

Boiler Industry Session

November 2015

Session Topics

Session Objectives

DOB NOW: *Inspections* Overview

Access to DOB NOW: *Inspections*

Account Registration

Using Your PIN

Delegation

Requesting a Boiler Inspection

Viewing Inspection Results & Objections

Boiler Self-Certifications

Collections

DOB NOW: *Inspections* Emails

Online Resources

Q +²A

Session Objectives

Learn how the Boiler industry will use DOB NOW:
Inspections

Watch video tutorials about DOB NOW:
Inspections functionality

DOB NOW: *Inspections*

Terms Used Throughout This Presentation

You will see these terms used throughout this presentation

Records

Jobs, BPP Jobs, Place of Assembly, Permits, Devices, Notices, Work, Applications, Certifications, Sign Off Requests & Gas Authorization Requests

LPs

Electricians, Elevator Agencies/Inspectors, Fire Suppression Contractors, General Contractors, Master Plumbers, Oil Burner Installers, Professional Engineers, Sign Hangers, Registered Architects, and Registered Landscape Architects

Self-Certifications

Certain Boilers, Cranes, and Plumbing inspections can be completed by an LP without the presence of an Inspector from the Department of Buildings. The supporting documentation must be uploaded into DOB NOW: *Inspections*, and is subject to approval or rejection.

DOB NOW: *Inspections*

New Online Inspections Portal

The screenshot shows the 'Inspection Ready' portal homepage. At the top, it says 'Inspection Ready' in large blue letters, followed by 'Submit Inspection Requests and Certifications to NYC Department of Buildings'. Below this are links for 'Accessibility Support', 'Register for an Account', and 'Login'. There are navigation tabs for 'Home' and 'Buildings'. A 'Welcome to Inspection Ready' message explains the portal's purpose. A 'Login' form is visible on the right, with fields for 'User Name or E-mail' and 'Password', a 'Login' button, and a 'Remember me on this computer' checkbox. Below the login form are links for 'I've forgotten my password' and 'New Users: Register for an Account'. At the bottom, there are two boxes: 'General Information' with a link to 'Search Licensed Professionals/Licensees' and 'Buildings' with links to 'Search Records' and 'Access My Records'.

- View information related to your Jobs & Permits
- View and search for Records and LPs
- Request Inspections (including withdrawals) & view Results online
- Receive Final Inspection Results within 36 hours
- Receive emails at milestones in your Inspection cycle
- View and download documents such as the Inspection Report and cards
- Upload documentation to certify certain objections
- Request Gas Authorization and Plumbing Sign Offs
- Delegate responsibility to other Registered Users
- Submit Self-Certification documentation (Certain LPs for Boilers and Plumbing; LPs/ Owners/ Delegates for Cranes)

Inspections Starting Late 2015

No Phone Calls – No Waiting in Line



 Completed electronically via DOB NOW: *Inspections*

DOB NOW: *Inspections*
Units Participating

Boilers
Builders Pavement Plan
Construction
Cranes & Derricks
Electrical
Elevators
House Connections
Plumbing
Sustainability

Access to DOB NOW: *Inspections*

Registered Users

Owners

Licensed Professionals (LPs)

Delegates

Any interested party

Unregistered Users

Anonymous Users

Access to DOB NOW: *Inspections*

DOB NOW: *Inspections* became available for Account Registration, Account Management, and PIN entry (when required) on 9 Nov 2015.

Registration is required for Owners, LPs, and their Delegates.

All other DOB NOW: *Inspections* functions will be available later in 2015.

Registered Users

Owners, LPs, Delegates and All Other Registered Users

Anyone can register for an account. However, only Owners, LPs, and their Delegates can access their Records and use **DOB NOW: Inspections** to:

- ✓ Request Inspections (including withdrawals) and view the Results online
- ✓ Request Gas Authorizations and Plumbing Sign-Offs
- ✓ Assign Delegates (*LPs and Owners only*)
- ✓ View, upload, and download documents
- ✓ Submit documentation to certify certain objections
- ✓ Receive email notifications regarding the Record
- ✓ Submit Self-Certification documentation
- ✓ Enter a PIN (*LPs only*)

DOB NOW: Inspections became available for account registration, account management, and PIN entry on 9 Nov 2015.

Owners

How to Access DOB NOW: Inspections

For all Permits that you file, use the email address you use to register with DOB NOW: *Inspections* (as depicted on the following slide). DOB NOW: *Inspections* became available for Registration on 9 Nov 2015.

