

Boilers: Certifications

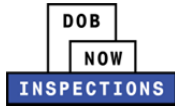


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Introduction

DOB NOW: *Inspections* is an online portal for Owners, Licensed Professionals (LPs)¹, and their Delegates to conduct Inspection-related business with the Department of Buildings. DOB NOW: *Inspections* organizes information using Records. Records are Jobs, BPP Jobs, Place of Assembly, Permits, Devices, Notices, Work, Applications, Certifications, Sign Off Requests & Gas Authorization Requests. Using DOB NOW: *Inspections*, Licensed Professionals, Owners, and their Delegates will be able to request the following types of Development Inspections online:

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

After registering for an account that is associated to your Records, Owners, LPs, and their Delegates can use DOB NOW: *Inspections* to:

- View information related to your Records
- Request Inspections and view the Results
- Request Gas Authorizations and Plumbing Sign Offs
- Receive emails at milestones in your Inspection cycle
- Upload documentation to certify certain objections
- Assign Delegates (delegate responsibility to other Registered Users)
- Submit Certification documentation (LPs and Crane Owners only)
- Upload PVT Inspection results (PVTs only)
- Group Records into manageable ‘Collections’

The purpose of this User Manual is to provide instructions for uploading Boilers Certification documentation in DOB NOW: *Inspections*.

¹ LPs are defined as: Electrical Contractors, Elevator Agencies/Inspectors, Fire Suppression Contractors, General Contractors, Oil Burner Installers, Master Plumbers, Sign Hangers, Professional Engineers, Registered Architects, and Registered Landscape Architects



Boiler Certifications

DOB NOW: *Inspections* allows Oil Burner Installer Licensed Professionals to upload Certification documentation online using DOB NOW: *Inspections* for the following types of Records:

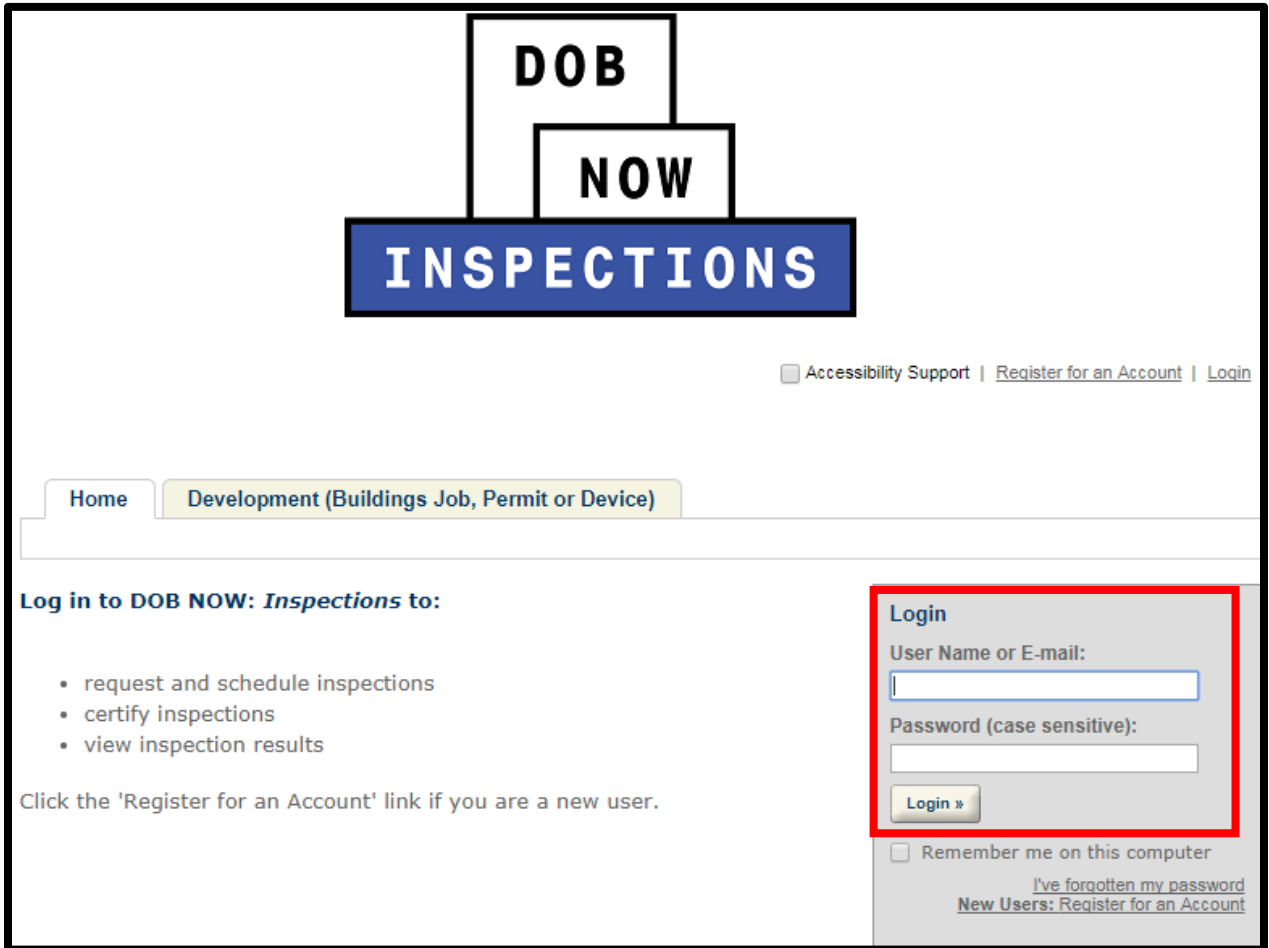
- Boiler Permits (BL) – 1 to 5 family dwellings, up to 350,000 BTUs
- Fuel Burner Permits (FB) – Up to 800,000 BTUs
- Fuel Storage Permits (FS) – Any size, no limit
- Limited Alteration Applications (LAA) Records – Any combination of the above

