil Penalties	
06/05/2017	File Subsequent	

## DOB NOW: *Safety* Application Features IA MP OBI HP O

This section of the manual describes the common features that are found in DOB NOW: *Safety*. These features will help you to navigate DOB NOW: *Safety* to display information related to your filings.

### Understand the Safety Ribbon

At the top of each form a ribbon displays the current filing status. When the report has first been opened, the *Pre-Filing* status will be highlighted in orange on the form, until the application has been saved for the first time. Once the filing has been saved for the first time, additional statuses will be displayed as shown below.



### Understand Required Fields

On all forms required fields are notated by a red asterisk (\*). These fields must have data input in order to file with DOB. Optional non-required fields can have data input at the discretion of the filer.

### Understand Form and Property Detailed Information

On all compliance filing forms, the following buttons are displayed:



- [History Trace](#)
- [Property Profile](#)

On forms where payments are required, the following button will display:

- [Payment History](#)

## View Filing History Trace

When clicked, the following pop-up screen displays with the list of actions taken on the filing. This information is read only. Clicking the **Close** button will close the pop-up screen.

Action	Person	Person Type	Comments	Created On
Boiler inspection report is filed and accepted.	BOILERS INSPECTOR	External User		5/1/2017 10:19:31 AM

Total Items: 1  
 1 / 1 items per page  
 1 - 1 of 1 items  
 Close

1. **Action:** The type of action taken.
2. **Person:** The person who performed the action.
3. **Person Type:** The person's user role in the process.
4. **Comments:** Comments related to the action.
5. **Created On:** The date the action was performed.
6. **Close button:** When the Owner is finished viewing the History Trace, clicking the *Close* button will close the pop-up screen.

## View Property Profile

When clicked, the following pop-up screen displays the property profile detail related to the filing. This information is read only. Clicking the **Close** button will close the pop-up screen.

Property Profile
✕

265 WEST 37 STREET
MANHATTAN 10018
BIN# 1014453

8 AVENUE	540 - 552
WEST 37 STREET	265 - 269

### Building Characteristics

<b>Health Area</b> 5200	<b>Tax Block</b> 787	<b>Census Tract</b> 109	<b>Tax Lot</b> 1
<b>Community Board</b> 105	<b>Condo</b> NO	<b>Buildings on Lot</b> 1	<b>Vacant</b> NO
<b>Cross Street(s)</b> 7 AVENUE, 8 AVENUE	<b>DOB Special Place Name</b>	<b>DOB Building Remarks</b>	<b>Landmark Status</b>
<b>Special Status</b> N/A	<b>Local Law</b> NO	<b>Loft Law</b> NO	<b>SRO Restricted</b> NO
<b>TA Restricted</b> NO	<b>UB Restricted</b> NO	<b>Environmental Restrictions</b> N/A	<b>Grandfathered Sign</b> NO
			<b>Legal Adult Use</b> NO
<b>City Owned</b> NO	<b>Additional BINs for Building</b>	<b>Special District</b> GC - GARMENT CENTER	

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

Tidal Wetlands Map Check	No
Freshwater Wetlands Map Check	No
Coastal Erosion Hazard Area Map Check	No
Special Flood Hazard Area Map Check	No

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**Department of Finance Building Classification:** L1-LOFT 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.

Close

## View Payment History

When clicked, the *Payment History* pop-up screen displays a list of all payments related to the filing. This information is read only.

Invoice Number	Merchant Amount	Service Fee	Total Amount	Fee Type	Transaction Date
100007793	\$30.00	\$0.00	\$30.00	Filing Fee	04/07/2017

Total Items: 1

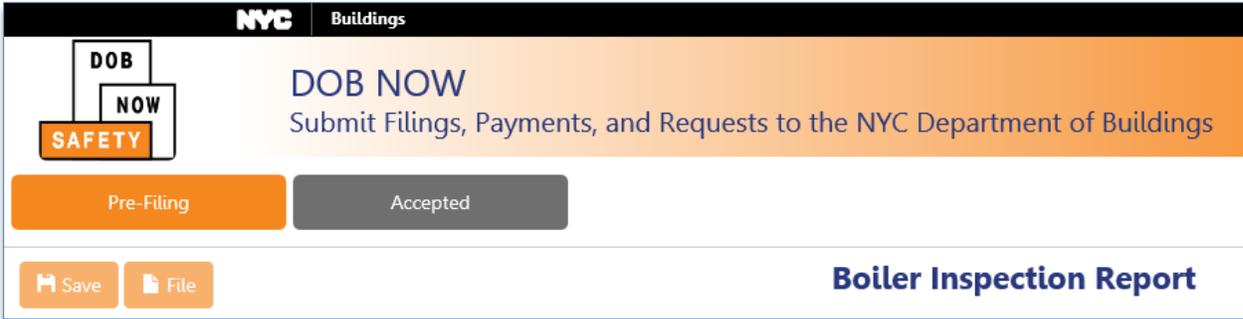
/ 1  items per page 1 - 1 of 1 items

[Close](#)

1. Invoice Number
2. Merchant Amount
3. Service Fee
4. Total Amount
5. Fee Type
6. Transaction Date
7. Close button

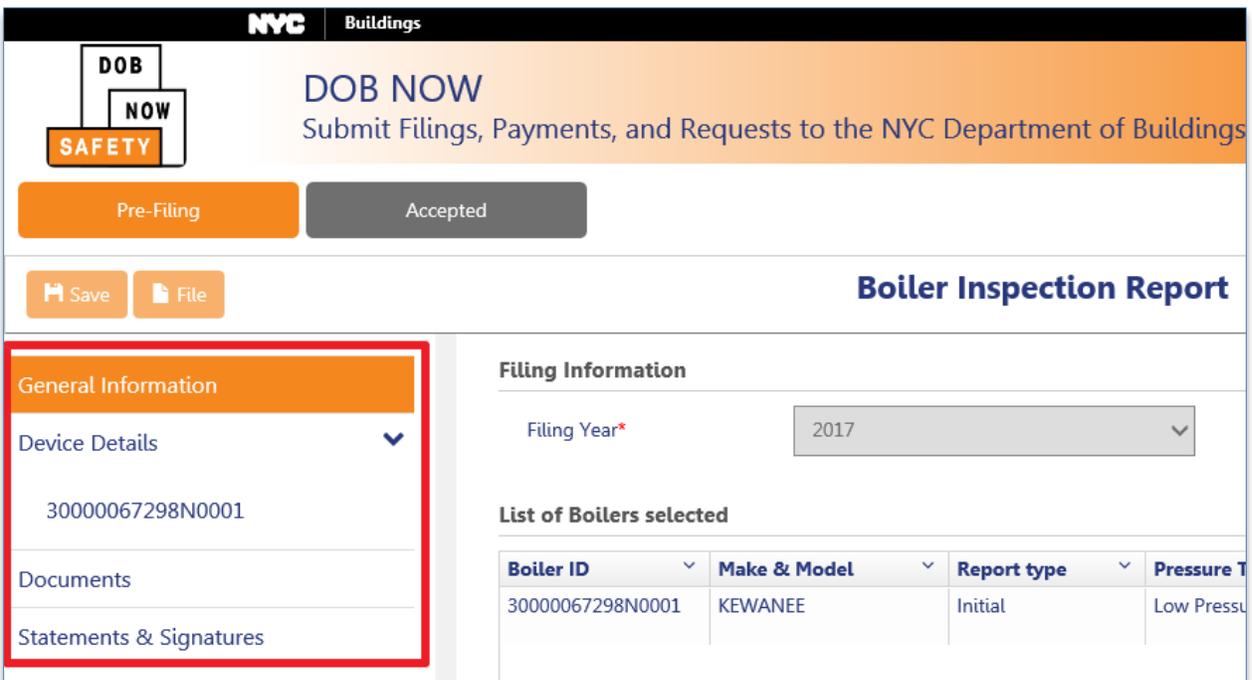
## Save and File IA MP OBI HP

The user may **Save** and **File** Boiler Inspection Reports by clicking the respective buttons. The Save button may be clicked at any time in the filing process to save data entry. The File button may only be clicked once all required information and signatures are complete.



## Navigate a Boiler Inspection Report

The user may navigate different sections of each ribbon section by using side bar to the left of the screen. For example, the Pre-Filing ribbon has the sections *General Information*, *Device Details*, *Documents*, and *Statements & Signatures* within the side bar.



## Make a Payment

In the *Application Highlights* there is a *Fee* section where the *Filing Fee* and *Amount Due* are displayed. When Licensed Professional or Building Owner is ready to make a payment, clicking the **Pay Now** button begins the payment transaction process.

The screenshot shows the 'Application Highlights' section of the web application. It contains the following information:

- Location:** 150 55 STREET Brooklyn
- Tracking#:** 2017-30000067298N0001-616
- Compliance Report Type:** Initial
- Compliance Report Status:** Pre-Filing
- Inspection Type:** External
- Filing Year:** 2017
- Inspection Date:** 02/06/2017
- Filing Date:**
- Defects Exists:** Yes
- Owner Type:** Private

Below this is the **Civil Penalties (As of Today)** section:

Late Filing Fee (45 Days) :	\$0.00
Late Filing Fee (180 Days) :	\$0.00
Amount Due:	\$30.00
Amount Paid:	-\$30.00

A 'Pay civil penalties' button is visible. Below that is the **Fee** section:

Filing Fee :	\$30.00
Amount Due:	\$0.00
Amount Paid:	\$30.00

A 'Pay Now' button is highlighted with a red box. A warning message at the bottom states: 'Please confirm that your pop-up blocker is turned off before clicking on the Pay Now button.'

After clicking the **Pay Now** button, the *Payment Confirmation* pop-up screen will be displayed. Clicking the **Pay Now** button again opens a confirm window. Clicking the **Confirm** button opens the Payment window. To close the window and return to the filing form, click the **Cancel** button.

*Please note that you must remove your pop-up blocker in order to proceed with making a payment.*

The screenshot shows a 'Payment Confirmation' pop-up window over a background page. The pop-up asks: 'Are you sure you want to make a payment of \$30.00?' and has 'CONFIRM' and 'CANCEL' buttons. The background page shows the 'Make a Payment for Boiler Inspection Reports -Tracking # 2017-' section with the following details:

<b>Boiler ID</b>	<b>Tracking #</b>	<b>Filing Fee</b>
30000067298N0001	2017-30000067298N0001-616	\$30.00

At the bottom, it shows 'Amount to be Paid: \$30.00' and a 'Pay Now' button.



[Back to Home](#)

You will be redirected to a secure third-party site. If you need assistance with how to enter the payment details, please see the DOB NOW **Payment Portal Manual**, which you can find on DOB's website using the link below.

[www.nyc.gov/dobnowinfo](http://www.nyc.gov/dobnowinfo)

You will receive an email notification if the payment you submitted is a duplicate payment.