Once the system goes live, if you have registered with DOB NOW: *Inspections* and you do not see your Records, use one of the following options to gain access to your Records:

- **Option 1:** Visit the Customer Service Counter on the 5th Floor at 280 Broadway or the respective Inspection Unit, verify your identity (bring a Photo ID), and ask the Service Representative to add you to each applicable Record.
- **Option 2:** Ask the LP to add you as a Delegate to each applicable Record.

25 Applicant's Statements and Signatures *Required for all applications.*

Falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. It is unlawful to give to 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 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 prepared or supervised the preparation of the construction documents and specifications herewith submitted and to the best of my knowledge and belief, the construction documents and work shown thereon comply with the provisions of the NYC Administrative Code and other applicable laws and rules, (←check here if) except as set forth in the accompanying documents. I acknowledge that I have read and complied with all instructions pertaining to this application and supplementary schedules submitted. **Cluster Development Statement** (if applicable): I hereby state that all specifications relating to this job are identical to those previously filed under the group lead job number, except as specified herein.

For initial New Building and Alteration 1 applications filed under the 2008 or 2014 NYC Building Code only: does this building qualify for high-rise designation? Yes No
Directive 14 initial applications only: I certify that the construction documents submitted and all construction documents related to this application do not require a new or amended Certificate of Occupancy as there is no change in use, exits, or occupancy. Yes No

Name (print): _____
Sign and Date: _____
P.E. / R.A. Seal *(apply seal; then sign and date over seal)*

26 Property Owner's Statements and Signatures

Falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. It is unlawful to give to 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 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. Furthermore, I understand that I am responsible for insuring that a final inspection be performed when the permitted work is complete, and that a satisfactory report of final inspection be submitted, along with all required submittal documents, so that the NYC Department of Buildings may issue a letter of completion or certificate of occupancy within the time prescribed by law.

I have authorized the applicant to file this application for the work specified herein and all future amendments. I will not knowingly authorize any work that is not in compliance with all applicable laws and regulations.


Yes No

Fee Exe
In accord
that the o
operated
the prop

Fee Exe
Governm
be const
exclusive
Agency.

Owner's
The site
building to be constructed, contains one or more occupied dwelling units that will remain occupied during construction. These occupied dwelling units have been clearly identified on the submitted construction documents.

Owner Individual Partnership NYCHA / HHC
Type: Corporation Other Government NYC Agency
 Condo Unit Owner or Co-Op Tenant-shareholder 26A
Is the deed holder a non-profit organization? Yes No

Name (please print): _____
Relationship to Owner: _____
Business Name/Agency: _____
Street Address: _____
City: _____ State: _____ Zip: _____
Telephone Number: _____ Fax: _____
E-Mail Address: _____
Signature and Date 

Owners: Use this email address when registering for a DOB NOW: Inspections account



Licensed Professionals

How to Access DOB NOW: Inspections

LPs that can take actions on Records are:

- ✓ Electricians
- ✓ Elevator Agencies/Inspectors
- ✓ Fire Suppression Contractors
- ✓ General Contractors
- ✓ Master Plumbers
- ✓ Oil Burner Installers
- ✓ Professional Engineers
- ✓ Sign Hangers
- ✓ Registered Architects
- ✓ Registered Landscape Architects

To access **DOB NOW: *Inspections*** and take action on Records, LPs must:

1. Register for a DOB NOW: *Inspections* account
2. Use a PIN for each license that is held. For example, if you hold General and Fire Suppression Contractor licenses, you will receive two PINs

Licensed Professionals

How to Access DOB NOW: Inspections

Buildings emailed a PIN to LPs who will use DOB NOW: *Inspections* to request Inspections. This information was emailed between 2 & 9 Nov 2015 to your business email address on file with the Department's Licensing Unit.

After receiving the PIN, LPs can register for an account and enter the PIN(s) provided by Buildings.

Two emails were sent to the business email address on file with the Department's Licensing Unit:

1. An email containing a link to the account registration and PIN entry instructions
 2. An email containing your PIN and the associated license number. You received one email for each license that you hold.
- Once you register for an account and enter your PIN(s), you can take action on the associated Records after the rest of the system goes live in late 2015.
 - If you complete these steps and do not see your Records, visit Customer Service on the 5th floor at 280 Broadway or call 212-393-2550.

Licensed Professionals

How to Access DOB NOW: Inspections

If you:

- Did not receive your PIN, or misplaced your PIN

Visit the Customer Service Counter at 280 Broadway to:

- Verify your identify (*bring a DOB Issued License and/or Photo ID*)
- Obtain your PIN (*PINs cannot be provided over the phone or in the Boroughs*)

You will then need to:

- Register for a DOB NOW: *Inspections* account
- Log in to DOB NOW: *Inspections* and enter the PIN(s) provided by the Customer Service Representative. A PIN will need to be entered for each license that is held
- **Once your entered your PIN(s), you can take action on the associated Records after the system goes live in late 2015.**

Delegates

How to Access DOB NOW: Inspections

The Delegation feature enables Owners and LPs to give system rights to other people, such as Filing Representatives.

