

Industrial Inspection Request

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

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

An Inspection Request Original is required to obtain a Certificate of Operation

- Click on the dropdown menu for **“Select Request Type”** as **“Inspection Request Original CO”**.
(NOTE: Originals can only be done by Professionals who have filed on the system.)
- Click the **“Create”** button.
- Enter the application ID (e.g., PW001316).
- Click the **“Continue”** button.
- Complete the inspection details form. Mandatory fields on the request form are marked with an asterisk. (i.e., Owner’s Email Address).
- Review all the information
- Under **“Fee Information”**: Select **“Yes”** or **“No”** for both **“Is it a government owned property?”** and **“Fee Waiver”** status.
 - If you’ve selected **“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.

For a Renewal Inspection Request: (Submit within 180 days of the expiration date)

- Click on the dropdown menu for **“Select Request Type”** as **“Inspection Request Renewal CO”**.
- Click the **“Create”** button.
- Enter the application ID (e.g., PA001170 or PB000112 without the ending Alphabet).
- Click the **“Continue”** button.
- Complete the inspection details form. Mandatory fields on the request form are marked with an asterisk. (i.e., Owner’s Email Address).
- Review all the information.
- Under **“Fee Information”**: Select **“Yes”** or **“No”** for both **“Is it a government owned property?”** and **“Fee Waiver”** status.
 - If you’ve selected **“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/request ID. Click the PDF icon to attach a file.
- Click **“Add Attachment”** (Only PDF files with a filename that is less than 40 characters including spaces can be uploaded.)
- Once the documents are attached, click the **“My Requests”** tab on top left corner

Submit Application 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 718-595-3855 or email us at

Catsfeedback@dep.nyc.gov