## Make a Payment for Multiple Devices

To make a payment for multiple Boiler devices, navigate to the **Boiler Inspection Reports** tab on the main dashboard and select the **Not ready to file** grid.

The screenshot shows the 'Boilers Compliance Filings Dashboard' with the 'Boiler Inspection Reports' tab selected. The 'Not ready to file' filter is active. The table below lists several boiler devices with their respective details and payment statuses.

Tracking #	Location	Owner	Defects Exists	Compliance Report Status	Report Type	Inspection Type	Pressure Type	Payment Status
<input type="checkbox"/> 2017-30000055416N0001-1609	182 MONTROSE AVENUE BROKLYN	APPLE ROME	No	Pre-Filing	Initial	Internal	High Pressure	Due
<input type="checkbox"/> 2017-30000152253Y0001-1605	122 LINDEN STREET BROKLYN	APPLE ROME	No	Rejected - Filing Fee Due	Initial	External	Low Pressure	Due
<input type="checkbox"/> 2017-30000108778N0001-1603	376 CENTRAL AVENUE BROKLYN	APPLE ROME	No	Rejected - Filing Fee Due	Initial	External	Low Pressure	Paid
<input type="checkbox"/> 2017-30000068206N0002-1599	182 MONTROSE AVENUE BROKLYN	APPLE ROME	No	Pre-Filing	Initial	External	High Pressure	Due
<input type="checkbox"/> 2017-30000094350N0001-1598	182 MONTROSE AVENUE BROKLYN	APPLE ROME	No	Pre-Filing	Initial	External	High Pressure	Due
<input type="checkbox"/> 2017-30000057097N0001-1597	182 MONTROSE AVENUE BROKLYN	APPLE ROME	No	Pre-Filing	Initial	External	High Pressure	Due
<input type="checkbox"/> 2017-30000068185N0002-1596	182 MONTROSE AVENUE BROKLYN	APPLE ROME	No	Pre-Filing	Initial	External	High Pressure	Due

Using the checkboxes on the left of the grid, select the devices you would like to make a payment for. You may select up to 25 devices to make a payment for.

*Please note: You will only be able to select devices that have a **Payment Status** of **Due**.*

The screenshot shows the same dashboard as above, but with checkboxes selected for the devices with a 'Due' payment status. The table below shows the updated selection.

Tracking #	Location	Owner	Defects Exists	Compliance Report Status	Report Type	Inspection Type	Pressure Type	Payment Status
<input type="checkbox"/> 2017-30000055416N0001-1609	182 MONTROSE AVENUE BROKLYN	APPLE ROME	No	Pre-Filing	Initial	Internal	High Pressure	Due
<input type="checkbox"/> 2017-30000152253Y0001-1605	122 LINDEN STREET BROKLYN	APPLE ROME	No	Rejected - Filing Fee Due	Initial	External	Low Pressure	Due
<input type="checkbox"/> 2017-30000108778N0001-1603	376 CENTRAL AVENUE BROKLYN	APPLE ROME	No	Rejected - Filing Fee Due	Initial	External	Low Pressure	Paid
<input checked="" type="checkbox"/> 2017-30000068206N0002-1599	182 MONTROSE AVENUE BROKLYN	APPLE ROME	No	Pre-Filing	Initial	External	High Pressure	Due
<input type="checkbox"/> 2017-30000094350N0001-1598	182 MONTROSE AVENUE BROKLYN	APPLE ROME	No	Pre-Filing	Initial	External	High Pressure	Due
<input checked="" type="checkbox"/> 2017-30000057097N0001-1597	182 MONTROSE AVENUE BROKLYN	APPLE ROME	No	Pre-Filing	Initial	External	High Pressure	Due
<input checked="" type="checkbox"/> 2017-30000068185N0002-1596	182 MONTROSE AVENUE BROKLYN	APPLE ROME	No	Pre-Filing	Initial	External	High Pressure	Due
<input type="checkbox"/> 2017-30000103737N0001-1595	182 MONTROSE AVENUE BROKLYN	APPLE ROME	No	Pre-Filing	Initial	External	High Pressure	Due

You are now able to make a single payment for the selected devices. Click the **Pay Now** button on the upper right side of the screen. It will change from grey to orange when clicking.

**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](#)

Tracking #	Location	Owner	Defects Exists	Compliance Report Status	Report Type	Inspection Type	Pressure Type	Payment St
<input type="checkbox"/> 2017-30000055416N0001-1609	182 MONTROSE AVENUE BROKLYN	APPLE ROME	No	Pre-Filing	Initial	Internal	High Pressure	Due
<input type="checkbox"/> 2017-30000152253Y0001-1605	122 LINDEN STREET BROKLYN	APPLE ROME	No	Rejected - Filing Fee Due	Initial	External	Low Pressure	Due
<input type="checkbox"/> 2017-30000108778N0001-1603	376 CENTRAL AVENUE BROKLYN	APPLE ROME	No	Rejected - Filing Fee Due	Initial	External	Low Pressure	Paid
<input checked="" type="checkbox"/> 2017-30000068206N0002-1599	182 MONTROSE AVENUE BROKLYN	APPLE ROME	No	Pre-Filing	Initial	External	High Pressure	Due
<input checked="" type="checkbox"/> 2017-30000094350N0001-1598	182 MONTROSE AVENUE BROKLYN	APPLE ROME	No	Pre-Filing	Initial	External	High Pressure	Due
<input checked="" type="checkbox"/> 2017-30000057097N0001-1597	182 MONTROSE AVENUE BROKLYN	APPLE ROME	No	Pre-Filing	Initial	External	High Pressure	Due
<input checked="" type="checkbox"/> 2017-30000068185N0002-1596	182 MONTROSE AVENUE BROKLYN	APPLE ROME	No	Pre-Filing	Initial	External	High Pressure	Due
<input type="checkbox"/> 2017-30000103737N0001-1595	182 MONTROSE AVENUE BROKLYN	APPLE ROME	No	Pre-Filing	Initial	External	High Pressure	Due

A Payment review screen will display all devices selected for payment.

1. To remove a device, click the **Delete** button next to the device.
2. To add devices, click the **Dashboard** button and reselect.
3. To continue with the payment, click the **Pay Now** button.

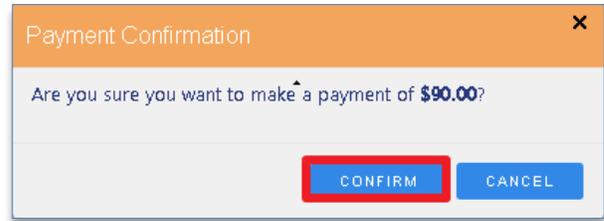
**Boiler Inspection Reports Payment Summary**

Boiler ID	Tracking Number	Filing Fee	Remove
30000068206N0002	2017-30000068206N0002-1599	\$30.00	<a href="#">Delete</a> 1
30000057097N0001	2017-30000057097N0001-1597	\$30.00	<a href="#">Delete</a>
30000068185N0002	2017-30000068185N0002-1596	\$30.00	<a href="#">Delete</a>

**Total Amount Due: \$90.00**

[2 Dashboard](#)
[Pay Now 3](#)

A confirmation screen will appear displaying the total amount due. Click **Confirm**.



Upon clicking **Confirm**, you will be redirected to a secure third-party site. If you need assistance with how to enter the payment details, please see the DOB NOW **Payment Portal Manual**, which you can find on DOB’s website using the link below.

[www.nyc.gov/dobnowinfo](http://www.nyc.gov/dobnowinfo)

You will receive an email notification if the payment you submitted is a duplicate payment.

## Understand Bounced/No Good Check

Once a bounced check or a “no good check” was submitted the job filing will be placed on hold and \$20 fee will be added to the original fee. A \$20 fee will be added for each bounced or “no good check” that is received. Please note that once a hold is placed on a job filing the hold will not be lift until we have received notification from the bank that the subsequent payment has cleared. This can take at least five business days from the date of submitting the subsequent payment.

The applicant will be notified by email if a “no good check” is issued.

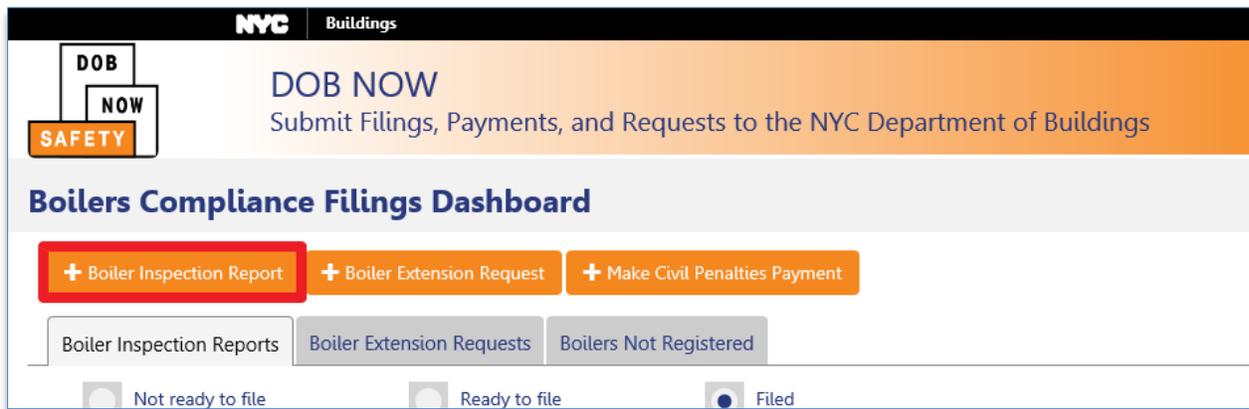
## Create Boiler Inspection Report IA MP OBI HP

Insurance Agent Inspectors, High Pressure Boiler Operators, Master Plumbers, and Oil Burner Installers may create and perform data entry for Boiler Inspection Reports. Owners may view Boiler Inspection Reports as read—only.