A Delegate MUST be a Registered User in order to serve as a Delegate:

- Become a Registered User by registering for a DOB NOW: *Inspections* account (*skip this step if already registered as an Owner or LP*)

Starting in late 2015, Owners and LPs can:

- Delegate responsibility for each applicable Record. Delegates can only be added to a Record using the email address entered during account registration. Once added, Delegates will receive a confirmation email from DOB NOW: *Inspections*.
- **Once an account is linked to a Record via delegation, the Delegate can take action after the system goes live in late 2015.**

Unregistered Users

Starting in late 2015, anyone can use DOB NOW: *Inspections* to search for and view the details below without an account or logging in.

- ✓ LPs
- ✓ **Records** (*Jobs, BPP Jobs, Place of Assembly, Permits, Devices, Notices, Work, Applications, Certifications, Sign Off Requests & Gas Authorization Requests*)
- ✓ **Development Inspection Appointments**
- ✓ **Development Inspection Results**
- ✓ **Development Inspection Objections**

Account Registration

Started 9 Nov 2015

Remember:

- Anyone can register for an account.
- Owners, LPs, and Delegates must register for an account.

Video Tutorial



How to Register and Log In to DOB NOW:
Inspections

Licensed Professional: Using Your PIN

Started 9 Nov 2015

- After you register for an account as an LP, you will need to log in and enter a unique PIN provided by Buildings.
- A PIN will need to be entered for each license that is held.

Video Tutorial



How to Use Your PIN

Delegation

Starting Late 2015

- ✓ Owners and Licensed Professionals can share Record permissions with other Registered Users in DOB NOW: *Inspections* by:
 - Selecting the appropriate Record
 - Confirming the intended Delegate via their email address

- ✓ Please note:
 - This process can be repeated to add an unlimited number of Delegates
 - Delegates cannot delegate
 - Owners and LPs can add or remove Delegates at any time
 - Owners and LPs can remove Delegates at any time, no matter who added the Delegate
 - Delegates will be notified by email when they are added or removed
 - Delegates on Cranes Records can submit Self-Certification documentation
 - Delegates on all other Record types cannot submit Self-Certification documentation using DOB NOW: *Inspections*

Delegation

Starting Late 2015

Video Tutorial



How to Add a Delegate

Video Tutorial



How to Remove a Delegate

DOB NOW: *Inspections* Will Replace the Existing Boiler Appointment Form

Boiler Appointment Form

The Boiler First Test Appointment Form is the industry's tool for requesting an inspection from the Boiler Division to sign off a new Boiler Installation, Fuel Burner, Fuel Storage, or Minor Alteration/Repair.

In order to receive a Service Request number for this application, the Installer must provide an email address so an appointment can be scheduled within 14 business days.

For Mac Users: This request form may not function properly with your Safari web browser. We are hoping to resolve this problem soon. In the meantime, please download the free Mozilla Firefox web browser in order to use this form in the interim. For more information on Mozilla Firefox please visit <http://www.mozilla.org/>. To download the current version of Mozilla Firefox for Macs, please click on the following link: <http://www.mozilla.org/en-US/firefox/all.html>.

Date: October 12, 2015

All Fields are Required

1. Appointment Reference Information

A. Please indicate if this is a first request, duplicate request or a re-inspection:

- This is the First Appointment request for this application.
- This is a duplicate request for the same application.
Indicate original service request number:
- This is a re-inspection request for a failed first test.

The following inspection-related online portal will no longer be used.

[Online Boiler Appointment Request Form](http://www.nyc.gov/html/dob/html/development/forms_online_boiler_appt.shtml)

URL:

http://www.nyc.gov/html/dob/html/development/forms_online_boiler_appt.shtml

Requesting a Boiler Inspection

Starting Late 2015

Owners, LPs, and their Delegates can request the Boiler Inspection types listed below. Permit type dictates the Inspection types available for selection.