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.

Upload Boiler Certification Documentation

1. Navigate to the DOB NOW: *Inspections* login page from the Department of Buildings' website.

2. Enter your DOB NOW: *Inspections* User Name and Password and click **Login**. Please refer to the *Account Registration and Management* User Manual before moving forward with the steps below if you do not already have a DOB NOW: *Inspections* account.



The screenshot shows the login page for DOB NOW: Inspections. At the top, the logo consists of three stacked boxes: 'DOB' on top, 'NOW' in the middle, and 'INSPECTIONS' in a blue box at the bottom. Below the logo, there are links for 'Accessibility Support', 'Register for an Account', and 'Login'. A navigation bar contains 'Home' and 'Development (Buildings Job, Permit or Device)'. The main content area is titled 'Log in to DOB NOW: Inspections to:' and lists three bullet points: 'request and schedule inspections', 'certify inspections', and 'view inspection results'. Below this, it says 'Click the 'Register for an Account' link if you are a new user.' On the right side, there is a 'Login' form with a red border. The form includes a 'User Name or E-mail:' field, a 'Password (case sensitive):' field, and a 'Login »' button. Below the form, there is a checkbox for 'Remember me on this computer' and two links: 'I've forgotten my password' and 'New Users: Register for an Account'.

3. From the Home Page, click **Search Records**.

To use DOB NOW: *Inspections*, select from one of the options below:

Licensee Information

- Search for Licensed Professionals

Development (Buildings Job, Permit or Device)

Specialized Tasks

- Link your PIN
- Delegate record access
- Upload PVT inspections

Search Records

- View inspection results

Transactions

- Request an inspection
- Self-certify jobs or advance notices
- Delegate record access
- Request gas authorization
- Request plumbing work type sign-off
- Upload documents

Licensee Information <u>Search for Licensed Professionals</u>	Development (Buildings Job, Permit or Device) <u>Specialized Tasks</u> Search Records <u>Transactions</u>
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4. Locate the Record for which you would like to upload Boiler Certification documentation.

