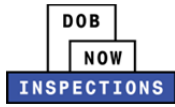
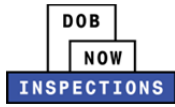


Electrical and Plumbing – Requesting Sign Off for  
Temporary or Final Certificate of Occupancy



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## Introduction

### DOB NOW: *Inspections* Overview

DOB NOW: *Inspections* is an online portal for Owners, Licensed Professionals (LPs)<sup>1</sup>, and their Delegates to conduct inspection-related business with the NYC Department of Buildings. DOB NOW: *Inspections* organizes information using Records (Jobs), BPP Jobs, Place of Assembly, Permits, Devices, Notices, Work, Applications, Certifications, Sign Off Requests, and 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

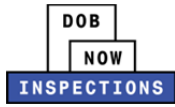
After registering for an account that is associated to your Records, Owners, LPs, and their Delegates can use DOB NOW: *Inspections* to:

- 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 on how to request Sign Offs for a Temporary Certificate of Occupancy (TCO) or Certificate of Occupancy (CO) for electrical or plumbing work done on an NB or Alt-1 Job.

---

<sup>1</sup> 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



## Plumbing: Requesting Sign Off for TCO

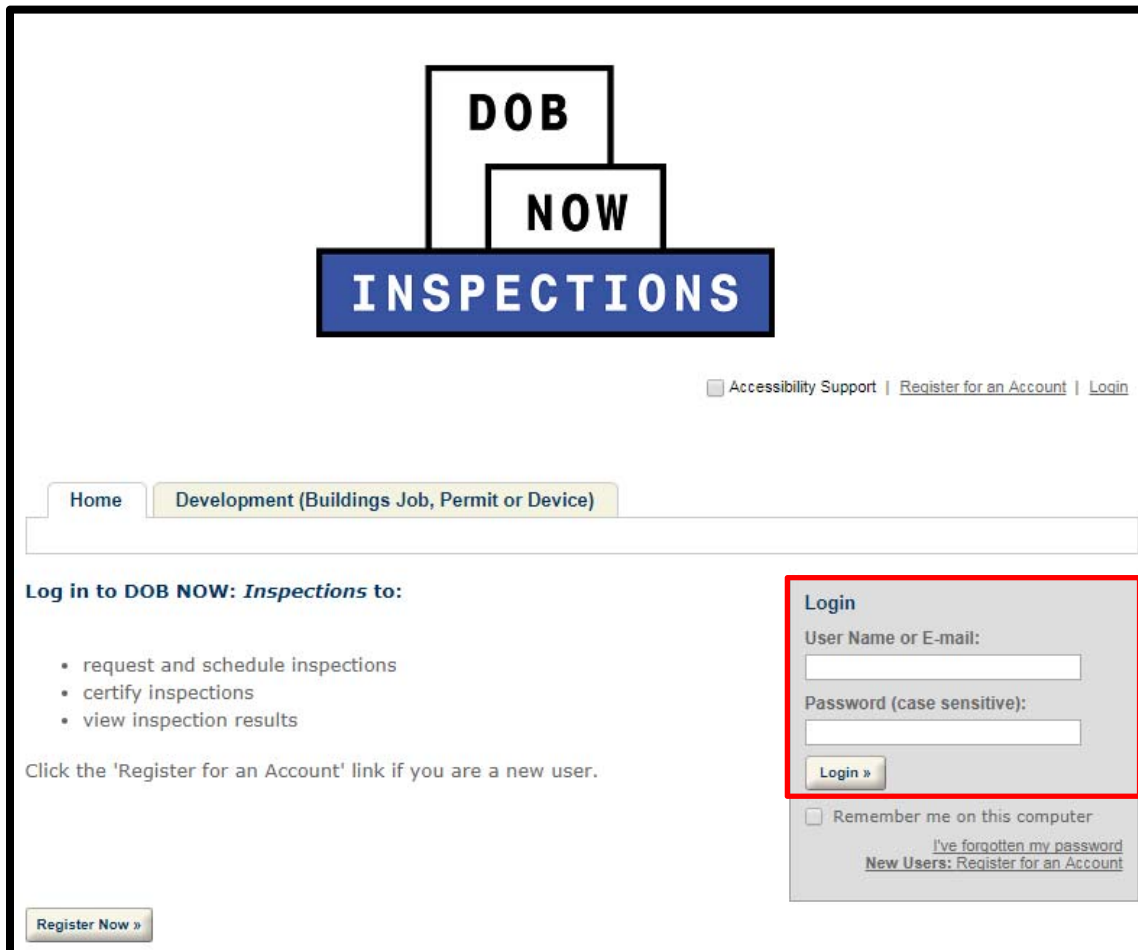
Requesting a Plumbing Sign Off for TCO may now be done through DOB NOW: *Inspections*. The Sign Off must be granted in advance of a Temporary Certificate of Occupancy (TCO) being issued by the Department.

Note that in order to request Plumbing Sign Off for TCO you must perform this request from the Job Record. When submitting a request, the system will check the below rules:

- Plumbing Sign Off for TCO can only be requested by applicant of record (PE/RA), owner or a Delegate of the PE/RA or owner (with a registered DOB NOW: *Inspections* account) on Job Records that have been linked to your account. Please refer to the *Account Registration and Management User Manual* if you need to register for an account.
- The Job Type is “NB” or “A1”.
- A C-of-O Application (PW6) must be filed on the Job.
- There cannot be any pending request for Plumbing Sign Off for TCO or Final CO on the Job.
- There cannot be any approved Plumbing Sign Off for Final CO on the Job

## Request a Plumbing Sign Off for TCO

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 center is the logo consisting of three stacked boxes: 'DOB' in a white box, 'NOW' in a white box, and 'INSPECTIONS' in a blue box with white text. To the right of the logo are links for 'Accessibility Support', 'Register for an Account', and 'Login'. Below the logo is a navigation bar with '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 is a note: 'Click the 'Register for an Account' link if you are a new user.' A 'Register Now »' button is located at the bottom left. On the right side, there is a 'Login' form with a red border. The form contains two input fields: 'User Name or E-mail:' and 'Password (case sensitive):'. Below the password field is a 'Login »' button. At the bottom of the form are a 'Remember me on this computer' checkbox, a link for 'I've forgotten my password', and a link for 'New Users: Register for an Account'.

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

**Welcome Walter Waters**  
You are now logged in.

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

<b>Licensee Information</b> <u>Search for Licensed Professionals</u>	<b>Development (Buildings Job, Permit or Device)</b> <u>Specialized Tasks</u> <b>Search Records</b> <u>Transactions</u>
---	--

4. Locate the Job Record for which you would like to request a Plumbing Sign Off for TCO. This can be done in one of two ways:
  - a. *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.
  - b. *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.

**Important Reminder:** Don't forget: Owners and LPs can delegate Records to other Registered DOB NOW: Inspections users. For delegation instructions, [click here](#).

Showing 1-10 of 22 | [Add to collection](#)

<input type="checkbox"/> ID Number	Record Type	Address	Status	Action	Related Records
<input type="checkbox"/> <a href="#">REQ-PLD-TCO-17-0000048</a>	Plumbing TCO Sign Off Request	500 W 120 STREET Manhattan NY 10027	Sign Off Rejected		<a href="#">2</a>
<input type="checkbox"/> <a href="#">WTH-PL-SO-17-0000019</a>	Plumbing Work Type Sign Off Request Withdrawal	59 WEST 76 STREET Manhattan NY 10023	Processed		<a href="#">2</a>
<input type="checkbox"/> <a href="#">WTH-PL-SO-17-0000017</a>	Plumbing Work Type Sign Off Request Withdrawal	550 1 AVENUE Manhattan NY 10016	Processed		<a href="#">2</a>
<input type="checkbox"/> <a href="#">REQ-GA-17-000089</a>	Gas Authorization Request	174 HUDSON STREET Manhattan NY 10013	Approved	<a href="#">Action</a>	<a href="#">1</a>
<input type="checkbox"/> <a href="#">WTH-PL-SO-17-0000013</a>	Plumbing Work Type Sign Off Request Withdrawal	245 5 AVENUE Manhattan NY 10016	Processed		<a href="#">2</a>
<input type="checkbox"/> <a href="#">REQ-PL-SO-17-0000040</a>	Plumbing Work Type Sign Off Request	111 8 AVENUE Manhattan NY 10011	Pending Review	<a href="#">Action</a>	<a href="#">1</a>
<input type="checkbox"/> <a href="#">REQ-PL-SO-17-0000041</a>	Plumbing Work Type Sign Off Request	334 WEST 46 STREET Manhattan NY 10036	Sign Off Rejected	<a href="#">Action</a>	<a href="#">1</a>
<input type="checkbox"/> <a href="#">REQ-PL-SO-17-0000042</a>	Plumbing Work Type Sign Off Request	59 WEST 76 STREET Manhattan NY 10023	Sign Off Request Withdrawn		<a href="#">2</a>
<input type="checkbox"/> <a href="#">REQ-PL-SO-17-0000043</a>	Plumbing Work Type Sign Off Request	550 1 AVENUE Manhattan NY 10016	Sign Off Request Withdrawn		<a href="#">2</a>
<input type="checkbox"/> <a href="#">REQ-PL-SO-17-0000044</a>	Plumbing Work Type Sign Off Request	292 LAFAY Manhattan	Pending Review	<a href="#">Action</a>	<a href="#">1</a>

**a. Option 1**  
< Prev 1 2 3 Next >

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

**General Search**

General Search v

5. Click the ID Number of the appropriate Job 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.

**Important Reminder:** Don't forget: Owners and LPs can delegate Records to other Registered DOB NOW: Inspections users. For delegation instructions, [click here](#).

Showing 11-20 of 22 | [Add to collection](#)

<input type="checkbox"/>	ID Number	Record Type	Address	Status	Action	Related Records
<input type="checkbox"/>	REQ-PL-SO-17-000000	Plumbing Work Type Sign Off Request	245 5 AVENUE Manhattan NY 10016	Sign Off Request Withdrawn		<a href="#">2</a>
<input type="checkbox"/>	<b>122143073</b>	Job Record	500 W 120 STREET Manhattan NY 10027	Permit-Entire	<a href="#">Action</a>	<a href="#">2</a>
<input type="checkbox"/>	121331059	Job Record	626 1ST AVENUE Manhattan NY 10016	Permit-Entire	<a href="#">Action</a>	<a href="#">2</a>
<input type="checkbox"/>	10221149201PL	Plumbing Permit	164 WEST 132 STREET Manhattan NY 10027	Issued	<a href="#">Action</a>	<a href="#">3</a>
<input type="checkbox"/>	12102807502PL	Plumbing Permit	245 PARK AVENUE MANHATTAN NY 10017	Issued	<a href="#">Action</a>	<a href="#">6</a>
<input type="checkbox"/>	10256356601PL	Plumbing Permit	174 HUDSON STREET Manhattan NY 10013	Issued	<a href="#">Action</a>	<a href="#">4</a>
<input type="checkbox"/>	10287246501PL	Plumbing Permit	59 WEST 76 STREET Manhattan NY 10023	Issued	<a href="#">Action</a>	<a href="#">3</a>
<input type="checkbox"/>	10283151701PL	Plumbing Permit	334 WEST 46 STREET Manhattan NY 10036	Issued	<a href="#">Action</a>	<a href="#">2</a>
<input type="checkbox"/>	10232393203PL	Plumbing Permit	111 8 AVENUE Manhattan NY	Issued-Sign Off Pending	<a href="#">Action</a>	<a href="#">2</a>

6. The Record page will open.

Home
Development (Buildings Job, Permit or Device)

[Specialized Tasks](#) | [Search Records](#) | [Transactions](#)

**Record 122143073:**  
Job Record

[Add to collection](#)

**Work Location**

500 W 120 STREET Manhattan NY 10027

**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:**

CHARLES S KLEE  
PAYETTE ASSOCIATES ARCHITECTS P.  
290 CONGRESS STREET  
BOSTON, MA, 02210  
Business Phone: 6178951000  
Registered Architect 033942

**Job Description:**

HEREWITH FILING TO CHANGE THE USE AND OCCUPANCY ON THE 4TH FLOOR. GENERAL CONSTRUCTION WORK PROPOSED AS PER PLANS.

[▶ More Details](#)

Actions



7. Under the Record Details section of the page, click **Actions**.

[Home](#) | [Development \(Buildings Job, Permit or Device\)](#)

[Specialized Tasks](#) | [Search Records](#) | [Transactions](#)

**Record 122143073:** [Add to collection](#)  
**Job Record**

**Work Location**

500 W 120 STREET Manhattan NY 10027

**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

<b>Licensed Professional:</b> CHARLES S KLEE PAYETTE ASSOCIATES ARCHITECTS P. 290 CONGRESS STREET BOSTON, MA, 02210 Business Phone:6178951000 Registered Architect 033942	<b>Job Description:</b> HEREWITH FILING TO CHANGE THE USE AND OCCUPANCY ON THE 4TH FLOOR. GENERAL CONSTRUCTION WORK PROPOSED AS PER PLANS.
---	---

► **More Details**

**Actions**

8. Once the Actions screen opens, select the radio button next to Plumbing TCO Sign Off Request. Then click **Continue Application**.