BL - Burner - Gas	Mobile - High Pressure Boiler High BTU Over 20M (Single Boiler)	Mobile - Low Pressure Boiler High BTU Over 4.2M (1 Boiler)
BL - Burner - Oil	Mobile - High Pressure Boiler Low BTU Under 20M (Multi Boiler)	Mobile - Low Pressure Boiler High BTU Over 4.2M (2 Boilers)
BL - Burner - Dual Fuel	Mobile - High Pressure Boiler Low BTU Under 20M (Single Boiler)	Mobile - Low Pressure Boiler High BTU Over 4.2M (3+ Boilers)
Electrical Boiler (H/L)	Low Pressure Boiler High BTU Over 4.2M (1 Boiler)	Mobile - Low Pressure Boiler Low BTU Under 4.2M (1 Boiler)
High Pressure Boiler High BTU Over 20M (Multi Boiler)	Low Pressure Boiler High BTU Over 4.2M (2 Boilers)	Mobile - Low Pressure Boiler Low BTU Under 4.2M (2 Boilers)
High Pressure Boiler High BTU Over 20M (Single Boiler)	Low Pressure Boiler High BTU Over 4.2M (3+ Boilers)	Mobile - Low Pressure Boiler Low BTU Under 4.2M (3+ Boilers)
High Pressure Boiler Low BTU Under 20M (Multi Boiler)	Low Pressure Boiler Low BTU Under 4.2M (1 Boiler)	Mobile - Temporary Tank (Single and Mult)
High Pressure Boiler Low BTU Under 20M (Single Boiler)	Low Pressure Boiler Low BTU Under 4.2M (2 Boilers)	High Pressure Boiler Permit Withdrawal
Mobile - High Pressure Boiler High BTU Over 20M (Multi Boiler)	Low Pressure Boiler Low BTU Under 4.2M (3+ Boilers)	Boiler Permit Withdrawal

Requesting a Boiler Inspection

Starting Late 2015

Owners, LPs, and their Delegates can request the Fuel Storage Inspection types listed below. Permit type dictates the Inspection types available for selection.

Fuel Storage / Tank - Over 330 - One Tank	Mobile - Temporary Tank (Single and Multi)
Fuel Storage / Tank – Over 330 - Two Tanks	Tank Size - Fuel Type - 2 and 4 – Single Tank
Fuel Storage / Tank – Over 330 - Two+ Tanks	Tank Size - Fuel Type - 2 and 4 – Two Tanks
Fuel Storage / Tank – Up to 330 - One Tank	Tank Size - Fuel Type - 2 and 4 – Two+ Tanks
Fuel Storage / Tank – Up to 330 - Two Tanks	Fuel Storage Permit Withdrawal
Fuel Storage / Tank – Up to 330 - Two+ Tanks	

Requesting a Boiler Inspection

Starting Late 2015

Owners, LPs, and their Delegates can request the Fuel Burner Inspection types listed below. Permit type dictates the Inspection types available for selection.

FB - Burner - Dual Fuel

FB - Burner - Gas

FB - Burner - Oil

Boiler Permit Withdrawal

Requesting a Boiler Inspection

Starting Late 2015

Video Tutorial



How to Request a Boiler Inspection

Inspection Scheduling Guidelines

Starting Late 2015

Please note the following:

- A specific Inspection date, time, or desired time of day (AM/PM) cannot be requested.
- Cancellations will be accepted online up to 48 hours prior to the scheduled Inspection. You must call the Department of Buildings at the phone number listed in your appointment confirmation email to cancel an Inspection that is scheduled to take place within 48 hours.
- Each Record can only have one open inspection request at a time, with the exception of BPP.
- LPs and Delegates cannot request an Inspection if the LP has an expired license and/or expired insurance. These rules do not apply to Owners.
- Inspections should only be requested when you are truly prepared for the Inspection.
- Inspections can only be requested by an LP, Owner or their Delegates via DOB NOW: *Inspections* when the Record (Job or Permit) is in an Inspectable status.

Available Records in DOB NOW: *Inspections*

- The Records available in DOB NOW: *Inspections* are only those that are in an Inspectable Status (see the following slide).
 - You will need to use BISWeb to find historical data.

Boiler Statuses

Boiler Permit Status Values	Inspectable
Issued	Yes
Reissued	
In Process	No
Revoked	
Signed Off	

Inspections can only be requested by an LP, Owner, or Delegate via DOB NOW: *Inspections* when the Permit is in an inspectable status.

The inspectable statuses are listed in the table on the left.


Required Inspection Documents

Starting Late 2015

- Specific documents must be uploaded to DOB NOW: *Inspections* **prior** to requesting certain Inspection Types. Owners, LPs, and their Delegates can upload documents in DOB NOW: *Inspections*. Documents will no longer be accepted in the field.

Inspection Type	Document Required
Boiler Inspections	Schedule C
Boiler Inspections on a LAA Record	LAA
Withdrawal Inspections	PW-1

- A yellow banner will display indicating that a specific document is needed.



