



INDUSTRY PORTAL STEP-BY-STEP GUIDE

HOW TO FILE A PIPS REPORT

The following Step-by-Step Guide will outline the steps applicable to completing a Periodic Inspection of Parking Structure (PIPS) Report in DOB NOW: *Safety*.



HELPFUL LINKS

[YouTube.com/DOBNOW](https://www.youtube.com/DOBNOW) 

[NYC.gov/DOBNOWINFO](https://www.nyc.gov/DOBNOWINFO) 

[NYC.gov/DOBNOWHELP](https://www.nyc.gov/DOBNOWHELP) 

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Overview

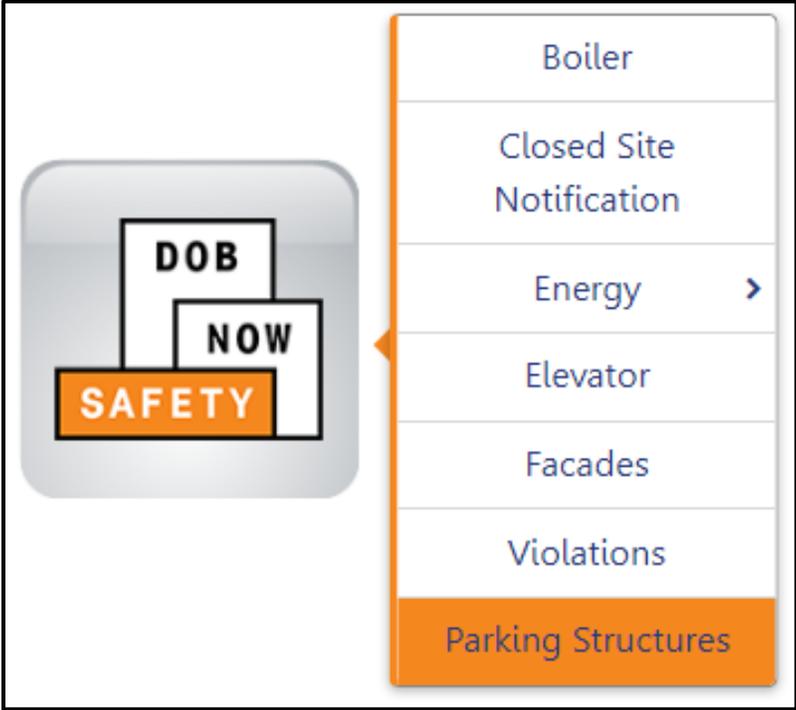
This step-by-step guide will provide applicants with a systematic understanding of how to complete a a Parking Structure ID Request in DOB NOW: *Safety*.