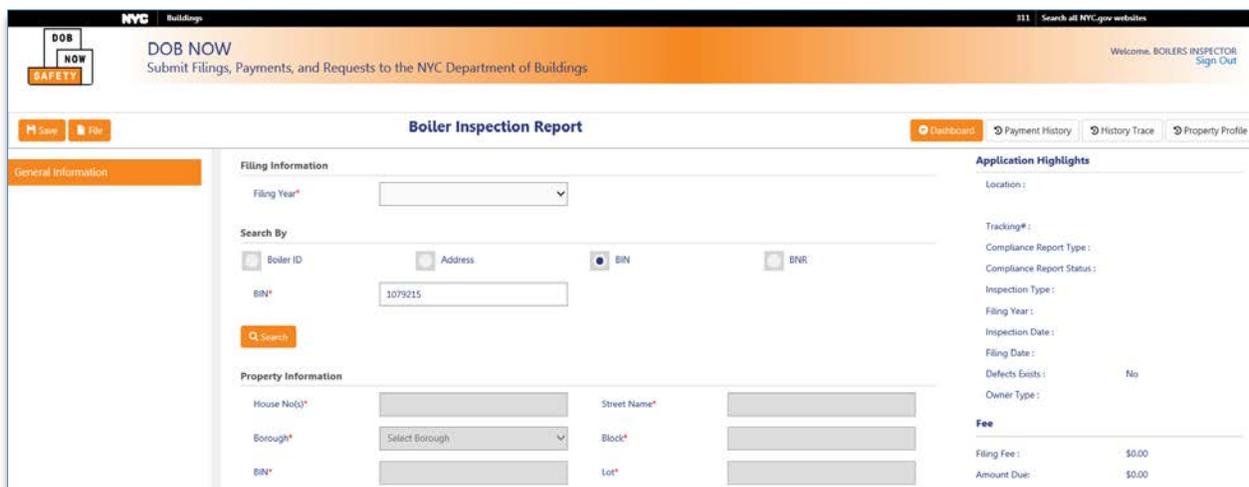
The sections below provide instructions for submitting a Boiler Inspection Report. The sections include:

- View General Information
- View Device Details
- Upload Documents
- Perform Statements & Signatures

To create a new Boiler Inspection Report, click the **+Boiler Inspection Report** button located on the main dashboard.



This will open a blank Boiler Inspection Report.



## View General Information

The **General Information** tab is the first section filed with DOB to begin the application process. The steps below describe how to complete each section of the **General Information** tab.

Save your job filing frequently to make sure no information is lost. After your job is saved the first time, a job number will be generated, and your filing will appear on the DOB NOW: *Safety* dashboard.

The following sections are listed in the **General Information** tab:

- Filing Information
- Search By
- List of Boilers Selected
- Property Information
- Owner Information
- Applicant Information

## Enter Filing Information

Select the filing year associated with the Boiler Inspection Report.

## Search By

The Search By section allows the user to search for the boiler device being filed. There are multiple search options to identify the boiler device:

- **Device ID:** The user may search by Device ID by entering a 16 digit device ID.

The screenshot shows the 'Search By' section with four radio buttons: 'Boiler ID', 'Address', 'BIN', and 'BNR'. The 'Boiler ID' radio button is selected and highlighted with a red box. Below it, the label 'Boiler ID\*' is followed by a text input field containing the placeholder text 'Enter 16 digit Boiler ID', which is also highlighted with a red box. An orange 'Search' button is located at the bottom left.

- **Address:** The user may search by Address by entering:
  1. House No(s)
  2. Street Name
  3. Borough.

The screenshot shows the 'Search By' section with four radio buttons: 'Boiler ID', 'Address', 'BIN', and 'BNR'. The 'Address' radio button is selected and highlighted with a red box. Below it, there are three input fields: 'House No(s)\*' with a red box and a red circle containing the number '1'; 'Street Name\*' with a red box and a red circle containing the number '2'; and 'Borough\*' with a dropdown menu showing 'Select Borough' and a red box with a red circle containing the number '3'. An orange 'Search' button is located at the bottom left.

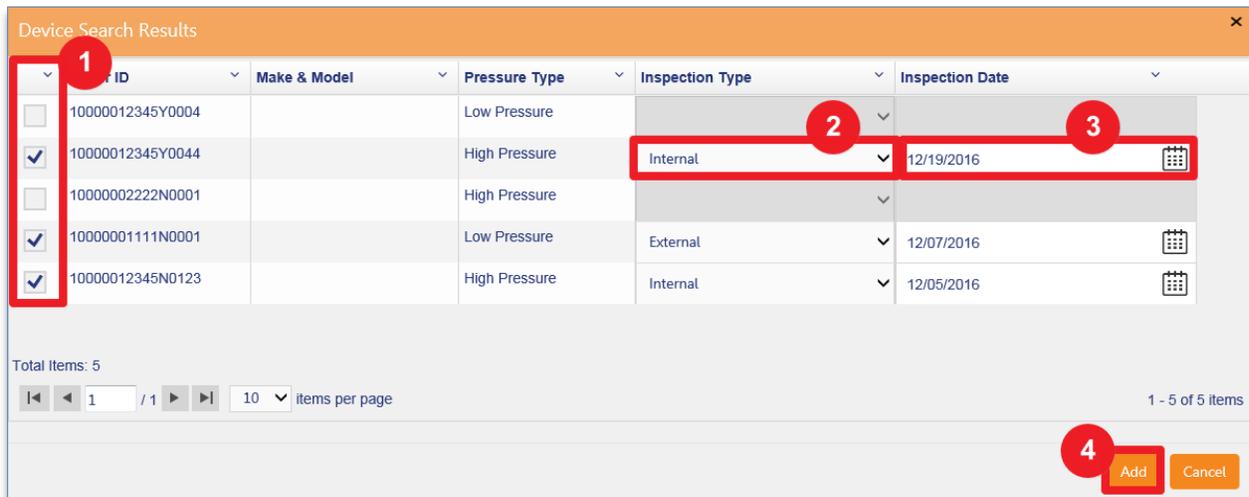
- **BIN:** The user may search by BIN entering the associated BIN number.

The screenshot shows the 'Search By' section with four radio buttons: 'Boiler ID', 'Address', 'BIN', and 'BNR'. The 'BIN' radio button is selected and highlighted with a red box. Below it, the label 'BIN\*' is followed by a text input field highlighted with a red box. An orange 'Search' button is located at the bottom left.

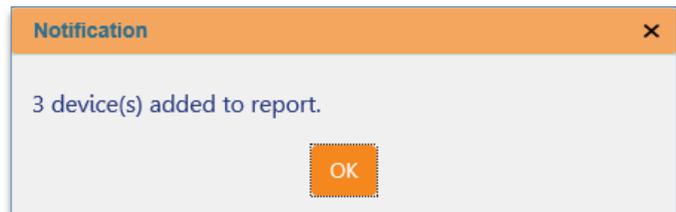
*Please Note: A user may only search by BNR after information entered in at least one of the above search options does not yield any results. Please refer to the [BNR](#) section of this manual for more information.*

Clicking **Search** will open a Device Search Results window listing any boiler devices matching the search criteria. The user performs the following actions to add the desired devices to the Boiler Inspection Report.

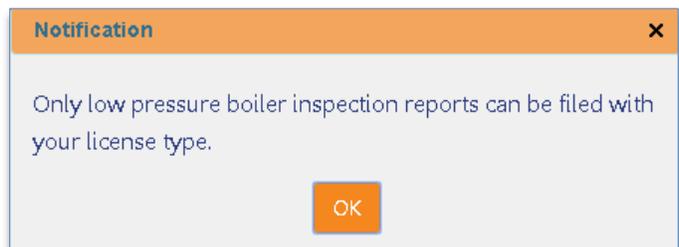
1. **Checkbox:** The user may select any number of boiler devices to add to the Boiler Inspection Report by clicking the corresponding check box.
2. **Inspection Type:** Once a check box is selected, the user must select the Inspection Type (Internal or External) from a dropdown menu.
  - a. Only Insurance Agency Inspectors may perform inspections on high pressure boilers, which require both internal and external inspections.
3. **Inspections Date:** Once a check box is selected, the user selects the inspection date by clicking on the calendar icon.
4. **Add:** After the desired devices are checked with Inspection Type and Inspection Date information entered, click **Add** to add the devices to the Boiler Inspection Report.



On clicking **Add**, the user will be notified that all devices were added to the inspection report.



*Please Note: Only Insurance Agency Inspectors may perform High Pressure boiler inspections. The following notification will appear if a non-Insurance Agency Inspector attempts to add a High Pressure Boiler device.*



*Please Note: If you wish to perform a Subsequent report, a notification will appear when selecting the Boiler ID asking if you wish to perform a Subsequent report. Performing a Subsequent report follows the same steps as outlined below. Please see the Subsequent Report: Update Defect Status for more detailed information on the steps for a filing a Subsequent report.*

### Create a Report for an Unregistered Boiler

If you cannot find a boiler device after searching with the above methods, you will be able to file the device as a BNR (Boiler Not Registered).

Once at least one option to search is tried, you may click on **BNR**. The following notification will then appear.

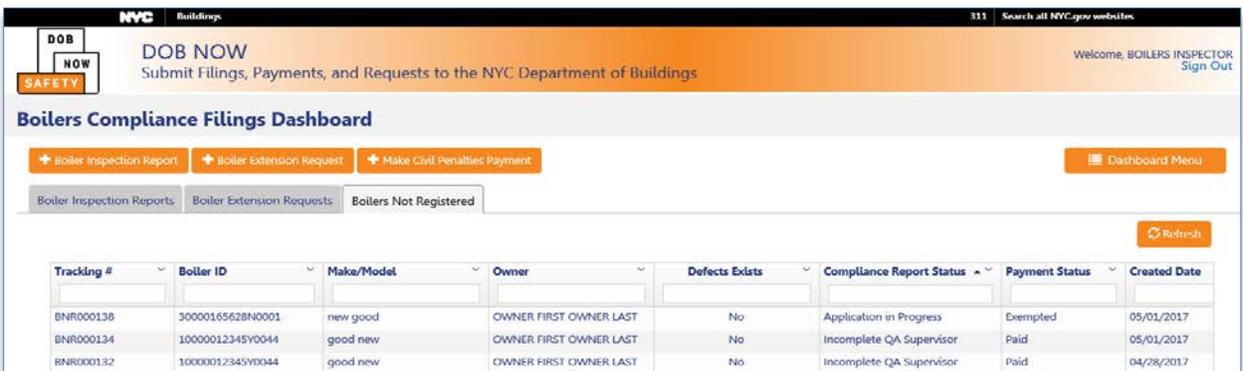
Click **Yes** to file a new BNR.



A Boiler Not Registered Request screen will open. It follows the same steps as the Boiler Inspection Report to complete. However, you may only now search by **Address** and **BIN**.



Once a BNR is filed, it appears on the main dashboard under the **Boiler Not Registered** tab. Double-click on a filing to check the content and status.



## View List of Boilers Selected

The selected devices will appear in a new section labeled List of Boilers Selected. This section replaces the *Search By* feature.

List of Boilers selected				
Boiler ID	Make & Model	Report type	Pressure Type	Inspection type
10000012345Y0044		Initial	High Pressure	Internal

< Total Items: 1 >

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

## Enter Property Information

Enter the information in the following required fields. The greyed out fields will automatically enter once a device is added to the inspection report.