Home | Development (Buildings Job, Permit or Device)

[Specialized Tasks](#) | [Search Records](#) | [Transactions](#)

### 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.

- Electrical Sign Off for Final C of O Request
- Manage Delegates
- Plumbing Sign Off for Final C of O Request
- Plumbing TCO Sign Off Request

[Continue Application »](#)

9. Each Associated Job must be entered into a separate row in the table. This can be done in one of two ways:

- a. *Option 1:* If you need to enter only one Associated Job, click **Add a Row**. This will allow you to enter one row of information.
- b. *Option 2:* If multiple Associated Jobs are required, click the **down arrow** and select the number of rows needed.

The screenshot shows the 'Plumbing TCO Sign Off Request' application interface. At the top, there are navigation tabs for 'Home' and 'Development (Buildings Job, Permit or Device)'. Below this, there are links for 'Specialized Tasks', 'Search Records', and 'Transactions'. The main heading is 'Plumbing TCO Sign Off Request', followed by a progress bar with steps 1 through 7. Step 1, 'Enter Associated Jobs', is the active step. Below the progress bar, the text reads 'Step 1: Enter Associated Jobs > Associated Jobs' and 'Please enter the Job numbers for which you are requesting the Sign Off by adding rows to the table below.' There is a note '\* indicates a required field.' Below this is an 'ASI Table' section. Underneath, it says 'ASSOCIATED JOBS' and 'Showing 0-0 of 0'. A red box highlights the text 'a. Option 1' and the 'Add a Row' button, which has a dropdown arrow. Other buttons include 'Edit Selected', 'Delete Selected', and 'Continue Application »'.

This screenshot is similar to the one above, showing the same application interface. However, the 'Add a Row' dropdown menu is open, displaying options from 'Add 2 Rows' to 'Add 9 Rows'. A red box highlights the text 'b. Option 2' and the 'Add 3 Rows' option within the dropdown menu. The rest of the interface, including the progress bar and instructions, remains the same as in the previous screenshot.

10. In the Associated Jobs pop-up, enter the Associated Job #s. The system will check that these are valid LAA or Job Numbers. Then click **Submit**.

11. Once the Associated Job #s are added, click **Continue Application**.

Associated Job #	Actions
<input type="checkbox"/> 1222222	Actions
<input type="checkbox"/> 12345678	Actions
<input type="checkbox"/> 98765432	Actions

12. You are required to enter each floor for which you are requesting a Plumbing Sign Off for TCO. Each floor must be entered into a separate row in the table. This can be done in one of two ways:
- Option 1:* If you need to enter only one floor, click **Add a Row**. This will allow you to enter one row of information.
  - Option 2:* If multiple floors are required, click the **down arrow** and select the number of rows needed.

**Plumbing TCO Sign Off Request**

1 Enter Associated Jobs   2 Enter TCO Request Details   3 Previous Rejection   4 Upload Documents   5 Affirmations   6   7

**Step 2: Enter TCO Request Details > TCO Request Details**

Please enter the TCO request details for which you are requesting the Sign Off by adding rows to the table below. \* indicates a required field.

**ASI Table**

**TCO REQUEST DETAILS**

Add a row for each floor for which you are requesting sign off for TCO and enter detailed comments regarding the request for that particular floor.

Showing 0-0 of 0

	Comments
a. Option 1	

### Plumbing TCO Sign Off Request

1 Enter Associated Jobs 2 Enter TCO Request Details 3 Previous Rejection 4 Upload Documents 5 Affirmations 6 7

**Step 2 : Enter TCO Request Details > TCO Request Details**

Please enter the TCO request details for which you are requesting the Sign Off by adding rows to the table below. \* indicates a required field

**ASI Table**

**TCO REQUEST DETAILS**

Add a row for each floor for which you are requesting sign off for TCO and enter detailed comments regarding the request for that particular floor.

Showing 0-0 of 0

Comments
----------

**b. Option 2**

Add a Row Edit Selected Delete Selected

Add 2 Rows

Add 3 Rows Add 4 Rows Add 5 Rows Add 6 Rows Add 7 Rows Add 8 Rows Add 9 Rows

13. Select the floor(s) for which you are requesting TCO Sign Off from the drop-down menu and enter detailed Comments regarding your TCO request for that particular floor. Note that Comments are required for each floor where you are requesting Sign Off. Then click **Submit**.

14. Verify the information you have added, then click **Continue Application**.

15. If you previously requested Plumbing Sign Off for TCO on this Job and it was rejected by the Department, you will see the reasons for rejection. Note that it is the Department’s expectation that you have addressed the specified rejection reasons before submitting the same request again. If there were no previous rejection reasons, that will be stated as well. Click **Continue Application**.

Home | Development (Buildings Job, Permit or Device)

[Specialized Tasks](#) | [Search Records](#) | [Transactions](#)

### Plumbing TCO Sign Off Request

1 Enter Associated Jobs | 2 Enter TCO Request Details | 3 Previous Rejection | 4 Upload Documents | 5 Affirmations | 6 | 7

**Step 3 : Previous Rejection > Previous Rejection Reason**

If a previous request for Plumbing Sign Off was made on this Job but was rejected, the reason(s) will display in the table below. Please ensure that the rejection reasons have been addressed before moving forward with this request.  
If no previous rejection reasons exist, no rejection reasons will display.  
Click Continue Application.

\* indicates a required field.

**ASI Table**

**PREVIOUS REJECTION REASONS**

Showing 1-1 of 1

Rejection Reason
All required gas usages not authorized

[Continue Application »](#)



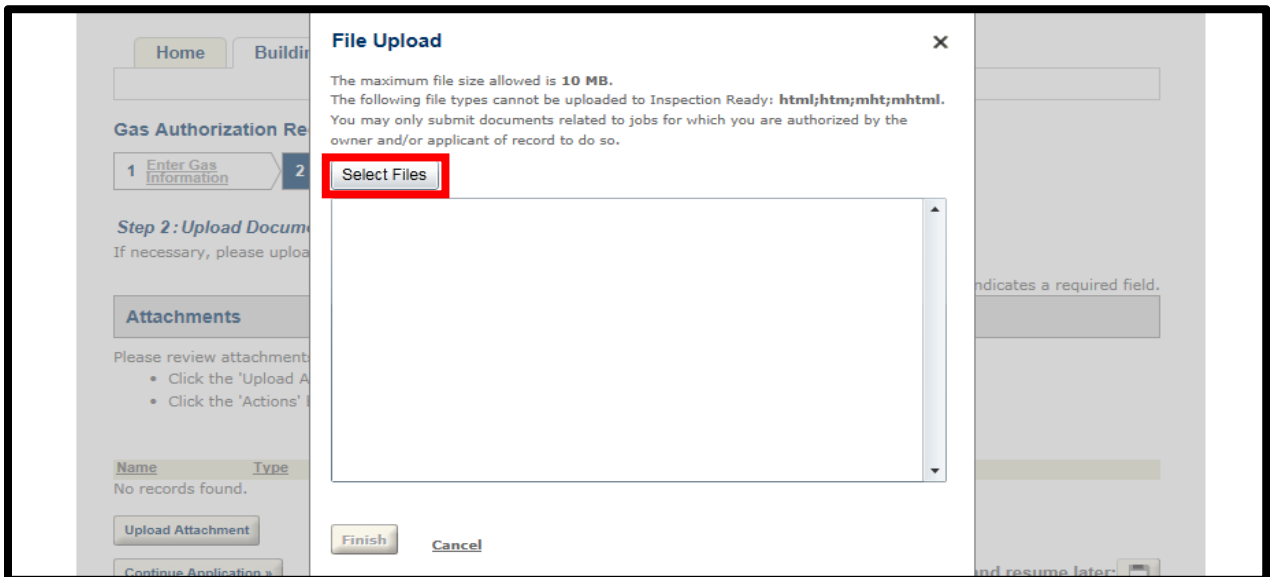
16. You may upload any additional documents you have in support of your request. To upload a document, click **Upload Attachment**. It is not required that you upload documents. If you do not need to upload any document, skip ahead to Step 22.

The screenshot shows a web application interface for a 'Plumbing TCO Sign Off Request'. At the top, there are navigation tabs for 'Home' and 'Development (Buildings Job, Permit or Device)'. Below these are links for 'Specialized Tasks', 'Search Records', and 'Transactions'. A progress bar indicates seven steps: 1, 2 'Enter TCO Request Details', 3 'Previous Rejection', 4 'Upload Documents' (the current step), 5 'Affirmations', 6 'Review', and 7. The main heading is 'Step 4: Upload Documents > Supporting Documentation'. Below this, instructions state: 'Please upload all necessary supporting documentation for this sign-off request. Please note: documents are optional. Click Continue Application.' A note on the right says '\* indicates a required field.' There is a section titled 'Attachments' with instructions: 'Please review attachments related to this Record below.' followed by two bullet points: 'Click the 'Upload Attachment' button to upload additional or supporting attachments for this Record.' and 'Click the 'Actions' button to view attachment details for this Record.' Below the instructions is a table with columns: 'Name', 'Type', 'Size', 'Latest Update', and 'Action'. The table content is 'No records found.' At the bottom, there are two buttons: 'Upload Attachment' and 'Continue Application »', both highlighted with red boxes.

17. The File Upload page will appear. Click **Select Files** to locate the 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 Plumbing Sign Off for TCO Request.*
- *The maximum file size allowed is 10 MB.*
- *If the uploaded 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.*



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

**File Upload** [X]

The maximum file size allowed is **10 MB**.  
The following file types cannot be uploaded to DOB NOW: *Inspections* :  
**htm;html;mht;mhtml**. You may only submit documents related to jobs for which you are authorized by the owner and/or applicant of record to do so.

Select Files [Clear List]

TCO Supporting Documentation.pdf	16.44 KB	Finished	✓
----------------------------------	----------	----------	---

File(s): 1      16.44 KB      100%

**Finish**      Cancel

19. The “Additional Supporting Documentation” is selected by default as the document type of the file you are uploading.

**Plumbing TCO Sign Off Request**

1 2 Enter TCO Request Details 3 Previous Rejection 4 Upload Documents 5 Affirmations 6 Review 7

**Step 4: Upload Documents > Supporting Documentation**

Please upload all necessary supporting documentation for this sign-off request.  
Please note: documents are optional.  
Click Continue Application.

\* indicates a required field.

**Attachments**

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: <input type="text" value="Additional Supporting Documentation"/>				<a href="#">Remove</a>
File: TCO Supporting Documentation.pdf				
Description: <input type="text"/>				

20. The **Description** field is optional.

**Plumbing TCO Sign Off Request**

1 2 Enter TCO Request Details 3 Previous Rejection 4 Upload Documents 5 Affirmations 6 Review 7

**Step 4: Upload Documents > Supporting Documentation**

Please upload all necessary supporting documentation for this sign-off request.  
Please note: documents are optional.  
Click Continue Application.

\* indicates a required field.

**Attachments**

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](#)

File:  
TCO Supporting Documentation.pdf

Description:  
TCO supporting docs

Save Upload Attachment Clear All

21. Click **Save**.

\* indicates a required field.

### Attachments

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](#)

Additional Supporting Documentation

File:  
TCO Supporting Documentation.pdf

Description:  
TCO supporting docs

**Save**   Upload Attachment   Clear All

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

The attachment(s) has/have been successfully uploaded.  
It may take a few minutes before changes are reflected.

### Plumbing TCO Sign Off Request

1

2 Enter TCO Request Details

3 Previous Rejection

4 Upload Documents

5 Affirmations

6 Review

7

**Step 4 : Upload Documents > Supporting Documentation**

Please upload all necessary supporting documentation for this sign-off request.  
Please note: documents are optional.  
Click Continue Application.

\* indicates a required field.

#### Attachments

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
<a href="#">TCO Supporting Documentation.pdf</a>	Additional Supporting Documentation	16.44 KB	01/03/2018	<a href="#">Actions</a> ▼

Upload Attachment

Continue Application »

23. On the Affirmations page, please read and attest to the Affirmation Statement by clicking the checkmark on this page. This Affirmation is required before proceeding. When complete, click **Continue Application**.

Home Development (Buildings Job, Permit or Device)

Specialized Tasks | Search Records | Transactions

### Plumbing TCO Sign Off Request

1 2 3 Previous Rejection 4 Upload Documents 5 Affirmations 6 Review 7 Record Issuance

**Step 5: Affirmations > Affirmation Statement**

Please complete the appropriate affirmation statement below.  
Click Continue Application.

\* indicates a required field.