The record was placed on HOLD on 10/06/2015.
Condition: Schedule C Severity: Hold
Total Conditions: 1 (Hold: 1)

[View additional details](#)

Required Inspection Documents

Starting Late 2015

- If the document has a raised seal, the seal should be made visible by using a pencil to shade over the raised portion of the seal prior to scanning and uploading.
- If the proper documentation is not uploaded, the Boiler Unit will contact you to ask that the document be uploaded. If it is not uploaded by the time of the Inspection, the Inspection will be marked as Fail.

Inspection Types

Starting Late 2015

Please note, if you are requesting a Multi-Boiler Inspection, you must now distinguish if you need Inspections for 2 Boilers, or for 3 or more.

Step 1: Available Inspection Types (27)

- Mobile - High Pressure Boiler Low BTU Under 20M (Single Boiler)
- Low Pressure Boiler High BTU Over 4.2M (1 Boiler)
- Low Pressure Boiler High BTU Over 4.2M (2 Boilers)
- Low Pressure Boiler High BTU Over 4.2M (3+ Boilers)
- Low Pressure Boiler Low BTU Under 4.2M (1 Boiler)
- Low Pressure Boiler Low BTU Under 4.2M (2 Boilers)
- Low Pressure Boiler Low BTU Under 4.2M (3+ Boilers)
- Mobile - Low Pressure Boiler High BTU Over 4.2M (1 Boiler)
- Mobile - Low Pressure Boiler High BTU Over 4.2M (2 Boilers)
- Mobile - Low Pressure Boiler High BTU Over 4.2M (3+ Boilers)

Inspection Contact

Starting Late 2015

Inspection type: Mobile - Low Pressure Boiler High BTU Over 4.2M (2 Boilers)

Step 2: Location and Contact

Verify whether the Inspection Contact person for the selected inspection is correct.

Location

85 WHITE ST Manhattan NY 1

Contact

John Lawson
7185555555

[Change Contact](#) ▼

Remember:

- Use this screen to confirm the Contact listed will be on-site to meet the Inspector. Click '**Change Contact**' to update the contact, if necessary.
- If the Inspection type requires the LP to present, the LP must be on-site for the Inspection.
- The Contact listed here must be qualified for the Inspection being performed.

Inspection Comments

Starting Late 2015

Confirmation
Please confirm the details below, provide additional information and click the Finish button to complete your request.

Inspection Type: High Pressure Boiler High BTU Over 20M (Single Boiler)
Date and Time: TBD
Location: 85 Maiden Lane Manhattan NY 10013
Contact: Robert Louis 7185555555

IMPORTANT: Provide Additional Information by Clicking Here

Please provide additional information about your inspection request below.

Examples may include: Related Job or Permit Numbers, specific areas or floors to inspect, site access details or other information for the inspector.

(Please include an alternate phone number if different from the contact information provided in your application.)

Finish [Back](#) [Cancel](#)

- For Boiler Inspections on a Full Permit, enter the original LAA number, and the number of the Permit that supersedes the LAA
- For Boiler Re-Inspection Requests on an LAA Record, enter the word "Re-Inspection".

Inspection Comments (continued)

Starting Late 2015

Confirmation
Please confirm the details below, provide additional information and click the Finish button to complete your request.

Inspection Type: Mobile - Low Pressure Boiler High BTU Over 4.2M (2 Boilers)
Date and Time: TBD
Location: 85 WHITE ST Manhattan NY 10013
Contact: John Lawson 7185555555

IMPORTANT: Provide Additional Information by Clicking Here

Please provide additional information about your inspection request below.

Examples may include: Related Job or Permit Numbers, specific areas or floors to inspect, site access details or other information for the inspector.

Requesting an inspection on a mobile boiler. The boiler is located at 407 East 65th Street NYC 10065.

(Please include an alternate phone number if different from the contact information provided in your application.)

Finish **Back** **Cancel**

- For Mobile Boilers that change location, enter the address where the work is being performed.
- If the Comment does not include an address, the Boiler Department will contact you to confirm the address. The Inspection Request will not move forward until a current address is obtained.

Inspection Request Received

Starting Late 2015

From: DO_NOT_REPLY@buildings.nyc.gov [mailto:DO_NOT_REPLY@buildings.nyc.gov]
Sent: None
Subject: Inspection Request Received from Jose Boiler - 001



Receive an email confirming that your request has been received.

The Department of Buildings has received your request for an inspection of type **Mobile - Low Pressure Boiler High BTU Over 4.2M (2 Boilers)** at **85 WHITE ST, Manhattan, NY 10013** for Job Number [1801EWBL](#). Your inspection will be scheduled for the first available date and time, and you will receive a follow-up email with the date and time of your inspection appointment.

For your reference, the comments provided during the request are: Requesting an inspection on a mobile boiler. The boiler is located at 407 East 65th Street NYC 10065.