- Occupancy Type:** Select from dropdown:
  - Multiple Dwelling
  - Commercial
  - Mixed Use
  - Other (opens an additional required field for explanation)
- Total Number of Residential Units**

Property Information		
House No(s)* 274	Street Name* BROADWAY	Borough* Manhattan
Block* 00153	BIN* 1079215	Lot* 00001
Zip Code* 10007	Occupancy Type* Commercial	Total Number of Residential Units* 

## Enter Owner Information

Enter the information in the following required fields. The greyed out fields will automatically fill once the email is entered.

*Please Note: Building Owners must be registered in eFiling prior to completing an inspection report.*

1. **E-Mail**
2. **Owner Type:** Select from dropdown menu:
  - Private
  - City Owned Non-NYCHA
  - NYCHA
  - State
  - Federal
  - Diplomat
  - Non Profit – Tax Exempt

**Owner Information**

<p><b>E-Mail*</b></p> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;">                 Please enter minimum 5 characters             </div>	<p><b>Owner Type*</b></p> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;">                 Select Owner Type ▼             </div>	<p><b>Last Name*</b></p> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;">                 [Greyed out]             </div>
<p><b>First Name*</b></p> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;">                 [Greyed out]             </div>	<p><b>MI</b></p> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;">                 [Greyed out]             </div>	<p><b>Mobile Phone</b></p> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;">                 [Greyed out]             </div>
<p><b>Telephone</b></p> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;">                 [Greyed out]             </div>	<p><b>Business Name</b></p> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;">                 [Greyed out]             </div>	<p><b>Business Address*</b></p> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;">                 [Greyed out]             </div>
<p><b>City*</b></p> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;">                 [Greyed out]             </div>	<p><b>State*</b></p> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;">                 [Greyed out] ▼             </div>	<p><b>Zip Code*</b></p> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;">                 [Greyed out]             </div>
<p><b>Business Phone</b></p> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;">                 [Greyed out]             </div>		

*Please Note:* If an Owner Type is selected that is not Private, it may receive a Fee Exempt status. A current ACRIS report is required to be uploaded to verify the Fee Exempt status. See the [Document](#) section of this manual for more information.

## Enter Applicant Information

Enter the information in the following required fields. The greyed out fields will automatically enter once a device is added to the inspection report.

1. **License Type:** Select correct License Type from the dropdown menu.

**Applicant Information**

E-Mail*	License Type*	License Number*
BOILERSTEST1@GMAIL.COM	<input type="text" value=""/>	
Last Name*	First Name*	MI
TEST1	BOILERS	
Business Name*	Business Telephone*	Business Address*
WE PLUMB	2121111111	1 PLUMB ST
City*	State*	Zip Code*
NEW YORK	NY	11111
Mobile Phone		
<input type="text"/>		

## Save a Report

Once all required information is complete and at least one device is added to the inspection report, click **Save** at the top of the screen to save progress and continue to the next section.

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

Pre-Filing

**Boiler Inspection Report**

[Save](#) [File](#) [Dashboard](#) [Pa](#)

**General Information** **Filing Information**

The following notification will appear confirming the save and if you would like to update any device information. Clicking **Yes** will take you directly to the Device Details section. Clicking **No** will allow you to navigate to any sections manually.

**Confirm**

Boiler inspection report saved successfully. Do you want to update device details?

[Yes](#) [No](#)

## View Device Details

The **Device Details** tab allows the user to update information on the boiler devices associated with the inspection report. The steps below describe how to complete each section of **Device Details** tab.

The following sections are located on the **Device Details** tab:

- Boiler Information
- Manage Defects

The screenshot shows the 'Boiler Inspection Report' form in the DOB NOW system. The left sidebar has 'Device Details' selected, with the boiler ID '10000001111N0001' highlighted. The main form area shows the 'Boiler Information' section with the following fields:

Boiler ID *	Pressure Type *	Inspection Type *
10000001111N0001	Low Pressure	External
Report Type *	Inspection Date *	BTU/h (Current) *
Initial	12/05/2016	
Boiler Make	Boiler Model	BTU/h (On file)
		000000000
Year Built	Is the Boiler Information correct?	
	<input checked="" type="radio"/> Yes <input type="radio"/> No	

## Enter Boiler Information

Enter the information in the following required fields. The greyed out fields are automatically filled when the device is first added to the inspection report.

1. **Inspection Date:** Enter the Inspection Date
2. **BTU/h (Current):** Enter the BTU/h (Current) of the device
3. **Fuel:** Select the type of fuel from the dropdown menu
  - Gas
  - Oil
  - Dual Fuel
  - Electric
4. **Located In:** Enter where the device is located
5. **Floor:** Enter the floor number the device is located on
6. **Mobile:** Select if the device is mobile or not
7. **Device Location Details:** Enter details on the device location for future inspections/corrections to more easily find the specific device

Boiler Information ▼

Boiler ID* <input type="text" value="10000001111N0001"/>	Pressure Type* <input type="text" value="Low Pressure"/>	Inspection Type* <input type="text" value="External"/>
Report Type* <input type="text" value="Initial"/>	Inspection Date* <input type="text" value="12/05/2016"/>	BTU/h (Current)* <input type="text"/>
Boiler Make <input type="text"/>	Boiler Model <input type="text"/>	BTU/h (On file) <input type="text" value="000000000"/>
Year Built <input type="text"/>	Is the Boiler Information correct? <input checked="" type="radio"/> Yes <input type="radio"/> No	
Fuel* <input type="text" value="Select Type"/>	Located In* <input type="text"/>	Floor* <input type="text"/>
Mobile* <input type="radio"/> Yes <input checked="" type="radio"/> No		Device Location Details* <input style="height: 40px;" type="text"/>

300 characters

If there are any discrepancies with the information on record (automatically filled) and the information you have, select No to the question “Is the Boiler Information correct?”

This will open additional fields to provide DOB with the correct information:

1. Boiler Make
2. Boiler Model
3. Year Built

The screenshot shows a form with the following elements:

- A "Year Built" text input field.
- A question "Is the Boiler Information correct?" with "Yes" and "No" radio buttons.
- A "Boiler Make" text input field, highlighted with a red circle labeled "1".
- A "Boiler Model" text input field, highlighted with a red circle labeled "2".
- A "Year Built" text input field, highlighted with a red circle labeled "3".

## Manage Defects

The **Manage Defects** section lists any defects currently associated with the selected device. To view current defects, double click on the associated row. You may also add new defects to the boiler device.

The screenshot shows the "Manage Defects" interface with the following components:

- Header: "Manage Defects" with a dropdown arrow.
- Buttons: "+ Add Defect" and "Boiler ID : 10000012345Y0044".
- Table with columns: Defect #, Defect Type, Defect Status, Boiler Part, Violating Condition.
- Table content: One empty row.
- Footer: "Total Items: 0", pagination controls (1 / 1), and "5 items per page".

To add a new defect, click the **+Add Defect** button.

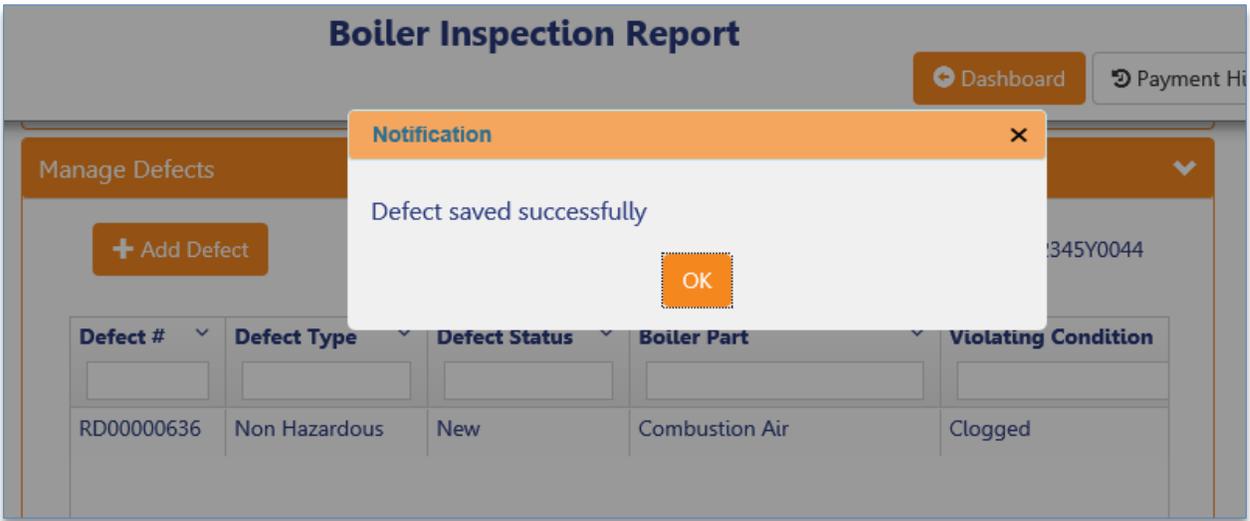
This will open the Add New Defect window. Select the required information from the following dropdown menus to add a defect. The greyed out field is automatically filled depending on the status of the inspection report.

1. **Defect Type:** Select Hazardous or Non Hazardous
2. **Boiler Part:** Select the appropriate defected boiler part
3. **Violating Condition:** Select the appropriate violating condition
4. **Remedy:** Select the appropriate remedy

Select **Save** to add the new defect or **Cancel** to return to the previous screen.

5. **Save**
6. **Cancel**

Upon a successful save, the following notification will appear. The newly added defect will also appear in the **Manage Defects** grid.



Adding a new defect requires a signature to confirm its validity. The following **New Defect Statement** will appear below the **Manage Defects** grid and will require a signature every time a new defect is added.

Click the checkbox to sign the statement. The signature and date will autofill upon checking.

Total Items: 1

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

**New Defects Statement**

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

## Subsequent Report: Update Defect Status

All prior defects must be corrected to perform a Subsequent filing. Once the old defects are corrected, only then may new defects be added to the report. To update the status on old defects, double-click on the Defect to view the Editing Defect window.

Defect #	Defect Type	Defect Status	Boiler Part	Violating Condition	Remedy	Actions
RD00001029	Non Hazardous	Open	Burner	Reduced	Replace / Ins...	

Total Items: 1  
 1 / 1 items per page  
 1 - 1 of 1 items

This will open the Editing Defect window. Click on the Defect Status dropdown to select and update the defect status. You may select: Corrected, Still a Defect, or Defect Not Found. Click Save to save the status update.

Editing Defect # RD00001029

Defect Status*	<input type="text" value="Select Defect Status"/>	Defect Type*	<input type="text" value="Non Hazardous"/>
Boiler Part*	<input type="text" value="Burner"/>	Violating Condition*	<input type="text" value="Reduced"/>
Remedy*	<input type="text" value="Replace / Install"/>		
Comments	<div style="border: 1px solid #ccc; height: 40px;"></div>		

With the old defect status updated, you are now able to add a new defect to the subsequent report. Follow the instructions on the Manage Defects section of this manual to add and sign for new defects.