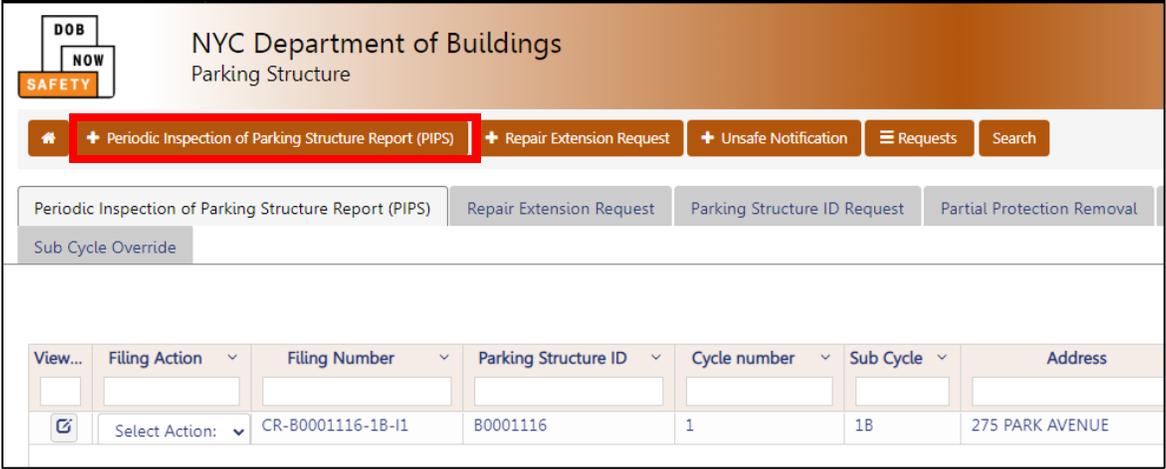
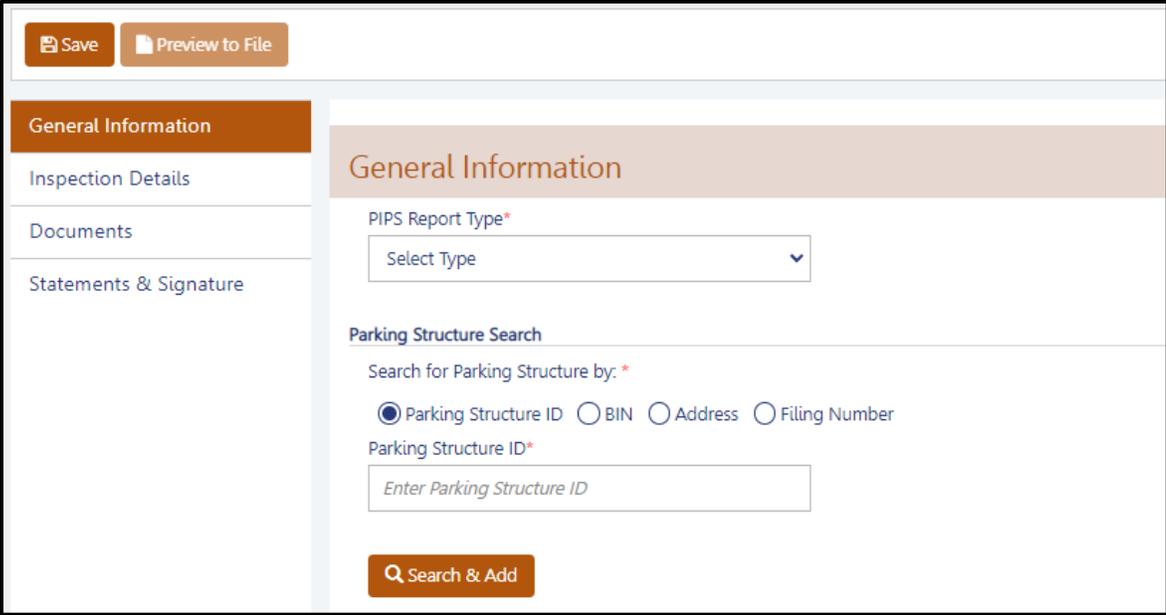
Requirements

- Parking Structure activities will be available in DOB NOW: *Safety* as of April 17, 2023.
- A Parking Structure is defined as a building or portion of a building used for the parking or storage of motor vehicles and an open or enclosed parking garage as defined in the New York City Building Code.
- Parking Structures must be inspected for safety once every 6 years by a Qualified Parking Structure Inspector (QPSI).
- After performing the inspection, the QPSI must log into DOB NOW: *Safety* and file a **Periodic Inspection of Parking Structure (PIPS) Report**. This document will explain how to do so.