ASI

**AFFIRMATION**

\* Falsification of any statement is a misdemeanor punishable by fine and/or imprisonment. It is unlawful to give to a city employee, or for a city employee to accept a benefit, as a gratuity or for special consideration. Violation is punishable by imprisonment and/or fine. I understand that if I am found after hearing to have knowingly or negligently made a false statement or allowed to be falsified any document required under this code or of a rule of any agency, I may be barred from further Department filings. I affirm that all required inspections have been completed for this request and the information herein is accurate to the best of my knowledge. I confirm that by personally checking the below checkbox and then clicking "Continue Application >>" I am electronically signing this affirmation. I understand that the electronic signature has the same effect as a hand-written signature.:

Continue Application »



24. On the Review page, please review all information that you have submitted and ensure it is accurate. If there are any errors, you may go back at this time to fix them by clicking the **Edit** button for the section where you would like to make changes. Otherwise, click **Continue Application**.

**Plumbing TCO Sign Off Request**

1 2 3 Previous Rejection 4 Upload Documents 5 Affirmations 6 Review 7 Record Issuance

**Step 6 : Review**

[Continue Application »](#)

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

**Record Type**

Plumbing TCO Sign Off Request

**ASI Table**

ASSOCIATED JOBS [Edit](#)

Associated Job #
1222222
12345678
98765432

**ASI Table**

TCO REQUEST DETAILS [Edit](#)

Floor	Comments
001	Plumbing work complete. TCO sign off requested.
002	Plumbing work complete. TCO sign off requested.

**ASI Table**

PREVIOUS REJECTION REASONS [Edit](#)

Rejection Reason
All required gas usages not authorized

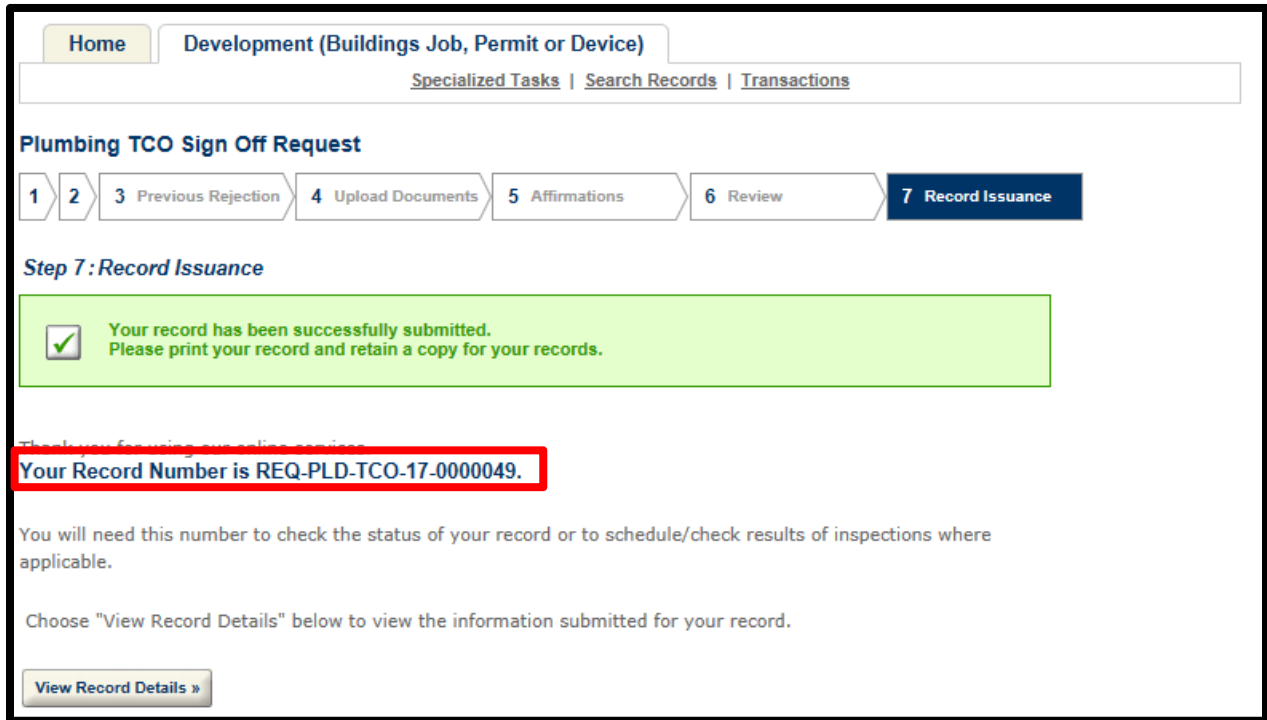
**Attachments** [Edit](#)

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
<a href="#">TCO Supporting Documentation.pdf</a>	Additional Supporting Documentation	16.44 KB	01/03/2018	<a href="#">Actions</a> ▼

25. The Request will now have a Record Number to which you can refer for future updates on its status.



Home | Development (Buildings Job, Permit or Device)

[Specialized Tasks](#) | [Search Records](#) | [Transactions](#)

### Plumbing TCO Sign Off Request

1 | 2 | 3 Previous Rejection | 4 Upload Documents | 5 Affirmations | 6 Review | 7 Record Issuance

**Step 7: Record Issuance**

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

**Your Record Number is REQ-PLD-TCO-17-000049.**

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

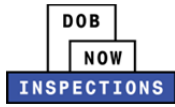
Choose "View Record Details" below to view the information submitted for your record.

[View Record Details »](#)

## Outcomes of a Plumbing Sign Off for TCO Request

If the result is:

- **Sign Off Granted:**
  - An email is sent to all Registered Users on the Record stating that the request was reviewed and approved.
- **Sign Off Rejected:**
  - An email is sent to all Registered Users on the Record stating that the request was reviewed and rejected.
  - The email will contain comments as to why the request was rejected.
- **Additional Documents Required:**
  - An email is sent to all Registered Users on the Record stating that the request was reviewed and additional documents are required.
  - The email will contain comments as to what documents are missing.



- Please refer to the “[Uploading Additional Documents when Required by the Department](#)” section for additional instructions.

## Plumbing: Requesting Sign Off for Final CO

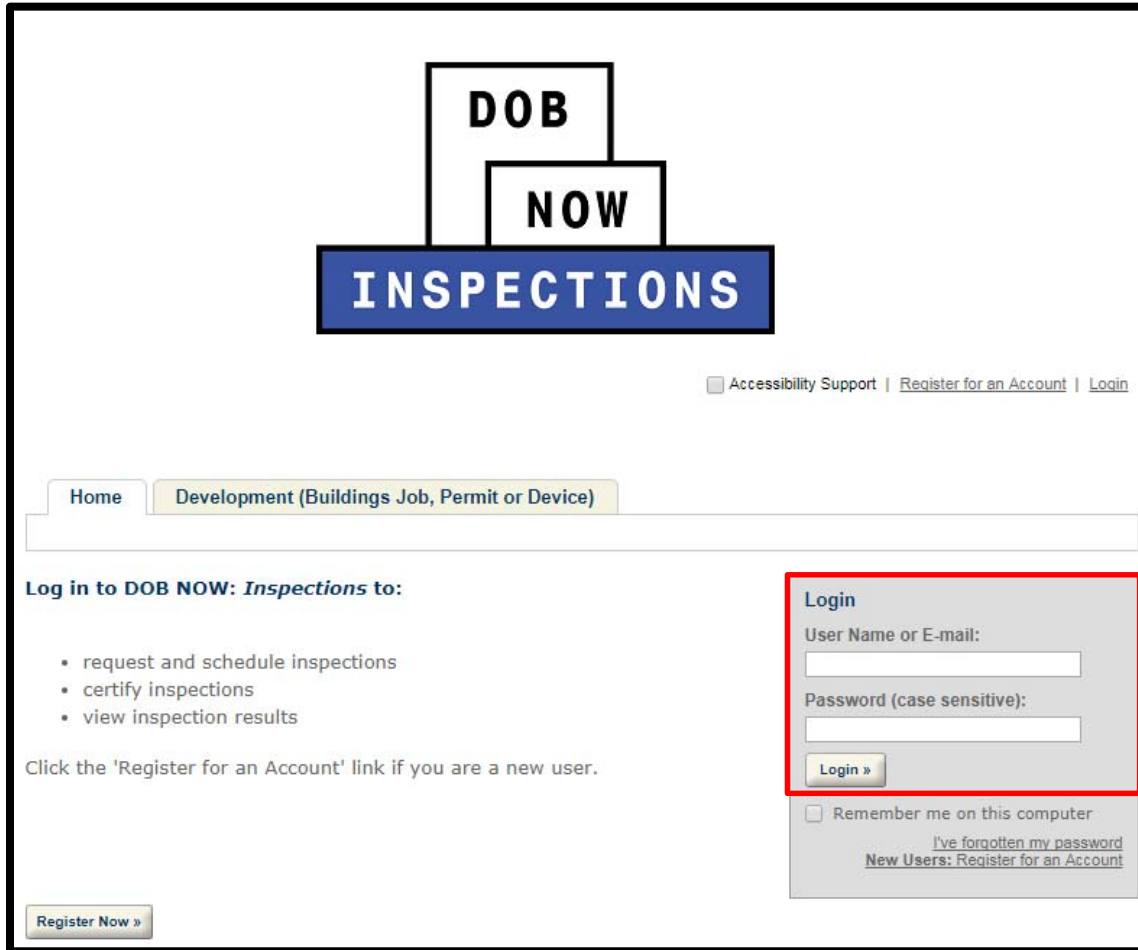
Requesting a Plumbing Sign Off for Final CO may now be done through DOB NOW: *Inspections*. The Sign Off must be granted in advance of a Final Certificate of Occupancy (CO) being issued by the Department.

Note that in order to request Plumbing Sign Off for Final CO you must perform this request from the Job Record. When submitting a request, the system will check the below rules:

- Plumbing Sign Off for Final CO can only be requested by the applicant of record (PE/RA), owner or a Delegate of the PE/RA or owner (with a registered DOB NOW: *Inspections* account) on Job Records that have been linked to your account. Please refer to the *Account Registration and Management* User Manual if you need to register for an account.
- The Job Type is “NB” or “A1”.
- A C-of-O Application (PW6) must be filed on the Job.
- There cannot be any pending request for Plumbing Sign Off for TCO or Final CO on the Job.
- There cannot be any approved Plumbing Sign Off for Final CO on the Job
- There cannot be any open Plumbing Inspections on:
  - The Job the request is made on (Primary Job)
  - Any permits linked to the Primary Job
  - Any of the associated Jobs entered on the request
  - Any permits linked to any of the associated Jobs entered on the request

## Request a Plumbing Sign Off for Final CO

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, there is a logo with 'DOB' and 'NOW' stacked above a blue bar with 'INSPECTIONS' in white. Below the logo, there are links for 'Accessibility Support', 'Register for an Account', and 'Login'. A breadcrumb trail shows 'Home' and 'Development (Buildings Job, Permit or Device)'. The main heading is 'Log in to DOB NOW: Inspections to:' followed by a list of actions: 'request and schedule inspections', 'certify inspections', and 'view inspection results'. Below this is a note: 'Click the 'Register for an Account' link if you are a new user.' and a 'Register Now »' button. On the right, there is a 'Login' form with fields for 'User Name or E-mail:' and 'Password (case sensitive):', a 'Login »' button, and a 'Remember me on this computer' checkbox. Below the checkbox are links for 'I've forgotten my password' and 'New Users: Register for an Account'.

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

**Welcome Walter Waters**  
You are now logged in.

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

<b>Licensee Information</b> <u>Search for Licensed Professionals</u>	<b>Development (Buildings Job, Permit or Device)</b> <u>Specialized Tasks</u> <b>Search Records</b> <u>Transactions</u>
---	--

4. Locate the Job Record for which you would like to request a Plumbing Sign Off for Final CO. This can be done in one of two ways:

- c. *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.
- d. *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.

**Important Reminder:** Don't forget: Owners and LPs can delegate Records to other Registered DOB NOW: Inspections users. For delegation instructions, [click here](#).