+ Add Defect

Reported Defects

New Defects

Defect #	Defect Type	Defect Status	Boiler Part	Violating Condition	Remedy	Actions

Total Items: 0  
◀◀ 1 / 1 ▶▶ 5 items per page

## Upload Documents

The **Document** tab allows the user to upload documents to support the Boiler Inspection Report. This section allows users to upload Seal and Signature related documents. If a user is filing for a Fee-Exempt device, an ACRIS report is also required to be uploaded.

**DOB NOW**

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

●  
 Pre-Filing

Save
File

Boiler Inspection Report

Dashboard
Payment His

General Information

Device Details ▼

1000012345Y0044

Documents

Statements & Signatures

+ Add Document
Boiler ID : 1000012345Y0044

Document Name	Document Type	Status	Ac

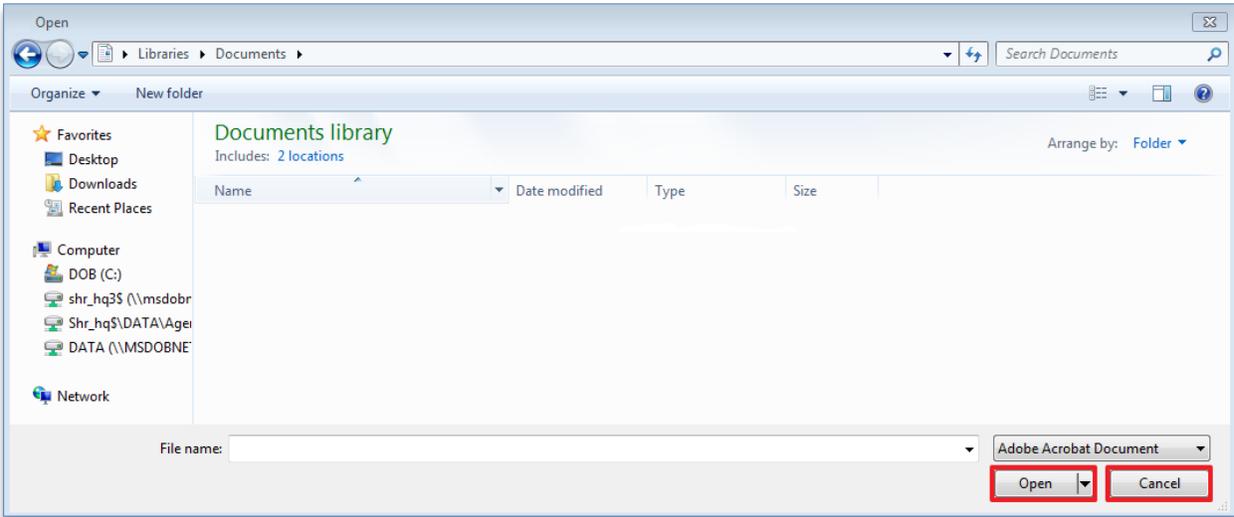
To add a new document, click the **+Add Document** button.

This will open an Upload a Document window. You may perform the following actions to add a document:

1. **Document Name:** Enter a name for the document
2. **Document Type:** Select the type of document from the dropdown menu
  - **Seal and Signature**
3. **Document:** Attach the document from your device using the **Browse** button

Upon clicking the **Browse** button, a new file browser window will open to locate the file. After locating the document, select it and click **Open**. Click **Cancel** to return to the previous screen.

*Please Note: All files must be in PDF or JPEG format, and must be less than 250 MB in size.*



The document name will appear in field next to the **Browse** button. Click **Submit** to submit the selected document. Click **Cancel** to return to the previous screen.

Upload a Document
✕

**Document Name**

**Document Type**

Seal and Signature
▼

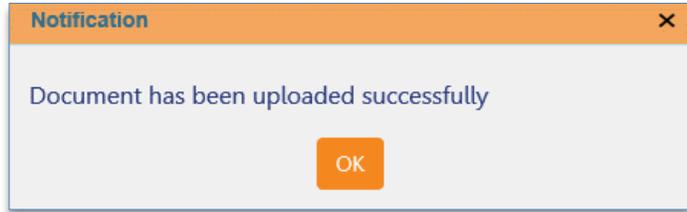
**Document**

Browse...

CONFIRM

CANCEL

Upon clicking **Submit**, a notification confirming the upload successful will appear. The document will now appear in the **Document** grid.



## Perform Statements & Signatures

The **Statements & Signatures** tab allows the user to electronically sign the completed Boiler Inspection Report. To sign, click the checkbox. The signature and date will automatically fill in.

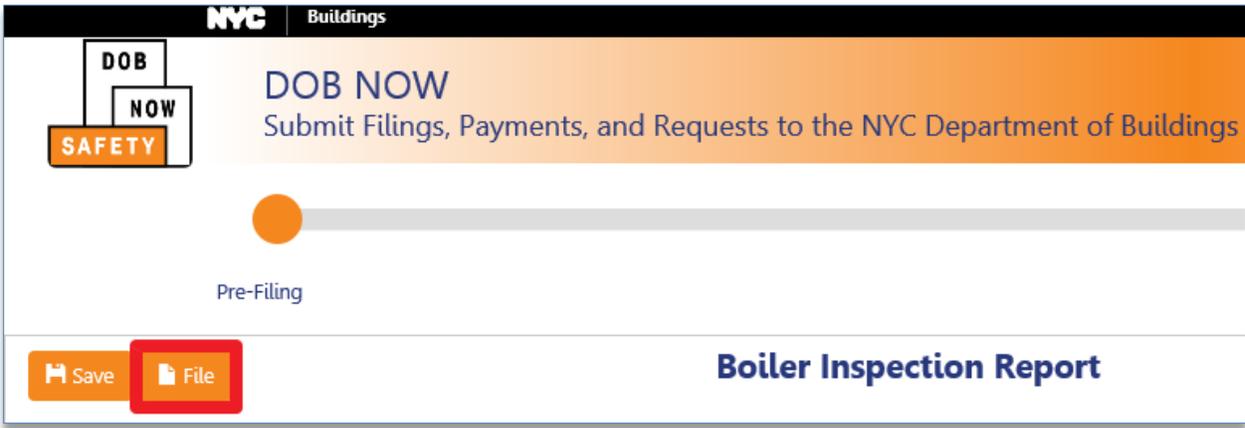


## Make a Payment

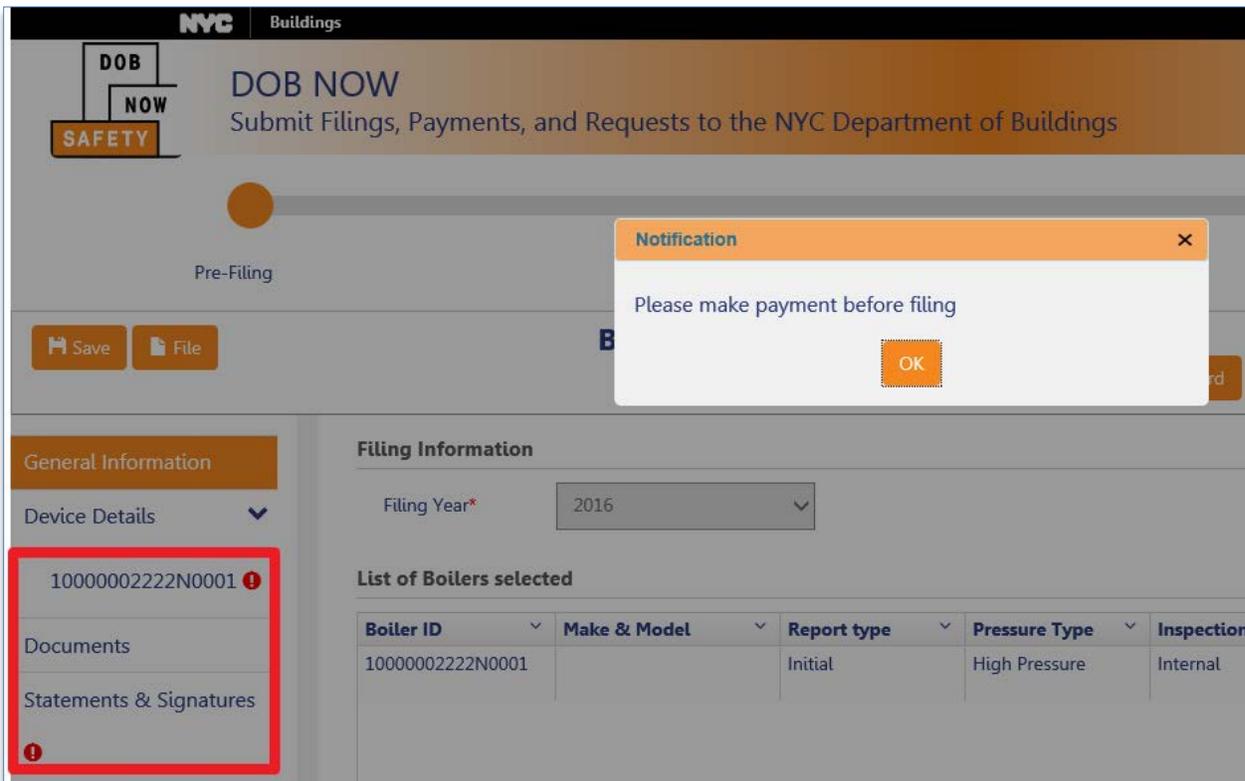
In order to file, payments on the inspection report must first be made. Refer to the [Make a Payment](#) section of this document for instructions.

## File a Report

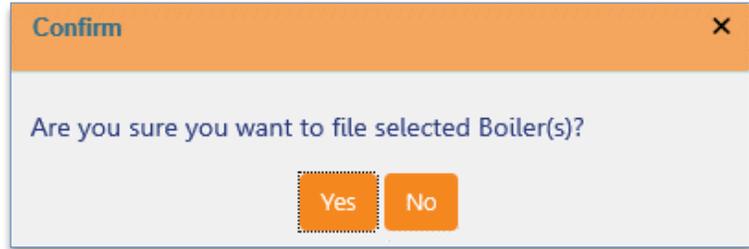
Once all required sections are complete, the user may submit the Boiler Inspection Report to DOB by clicking the File button at the top of the screen.



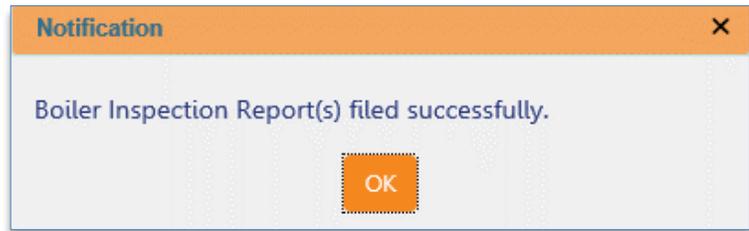
If sections require your attention or payments need to be made, DOB NOW will provide a notification for the error(s) and direct your attention to the sections using red exclamation marks (!).