This can be done in one of two ways:

- Option 1:* Navigate through your list of Records using the **<Prev, Next>**, or the page number links. If the page does not advance, please refresh your browser and try again.
- Option 2:* Scroll down to the **General Search** area and search for Records. Please refer to the *Searching User Manual* for additional instructions on how to search in DOB NOW: *Inspections*.

Records

Your Permit/Job/Device records are listed below.

Click on the Record ID Number to view details associated to that record and/or take action.
Select checkboxes next to Record IDs below and click 'Add to collection' to group the records as part of a project.

Showing 1-10 of 11 | [Add to collection](#)

<input type="checkbox"/>	ID Number	Record Type	Address	Status	Action	Related Records
<input type="checkbox"/>	22023781101EWBL	Boiler Permit	NY	Issued	Action	1
<input type="checkbox"/>	22000075401NXBL	Boiler Permit	NY	Issued	Action	0
<input type="checkbox"/>	22021039501NXBL	Boiler Permit	NY	Issued	Action	0
<input type="checkbox"/>	22015097601NXBL	Boiler Permit	NY	Issued	Action	0
<input type="checkbox"/>	10312356701EWBL	Boiler Permit	NY	Issued	Action	0
<input type="checkbox"/>	32072232101EWBL	Boiler Permit	NY	Issued	Action	0
<input type="checkbox"/>	40288281301EWBL	Boiler Permit	NY	Issued	Action	0
<input type="checkbox"/>	40288281301EWFB	Fuel Burner Permit	NY	Issued	Action	0
<input type="checkbox"/>	42056288501EWFB	Fuel Burner Permit	NY	Issued	Action	0
<input type="checkbox"/>	42056727401EWBL	Boiler Permit	NY	Issued	Action	0

a. Option 1
< Prev 1 2 Next >

b. Option 2 Enter information below to search for records. Select the search type from the drop-down list.

General Search General Search ▾

Search for Records

5. From the list of Records, click **ID Number** in the row of the applicable Record.

Records

Your Permit/Job/Device records are listed below.

Click on the Record ID Number to view details associated to that record and/or take action.
Select checkboxes next to Record IDs below and click 'Add to collection' to group the records as part of a project.

Showing 1-10 of 11 | [Add to collection](#)

<input type="checkbox"/>	ID Number	Record Type	Address	Status	Action	Related Records
<input type="checkbox"/>	22023781101EWBL	Boiler Permit	NY	Issued	Action	1
<input type="checkbox"/>	22000075401NXBL	Boiler Permit	NY	Issued	Action	0
<input type="checkbox"/>	22021039501NXBL	Boiler Permit	NY	Issued	Action	0
<input type="checkbox"/>	22015097601NXBL	Boiler Permit	NY	Issued	Action	0
<input type="checkbox"/>	10312356701EWBL	Boiler Permit	NY	Issued	Action	0
<input type="checkbox"/>	32072232101EWBL	Boiler Permit	NY	Issued	Action	0
<input type="checkbox"/>	40288281301EWBL	Boiler Permit	NY	Issued	Action	0
<input type="checkbox"/>	40288281301EWFB	Fuel Burner Permit	NY	Issued	Action	0
<input type="checkbox"/>	42056288501EWFB	Fuel Burner Permit	NY	Issued	Action	0
<input type="checkbox"/>	42056727401EWBL	Boiler Permit	NY	Issued	Action	0

< Prev 1 2 Next >

6. Click **Actions** in the Record Details section.

- *Please Note: The yellow banner indicates a Schedule C has not yet been uploaded to this Record. The Schedule C is required when requesting an Inspection, however the Schedule C is not required for a Boiler Certification.*

The record was placed on HOLD on 09/18/2015.
Condition: Schedule C Severity: Hold
Total Conditions: 1 (Hold: 1)

[View additional details](#)

Work Location

132-03 41 ROAD Queens NY 11355

Record Details

Please review the details of your Record below.