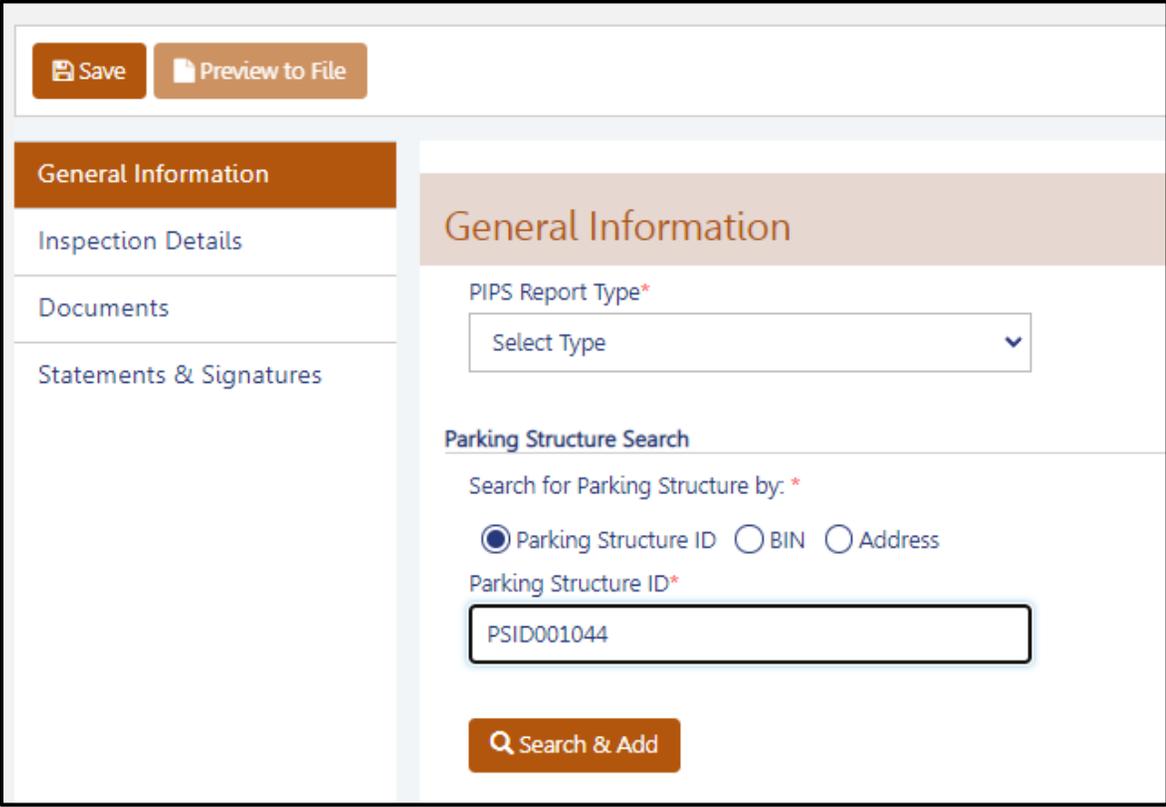
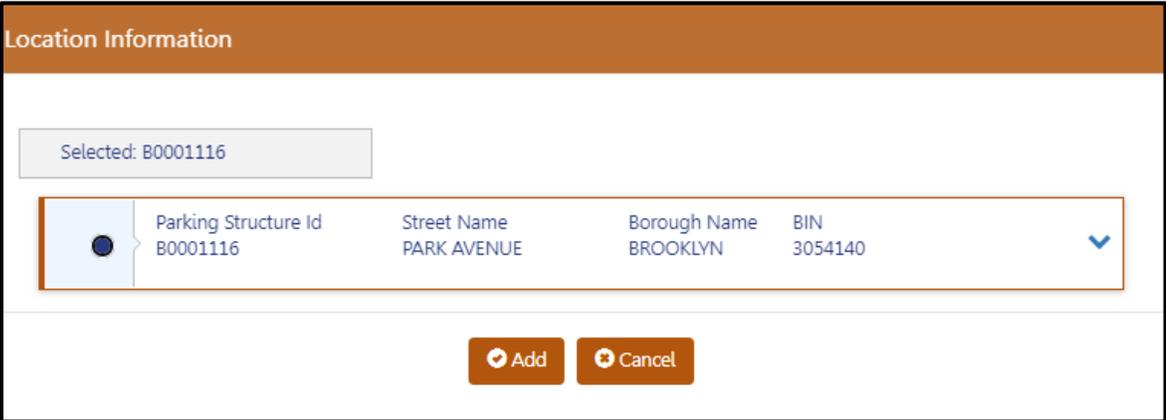
How to Submit a Periodic Inspection of Parking Structure Report (PIPS)

To initiate a Periodic Inspection of Parking Structure Report, the Qualified Parking Structure Inspector must:

