

## Boiler Inspection Request


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- Login to DEP online CATS: [www.nyc.gov/dep/cats](http://www.nyc.gov/dep/cats)
- After Login, select the right button “**Boiler Work Permits, Inspection Requests (CO), and Amendments and Affidavits**”.
- You will be directed to the “**My Requests**” menu tab

**For an Inspection Request Original/ renewal CO: (Submit within 180 days of the expiration date)**


*Inspection Request Original is required in order to obtain Certificate of Operation*

- Click on the dropdown menu for ‘Select Request Type’ as ‘**Inspection Request Original CO**’.  
(**NOTE:** Original can be done by Professionals only who have filed on the system.)
- For Inspection Renewal: Click on the dropdown menu for ‘Select Request Type’ as “**Inspection Request Renewal CO**”.
- Click the “**Create**” button.
- Enter the application ID (e.g., CA001170 or CB000112 without the ending Alphabet)
- Click the “**Continue**” button.
- Make the respective changes in the form. Mandatory fields on the request form are marked with an asterisk. (i.e., Owner’s Email Address)
- Attach a completed ‘Performance Test Worksheet’ including a combustion analyzer printout along with this request in PDF format. The form is available in the section ‘Inspection Details’ at [boiler-performance-test-worksheet.pdf](http://boiler-performance-test-worksheet.pdf) ([nyc.gov](http://nyc.gov))
- Under “**Fee Information**”: Select “**Yes**” or “**No**” for both “**Is it a government owned property?**” and “**Fee Waiver**” status
  - If you select “**Yes**”, **select the government agency and provide proof**. Upload document(s) from the “My Requests” tab.
- Once completed, **click both** the “**Certification Checkbox**” and the “**Save**” or “**Save & Submit**” button.

**To attach documents (PDF only)**, accessible from the “**My Requests**” menu: 

- Locate the application number for which the system will have generated a request ID. Click the PDF icon to attach a file.
- Once the documents are attached, click the “**My Request Page**” tab on top left corner.

**Submit request and payment**, accessible from the “**My Requests**” menu:

- Click the ‘**Submit**’ icon (*last icon in the list with a green forward arrow*).   
Proceed with processing the payment. Detailed steps for payment are provided in the [CATS Payment](#) document.
- The applicant & owner will receive an automated email upon successful submission.

For assistance, please call on 718-595-3855 or email us at  
[Catsfeedback@dep.nyc.gov](mailto:Catsfeedback@dep.nyc.gov)