

Boiler Filing Requirements¹

I. Boiler Registration I – 350,000 BTU/hr to less than 2.8 million BTU/hr heat input

- Owner, owner's representative or any licensed professional could submit an application form
- Required Information:
 - Boiler Make/Model, Max Heat Input and Gross Output (Btu/hr), and fuel type
 - List of other boilers/heaters that are less than 350,000 Btu/hr
- Registration will be issued for three years from date of approval

➤ *Exception- Boilers (owned by the same person in the same building) that are less than 350,000 BTU/hr each but combined have a heat input equal to 350,000 BTU/hr or greater **must be** registered in a single registration.*

II. Boiler Registration II – 2.8 million BTU/hr to less than 4.2 million BTU/hr

- Owner, owner's representative, or any licensed professional could submit an application form
- Required Information:
 - Boiler Make/Model, max Heat Input and Gross Output (Btu/hr), and fuel type
 - Drawings/Plans (in PDF format) with Boiler Room Layout and Plot Plan
 - Professional Engineer Certification for Online CATS Filing
 - Licensed Oil Burner Installer (LOBI) and/or Licensed Master Plumber (LMP) must be identified before submitting the online form.
- Initial Registration II will be issued for six months upon approval
- Original Inspection Request needs to be submitted by LOBI/LMP or PE along with performance test data and combustion test printouts within six months of the issued Registration II (No Fee)
- Final Registration II will be issued for three years from date of approval of initial Registration II

III. Boiler Work Permit / Certificate of Operation – 4.2 million BTU/hr and above

- Only a PE/RA is allowed to file for a Work Permit
- Required Information:
 - Drawings/Plans (in PDF format) with a Plot Plan, Boiler room Layout and Boiler Plan
 - Equipment compliance certification (if applicable)
 - Draft calculations (for new boilers, new induced draft fan or new chimney)
 - Heat load calculations for a new building
 - Workman's Compensation Insurance document (if available)
- Work permit will be issued for one year from the date of approval.
- Original Inspection request needs to be submitted by PE, LOBI /LMP along with performance test data and combustion test printouts after the work permit is issued
- Certificate of Operation will be issued for three years from the date of the original inspection

¹ Boiler applicability is based on a per unit capacity.