Showing 1-10 of 22 | [Add to collection](#)

<input type="checkbox"/> ID Number	Record Type	Address	Status	Action	Related Records
<input type="checkbox"/> <a href="#">REQ-PLD-TCO-17-0000048</a>	Plumbing TCO Sign Off Request	500 W 120 STREET Manhattan NY 10027	Sign Off Rejected		<a href="#">2</a>
<input type="checkbox"/> <a href="#">WTH-PL-SO-17-0000019</a>	Plumbing Work Type Sign Off Request Withdrawal	59 WEST 76 STREET Manhattan NY 10023	Processed		<a href="#">2</a>
<input type="checkbox"/> <a href="#">WTH-PL-SO-17-0000017</a>	Plumbing Work Type Sign Off Request Withdrawal	550 1 AVENUE Manhattan NY 10016	Processed		<a href="#">2</a>
<input type="checkbox"/> <a href="#">REQ-GA-17-000089</a>	Gas Authorization Request	174 HUDSON STREET Manhattan NY 10013	Approved	<a href="#">Action</a>	<a href="#">1</a>
<input type="checkbox"/> <a href="#">WTH-PL-SO-17-0000013</a>	Plumbing Work Type Sign Off Request Withdrawal	245 5 AVENUE Manhattan NY 10016	Processed		<a href="#">2</a>
<input type="checkbox"/> <a href="#">REQ-PL-SO-17-0000040</a>	Plumbing Work Type Sign Off Request	111 8 AVENUE Manhattan NY 10011	Pending Review	<a href="#">Action</a>	<a href="#">1</a>
<input type="checkbox"/> <a href="#">REQ-PL-SO-17-0000041</a>	Plumbing Work Type Sign Off Request	334 WEST 46 STREET Manhattan NY 10036	Sign Off Rejected	<a href="#">Action</a>	<a href="#">1</a>
<input type="checkbox"/> <a href="#">REQ-PL-SO-17-0000042</a>	Plumbing Work Type Sign Off Request	59 WEST 76 STREET Manhattan NY 10023	Sign Off Request Withdrawn		<a href="#">2</a>
<input type="checkbox"/> <a href="#">REQ-PL-SO-17-0000043</a>	Plumbing Work Type Sign Off Request	550 1 AVENUE Manhattan NY 10016	Sign Off Request Withdrawn		<a href="#">2</a>
<input type="checkbox"/> <a href="#">REQ-PL-SO-17-0000044</a>	Plumbing Work Type Sign Off Request	292 LAFAYETTE Manhattan NY 10017	Pending Review	<a href="#">Action</a>	<a href="#">1</a>

**a. Option 1**  
< Prev 1 2 3 Next >

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

**General Search**

General Search
▼

5. Click the ID Number of the appropriate Job 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.

**Important Reminder:** Don't forget: Owners and LPs can delegate Records to other Registered DOB NOW: Inspections users. For delegation instructions, [click here](#).

Showing 11-20 of 23 | [Add to collection](#)

<input type="checkbox"/>	ID Number	Record Type	Address	Status	Action	Related Records
<input type="checkbox"/>	<a href="#">REQ-PL-SO-17-0000044</a>	Plumbing Work Type Sign Off Request	292 LAFAYETTE STREET Manhattan NY 10012	Pending Review	<a href="#">Action</a>	<a href="#">1</a>
<input type="checkbox"/>	<a href="#">REQ-PL-SO-17-0000039</a>	Plumbing Work Type Sign Off Request	245 5 AVENUE Manhattan NY 10016	Sign Off Request Withdrawn		<a href="#">2</a>
<input type="checkbox"/>	<a href="#">122143073</a>	Job Record	500 W 120 STREET Manhattan NY 10027	Permit-Entire	<a href="#">Action</a>	<a href="#">3</a>
<input type="checkbox"/>	<b><a href="#">121331059</a></b>	Job Record	626 1ST AVENUE Manhattan NY 10016	Permit-Entire	<a href="#">Action</a>	<a href="#">2</a>
<input type="checkbox"/>	<a href="#">10221149201PL</a>	Plumbing Permit	164 WEST 132 STREET Manhattan NY 10027	Issued	<a href="#">Action</a>	<a href="#">3</a>
<input type="checkbox"/>	<a href="#">12102807502PL</a>	Plumbing Permit	245 PARK AVENUE MANHATTAN NY 10017	Issued	<a href="#">Action</a>	<a href="#">6</a>
<input type="checkbox"/>	<a href="#">10256356601PL</a>	Plumbing Permit	174 HUDSON STREET Manhattan NY 10013	Issued	<a href="#">Action</a>	<a href="#">4</a>
<input type="checkbox"/>	<a href="#">10287246501PL</a>	Plumbing Permit	59 WEST 76 STREET Manhattan NY 10023	Issued	<a href="#">Action</a>	<a href="#">3</a>
<input type="checkbox"/>	<a href="#">10283151701PL</a>	Plumbing Permit	334 WEST 46 STREET Manhattan	Issued	<a href="#">Action</a>	<a href="#">2</a>

6. The **Record** page will open.

[Home](#) | [Development \(Buildings Job, Permit or Device\)](#)

[Specialized Tasks](#) | [Search Records](#) | [Transactions](#)

**Record 121331059:** [Add to collection](#)  
**Job Record**

**Work Location**

626 1ST AVENUE Manhattan NY 10016

**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

<b>Licensed Professional:</b> GREGG PASQUARELLI SHOP ARCHITECTS PC 11 PARK PLACE NEW YORK, NY, 10007 Business Phone:2128899005 Registered Architect 028599	<b>Job Description:</b> FILING FOR APPROVAL OF NEW BUILDING STRUCTURE AS SHOWN ON DRAWINGS FILED HEREWITH.
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[View Additional Licensed Professionals>>](#)

► **More Details**

[Actions](#)



7. Under the Record Details section of the page, click **Actions**.

Home | Development (Buildings Job, Permit or Device)

[Specialized Tasks](#) | [Search Records](#) | [Transactions](#)

**Record 121331059:** [Add to collection](#)  
**Job Record**

**Work Location**

626 1ST AVENUE Manhattan NY 10016

**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

<b>Licensed Professional:</b> GREGG PASQUARELLI SHOP ARCHITECTS PC 11 PARK PLACE NEW YORK, NY, 10007 Business Phone:2128899005 Registered Architect 028599	<b>Job Description:</b> FILING FOR APPROVAL OF NEW BUILDING STRUCTURE AS SHOWN ON DRAWINGS FILED HEREWITH.
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[View Additional Licensed Professionals>>](#)

► **More Details**

**Actions**

8. Once the Actions screen opens, select the radio button next to Plumbing Sign Off for Final C of O Request, then click **Continue Application**.

Home Development (Buildings Job, Permit or Device)

[Specialized Tasks](#) | [Search Records](#) | [Transactions](#)

### 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.

- Electrical Sign Off for Final C of O Request
- Manage Delegates
- Plumbing Sign Off for Final C of O Request
- Plumbing TCO Sign Off Request

[Continue Application »](#)

9. Each Associated Job must be entered into a separate row in the table. This can be done in one of two ways:

- a. *Option 1:* If you need to enter only one Associated Job, click **Add a Row**. This will allow you to enter one row of information.
- b. *Option 2:* If multiple Associated Jobs are required, click the **down arrow** and select the number of rows needed.

If there are no Associated Jobs, click **Continue Application**.

Specialized Tasks | Search Records | Transactions

### Plumbing Sign Off for Final C of O Request

1 Enter Associated Jobs | 2 Previous Rejection | 3 Upload Documents | 4 Affirmations | 5 Review | 6

**Step 1: Enter Associated Jobs > Associated Jobs**

Please enter the Job numbers for which you are requesting the Sign Off by adding rows to the table below. \* indicates a required field.

**ASI Table**

**ASSOCIATED JOBS**

Showing 0-0 of 0

**b. Option 2**

Add a Row

Add 2 Rows

**Add 3 Rows**

Add 4 Rows

Add 5 Rows

Add 6 Rows

Add 7 Rows

Add 8 Rows

Add 9 Rows

Add 10 Rows

10. In the Associated Jobs pop-up, enter the Associated Job #s. The system will check that these are valid LAA or Job Numbers. Then click **Submit**.

### Plumbing Sign Off for Final C of O Request

1 Enter Associated Jobs | 2 Previous Rejection | 3 Upload Documents | 4 Affirmations | 5 Review | 6

X

**ASSOCIATED JOBS**

Associated Job #:

Associated Job #:

Associated Job #:

11. Once the Associated Job #s are added, click **Continue Application**.

**Plumbing Sign Off for Final C of O Request**

1 Enter Associated Jobs   2 Previous Rejection   3 Upload Documents   4 Affirmations   5 Review   6

**Step 1: Enter Associated Jobs > Associated Jobs**

Please enter the Job numbers for which you are requesting the Sign Off by adding rows to the table below. \* indicates a required field.

**ASI Table**

**ASSOCIATED JOBS**

Showing 1-3 of 3

<input type="checkbox"/> Associated Job #	Actions
<input type="checkbox"/> 12333333	Actions
<input type="checkbox"/> 999888777	Actions
<input type="checkbox"/> 444555666	Actions

12. If you previously requested Plumbing Sign Off for CO on this Job and it was rejected by the Department, you will see the reasons for rejection. Note that it is the Department’s expectation that you have addressed the specified rejection reasons before submitting the same request again. If there were no previous rejection reasons, that will be stated as well. Click **Continue Application**.

Home
Development (Buildings Job, Permit or Device)

[Specialized Tasks](#) | [Search Records](#) | [Transactions](#)

### Plumbing Sign Off for Final C of O Request

1 Enter Associated Jobs

2 Previous Rejection

3 Upload Documents

4 Affirmations

5 Review

6

**Step 2: Previous Rejection > Previous Rejection Reason**

If a previous request for Plumbing Sign Off was made on this Job but was rejected, the reason(s) will display in the table below. Please ensure that the rejection reasons have been addressed before moving forward with this request.  
 If no previous rejection reasons exist, no rejection reasons will display.  
 Click Continue Application.

\* indicates a required field.

**ASI Table**

**PREVIOUS REJECTION REASONS**

Showing 1-1 of 1

Rejection Reason
No previous rejection reason

[Continue Application »](#)

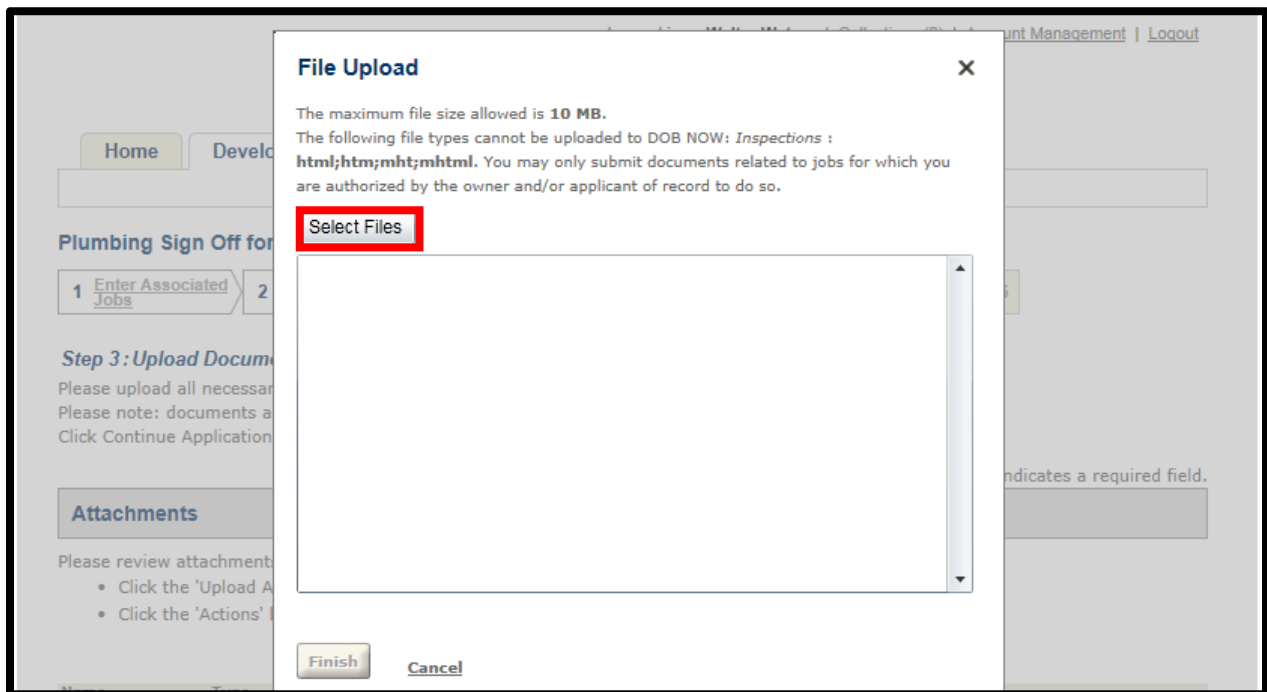
13. You may upload any additional documents you have in support of your request. To upload a document, click **Upload Attachment**. It is not required that you upload documents. If you do not need to upload any documents, skip ahead to Step 19.