This is an automated message; please do not reply. If you have questions or concerns, please contact the Department of Buildings at boilerIR@buildings.nyc.gov.

Sincerely,


NYC Department of Buildings



Receiving an Inspection Schedule

Starting Late 2015

Receive an email with the
Inspection date and time
prior to the Inspection



From: DO_NOT_REPLY@buildings.nyc.gov [mailto:DO_NOT_REPLY@buildings.nyc.gov]
Sent: None
Subject: Inspection Scheduled for Boiler, Jose - 003



An inspection of type **Mobile - Low Pressure Boiler High BTU Over 4.2M (2 Boilers)** has been scheduled on **11/9/2015** at approximately **1:00PM** for **Boiler, Jose** at **407 East 65th Street, Manhattan, NY 10065** for Job Number [1801EWBL](#).

A contact from your company must be present during the Inspection; if this is not possible at the date and time provided, please log into [Inspection Ready](#), to cancel the inspection and request a new inspection. If you need to cancel less than two business days prior to the scheduled inspection, please call the Department of Buildings at **212-393-2661**.

This is an automated message; please do not reply. If you have questions, please contact the Department of Buildings at boilerIR@buildings.nyc.gov.


Sincerely,

NYC Department of Buildings

Receiving Preliminary Results via Email

Starting Late 2015

Receive an email with preliminary results



From: DO_NOT_REPLY@buildings.nyc.gov [mailto:DO_NOT_REPLY@buildings.nyc.gov]
Sent: None
Subject: Inspection Result for Boiler,Jose - 004



An inspection of type **Mobile - Low Pressure Boiler High BTU Over 4.2M (2 Boilers)** has been completed for **Boiler, Jose** at **407 East 65th Street, Manhattan, NY 10065**. The status/disposition of your inspection is **Pass** for Job Number [1801EWBL](#). These inspection results are subject to supervisory review and are not official until reflected as Final in [Inspection Ready](#).

This is an automated message; please do not reply. If you have questions or concerns, please contact the Department of Buildings at boilerIR@buildings.nyc.gov.

Sincerely,

NYC Department of Buildings

Receiving Final Results via Email

Starting Late 2015

From: DO_NOT_REPLY@buildings.nyc.gov [mailto:DO_NOT_REPLY@buildings.nyc.gov]

Sent: None

Subject: Inspection Result for Boiler,Jose - 007



Click here to view
results online

The Final Status / Disposition of your **Mobile - Low Pressure Boiler High BTU Over 4.2M (2 Boilers)** inspection for **Boiler, Jose** at **407 East 65th Street, Manhattan, NY 10065** for Job Number [1801EWBL](#) is **Pass-Final**.

This is an automated message; please do not reply. If you have additional questions or concerns, please contact the Department of Buildings at boilerIR@buildings.nyc.gov.

Sincerely,

NYC Department of Buildings

DOB NOW: *Inspections* Will Replace the

- The BO-12 Card will no longer be generated because the Plumbing Unit has access to the Boiler Unit's results.
 - The process of collecting the BO-12 Card from the Boiler Unit and providing it to the Plumbing Unit is no longer necessary. The Plumbing Unit will find the Boiler necessary information in DOB NOW: *Inspections*.

Viewing Results Online

Starting Late 2015

View online
Inspection
Results

Upcoming Inspections:

>> Request an Inspection

You have not added any inspections.

Click the link above to schedule or request one.

Completed Inspections: (1)

Pass-Final - 1

Pass-Final Mobile - Low Pressure Boiler High BTU Over 4.2M (2 Boilers) (6692)
Resulted on 11/09/2015 at 03:00 PM

Viewing Results Online

Starting Late 2015

Video Tutorial



How to View Inspection Results

Viewing Objections, Including Certifiable Objections

Starting Late 2015

- If an Objection is observed in the field and it does not require Buildings to return to the site for a Re-Inspection, it is called a Certifiable Objection.
- You can view all Objections using DOB NOW: *Inspections*, including those that are Certifiable.
 - ✓ Owners, LPs, or Delegates can resolve Certifiable Objections by uploading documentation into DOB NOW: *Inspections*.
- FYI, all Objections opened prior to the launch of DOB NOW: *Inspections* cannot be certified in DOB NOW: *Inspections*. A Re-Inspection must be requested.

