

UPCOMING CHANGE

Inspection Ready: Licensee & Owner Preparation

In accordance with the technology enhancements outlined in our *Building One City* plan, the Department of Buildings is preparing to launch Inspection Ready, our new online inspection request and routing system set to go live in late 2015. Inspection Ready will allow licensed professionals and owners to request development inspections online:

- Electrical
- Fire Suppression
- Construction
- Elevators
- Oil Burning Equipment
- Plumbing
- Signs
- Boilers
- Cranes & Derricks
- BPP
- Sustainability
- High Rise Initiative

What do I need to do to get ready for launch?

Licensees

Inspection Ready registration and account information will be sent to the business email address on file with the Department's Licensing Unit. If you do not have a business email on file with the Department or would like to change this information, please email IRUpdates@buildings.nyc.gov by **October 16, 2015** with the following information:

- a. Licensee Name
- b. License Type
- c. License Number
- d. E-mail you would like to use for Inspection Ready communications

Registered Architects and Professional Engineers

Inspection Ready registration and account information will be sent to the email address used to log into your Department eFiling account. If you would like to change this email address, it can be done by logging into the eFiling system.

Owners

To view your inspections and results, the email address used to register for Inspection Ready must match the "Email Address" field in Section 26 of your Plan Work Applications (PW1).

26 Property Owner's Statements and Signatures	
<small>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.</small>	
<small>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, rules, and regulations.</small>	Owner <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> NYCHA / HHC Type: <input type="checkbox"/> Corporation <input type="checkbox"/> Other Government <input type="checkbox"/> NYC Agency <input type="checkbox"/> Condo Unit Owner or Co-Op Tenant-shareholder 26A
<input type="checkbox"/> <input type="checkbox"/> Fee Exemption Request (Non-Profit Owned and Operated) <small>In accordance with Administrative Code §28-112.1, Exception 1, I certify that the deed holder is a corporation or association organized and operated exclusively for the purposes indicated in such section, and that the property is used exclusively by such entity for such purpose. ★</small>	Is the deed holder a non-profit organization? <input type="checkbox"/> Yes <input type="checkbox"/> No Name (please print): _____ Relationship to Owner: _____ Business Name/Agency: _____ Street Address: _____ City: _____ State: _____ Zip: _____ Telephone Number: _____ Fax: _____ E-Mail Address: _____ Signature and Date ▶ _____
<input type="checkbox"/> <input type="checkbox"/> Fee Exemption Request (NYCHA/HHC, NYC Agency, or Other Government Owned and Operated) <small>The building or any part thereof to be constructed, renovated, altered or demolished is owned and operated exclusively for the purposes of the NYC Agency, NYC Authority, NYS Agency, Federal Government or any other government entity. ★</small>	
<input type="checkbox"/> <input type="checkbox"/> Owner's Certifications Regarding Occupied Housing <small>The site of the building to be altered or demolished, or the site of the new 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.</small>	
<input type="checkbox"/> <input type="checkbox"/> The site of the building to be altered or demolished or the site of the new	

Post Until: December 1, 2015

Bill de Blasio, Mayor
Rick D. Chandler, P.E. Commissioner

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nyc.gov/buildings