The screenshot shows a web application interface for a 'Plumbing TCO Sign Off Request'. At the top, there are navigation tabs for 'Home' and 'Development (Buildings Job, Permit or Device)'. Below these are links for 'Specialized Tasks', 'Search Records', and 'Transactions'. A progress bar indicates seven steps: 1, 2 'Enter TCO Request Details', 3 'Previous Rejection', 4 'Upload Documents' (the current step), 5 'Affirmations', 6 'Review', and 7. The main heading is 'Step 4: Upload Documents > Supporting Documentation'. Below this, instructions state: 'Please upload all necessary supporting documentation for this sign-off request. Please note: documents are optional. Click Continue Application.' A note on the right says '\* indicates a required field.' There is a section titled 'Attachments' with instructions: 'Please review attachments related to this Record below.' and two bullet points: 'Click the 'Upload Attachment' button to upload additional or supporting attachments for this Record.' and 'Click the 'Actions' button to view attachment details for this Record.' Below the instructions is a table with columns: 'Name', 'Type', 'Size', 'Latest Update', and 'Action'. The table content is 'No records found.' At the bottom, there are two buttons: 'Upload Attachment' and 'Continue Application »', both highlighted with red boxes.

14. The File Upload page will appear. Click **Select Files** to locate the 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 Plumbing Sign Off for TCO Request.*
- *The maximum file size allowed is 10 MB.*
- *If the uploaded 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.*





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

The screenshot shows a 'File Upload' modal window. At the top, it states: 'The maximum file size allowed is 10 MB. The following file types cannot be uploaded to DOB NOW: Inspections: **html;htm;mht;mhtml**. You may only submit documents related to jobs for which you are authorized by the owner and/or applicant of record to do so.' Below this, there are 'Select Files' and 'Clear List' buttons. A table lists the uploaded file: 'CO request.pdf' with a size of '16.44 KB' and a status of 'Finished' with a green checkmark. At the bottom of the modal, it shows 'File(s): 1', '16.44 KB', and a progress bar at '100%'. A 'Finish' button is highlighted with a red box, and a 'Cancel' button is also visible.

16. The “Additional Supporting Documentation” is selected by default as the document type of the file you are uploading.

**Plumbing Sign Off for Final C of O Request**

1 Enter Associated Jobs | 2 Previous Rejection | **3 Upload Documents** | 4 Affirmations | 5 Review | 6

**Step 3: Upload Documents > Supporting Documentation**

Please upload all necessary supporting documentation for this sign-off request.  
Please note: documents are optional.  
Click Continue Application.

\* indicates a required field.

**Attachments**

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:				<a href="#">Remove</a>
Additional Supporting Documentation				
<b>File:</b>				
CO request.pdf				
<b>Description:</b>				

17. The **Description** field is optional.

**Plumbing Sign Off for Final C of O Request**

1 Enter Associated Jobs   2 Previous Rejection   **3 Upload Documents**   4 Affirmations   5 Review   6

**Step 3: Upload Documents > Supporting Documentation**  
Please upload all necessary supporting documentation for this sign-off request.  
Please note: documents are optional.  
Click Continue Application.

\* indicates a required field.

**Attachments**

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](#)

File:  
CO request.pdf

Description:  
CO supporting docs

18. Click **Save**.

**Attachments**

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](#)

File:  
CO request.pdf

Description:

**Save**
Upload Attachment
Clear All

19. On the Affirmations page, please read and attest to the Affirmation Statement by clicking the checkmark on this page. This Affirmation is required before proceeding. When complete, click **Continue Application**.

Home
Development (Buildings Job, Permit or Device)

[Specialized Tasks](#) | [Search Records](#) | [Transactions](#)

**Plumbing Sign Off for Final C of O Request**

1

2 Previous Rejection

3 Upload Documents

4 Affirmations

5 Review

6 Record Issuance

**Step 4: Affirmations > Affirmation Statement**

Please complete the appropriate affirmation statement below.  
Click Continue Application.

\* indicates a required field.

**ASI**

**AFFIRMATION**

\* Falsification of any statement is a misdemeanor punishable by fine and/or imprisonment. It is unlawful to give to a city employee, or for a city employee to accept a benefit, as a gratuity or for special consideration. Violation is punishable by imprisonment and/or fine. I understand that if I am found after hearing to have knowingly or negligently made a false statement or allowed to be falsified any document required under this code or of a rule of any agency, I may be barred from further Department filings. I affirm that all required inspections have been completed for this request and the information herein is accurate to the best of my knowledge. I confirm that by personally checking the below checkbox and then clicking "Continue Application >>" I am electronically signing this affirmation. I understand that the electronic signature has the same effect as a hand-written signature.:

**Continue Application >>**

20. On the Review page, please review all information that you have submitted and ensure it is accurate. If there are any errors, you may go back at this time to fix them by clicking the **Edit** button for the section where you would like to make changes. Otherwise, click **Continue Application**.

**Plumbing Sign Off for Final C of O Request**

1 2 Previous Rejection 3 Upload Documents 4 Affirmations 5 Review 6 Record Issuance

**Step 5: Review**

[Continue Application »](#)

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

**Record Type**

Plumbing Sign Off for Final C of O Request

**ASI Table**

ASSOCIATED JOBS [Edit](#)

Associated Job #
12333333
999888777
444555666

**ASI Table**

PREVIOUS REJECTION REASONS [Edit](#)

**Rejection Reason**

Need to list all related application numbers for review

**Attachments** [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
No records found.				

**ASI**

AFFIRMATION [Edit](#)

Falsification of any statement is a misdemeanor punishable by fine Yes and/or imprisonment. It is unlawful to give to a city employee, or for a city employee to accept a benefit, as a gratuity or for special

21. The Request will now have a Record Number to which you can refer for future updates on its status.

Home Development (Buildings Job, Permit or Device)

[Specialized Tasks](#) | [Search Records](#) | [Transactions](#)

### Plumbing Sign Off for Final C of O Request

1 2 Previous Rejection 3 Upload Documents 4 Affirmations 5 Review 6 Record Issuance

**Step 6 : Record Issuance**

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

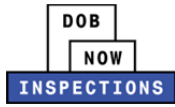
Thank you for using our online services.

**Your Record Number is REQ-PLD-CO-17-0000085.**

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.

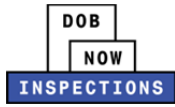
[View Record Details »](#)



## Outcomes of a Plumbing Sign Off for Final CO Request

If the result is:

- **Sign Off Granted:**
  - An email is sent to all Registered Users on the Record stating that the request was reviewed and approved.
- **Sign Off Rejected:**
  - An email is sent to all Registered Users on the Record stating that the request was reviewed and rejected.
  - The email will contain comments as to why the request was rejected.
- **Additional Documents Required:**
  - An email is sent to all Registered Users on the Record stating that the request was reviewed and additional documents are required.
  - The email will contain comments as to what documents are missing.
  - Please refer to the [“Uploading Additional Documents when Required by the Department”](#) section for additional instructions.



## Electrical: Requesting Sign Off for Final CO

Requesting an Electrical Sign Off for Final CO may now be done through DOB NOW: *Inspections*. The Sign Off must be granted in advance of a Final Certificate of Occupancy (CO) being issued by the Department.

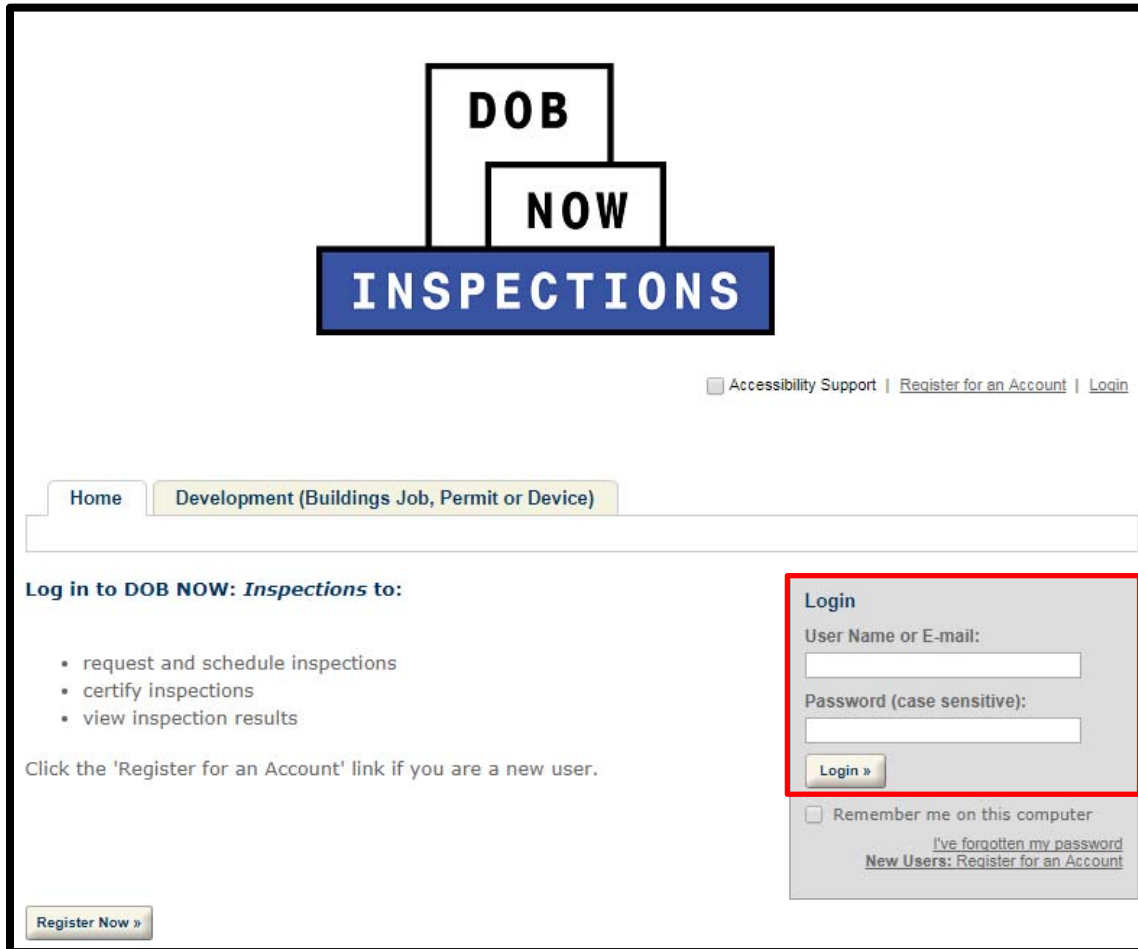
Note that in order to request Electrical Sign Off for Final CO you must perform this request from the Job Record. When submitting a request, the system will check the below rules:

- Electrical Sign Off for Final CO can only be requested by the applicant of record (PE/RA), owner or a Delegate of the PE/RA or owner (with a registered DOB NOW: *Inspections* account) on Job Records that have been linked to your account. Please refer to the *Account Registration and Management User Manual* if you need to register for an account.
- The Job Type is “NB” or “A1”.
- All fees must be paid
- A C-of-O Application (PW6) must be filed on the Job.
- There cannot be any pending request for Electrical Sign Off for Final CO on the Job.
- There cannot be any approved Electrical Sign Off for Final CO on the Job
- There cannot be any open Electrical Inspections on:
  - The Job the request is made on (Primary Job)
  - Any permits linked to the Primary Job
  - Any of the associated Electrical Applications entered on the request
  - Any permits linked to any of the associated Electrical Applications entered on the request



## Request an Electrical Sign Off for Final CO

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 DOB NOW: Inspections login page. At the top center is the logo consisting of three stacked boxes: 'DOB' on top, 'NOW' in the middle, and 'INSPECTIONS' in a blue box at the bottom. To the right of the logo are links for 'Accessibility Support', 'Register for an Account', and 'Login'. Below the logo is a navigation bar with '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 is a note: 'Click the 'Register for an Account' link if you are a new user.' At the bottom left is a 'Register Now »' button. On the right side, there is a 'Login' form with a red border. The form contains two input fields: 'User Name or E-mail:' and 'Password (case sensitive):'. Below the password field is a 'Login »' button. At the bottom of the login form are a 'Remember me on this computer' checkbox, a link 'I've forgotten my password', and a link 'New Users: Register for an Account'.

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

The screenshot shows a web application interface with a navigation bar at the top containing 'Home' and 'Development (Buildings Job, Permit or Device)'. Below the navigation bar, the user is greeted with 'Welcome Larry Luminance' and 'You are now logged in.' A message states: 'To use DOB NOW: *Inspections*, select from one of the options below:'. There are three main sections: 'Licensee Information' with a bullet point 'Search for Licensed Professionals'; 'Development (Buildings Job, Permit or Device)' with a sub-section 'Specialized Tasks' containing 'Link your PIN', 'Delegate record access', and 'Upload PVT inspections'; and 'Search Records' with a bullet point 'View inspection results'. Below these sections is a 'Transactions' section with a list of actions: 'Request an inspection', 'Self-certify jobs or advance notices', 'Delegate record access', 'Request gas authorization', 'Request plumbing work type sign-off', and 'Upload documents'. At the bottom, there are two light blue boxes. The left box is titled 'Licensee Information' and contains the link 'Search for Licensed Professionals'. The right box is titled 'Development (Buildings Job, Permit or Device)' and contains links for 'Specialized Tasks', 'Search Records' (which is highlighted with a red rectangle), and 'Transactions'.