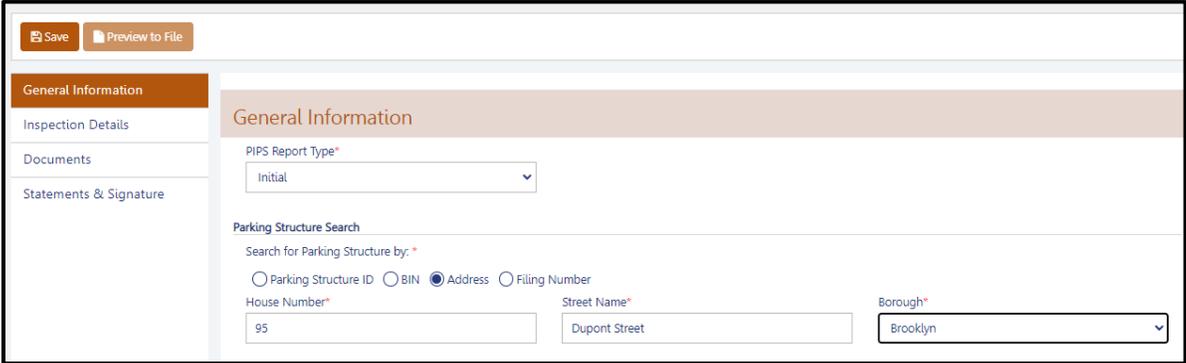
Step	Action							
1.	<p>At the bottom of the page hover over the DOB NOW Safety button; when the menu appears choose Parking Structures.</p>  A screenshot of the DOB NOW Safety interface. On the left is a button with the text 'DOB NOW SAFETY'. On the right is a dropdown menu with the following items: 'Boiler', 'Closed Site Notification', 'Energy' (with a right-pointing arrow), 'Elevator', 'Facades', 'Violations', and 'Parking Structures' (which is highlighted in orange). <table border="1"><tr><td>Boiler</td></tr><tr><td>Closed Site Notification</td></tr><tr><td>Energy ></td></tr><tr><td>Elevator</td></tr><tr><td>Facades</td></tr><tr><td>Violations</td></tr><tr><td>Parking Structures</td></tr></table>	Boiler	Closed Site Notification	Energy >	Elevator	Facades	Violations	Parking Structures
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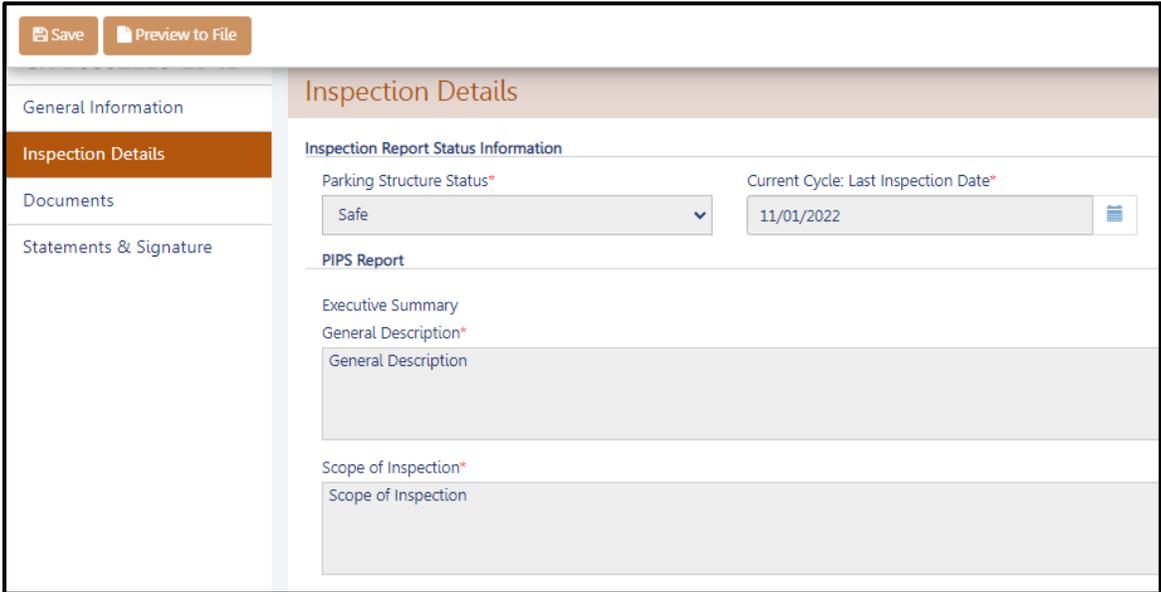
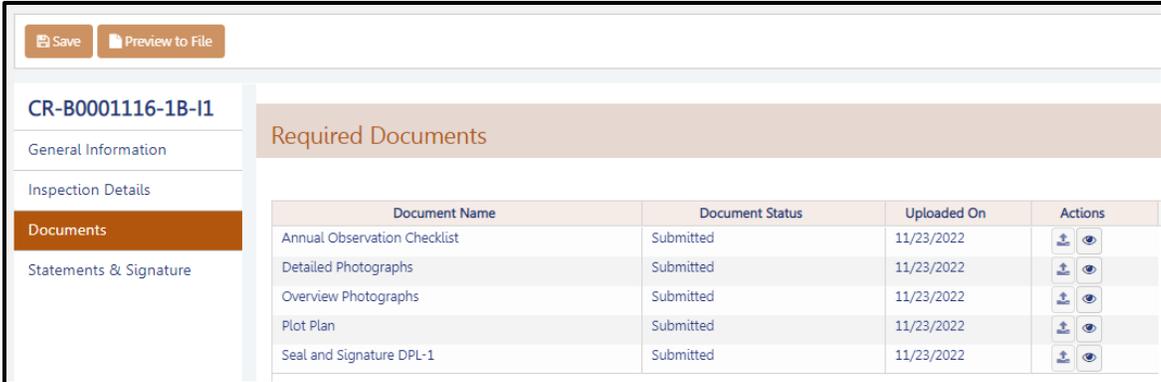
Step	Action
2.	<p>At the top of the page click the + Periodic Inspection of Parking Structure Report (PIPS)</p> 
3.	<p>You'll now be on the General Information page to begin the filing process.</p> 