Viewing Objections, Including Certifiable Objections Starting Late 2015

Record 18030EWBL: [Click here for more information](#)
Boiler Permit



This record was locked by REQUIREMENT on 11/09/2015.
Condition: Controls Severity: Required
Total Conditions: 3 (Required: 3)

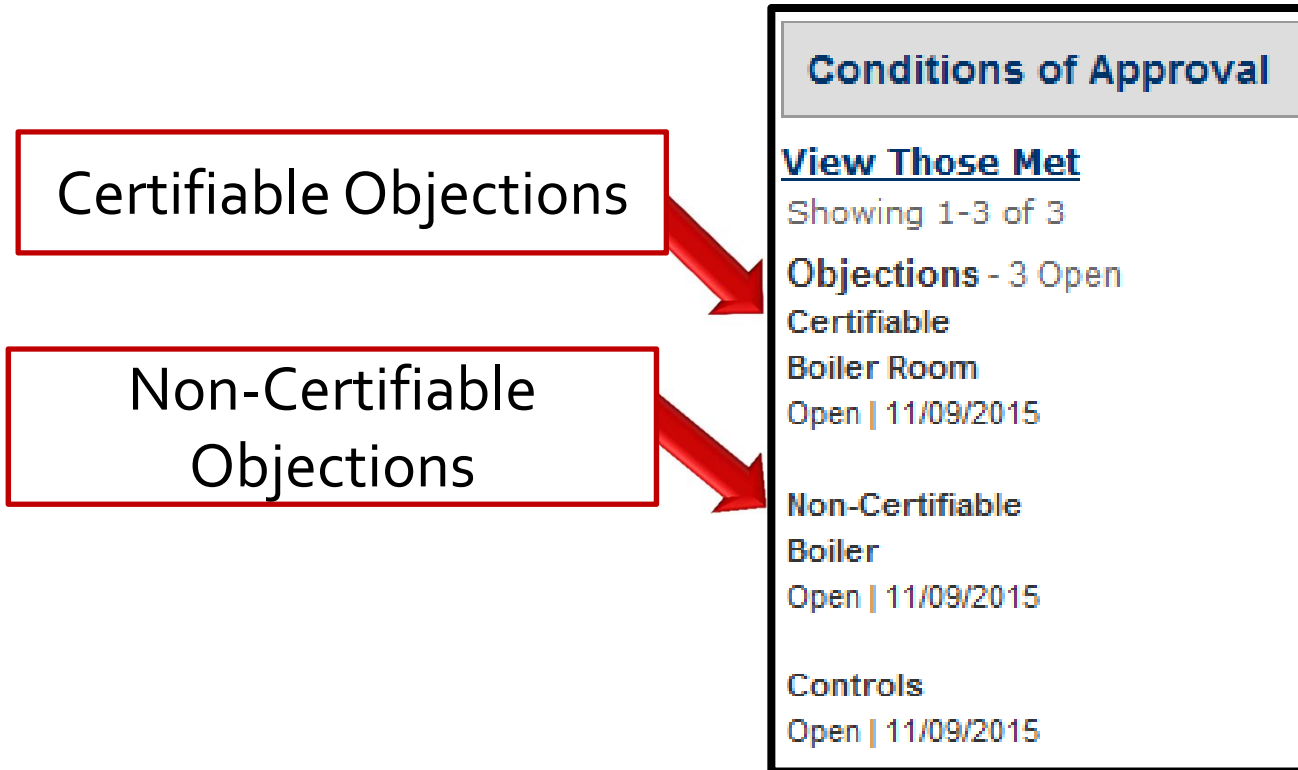
[View additional details](#)

You will see an orange banner when there are Objections on your Record. To view all Objections on the Record, click **'View Additional Details'**.

Viewing Objections, Including Certifiable Objections

Starting Late 2015

- The page will default to show only Unresolved Objections.



Viewing Objections, Including Certifiable Objections

Starting Late 2015

Conditions of Approval

[View Those Met](#)

Showing 1-3 of 3

Objections - 3 Open

Certifiable

Boiler Room
Open | 11/09/2015

Non-Certifiable

Boiler
Open | 11/09/2015

Controls

Open | 11/09/2015

Click here to expand the list to include Resolved Objections

Viewing Objections, Including Certifiable Objections

Starting Late 2015

Objection
Status is
displayed per
Objection

Conditions of Approval

Hide Those Met

Showing 1-4 of 4

Objections - 3 Open, 1 Resolved

Certifiable

Boiler Room

Open | 11/09/2015

Administrative

Resolved | 11/09/2015

Non-Certifiable

Boiler

Open | 11/09/2015

Controls

Open | 11/09/2015

Viewing Objections, Including Certifiable Objections

Starting Late 2015

Video Tutorial



How to Certify Objections

Self-Certifications

Starting Late 2015

- DOB NOW: *Inspections* allows Oil Burner Installers to upload Self-Certification documentation for the following types of Records:
- Boiler Permits (BL) – 1 to 5 family dwellings, up to 350,000 BTUs
 - Fuel Burner Permits (FB) – Up to 800,000 BTUs
 - Fuel Storage Permits (FS) – Any size, no limit
 - Limited Alteration Applications (LAA) Records – Any combination of the above

Self-Certifications

Starting Late 2015

- You must submit the following documents:
 - Affidavit of Intent, Schedule C, and Plans

OR

 - Affidavit of Intent and LAA
- All submitted documentation is subject to approval or rejection. You will receive an email notification when the Certification documentation has been reviewed by the Department of Buildings.