4. Locate the Job Record for which you would like to request an Electrical Sign Off for Final CO. This can be done in one of two ways:

- a. *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.
- b. *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.

**Important Reminder:** Don't forget: Owners and LPs can delegate Records to other Registered DOB NOW: Inspections users. For delegation instructions, [click here](#).

Showing 1-10 of 22 | [Add to collection](#)

<input type="checkbox"/> ID Number	Record Type	Address	Status	Action	Related Records
<input type="checkbox"/> <a href="#">REQ-PLD-TCO-17-0000048</a>	Plumbing TCO Sign Off Request	500 W 120 STREET Manhattan NY 10027	Sign Off Rejected		<a href="#">2</a>
<input type="checkbox"/> <a href="#">WTH-PL-SO-17-0000019</a>	Plumbing Work Type Sign Off Request Withdrawal	59 WEST 76 STREET Manhattan NY 10023	Processed		<a href="#">2</a>
<input type="checkbox"/> <a href="#">WTH-PL-SO-17-0000017</a>	Plumbing Work Type Sign Off Request Withdrawal	550 1 AVENUE Manhattan NY 10016	Processed		<a href="#">2</a>
<input type="checkbox"/> <a href="#">REQ-GA-17-000089</a>	Gas Authorization Request	174 HUDSON STREET Manhattan NY 10013	Approved	<a href="#">Action</a>	<a href="#">1</a>
<input type="checkbox"/> <a href="#">WTH-PL-SO-17-0000013</a>	Plumbing Work Type Sign Off Request Withdrawal	245 5 AVENUE Manhattan NY 10016	Processed		<a href="#">2</a>
<input type="checkbox"/> <a href="#">REQ-PL-SO-17-0000040</a>	Plumbing Work Type Sign Off Request	111 8 AVENUE Manhattan NY 10011	Pending Review	<a href="#">Action</a>	<a href="#">1</a>
<input type="checkbox"/> <a href="#">REQ-PL-SO-17-0000041</a>	Plumbing Work Type Sign Off Request	334 WEST 46 STREET Manhattan NY 10036	Sign Off Rejected	<a href="#">Action</a>	<a href="#">1</a>
<input type="checkbox"/> <a href="#">REQ-PL-SO-17-0000042</a>	Plumbing Work Type Sign Off Request	59 WEST 76 STREET Manhattan NY 10023	Sign Off Request Withdrawn		<a href="#">2</a>
<input type="checkbox"/> <a href="#">REQ-PL-SO-17-0000043</a>	Plumbing Work Type Sign Off Request	550 1 AVENUE Manhattan NY 10016	Sign Off Request Withdrawn		<a href="#">2</a>
<input type="checkbox"/> <a href="#">REQ-PL-SO-17-0000044</a>	Plumbing Work Type Sign Off Request	292 LAFAYETTE Manhattan NY 10017	Pending Review	<a href="#">Action</a>	<a href="#">1</a>

a. Option 1  
< Prev 1 2 3 Next >

b. Option 2

**General Search**

5. Click the ID Number of the appropriate Job 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.

**Important Reminder:** Don't forget: Owners and LPs can delegate Records to other Registered DOB NOW: Inspections users. For delegation instructions, [click here](#).

Showing 1-2 of 2 | [Add to collection](#)

<input type="checkbox"/> ID Number	Record Type	Address	Status	Action	Related Records
<input type="checkbox"/> <a href="#">REQ-ELD-CO-17-0000082</a>	Electrical Sign Off for Final C of O Request	325 WEST BROADWAY Manhattan NY 10013	Sign Off Rejected		<a href="#">3</a>
<input type="checkbox"/> <a href="#">120794499</a>	Job Record	325 WEST BROADWAY Manhattan NY 10013	Permit-Entire	<a href="#">Action</a>	<a href="#">3</a>



6. The **Record** page will open.

[Home](#) | [Development \(Buildings Job, Permit or Device\)](#)

[Specialized Tasks](#) | [Search Records](#) | [Transactions](#)

**Record 120794499:** [Add to collection](#)  
**Job Record**

**Work Location**

325 WEST BROADWAY Manhattan NY 10013

**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

<b>Licensed Professional:</b> H.THOMAS O'HARA H.T.O ARCHITECT, PLLC 370 SEVENTH AVENUE, SUITE 220 NEW YORK, NY, 10001 Business Phone:2126953117 Registered Architect 025215	<b>Job Description:</b> FILING FOR CONSTRUCTION OF NEW NINE (9) STORY RESIDENTIAL BUILDING IN CONFORMANCE WITH LANDMARK AND CPC SPECIAL PERMIT Z.R. 74- 711.
---	--

[View Additional Licensed Professionals>>](#)

▶ **More Details**

[Actions](#)

7. Under the Record Details section of the page, click **Actions**.

Home Development (Buildings Job, Permit or Device)

[Specialized Tasks](#) | [Search Records](#) | [Transactions](#)

**Record 120794499:** [Add to collection](#)  
**Job Record**

**Work Location**

325 WEST BROADWAY Manhattan NY 10013

**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:**  
H.THOMAS O'HARA  
H.T.O ARCHITECT, PLLC  
370 SEVENTH AVENUE, SUITE 220  
NEW YORK, NY, 10001  
Business Phone:2126953117  
Registered Architect 025215

**Job Description:**  
FILING FOR CONSTRUCTION OF NEW NINE (9)  
STORY RESIDENTIAL BUILDING IN CONFORMANCE  
WITH LANDMARK AND CPC SPECIAL PERMIT Z.R. 74-  
711.

[View Additional Licensed Professionals>>](#)

▶ **More Details**

**Actions**

8. Once the Actions screen opens, select the radio button next to Electrical Sign Off for Final C of O Request, then click **Continue Application**.

Home Development (Buildings Job, Permit or Device)

[Specialized Tasks](#) | [Search Records](#) | [Transactions](#)

### 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.

- Electrical Sign Off for Final C of O Request
- Manage Delegates
- Plumbing Sign Off for Final C of O Request
- Plumbing TCO Sign Off Request

[Continue Application »](#)

9. Review the Electrical Sign Off for Final C of O Request screen. You may perform the following actions in this step:

- Request a Waiver of Electrical Sign Off for Final CO by clicking the checkbox.
- Enter associated Electrical Applications

Each associated Electrical Application must be entered into a separate row in the table. This can be done in one of two ways:

- Option 1:* If you need to enter only one associated Electrical Application, click **Add a Row**. This will allow you to enter one row of information.
- Option 2:* If multiple associated Electrical Applications are required, click the **down arrow** and select the number of rows needed.

Home Development (Buildings Job, Permit or Device)

Specialized Tasks | Search Records | Transactions

### Electrical Sign Off for Final C of O Request

1 Electrical Applications 2 Previous Rejection Reason 3 Upload Documents 4 Affirmations 5 Review 6

**Step 1: Electrical Applications > Electrical Applications**

Please enter the Electrical Application numbers for which you are requesting the Sign Off by adding rows to the table below.

After entering the Electrical Application numbers, click Continue Application.

\* indicates a required field.

ASI

ELD\_WAIVER

Request a Waiver of Electrical Sign Off for Final CO:

ASI Table

**ELECTRICAL APPLICATIONS**

Showing 0-0 of 0

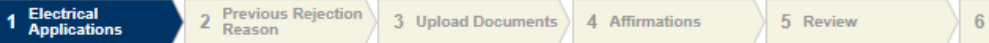
a. Option 1

Add a Row Edit Selected Delete Selected

Continue Application »



### Electrical Sign Off for Final C of O Request



#### Step 1: Electrical Applications > Electrical Applications

Please enter the Electrical Application numbers for which you are requesting the Sign Off by adding rows to the table below.

After entering the Electrical Application numbers, click Continue Application.

\* indicates a required field.

ASI

ELD\_WAIVER

Request a Waiver of Electrical Sign Off for Final CO:

ASI Table

#### ELECTRICAL APPLICATIONS

Showing 0-0 of 0

Electrical Applications

No records found

**b. Option 2**

Edit Selected

Delete Selected

Add 2 Rows

Add 3 Rows Action »

Add 4 Rows

Add 5 Rows

Add 6 Rows

Add 7 Rows

Add 8 Rows

Add 9 Rows

Add 10 Rows

10. In the Electrical Applications pop-up, enter all of the associated Electrical Applications. The system will check that these are valid Electrical Application #s.

- If the application was filed before 12/4/2017, enter the 7-character Electrical Application number (example: M000001 – letter plus 6-digits)
- If the application was filed on or after 12/4/2017, enter the 15-character Electrical Application number, including any hyphens (example: Q00000001-S2-EL)

Then click **Submit**.

**Electrical Sign Off for Final C of O Request**

1 Electrical Applications | 2 Previous Rejection Reason | 3 Upload Documents | 4 Affirmations | 5 Review | 6

**Step 1: Electrical Applications > Electrical Applications**

Please enter the Electrical Application numbers for which you are requesting the Sign Off by adding rows to the table below.

After entering the Electrical Application numbers, click Continue Application.

\* indicates a required field.

ASI

ELD\_WAIVER

**ELECTRICAL APPLICATIONS** X

1. Enter all associated electrical applications

2. If the application was filed before 12/4/2017, enter the 7-character application (example: M000001) Letter + 6 digits

3. If the application was filed on or after 12/4/2017 in DOB NOW: *Build*, enter the entire 15-character Electrical Application number including the hyphen (example: Q00000001-S2-EL)

\* Electrical Applications:

\* Electrical Applications:



11. Once the associated Electrical Applications are added, click **Continue Application**.

### Electrical Sign Off for Final C of O Request

1 Electrical Applications

2 Previous Rejection Reason

3 Upload Documents

4 Affirmations

5 Review

6

**Step 1 : Electrical Applications > Electrical Applications**

Please enter the Electrical Application numbers for which you are requesting the Sign Off by adding rows to the table below.

After entering the Electrical Application numbers, click Continue Application.

\* indicates a required field.

ASI

ELD\_WAIVER

Request a Waiver of Electrical Sign Off for Final CO:

ASI Table

**ELECTRICAL APPLICATIONS**

1. Enter all associated electrical applications
2. If the application was filed before 12/4/2017, enter the 7-character application (example: M000001) Letter + 6 digits
3. If the application was filed on or after 12/4/2017 in DOB NOW: *Build*, enter the entire 15-character Electrical Application number including the hyphen (example: Q00000001-S2-EL)

Showing 1-2 of 2

<input type="checkbox"/> Electrical Applications	<a href="#">Actions</a> ▼
<input type="checkbox"/> M000001	<a href="#">Actions</a> ▼
<input type="checkbox"/> Q00000001-S2-EL	<a href="#">Actions</a> ▼

Add a Row ▼
Edit Selected
Delete Selected

Continue Application »

12. If you previously requested Electrical Sign Off for Final CO on this Job and it was rejected by the Department, you will see the reasons for rejection. Note that it is the Department’s expectation that you have addressed the specified rejection reasons before submitting the same request again. If there were no previous rejection reasons, that will be stated as well. Click **Continue Application**.

Home | Development (Buildings Job, Permit or Device)

Specialized Tasks | Search Records | Transactions

### Electrical Sign Off for Final C of O Request

1 Electrical Applications | 2 Previous Rejection Reason | 3 Upload Documents | 4 Affirmations | 5 Review | 6

**Step 2 : Previous Rejection Reason > Previous Rejection Reason**

If a previous request for Electrical Sign off for Final CO was made on this Job but was rejected, the reason(s) will display in the table below. Please ensure that the rejection reasons have been addressed before moving forward with this request.

If no previous rejection reasons exist, no rejections reasons will display.

Click Continue Application.

\* indicates a required field

**ASI Table**

**PREVIOUS REJECTION REASONS**

Showing 1-1 of 1

Rejection Reason
Fees owed

**Continue Application »**

13. On the Upload Documents page, you may upload any additional documents you have in support of your request. To upload a document, click **Upload Attachment**. It is not required that you upload documents. If you do not need to upload any documents, skip ahead to Step 19.

Home | Development (Buildings Job, Permit or Device)

[Specialized Tasks](#) | [Search Records](#) | [Transactions](#)

### Electrical Sign Off for Final C of O Request

1 [Electrical Applications](#) | 2 [Previous Rejection Reason](#) | **3 Upload Documents** | 4 [Affirmations](#) | 5 [Review](#) | 6

**Step 3: Upload Documents > Supporting Documentation**

Please upload all necessary supporting documentation for this sign-off request.

Please note: documents are 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.				