Once all sections and payments are cleared of errors, click **File** again. The following notification will appear asking you to confirm the report submission. Click **Yes** to proceed with filing. Click **No** to return to the inspection report.



A notification will appear to confirm the inspection report was submitted to DOB successfully.



The report will now appear on the main dashboard for Boiler Inspection Reports under the **Filed** grid. Double-click on a filing to check the content and status.

The screenshot shows the "Boilers Compliance Filings Dashboard" with a navigation bar and a table of inspection reports. The table has columns for Tracking #, Location, Owner, Defects Exists..., Compliance Report Status..., Report Type..., Inspection Type..., Pressure Type, Payment Status..., and Filed Date. The first row is highlighted with a red border.

Tracking #	Location	Owner	Defects Exists...	Compliance Report Status...	Report Type...	Inspection Type...	Pressure Type	Payment Status...	Filed Date
2017-10000012345V0044-895	280 BROADWAY MANHATTAN	APPLE ROME	Yes	Accepted	Initial	Internal	High Pressure	Paid	05/04/2017
2016-10000001111N0001-920	280 BROADWAY MANHATTAN	OWNER FIR...	Yes	Accepted - Civil Penalties Due	Initial	External	Low Pressure	Paid	05/03/2017
2017-10000012345V0044-919	280 BROADWAY MANHATTAN	OWNER FIR...	Yes	Payment Verification In Progre...	Initial	Internal	High Pressure	Paid	05/03/2017

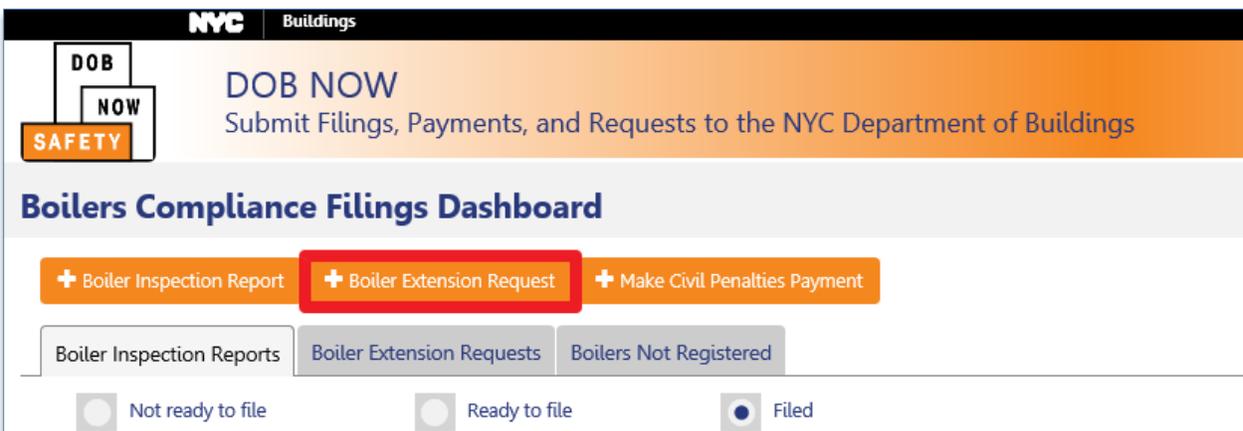
You will receive an email notification once a Boiler Inspection report is filed or resubmitted. You will also be updated by email if an inspection report is Accepted or Accepted with Civil Penalties Due.

## Create Boiler Extension Request IA MP OBI HP O

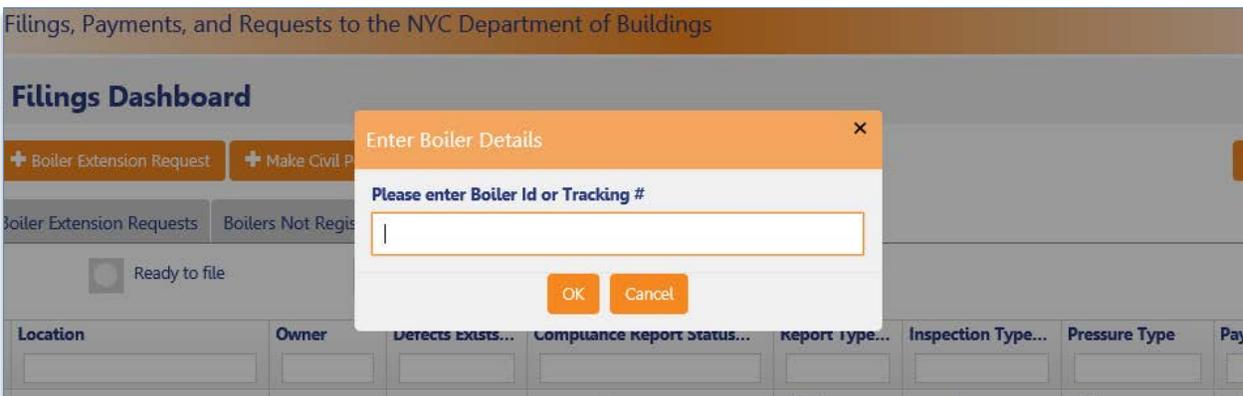
A Boiler Extension Request can be filed when a Boiler Inspection Report with defects will not be corrected within the 180-day correction period. To avoid incurring Civil Penalties, you may request an extension. The sections below provide instructions for submitting a Boiler Extension Request. The sections include:

- View General Information
- View Boiler Details
- Upload Documents
- Perform Statements & Signatures

To create a new Boiler Extension Request, click the **+Boiler Extension Request** button located on the main dashboard.



This will open the **Enter Boiler Details** window. Enter a Boiler ID or Tracking number and click **OK** to proceed with the extension request.



## View General Information

The **General Information** tab is the first section filed with DOB to begin the application process. The steps below describe how to complete each section of the **General Information** tab.

Save your job filing frequently to make sure no information is lost. After your job is saved the first time, a job number will be generated, and your filing will appear on the DOB NOW: *Safety* dashboard.

The following sections are listed in the **General Information** tab:

- Search By
- List of Boilers Selected
- Property Information
- Owner Information
- Applicant Information
- Justification

The screenshot displays the 'Boiler Extension Request' form in the 'General Information' tab. The form includes a search section with radio buttons for 'Boiler ID/Tracking#' (selected), 'Address', and 'BIN'. A search box contains '2017-10000012345Y0044-895'. Below this is the 'Property Information' section with input fields for Boiler ID, Street Name, Block, House No(s), Borough, and BIN. To the right, the 'Application Highlights' section shows details like Location (280 BROADWAY, MANHATTAN 10007), Boiler ID (10000012345Y0044), and Fee (Filing Fee: \$0.00).

## Search By

The Search By section allows the user to search for the boiler device being filed. There are multiple search options to identify the boiler device:

- **Device ID:** The user may search by Device ID by entering a 16 digit device ID.

The screenshot shows the 'Search By' form with three radio buttons: 'Boiler ID/Tracking#' (selected), 'Address', and 'BIN'. The 'Boiler ID/Tracking#' radio button and its corresponding text input field containing '2017-10000012345Y0044-895' are highlighted with a red box. An orange 'Search' button is located at the bottom left.

- **Address:** The user may search by Address by entering:
  1. House No(s)
  2. Street Name
  3. Borough.

The screenshot shows the 'Search By' form with three radio buttons: 'Boiler ID/Tracking#' (unselected), 'Address' (selected), and 'BIN' (unselected). The 'Address' radio button is highlighted with a red box. Below it, three input fields are highlighted with red boxes and numbered: 'House No(s)\*' (1), 'Street Name\*' (2), and 'Borough\*' (3) which is a dropdown menu showing 'Select Borough'. An orange 'Search' button is located at the bottom left.

- **BIN:** The user may search by BIN entering the associated BIN number.

The screenshot shows the 'Search By' form with three radio buttons: 'Boiler ID/Tracking#' (unselected), 'Address' (unselected), and 'BIN' (selected). The 'BIN' radio button and its corresponding text input field containing '1079215' are highlighted with a red box. An orange 'Search' button is located at the bottom left.

Clicking **Search** will open a Device Search Results window listing any boiler devices matching the search criteria. Click the checkbox next to the device to select it for an extension request. Click **OK** to add the device to the extension request.

The screenshot shows a window titled "List of boiler devices" with a close button (X) in the top right corner. Below the title bar is a section labeled "Select Boiler". It contains a table with the following columns: "Boiler ID", "Make & Model", "Pressure Type", "Inspection Type", and "Inspection Date". There are five rows of data. The first row has a checkbox selected, which is highlighted by a red box. Below the table, it says "Total Items: 5" and shows pagination controls: "1 / 1" items per page, "10" items per page, and "1 - 5 of 5 items". At the bottom right of the window are "OK" and "Cancel" buttons, with the "OK" button highlighted by a red box.

Boiler ID	Make & Model	Pressure Type	Inspection Type	Inspection Date
<input checked="" type="checkbox"/> 1000002222N0001		High Pressure	Internal	01/01/2017
<input type="checkbox"/> 10000012345Y0004		Low Pressure	Internal	04/15/2017
<input type="checkbox"/> 10000012345N0123		High Pressure	Internal	01/02/2017
<input type="checkbox"/> 10000012345Y0044		High Pressure	Internal	05/02/2017
<input checked="" type="checkbox"/> 10000001111N0001		Low Pressure	External	12/15/2016

If a boiler cannot receive an extension request, the following notification will appear.

The screenshot shows a "Notification" window with a close button (X) in the top right corner. The message inside the window reads: "This Boiler is not eligible for filing extension." Below the message is an "OK" button.

*Please Note: You can only select one boiler per Extension Request.*

## Enter Property Information

The greyed out fields will automatically enter once a device is added to the extension request. You may click to confirm that the owner is the same as the applicant, if applicable.

**Property Information**

Boiler ID*	House No(s)	Street Name
<input type="text" value="40000110082N0001"/>	<input type="text" value="12-04"/>	<input type="text" value="31 AVENUE"/>
Borough*	Block	BIN
<input type="text" value="Queens"/>	<input type="text" value="00518"/>	<input type="text" value="4005751"/>
Zip Code		
<input type="text" value="11106"/>		
Is the owner same as applicant		
<input type="checkbox"/>		

## Enter Owner Information

Enter the information in the following required fields. The greyed out fields will automatically fill once the email is entered or if the “Is the owner the same as applicant” checkbox is checked.