If applicable, use the **"Actions"** button to:

- Certify an Objection
- Add a Delegate (to perform certain actions on your behalf)
- Upload Inspection results from an Advance Notice Inspection (Plumbing)
- Provide Buildings with Advance Notice (Plumbing) for Certified Inspections

Licensed Professional:
JERRY RYNKIEWICZ
TOP NOTCH CONTRACTING INC
1514 PARK AVENUE
NEW HYDE PARK, NY, 11040
Business Phone:2125804610
General Contractor 0012300

[View Additional Licensed Professionals>>](#)

► **More Details**

Actions

7. Select the radio button next to **Boiler Inspection Certification**. Click **Continue Application**.

- *Please Note: This option will only display if you are an Oil Burner Installer and are associated to this Record.*

Home Buildings

Select an Online Service | Search Records | Access My Records

Select an Action

Choose one of the following available actions to perform. Please be advised that licensees are responsible for the accuracy and completeness of any data provided, including uploads by such licensees' delegates.

Boiler Inspection Certification

Certification of Objections

Manage Delegates

Continue Application »

8. Click **Upload Attachment**.

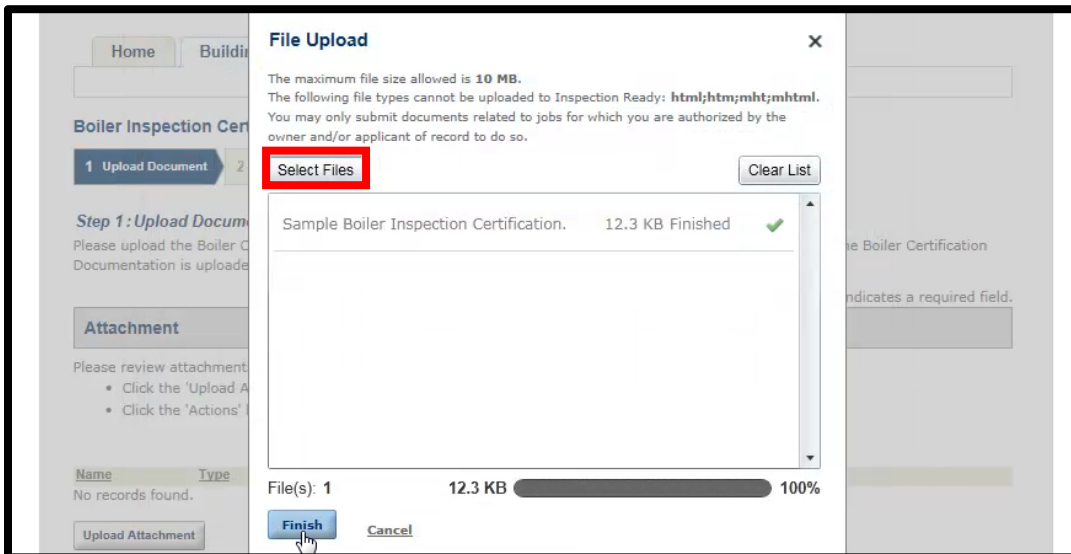
Please Note: You must submit the following documents:

- *Affidavit of Intent, Schedule C and Plans*
- OR*
- *Affidavit of Intent and LAA*

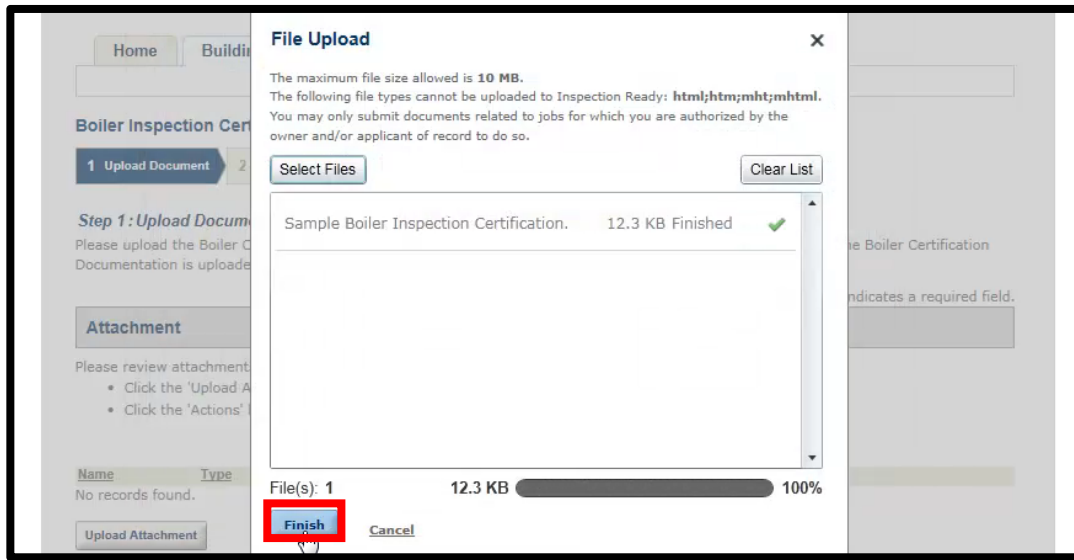
9. The File Upload page will appear. Click **Select Files** to locate the appropriate file(s) from your computer.