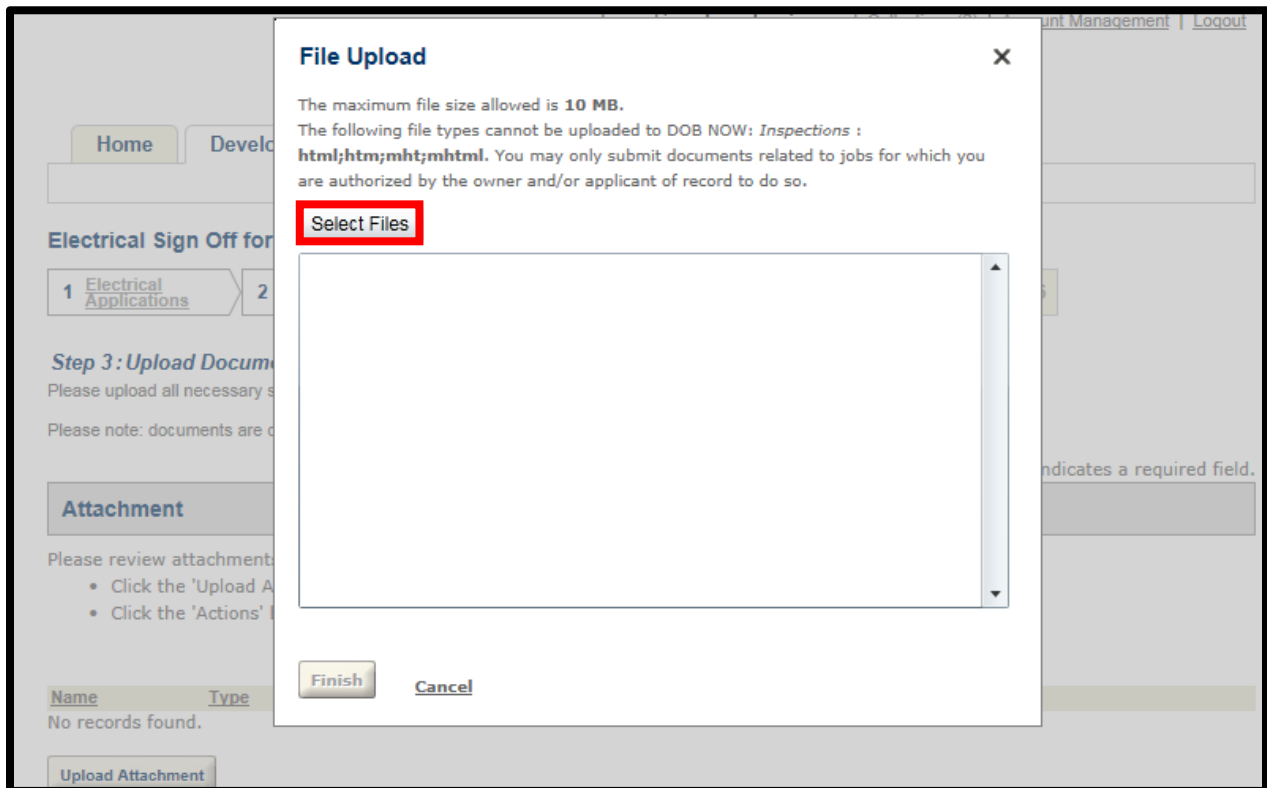
**Upload Attachment**

**Continue Application »**

14. The File Upload page will appear. Click **Select Files** to locate the 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 Plumbing Sign Off for TCO Request.*
- *The maximum file size allowed is 10 MB.*
- *If the uploaded 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.*



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

The screenshot shows a 'File Upload' modal window. At the top, it says 'File Upload' with a close button. Below that, it states: 'The maximum file size allowed is 10 MB. The following file types cannot be uploaded to DOB NOW: Inspections: **html;htm;mht;mhtml**. You may only submit documents related to jobs for which you are authorized by the owner and/or applicant of record to do so.' There are 'Select Files' and 'Clear List' buttons. A table lists the uploaded file: 'CO request.pdf', '16.44 KB', 'Finished', and a green checkmark. At the bottom, a progress bar shows 'File(s): 1', '16.44 KB', and '100%'. The 'Finish' button is highlighted with a red box, and there is also a 'Cancel' button.

16. The “Additional Supporting Documentation” is selected by default as the document type of the file you are uploading.

**Electrical Sign Off for Final C of O Request**

1 Electrical Applications 2 Previous Rejection Reason 3 **Upload Documents** 4 Affirmations 5 Review 6

**Step 3: Upload Documents > Supporting Documentation**  
 Please upload all necessary supporting documentation for this sign-off request.  
 Please note: documents are 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:				<a href="#">Remove</a>
Additional Supporting Documentation				▼

**File:**  
CO request.pdf

**Description:**



17. The **Description** field is optional.

### Electrical Sign Off for Final C of O Request

1 Electrical Applications
2 Previous Rejection Reason
3 Upload Documents
4 Affirmations
5 Review
6

**Step 3: Upload Documents > Supporting Documentation**

Please upload all necessary supporting documentation for this sign-off request.

Please note: documents are 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

Additional Supporting Documentation
?
v

File:

CO request.pdf

Description:

CO supporting docs

18. Click **Save**.

### Attachments

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](#)

Additional Supporting Documentation

File:  
CO request.pdf

Description:  
CO supporting docs

**Save** Upload Attachment Clear All

19. On the Affirmations page, please read and attest to the Affirmation Statement by clicking the checkmark on this page. This Affirmation is required before proceeding. When complete, click **Continue Application**.

The screenshot shows a web application interface for 'Electrical Sign Off for Final C of O Request'. At the top, there are navigation tabs for 'Home' and 'Development (Buildings Job, Permit or Device)'. Below these are links for 'Specialized Tasks', 'Search Records', and 'Transactions'. A progress bar indicates six steps: 1, 2 Previous Rejection Reason, 3 Upload Documents, 4 Affirmations (highlighted in dark blue), 5 Review, and 6 Record Issuance. The main heading is 'Step 4: Affirmations > Affirmation Statements'. Below this, it says 'Please complete the appropriate affirmation statement below.' and '\* indicates a required field.' There is a grey box labeled 'ASI'. The section title is 'ELD-FINAL CO-AFFIRMATION'. A paragraph of text explains the consequences of falsification and the requirement to check a box and click 'Continue Application >>'. A small square checkbox is highlighted with a red box. At the bottom, a button labeled 'Continue Application »' is also highlighted with a red box.

20. On the Review page, please review all information that you have submitted and ensure it is accurate. If there are any errors, you may go back at this time to fix them by clicking the **Edit** button for the section where you would like to make changes. Otherwise, click **Continue Application**.

The screenshot displays the 'Review' step (Step 5) of a 6-step process. The steps are: 1, 2 Previous Rejection Reason, 3 Upload Documents, 4 Affirmations, 5 Review (highlighted), and 6 Record Issuance. A 'Continue Application »' button is highlighted with a red box. Below the progress bar, the text reads: 'Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.'

**Record Type**  
Electrical Sign Off for Final C of O Request

**ASI**

ELD\_WAIVER Edit

Request a Waiver of Electrical Sign Off for Final CO: Yes

**ASI Table** Edit

ELECTRICAL APPLICATIONS Edit

**Electrical Applications**  
M12345

**ASI Table**

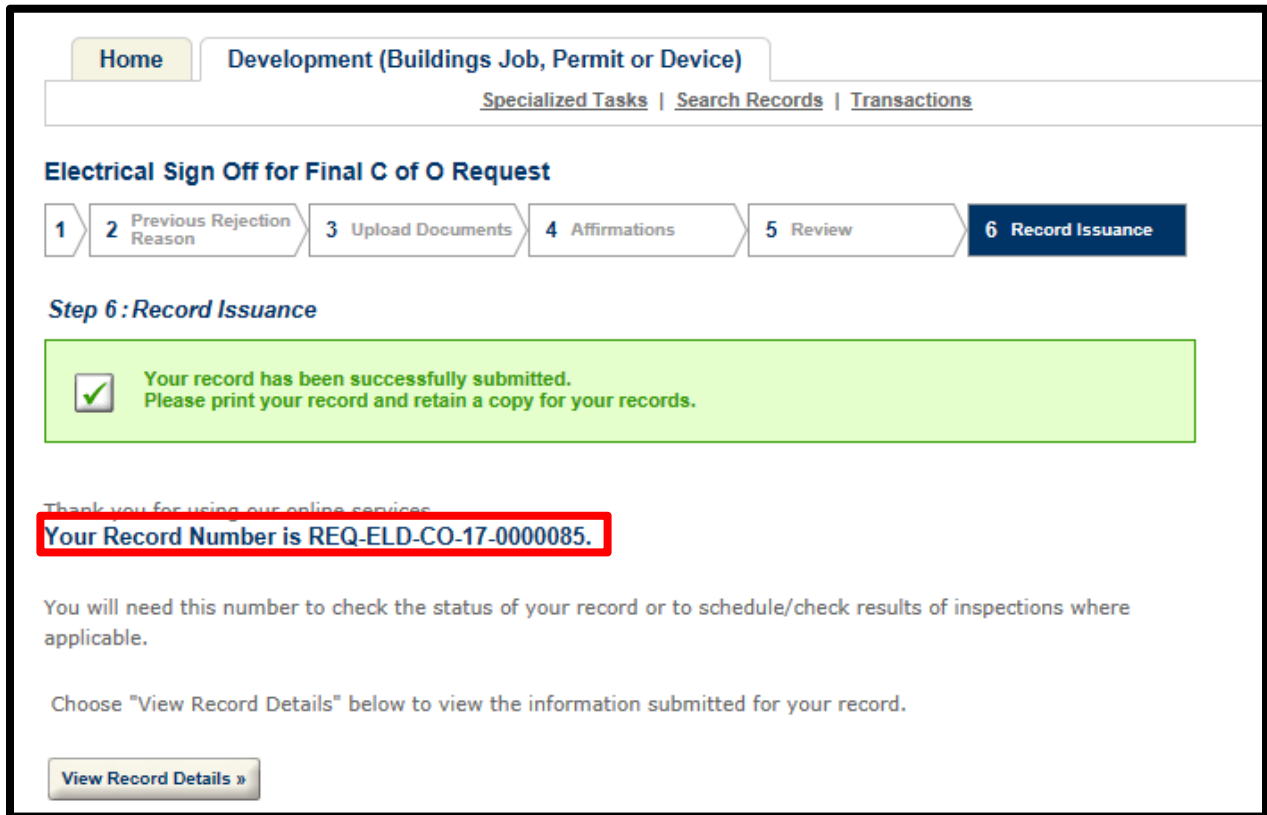
PREVIOUS REJECTION REASONS Edit

**Rejection Reason**  
Fees owed

**Attachment** Edit

Please review attachments related to this Record below.

21. The Request will now have a Record Number to which you can refer for future updates on its status.



Home | Development (Buildings Job, Permit or Device)

[Specialized Tasks](#) | [Search Records](#) | [Transactions](#)

### Electrical Sign Off for Final C of O Request

1 | 2 Previous Rejection Reason | 3 Upload Documents | 4 Affirmations | 5 Review | **6 Record Issuance**

**Step 6 : 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 REQ-ELD-CO-17-0000085.**

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

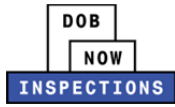
Choose "View Record Details" below to view the information submitted for your record.

[View Record Details »](#)

## Outcomes of an Electrical Sign Off for Final CO Request

If the result is:

- **Sign Off Granted:**
  - An email is sent to all Registered Users on the Record stating that the request was reviewed and approved.
- **Sign Off Rejected:**
  - An email is sent to all Registered Users on the Record stating that the request was reviewed and rejected.
  - The email will contain comments as to why the request was rejected.
- **Additional Documents Required:**
  - An email is sent to all Registered Users on the Record stating that the request was reviewed and additional documents are required.



- The email will contain comments as to what documents are missing.
- Please refer to the “[Uploading Additional Documents when Required by the Department](#)” section for additional instructions.
- **Walk-Through Required:**
  - An email is sent to all Registered Users on the Record stating that a Walk Through Inspection is required before a final decision can be made
  - Once the Department schedules the Walkthrough Inspection, you will receive an email with a specific date and time for the inspection.
  - Upon Supervisor review of the Walkthrough Inspection, the Electrical Sign Off for a Final CO will be granted or rejected.

### **Uploading Additional Documents when Required by the Department**

When the outcome of a Sign Off for TCO or Final CO Request is “Additional Documents Required”, the applicant of record (PE/RA), owner or a Delegate of the PE/RA or owner must upload the required documents to the Request Record using DOB NOW: *Inspections*.

#### **To find the Sign Off for TCO or Final CO Request Record and upload additional documents:**

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.

**DOB  
NOW  
INSPECTIONS**

**Submit Inspection Requests and Certifications to NYC Department of Buildings**

Accessibility Support | [Register for an Account](#) | [Login](#)

Home Buildings Public Property Insp

**Welcome to DOB NOW: Inspection**

Welcome to DOB NOW: *Inspections*. You can login to request and schedule inspections, certify inspections, and view inspection results. Click the 'Register for an Account' link if you do not have a login.

