

SERVICE UPDATE

REQUIREMENT: Electrical NB/Alt-1 Certificate of Occupancy Sign-off Submission in DOB NOW: *Inspections*

Beginning January 16, 2018, paper requests for electrical sign-off for Electrical NB/Alt-1 Certificate of Occupancy (CO) will not be accepted in the borough offices. Users associated with a job record (owners, licensed professionals and delegates) must submit requests in DOB NOW: *Inspections* at www.nyc.gov/inspections.

New process: the user must request sign-off for final CO from the associated job and not from the Electrical Application. The user will still be required to list all electrical applications associated with the job when submitting the request on the job record. All sign-off requests for Electrical NB/Alt-1 CO will be reviewed by the appropriate Borough Electrical Unit. If the unit determines that an Electrical Walk-through Inspection is required, it will be scheduled via email notification to the users associated with the job.

For detailed instructions on how to submit these requests, please refer to the *Electrical and Plumbing – Requesting Sign Off for Temporary or Final Certificate of Occupancy* manual on the DOB NOW: *Inspections Resources* page.

Additional instructions and manuals can be found on the DOB NOW: *Inspections Resources* page at <http://www1.nyc.gov/site/buildings/industry/dob-now-inspection-resources.page>

Please contact www.nyc.gov/dobnowhelp with questions or for further information related to DOB NOW.

POST UNTIL: December 31, 2018