Self-Certifications

Starting Late 2015

Video Tutorial



How to Submit Boiler Certifications

Collections

Starting Late 2015

- Collections are used to group and organize Records in DOB NOW: *Inspections*, for easy access.
- You can create Collections for Records that you frequently navigate to, or create Collections to organize your Records by other factors such as Records on the same Job, Record Type, Date, etc.
- Records can be added to or removed from a Collection at any time.
- All Records will still be visible in the “Access My Records” list and will remain searchable using the General Search feature whether or not they are in a Collection.

DOB NOW: *Inspections* Emails

Starting Late 2015

- The emails on the next slide will be sent to Owners, LPs, and their Delegates, only if they have a DOB NOW: *Inspections* account.
- Add DO_NOT_REPLY@buildings.nyc.gov to your 'Safe Sender' list

DOB NOW: *Inspections* Emails

Starting Late 2015

System-generated emails will be sent at each milestone in the Inspection process.

Notification List	Email
All Registered Users on the Record (Owner, LP, Delegates)	<ul style="list-style-type: none"> • Inspection Request received • Inspection scheduled, rescheduled, or cancelled • Preliminary & Final Inspection Results • Certification of Objection documents accepted or rejected • Certification documentation approved, technically rejected, or administratively rejected (Boilers) • Certification documentation received (Cranes and Plumbing) • Gas Authorization request approved, denied, or additional documents are required • Plumbing Sign Off request approved, denied, or additional documents are required • Advanced Notice Inspection is scheduled
Delegate	<ul style="list-style-type: none"> • Registered User has been added or removed as a delegate
Registered User	<ul style="list-style-type: none"> • Notification to activate the DOB NOW: <i>Inspections</i> account • Notification that the account is locked • Password has been reset (via the Forgot My Password link)
LP (business email address on file with the Licensing Unit)	<ul style="list-style-type: none"> • A PIN is sent to a brand new LP • A PIN assigned to the LP has been used

DOB NOW: *Inspections* Emails

Starting Late 2015

Attachments

Please review attachments related to this Record below.

- Click the 'Upload Attachment' button to upload additional or support
- Click the 'Actions' button to view attachment details for this Record

Attachment Name	Entity Type	Type	Size	Description	Entity
Schedule C.pdf	Record	Schedule C	87.32 KB	Schedule C	Boiler Per... 18030EWB
Inspection Request received from J...-447091217814.eml	Record	External Communications	3.63 KB		Boiler Per... 18030EWB
Inspection scheduled for Jose...oil...-447091293133.eml	Record	External Communications	3.90 KB		Boiler Per... 18030EWB
Inspection Result for Jose Boiler...-447092360027.eml	Record	External Communications	4.26 KB		Boiler Per... 18030EWB
Inspection Result for Jose Boiler...-447092378093.eml	Record	External Communications	1.90 KB	11/09/2015	Boiler Per... 18030EWB

System-generated correspondence and documents (such as cards) will appear in the Attachments section

DOB NOW: *Inspections* Online Resources

Available later this month on the **DOB NOW: *Inspections*** website at the link below:

http://www.nyc.gov/html/dob/html/development/insp_ready.shtml

Online User Manuals	
Account Registration and Management*	Inspections - Requesting Cancelling and Viewing Results*
Using your PIN*	Plumbing Advance Notice and Results-Only Certifications*
Searching	Boilers Certifications*
Delegating Responsibilities*	Plumbing Sign Off & Gas Authorization*
Grouping Records*	Elevator Re-Inspections & Expedited Inspections
Cranes & Derricks Certifications*	PVTs - How to Submit Inspection Documentation*
Certifying Objections*	Where to Go for Help
Browser Requirements	

* An online Video Tutorial will also be available

Inspection Downtime

Unit	Last Inspection Request	Dates of No Inspections	Inspection Resume Date
Boiler Development	3 Dec	4-7 Dec	8 Dec

Questions + Answers

Send your questions to:
InspectionReady@buildings.nyc.gov

Include “Industry Session” in the Subject Line

Meeting Materials are available here:

http://www.nyc.gov/html/dob/html/development/insp_ready.shtml