*Please Note: Building Owners must be registered in eFiling prior to completing an inspection report.*

1. **E-Mail**
2. **Owner Type:** Select from dropdown menu:
  - Private
  - City Owned Non-NYCHA
  - NYCHA
  - State
  - Federal
  - Diplomat
  - Non Profit – Tax Exempt

Owner Information		
E-Mail* APPLEROME18@GMAIL.COM	Owner Type* State	Last Name* ROME18
First Name* APPLE	MI	Mobile Phone
Telephone	Business Name	Business Address* AR18
City* NYC	State* NY	Zip Code* 10000
Business Phone 2013331111		

*Please Note:* If an Owner Type is selected that is not Private, it may receive a Fee Exempt status. A current ACRIS report is required to be uploaded to verify the Fee Exempt status. See the [Document](#) section of this manual for more information.

## Enter Applicant Information

Enter the information in the following required fields. The greyed out fields will automatically enter once a device is added to the inspection report.

- License Type:** Select correct License Type from the dropdown menu.

Applicant Information		
E-Mail* BOILERSINSPECTOR@GMAIL.COM	License Type* [Dropdown]	License Number* BB - 121212
Last Name* INSPECTOR	First Name* BOILERS	MI
Business Name CHUBB	Business Telephone 2221112222	Business Address BOILER AVE
City BOILER CITY	State NY	Zip 100111
Mobile Phone 1113232222		

## Enter Justification

Enter reasoning for why an extension request is needed.

**Justification\***

You can not input more than 3000 characters (Including white spaces)

## Save the Report

Once all required information is complete, click **Save** at the top of the screen to save progress. This is mandatory to complete future sections.

The following notification will appear confirming the save.

**Notification** ✕

Boiler Extension Request saved successfully

[OK](#)

## View Boiler Details

The **Boiler Details** tab shows the user information on the boiler device associated with the extension request.

The following sections are located on the **Device Details** tab as read only:

- Boiler Information
- Defects

The screenshot displays the 'Boiler Extension Request' page in the DOB NOW system. The page features a navigation bar with 'DOB NOW SAFETY' and 'Buildings' logos, and a breadcrumb trail: 'Pre-Filing > QA Supervisor Review > QA Review'. A progress indicator shows the current step is 'Pre-Filing'. The main heading is 'Boiler Extension Request', with 'Save' and 'File' buttons on the left and 'Dashboard' and 'Payment' buttons on the right. A sidebar on the left contains a menu with 'General Information', 'Boiler Details' (highlighted in red), 'Documents', and 'Statements & Signatures'. The main content area shows the tracking number 'Ext-10000001111N0001-162' and a 'Boiler Information' section with the following fields:

Boiler ID*	10000001111N0001	Type of Device*	Low Pressure
Type of Inspection*	External		
Boiler Make		Boiler Model	
BTU/h	000000000	Year Built	

## Upload Documents

The **Document** tab allows the user to upload documents to support the Boiler Extension Request. This includes Seal and Signature documents, as well as any other relevant documents. If a user is filing for a Fee-Exempt device, an ACRIC report is also required to be uploaded.

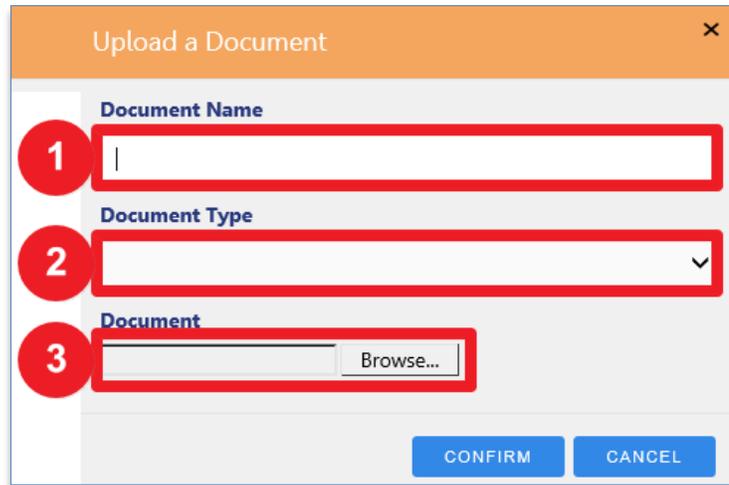
The screenshot shows the DOB NOW interface for a Boiler Extension Request. The top navigation bar includes the DOB NOW SAFETY logo and the text "DOB NOW Submit Filings, Payments, and Requests to the NYC Department of Buildings". Below this is a progress bar with three stages: Pre-Filing, QA Supervisor Review, and QA Review. The main content area is titled "Boiler Extension Request" and includes a "Tracking # : Ext-10000001111N0001-162" and a "Boiler ID : 10000001111N0001". A sidebar on the left contains tabs for "General Information", "Boiler Details", "Documents" (highlighted with a red box), and "Statements & Signatures". A "+ Add Document" button is visible next to the tracking number. Below the button is a table with columns for "Document Name", "Document Type", "Status", and "Actions".

To add a new document, click the **+Add Document** button.

This is a close-up screenshot of the "Boiler Extension Request" page. It shows the "Tracking # : Ext-10000001111N0001-162" and the "Boiler ID : 10000001111N0001". The "+ Add Document" button is highlighted with a red box. Below the button is a table with columns for "Document Name", "Document Type", "Status", and "Actions".

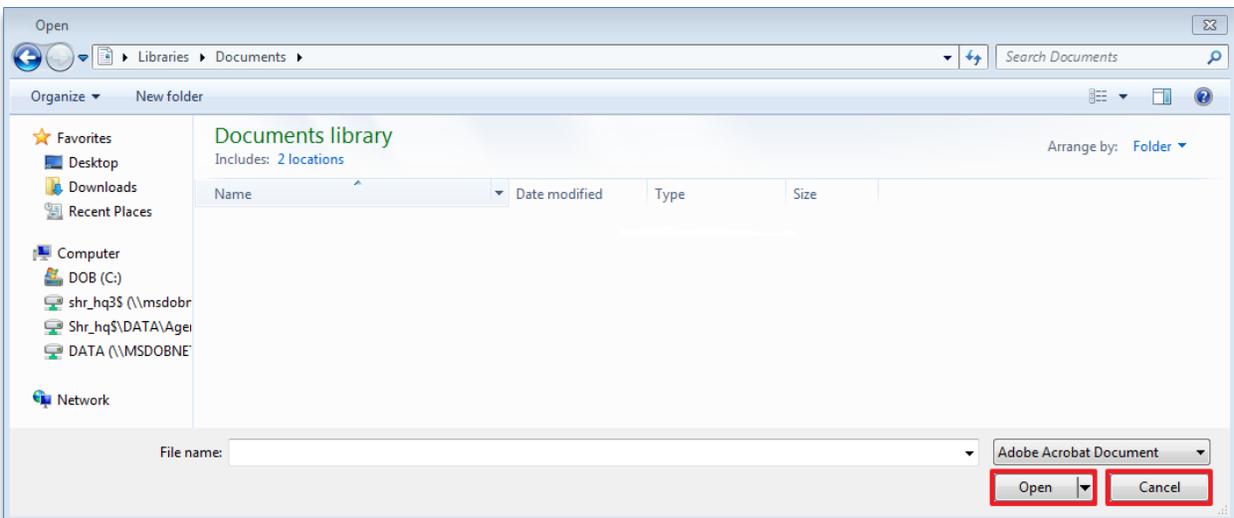
This will open an Upload a Document window. You may perform the following actions to add a document:

1. **Document Name:** Enter a name for the document
2. **Document Type:** Select the type of document from the dropdown menu
  - **Other**
  - **ACRIS Report**
  - **Seal and Signature**
3. **Document:** Attach the document from your device using the **Browse** button



Upon clicking the **Browse** button, a new file browser window will open to locate the file. After locating the document, select it and click **Open**. Click **Cancel** to return to the previous screen.

*Please Note: All files must be in PDF or JPEG format, and must be less than 250 MB in size.*



[Back to Home](#)

The document name will appear in field next to the **Browse** button. Click **Submit** to submit the selected document. Click **Cancel** to return to the previous screen.

**Upload a Document** [X]

**Document Name**  
Seal and Sig

**Document Type**  
Seal and Signature [v]

**Document**  
C:\Users\Public\Pictures\S [Browse...]

CONFIRM CANCEL

Upon clicking **Submit**, a notification confirming the upload successful will appear. The document will now appear in the **Document** grid.

**Notification** [X]

Document has been uploaded successfully

OK

## Perform Statements & Signatures

The **Statements & Signatures** tab allows the user to electronically sign the completed Boiler Inspection Report. To sign, click the checkbox. The signature and date will automatically fill in.

**Boiler Extension Request**

Tracking #: Ext-10000001111N0001-162

**Applicant's Statement \***

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\*

Application Highlights	
Location :	280 BROADWAY
	MANHATTAN 10007
Boiler ID :	10000001111N0001
Extension Request Status :	Pre-Filing
Inspection Type :	External
Filing Year :	2017
Filing Date :	
Fee	
Filing Fee :	\$15.00
Amount Due :	\$15.00
Amount Paid :	\$0.00

## Make a Payment

In order to file, payments on the inspection report must first be made. Refer to the [Make a Payment](#) section of this document for instructions.

## File a Report

Once all required sections are complete, the user may submit the Boiler Inspection Report to DOB by clicking the File button at the top of the screen.