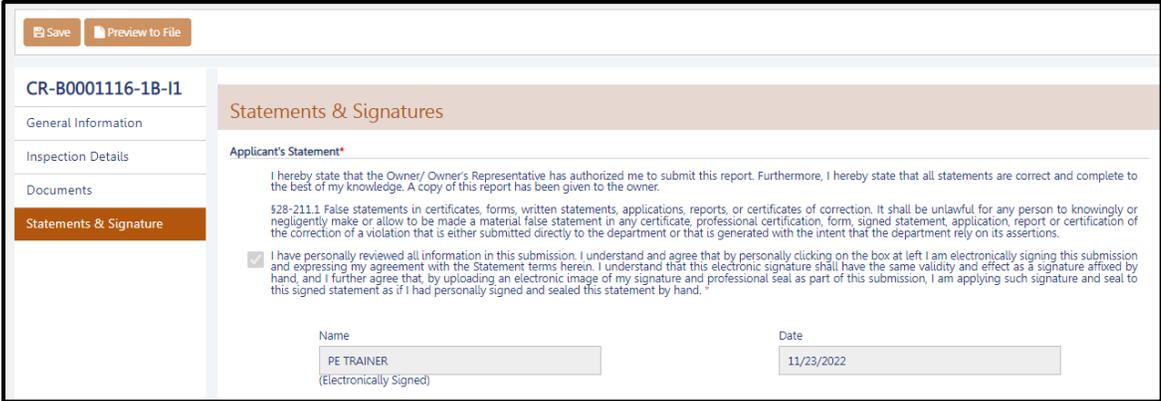
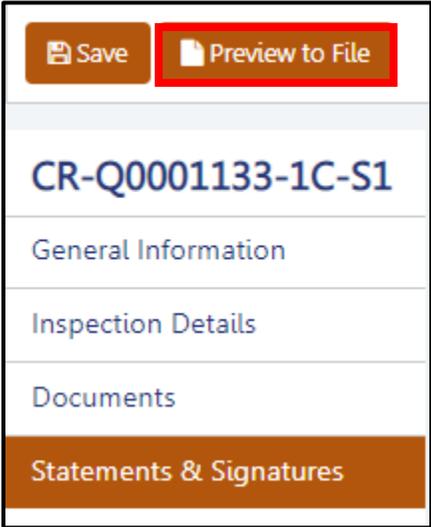
Step	Action
4.	<p>Choose the appropriate PIPS Report Type from the drop-down menu. Based on the type of report chosen you will need to fill in the information as required.</p> <p>Options are:</p> <ul style="list-style-type: none">• Initial• Amended• Subsequent to Change Status• Subsequent to Change Repair Timeline <div data-bbox="310 753 1484 1642"><p>The screenshot shows a web form for creating a PIPS report. At the top, there are two buttons: 'Save' and 'Preview to File'. Below these is a sidebar with navigation tabs: 'General Information' (selected), 'Inspection Details', 'Documents', and 'Statements & Signature'. The main content area is titled 'General Information' and contains several sections: 1. 'PIPS Report Type*' with a dropdown menu currently showing 'Initial'. 2. 'Parking Structure Search' section with the instruction 'Search for Parking Structure by: *' and four radio button options: 'Parking Structure ID' (selected), 'BIN', 'Address', and 'Filing Number'. Below these is a text input field for 'Parking Structure ID*' with the placeholder text 'Enter Parking Structure ID'. A 'Search & Add' button is located below the input field. 3. 'Filing Information' section with two input fields: 'Report Cycle*' and 'Report Sub Cycle*'. Both fields are currently empty.</p></div>