Please Note:

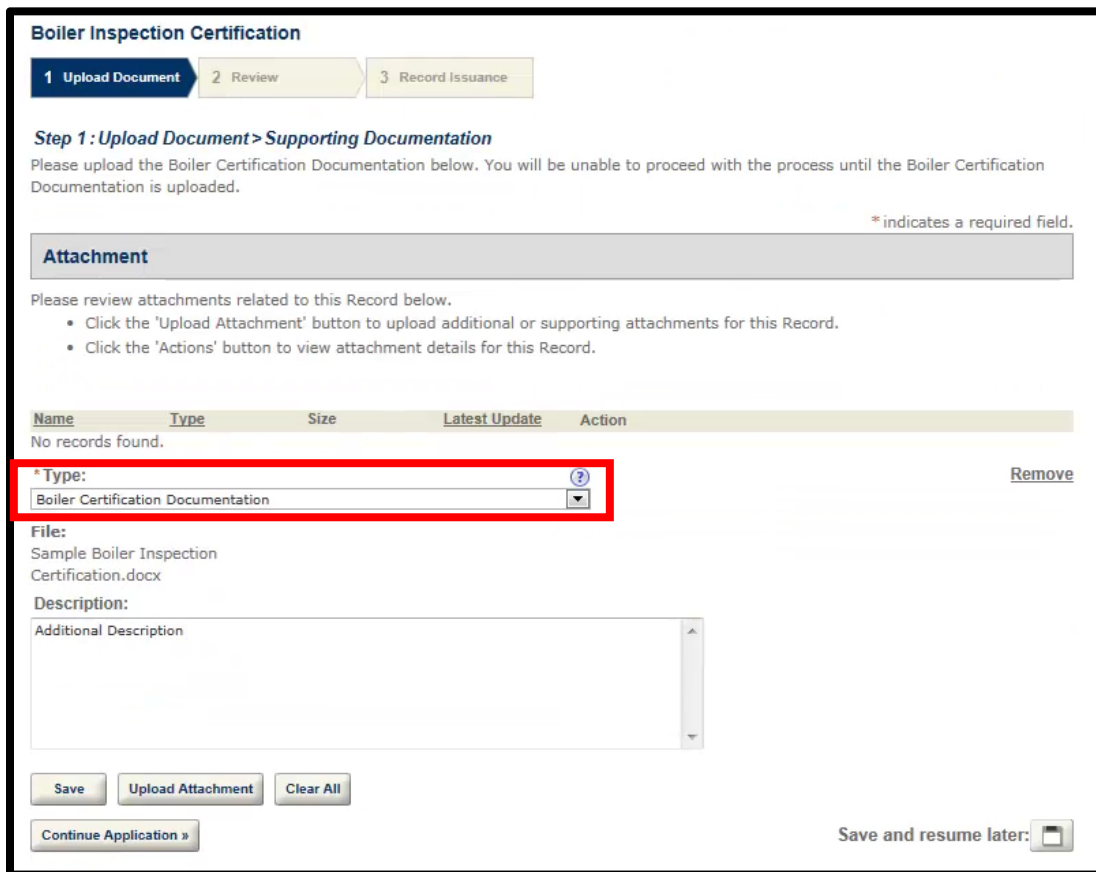
- *Microsoft Silverlight is required to upload documents in DOB NOW: Inspections. If you are having problems with Google Chrome we recommend switching to Internet Explorer.*
- *Multiple documents can be uploaded for a single Certification.*
- *The maximum file size allowed is 10 MB.*
- *DOB signatures and/or official seals must be visible in the uploaded file. 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.*



10. Once the file has uploaded, click **Finish**.



11. Select “Boiler Certification Documentation” from the **Type** dropdown.



12. The **Description** field is optional.

* indicates a required field.