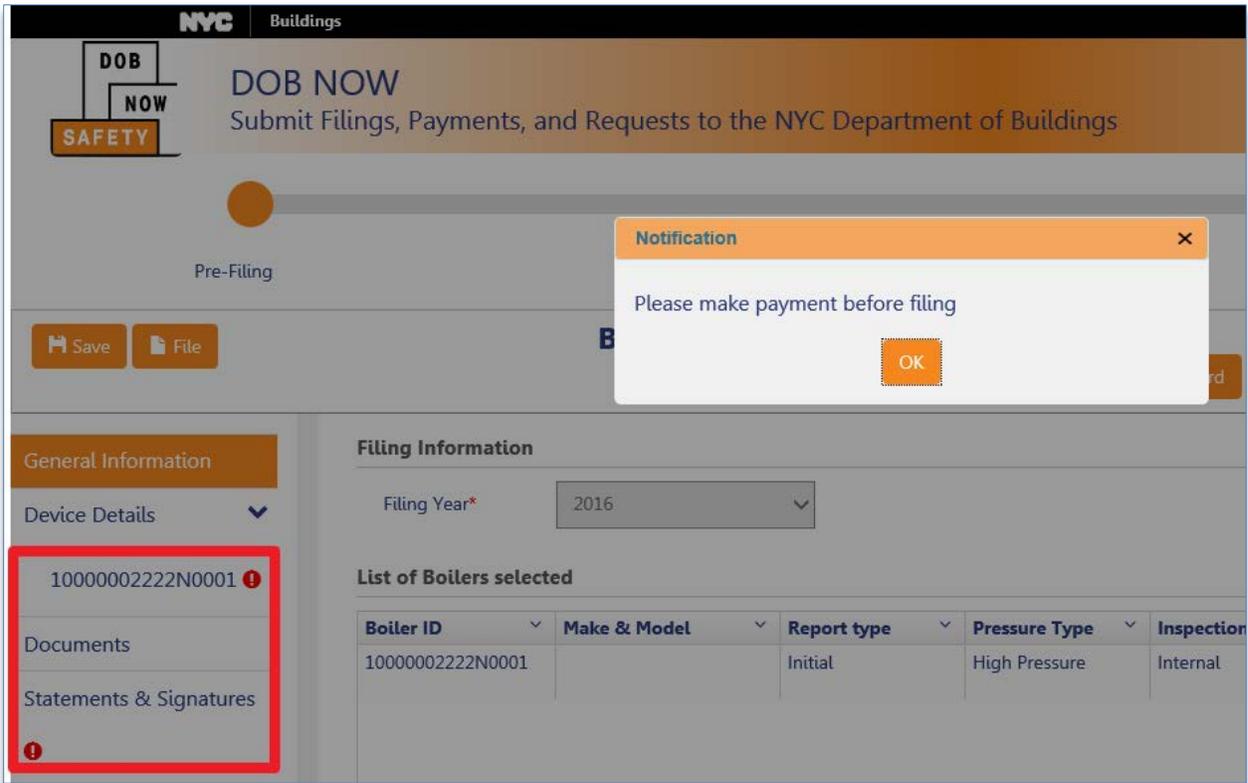
Pre-Filing

QA Supervisor Review

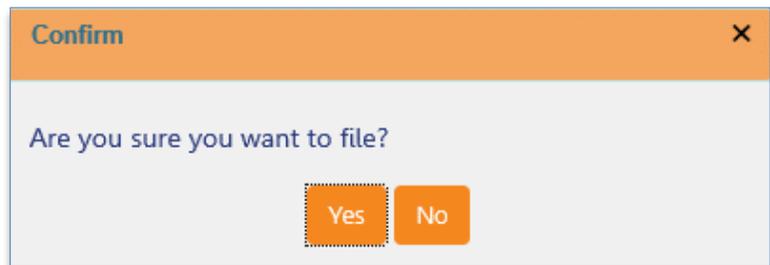
**Boiler Extension Request**

Save File

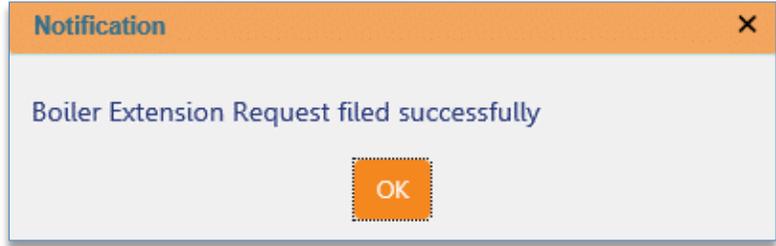
If sections require your attention or payments need to be made, DOB NOW will provide a notification for the error(s) and direct your attention to the sections using red exclamation marks (!).



Once all sections and payments are cleared of errors, click **File** again. The following notification will appear asking you to confirm the report submission. Click **Yes** to proceed with filing. Click **No** to return to the inspection report.



A notification will appear to confirm the inspection report was submitted to DOB successfully.



The report will now appear on the main dashboard under the **Boiler Extension Requests** tab. Double-click on a filing to check the content and status. The extension request will be reviewed by the Department of Buildings and will either be granted or denied. If granted, the duration in days will be provided via email by the DOB.

Tracking #	Boiler ID	Location	Borough	Applicant	Extension Request Status	Payment Status	Created Date
Ext-10000001111N0001-162	10000001111N0001	280 BROADWAY	MANHATTAN	BOILERS INSPECTOR	QA Supervisor Review	Paid	05/04/2017
Ext-10000001111N0001-161	10000001111N0001	280 BROADWAY	MANHATTAN	BOILERS INSPECTOR	Payment Verification In Progress	Paid	05/03/2017
Ext-30000067298N0004-160	30000067298N0004	150 55 STREET	BROOKLYN	BOILERS INSPECTOR	Extension Granted	Paid	05/03/2017

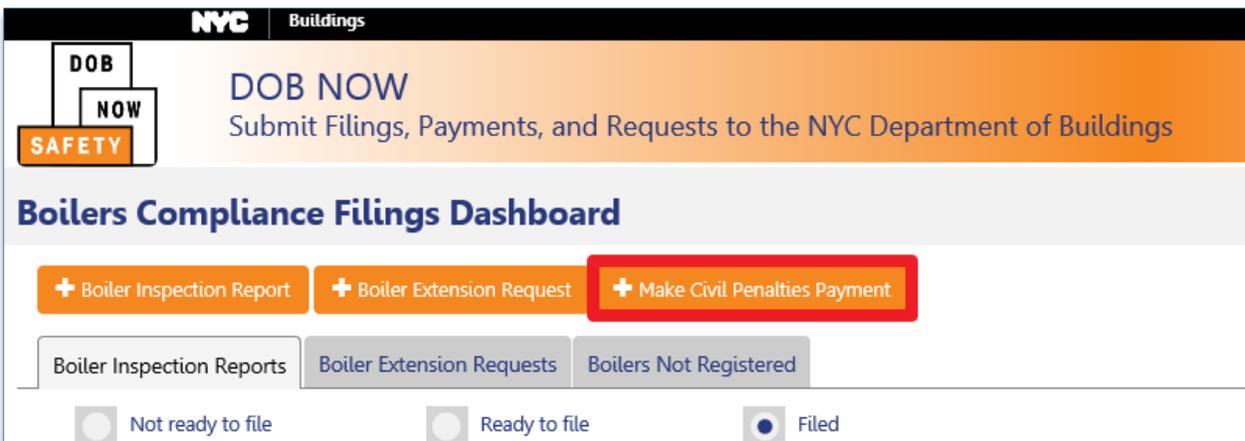
You will receive an email notification once a Boiler Extension Request is filed or resubmitted.

## Make Civil Penalties Payment IA MP OBI HP O

The section below provides instructions for submitting Civil Penalty payments. If Civil Penalties are due for a filing, the Building Owner and Applicant will receive an email notification from the Department of Buildings.



To make a Civil Penalty payment, click the **+Make Civil Penalties Payment** button located on the main dashboard.



This will open the **Civil Penalty Payment** screen. Enter a Boiler ID or Tracking number and click **Search** to proceed with the payment process.

This will display the searched Boiler’s information. Select the Boiler device(s) and click **Pay Now**. Refer to the [Making Payments](#) section of this document for payment instructions.

Select	Tracking #	Owner type	Inspection Type	Fee Type	Fee Amount	Payment Status	Report Year
<input type="checkbox"/>	2017-30000111465N0002-1343	Private	External	Late Filing Fee 45 Days	\$50.00	Due	2017

Total civil penalties due : \$50.00      Amount Due : \$0.00      [Pay Now](#)

## Appendix

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### DOB NOW: *Safety* Terms

The compliance process may result in additional reports and filings.

**CSR:** A Customer Service Representative is a DOB staff member who provides an Administrative Review of a filing, usually before sending the filing to a Plan Examiner. An Administrative Review for a filing in part consists of making sure the content provided is complete.

**ERT:** The Emergency Response Team provides rapid response in all emergencies requiring DOB response to ensure that NYC building codes and rules and regulations are being followed.

**Initial Filing:** This option will be enabled for a new compliance filing.

**Subsequent Filing:** This option will be enabled after a SAFE or SWARMP Initial (TR6) Report has already been filed and accepted. A subsequent report indicating revised conditions may be filed within the current five-year report filing cycle to change a building's filing status for that cycle.

**Inspection:** If a DOB Inspection is determined to be necessary as part of the filing process, an Inspector is assigned to inspect the façade of a building, and report on its condition.

**BIN:** This refers to the Building Identification Number. A BIN is assigned to each building.

**Block and Lot:** This refers to the physical mapped location of a building. The block and Lot is also known as the "tax" block and Lot.

**Task Form:** This form provides information on decisions of an individual filing.

**311:** NYC311 provides access to non-emergency City services and information about City government programs. NYC311 is available online and by phone.

**BIR:** This refers to the Boiler Inspection Report.

**BNR:** This refers to a Boiler Not Registered report.

**Fee Exempt Filing:** A filing may be exempt from fees if the owner type selected is not private. An ACRIS report is required to confirm the fee exempt status.

**Extension Request:** If defects on a boiler cannot be corrected within the allotted 180 day period, an extension request may be applied for.

## Acronyms

### Work Type Acronyms

- BL: Boiler
- CC: Curb Cut
- CH: Chute
- DM: Demolition and Removal
- EQ: Construction Equipment
- EW: Equipment Work
- FA: Fire Alarm
- FB: Fuel Burning
- FN: Fence
- FP: Fire Suppression
- FS: Fuel Storage
- MH: Mechanical/HVAC
- OT: Other
- PL: Plumbing
- SD: Standpipe
- SF: Scaffold
- SG: Sign
- SP: Sprinkler
- EL: Elevator

### Legal Acronyms

- AC: Administrative Code
- APPN: Administrative Policy and Procedure Notice
- BC: Building Code
- HPD: Housing Preservation and Development
- LL: Local Law
- LPPN: Legal Policy and Procedures Notice
- MDL: Multiple Dwelling Law
- NYC DEP: New York City Department of Environmental Protection
- NYC RR: New York City Report Recommendations
- NYS DOH: New York State Department of Health
- NYS ECL: New York State Environmental Conservation Law
- OPPN: Operations Policy and Procedure Notice
- PPN: Policy and Procedure Notice
- RCNY: Rules of the City of New York
- RS: Reference Standard
- TPPN: Technical Policy and Procedure Notice

- ZR: Zoning Regulations

## Permit Type Acronyms

- AR: Architectural
- EA: Earthwork
- FO: Foundation
- ME: Mechanical
- NP: No Plans
- PL: Plumbing
- SH: Sidewalk Shed
- ST: Structural
- ZO: Zoning

## Building Type Acronyms

- NB: New Building
- Alt 1: Alteration
- Alt 2: Alteration
- Alt 3: Alteration

## Professional Acronyms

- PE: Professional Engineer
- RA: Registered Architect
- GC: General Contractor
- DP: Design Professional
- FR: Filing Representative
- QEWI: Qualified Exterior Wall Inspector (PE/RA)
- QRWI: Qualified Retaining Wall Inspector (PE/RA)
- Agency Director or Director (PE/RA)
- MP: Master Plumber
- OBI: Oil Burner Installer
- LP: Licensed Professional

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