You can use [BIS Web](#) to search for general information on a property in the city including recorded complaints and violations, actions, applications, and inspections. You can also search for information about tradespeople licensed by the Department.

**Log in today to get started.**

To get started, log in and enter your User Name and Password to the right. If you do not have a User Name, please click on the Register for an Account link.

**Login**

User Name or E-mail:

Password (case sensitive):

Remember me on this computer

[I've forgotten my password](#)  
[New Users: Register for an Account](#)

3. From the Home Page, click **Transactions**.

**Licensee Information**

[Search for Licensed Professionals](#)

**Development (Buildings Job, Permit or Device)**

[Specialized Tasks](#)

[Search Records](#)

[Transactions](#)

4. Locate the original Job Number. This can be done in one of two ways:
  - a. *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.
  - b. *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 16 | [Add to collection](#)

<input type="checkbox"/> ID Number	Record Type	Address	Status	Action	Related Records
<input type="checkbox"/> <a href="#">REQ-HC-SO-15-000003</a>	House Connection Work Type Sign Off Request	1 1 NY CELLAR-12	Pending Review	<a href="#">Action</a>	1
<input type="checkbox"/> <a href="#">ADV-PL-15-000007</a>	Submit a Plumbing Advance Notice	4 13 C NY Cellar, 1	Submitted		1
<input type="checkbox"/> <a href="#">ADV-PL-15-000005</a>	Submit a Plumbing Advance Notice	1 1 P NY OSP TO 1ST	Submitted		1
<input type="checkbox"/> <a href="#">ADV-PL-15-000006</a>	Submit a Plumbing Advance Notice	1 2 S NY CELLAR,FIR	Submitted		1
<input type="checkbox"/> <a href="#">ADV-PL-15-000002</a>	Submit a Plumbing Advance Notice	1 1 S NY CELLAR THR	Submitted		1
<input type="checkbox"/> <a href="#">CERT-PL-15-000001</a>	Plumbing Inspection Certification	0 0 NY	Submitted	<a href="#">Action</a>	2
<input type="checkbox"/> <a href="#">ADV-PL-15-000001</a>	Submit a Plumbing Advance Notice	11 New York Ave NEW YORK NY	Submitted		2
<input type="checkbox"/> <a href="#">30119495401PL</a>	Plumbing Permit	9 9 C NY CELLAR,1,2	Issued	<a href="#">Action</a>	0
<input type="checkbox"/> <a href="#">12160293402PL</a>	Plumbing Permit	1 1 NY	Issued	<a href="#">Action</a>	1
<input type="checkbox"/> <a href="#">12151117702PL</a>	Plumbing Permit	0 0 C	Issued	<a href="#">Action</a>	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 the **ID Number** in the row of the applicable Job 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.

**Important Reminder:** Don't forget: Owners and LPs can delegate Records to other Registered DOB NOW: Inspections users. For delegation instructions, [click here](#).

Showing 11-20 of 25 | [Add to collection](#)

<input type="checkbox"/> ID Number	Record Type	Address	Status	Action	Related Records
<input type="checkbox"/> <a href="#">REQ-PL-SO-17-0000042</a>	Plumbing Work Type Sign Off Request	59 WEST 76 STREET Manhattan NY 10023	Sign Off Request Withdrawn		<a href="#">2</a>
<input type="checkbox"/> <a href="#">REQ-PL-SO-17-0000043</a>	Plumbing Work Type Sign Off Request	550 1 AVENUE Manhattan NY 10016	Sign Off Request Withdrawn		<a href="#">2</a>
<input type="checkbox"/> <a href="#">REQ-PL-SO-17-0000044</a>	Plumbing Work Type Sign Off Request	292 LAFAYETTE STREET Manhattan NY 10012	Pending Review	<a href="#">Action</a>	<a href="#">1</a>
<input type="checkbox"/> <a href="#">REQ-PL-SO-17-0000045</a>	Plumbing Work Type Sign Off Request	245 5 AVENUE Manhattan NY 10016	Sign Off Request Withdrawn		<a href="#">2</a>
<input type="checkbox"/> <a href="#">122143073</a>	Job Record	500 W 120 STREET Manhattan NY 10027	Permit-Entire	<a href="#">Action</a>	<a href="#">3</a>
<input type="checkbox"/> <a href="#">121331059</a>	Job Record	626 1ST AVENUE Manhattan NY 10016	Permit-Entire	<a href="#">Action</a>	<a href="#">3</a>
<input type="checkbox"/> <a href="#">10221149201PL</a>	Plumbing Permit	164 WEST 132 STREET Manhattan NY 10027	Issued	<a href="#">Action</a>	<a href="#">3</a>
<input type="checkbox"/> <a href="#">12102807502PL</a>	Plumbing Permit	245 PARK AVENUE MANHATTAN NY 10017	Issued	<a href="#">Action</a>	<a href="#">6</a>
<input type="checkbox"/> <a href="#">10256356601PL</a>	Plumbing Permit	174 HUDSON STREET Manhattan NY 10013	Issued	<a href="#">Action</a>	<a href="#">4</a>
<input type="checkbox"/> <a href="#">10287246501PL</a>	Plumbing Permit	59 WEST 76 STREET Manhattan NY 10023	Issued	<a href="#">Action</a>	<a href="#">3</a>

< Prev 1 2 3 Next >

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

**General Search** General Search

6. Scroll down to the Related Records section and click on the **arrow** to expand the section

**Related Records**

7. Find the Sign Off for TCO or Final CO Request Record, and click **View**.

**Related Records**

Click on the arrow to expand the Record ID.  
Click on [View](#) to review Related Record details associated with the current Record.

[View Entire Tree »](#)

ID Number	Record Type	Application Name	Date	View
122143073	Job Record		09/29/2014	
12214307301AL	AL-1 Permit		04/29/2015	<a href="#">View</a>
REQ-PLD-TCO-17-0000048	Plumbing TCO Sign Off Request		12/19/2017	<a href="#">View</a>
REQ-PLD-TCO-18-0000001	Plumbing TCO Sign Off Request		01/03/2018	<a href="#">View</a>

8. The Sign Off for TCO or Final CO Request Record page will open. Scroll down to the Attachments section and click on the arrow to expand the section.

**Attachments**

9. Click **Upload Attachment**.

**Attachments**

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.

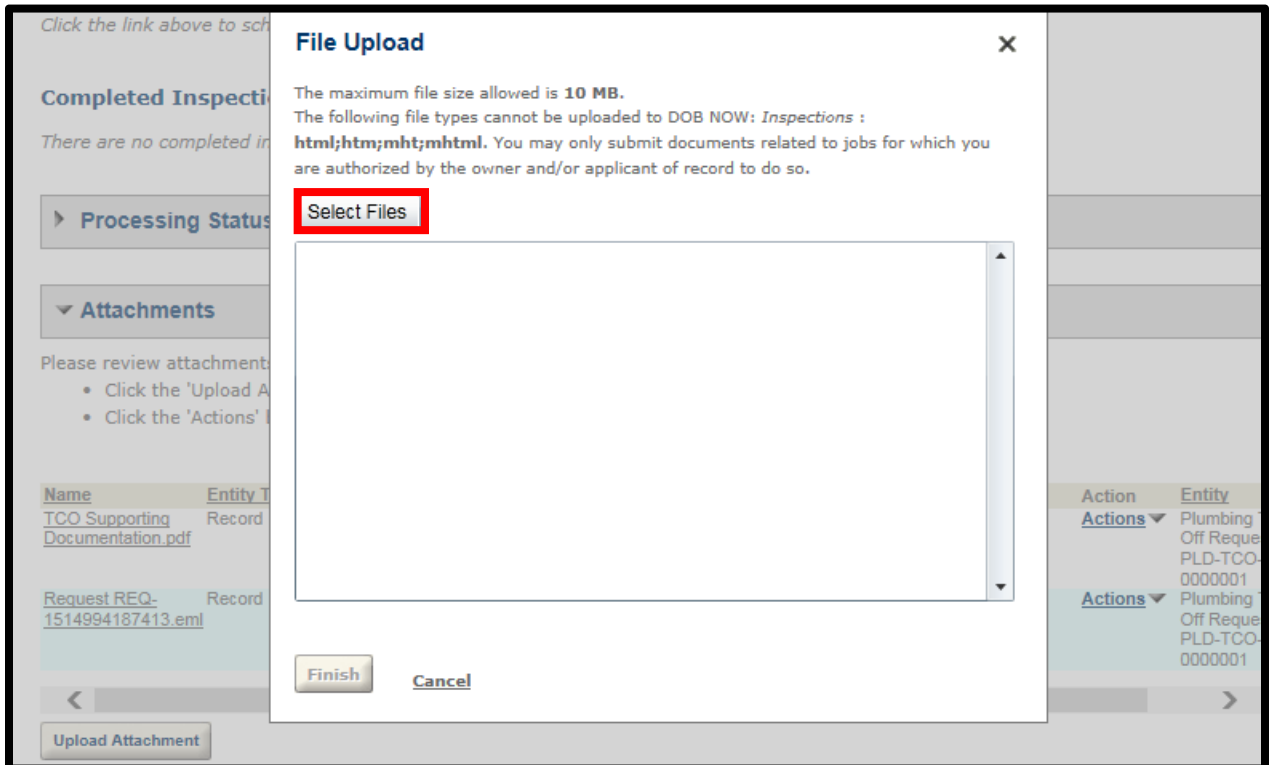
Name	Entity Type	Type	Size	Description	Upload Date	Action	Entity
<a href="#">TCO Supporting Documentation.pdf</a>	Record	Additional Supporting Documentation	16.44 KB	TCO supporting docs	01/03/2018	<a href="#">Actions</a>	Plumbing TCO Sign Off Request PLD-TCO-0000001
<a href="#">Request REQ-1514994187413.eml</a>	Record	External Communications	1.41 KB		01/03/2018	<a href="#">Actions</a>	Plumbing TCO Sign Off Request PLD-TCO-0000001

[Upload Attachment](#)

10. 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.*
- *The maximum file size allowed is 10 MB.*
- *If the uploaded 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.*



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

**File Upload** [X]

The maximum file size allowed is **10 MB**.  
 The following file types cannot be uploaded to DOB NOW: *Inspections* :  
**html;htm;mht;mhtml**. You may only submit documents related to jobs for which you are authorized by the owner and/or applicant of record to do so.

Select Files [Clear List]

Additional Documentation.pdf	16.44 KB	Finished	✓
------------------------------	----------	----------	---

File(s): 1      16.44 KB      100%

**Finish**      Cancel

12. The “Additional Supporting Documentation” is selected by default as the document type of the file you are uploading.

**Attachments**

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	Entity Type	Type	Size	Description	Upload Date	Action	Entity
<a href="#">TCO Supporting Documentation.pdf</a>	Record	Additional Supporting Documentation	16.44 KB	TCO supporting docs	01/03/2018	<a href="#">Actions</a>	Plumbing 1 Off Reque: PLD-TCO-0000001
<a href="#">Request REQ-1514994187413.eml</a>	Record	External Communications	1.41 KB		01/03/2018	<a href="#">Actions</a>	Plumbing 1 Off Reque: PLD-TCO-0000001

< >

\* Type: Additional Supporting Documentation Remove

File:  
Additional Documentation.pdf

Description:

13. The **Description** field is optional.

**Attachments**

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	Entity Type	Type	Size	Description	Upload Date	Action	Entity
<a href="#">TCO Supporting Documentation.pdf</a>	Record	Additional Supporting Documentation	16.44 KB	TCO supporting docs	01/03/2018	<a href="#">Actions</a>	Plumbing 1 Off Request: PLD-TCO-0000001
<a href="#">Request REQ-1514994187413.eml</a>	Record	External Communications	1.41 KB		01/03/2018	<a href="#">Actions</a>	Plumbing 1 Off Request: PLD-TCO-0000001

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\* Type: Additional Supporting Documentation [Remove](#)

File:  
Additional Documentation.pdf

Description:

14. Click **Save**.

**▼ Attachments**

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	Entity Type	Type	Size	Description	Upload Date	Action	Entity
<a href="#">TCO Supporting Documentation.pdf</a>	Record	Additional Supporting Documentation	16.44 KB	TCO supporting docs	01/03/2018	<a href="#">Actions</a> ▼	Plumbing 1 Off Reque: PLD-TCO-0000001
<a href="#">Request REQ-1514994187413.eml</a>	Record	External Communications	1.41 KB		01/03/2018	<a href="#">Actions</a> ▼	Plumbing 1 Off Reque: PLD-TCO-0000001

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\* Type: ? [Remove](#)

Additional Supporting Documentation ▼

File:  
Additional Documentation.pdf

Description:

**Save** Upload Attachment Clear All

You will see the new file listed in the Attachments section. The Plumbing Unit will review the submission and approve or deny the request. Please refer to the [Outcomes for a Plumbing Sign Off for a TCO Request](#) section for additional information.