Attachment

Please review attachments related to this Record below.

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

Name	Type	Size	Latest Update	Action
No records found.				

* Type: Remove

Boiler Certification Documentation

File:
Sample Boiler Inspection Certification.docx

Description:

Additional Description

Save and resume later:

13. Click **Save**.

* indicates a required field.

Attachment

Please review attachments related to this Record below.

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

Name	Type	Size	Latest Update	Action
No records found.				

* Type: Remove

Boiler Certification Documentation

File:
Sample Boiler Inspection Certification.docx

Description:

Additional Description

Save and resume later:

14. Upload additional attachments if necessary by clicking **Upload Attachment** and repeating the previous steps to upload the document. Click **Continue Application**.

The screenshot shows a web application interface for 'Boilers: Certifications'. At the top, there are navigation tabs for 'Home' and 'Buildings', and a search bar with options for 'Select an Online Service', 'Search Records', and 'Access My Records'. A green notification box at the top left contains a checkmark and the text: 'The attachment(s) has/have been successfully uploaded. It may take a few minutes before changes are reflected.' Below this is a progress bar for 'Boiler Inspection Certification' with three steps: '1 Upload Document' (active), '2 Review', and '3 Record Issuance'. The main content area is titled 'Step 1: Upload Document > Supporting Documentation' and includes instructions to upload documentation. An 'Attachment' section lists a document: 'Sample Boiler Inspection Certification.docx' with a size of 12.30 KB and a status of 'Pending'. At the bottom, there are two buttons: 'Upload Attachment' and 'Continue Application', with the latter being highlighted by a red box. A 'Save and resume later' option is also visible.

15. Click **Continue Application**.

Boiler Inspection Certification

1 Upload Document | **2 Review** | 3 Record Issuance

Step 2: Review

Continue Application » Save and resume later:

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Boiler Inspection Certification

Attachment Edit

Please review attachments related to this Record below.

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

Name	Type	Size	Latest Update	Action
Sample Boiler Inspection Certification.docx	Boiler Certification Documentation	12.30 KB	09/18/2015	Actions ▼

Continue Application » Save and resume later:

16. The confirmation message below will display on the screen.

Boiler Inspection Certification

1 Upload Document | 2 Review | **3 Record Issuance**

Step 3: Record Issuance

Your record has been successfully submitted.
Please print your record and retain a copy for your records.

Thank you for using our online services.
Your Record Number is CERT-BL-15-000002.

You will need this number to check the status of your record or to schedule/check results of inspections where applicable.

Choose "View Record Details" below to view the information submitted for your record.

[View Record Details](#) »

17. You will receive an email notification when the Certification documentation is submitted.



Outcomes of Boiler Certifications

If the result is:

- **Approved:**
 - An email is sent stating that the final status/ disposition of the Certification is Approved.
 - The related job work type will be signed off.
- **Technical Rejection:**
 - An email is sent stating that the final status/ disposition of the Certification is Technical Rejection.
 - The Department of Buildings must conduct an on-site Inspection. You **must** request an Inspection. Please refer to the *Inspections Requesting Cancelling and Viewing Results* User Manual for instructions on how to request an Inspection using DOB NOW: *Inspections*.
- **Administrative Rejection:**
 - An email is sent stating that the final status/ disposition of the Certification is “Administrative Rejection”. The email will contain comments as to why your Certification was rejected. If necessary, please refer to Step 10 in the [Upload Boiler Certification Documentation](#) section of this User Manual to upload additional documentation.