Step	Action
5.	<p>Enter the Parking Structure ID, BIN, or Address, and then click Search & Add.</p> 
6.	<p>A window will appear with the Parking Structure that was entered. Click the radio button to select the structure, then click the Add button.</p> 

Step	Action
7.	<p>If you choose Initial from the PIPS Report Type drop-down menu, you will not have to enter anything for Report Cycle under the Filing Information section.</p> <div data-bbox="313 405 1479 1205"><p>The screenshot shows a web interface for a PIPS report. At the top, there are two buttons: 'Save' and 'Preview to File'. Below these is a navigation menu with four items: 'General Information' (highlighted in orange), 'Inspection Details', 'Documents', and 'Statements & Signatures'. The main content area is titled 'General Information' and contains a 'PIPS Report Type*' dropdown menu with 'Initial' selected. Below this is a 'Parking Structure Search' section with the label 'Search for Parking Structure by: *'. There are three radio buttons: 'Parking Structure ID' (selected), 'BIN', and 'Address'. Below the radio buttons is a text input field for 'Parking Structure ID*' containing the value 'B0001127'. At the bottom of this section is a 'Search & Add' button.</p></div>

Step	Action
8.	<p>Begin filing in all the necessary Information for the different sections as follows:</p> <ul style="list-style-type: none">• Filing Information• Qualified Parking Structure Inspector (QPSI) Information• Property Owner Information• Owner Representative• Parking Structure Characteristics 
9.	<p>Continue filling in all the required information and click Save</p> 

Step	Action																								
<p>10.</p>	<p>Next, click on the Inspection Details tab and fill in all the necessary details and click Save</p> 																								
<p>11.</p>	<p>On the Documents tab, upload the appropriate documents and click Save.</p>  <table border="1" data-bbox="578 1272 1419 1446"> <thead> <tr> <th>Document Name</th> <th>Document Status</th> <th>Uploaded On</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Annual Observation Checklist</td> <td>Submitted</td> <td>11/23/2022</td> <td> </td> </tr> <tr> <td>Detailed Photographs</td> <td>Submitted</td> <td>11/23/2022</td> <td> </td> </tr> <tr> <td>Overview Photographs</td> <td>Submitted</td> <td>11/23/2022</td> <td> </td> </tr> <tr> <td>Plot Plan</td> <td>Submitted</td> <td>11/23/2022</td> <td> </td> </tr> <tr> <td>Seal and Signature DPL-1</td> <td>Submitted</td> <td>11/23/2022</td> <td> </td> </tr> </tbody> </table>	Document Name	Document Status	Uploaded On	Actions	Annual Observation Checklist	Submitted	11/23/2022		Detailed Photographs	Submitted	11/23/2022		Overview Photographs	Submitted	11/23/2022		Plot Plan	Submitted	11/23/2022		Seal and Signature DPL-1	Submitted	11/23/2022	
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Step	Action
12.	<p>On the Statements & Signatures tab both the QPSI and the Owner must click the checkbox to attest. Click Save</p> 
13.	<p>Click Preview to File. Press Next to navigate to the last page of the filing and click the checkbox to attest. Click on File to submit the filing.</p> 
<p>You have now completed the How to File a PIPS Report Step by Step Guide.</p>	