

# Construction Industry Session

November 2015

# Session Topics

---

## Session Objectives

**DOB NOW: *Inspections* Overview**

**Access to DOB NOW: *Inspections***

**Account Registration**

**Using Your PIN**

**Delegation**

**Requesting an Construction Inspection**

**Viewing Inspection Results & Objections**

**DOB NOW: *Inspections* Emails**

**Collections**

**Online Resources**

**Q + A**

# Session Objectives

---

Learn how the Construction industry will use DOB  
*NOW: Inspections*

Watch video tutorials about DOB NOW:  
*Inspections* functionality

# DOB NOW: *Inspections*

## *Terms Used Throughout This Presentation*

---

You will see these terms used throughout this presentation

### Records

Jobs, BPP Jobs, Place of Assembly, Permits, Devices, Notices, Work, Applications, Certifications, Sign Off Requests & Gas Authorization Requests

### LPs

Electricians, Elevator Agencies/Inspectors, Fire Suppression Contractors, General Contractors, Master Plumbers, Oil Burner Installers, Professional Engineers, Sign Hangers, Registered Architects, and Registered Landscape Architects

### Self-Certifications

Certain Boilers, Cranes, and Plumbing inspections can be completed by an LP without the presence of an Inspector from the Department of Buildings. The supporting documentation must be uploaded into DOB NOW: *Inspections*, and is subject to approval or rejection.

# DOB NOW: *Inspections*

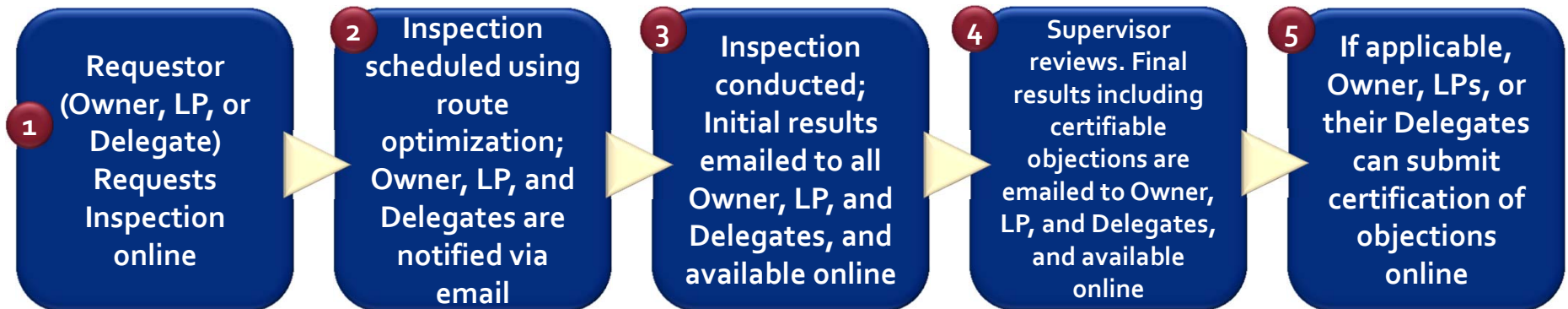
## *New Online Inspections Portal*

The screenshot shows the 'Inspection Ready' portal homepage. At the top, it says 'Inspection Ready' in large blue letters, followed by 'Submit Inspection Requests and Certifications to NYC Department of Buildings'. There are links for 'Accessibility Support', 'Register for an Account', and 'Login'. Below this is a navigation bar with 'Home' and 'Buildings' tabs. The main content area has a 'Welcome to Inspection Ready' section with a paragraph explaining the portal's purpose. To the right is a 'Login' form with fields for 'User Name or E-mail' and 'Password', a 'Login' button, and a 'Remember me on this computer' checkbox. Below the login form are links for 'I've forgotten my password' and 'New Users: Register for an Account'. At the bottom, there are two blue boxes: 'General Information' with a link to 'Search Licensed Professionals/Licensees' and 'Buildings' with links to 'Search Records' and 'Access My Records'.

- View information related to your Jobs & Permits
- View and search for Records and LPs
- Request Inspections (including withdrawals) & view Results online
- Receive Final Inspection Results within 36 hours
- Receive emails at milestones in your Inspection cycle
- View and download documents such as the Inspection Report and cards
- Upload documentation to certify certain objections
- Request Gas Authorization and Plumbing Sign Offs
- Delegate responsibility to other Registered Users
- Submit Self-Certification documentation (Certain LPs for Boilers and Plumbing; LPs/ Owners/ Delegates for Cranes)

# Inspections Starting Late 2015

*No Phone Calls – No Waiting in Line*



 Completed electronically via DOB NOW: *Inspections*

# **DOB NOW: *Inspections***

*Units Participating*

---

**Boilers**  
**Builders Pavement Plan**  
**Construction**  
**Cranes + Derricks**  
**Electrical**  
**Elevators**  
**House Connections**  
**Plumbing**  
**Sustainability**

# Access to DOB NOW: *Inspections*

---

## Registered Users

*Owners*

*Licensed Professionals (LPs)*

*Delegates*

*Any interested party*

## Unregistered Users

*Anonymous Users*



## Access to DOB NOW: *Inspections*

DOB NOW: *Inspections* will be available for Account Registration, Account Management, and PIN entry (when required) on 9 Nov 2015.

Registration is required for Owners, LPs, and their Delegates.

All other DOB NOW: *Inspections* functions will be available later in 2015.

# Registered Users

*Owners, LPs, Delegates and All Other Registered Users*

Anyone can register for an account. However, only Owners, LPs, and their Delegates can access their Records and use **DOB NOW: Inspections** to:

- ✓ Request Inspections (including withdrawals) and view the Results online
- ✓ Request Gas Authorizations and Plumbing Sign-Offs
- ✓ Assign Delegates (*LPs and Owners only*)
- ✓ View, upload, and download documents
- ✓ Submit documentation to certify certain objections
- ✓ Receive email notifications regarding the Record
- ✓ Submit Self-Certification documentation
- ✓ Enter a PIN (*LPs only*)

**DOB NOW: Inspections** is available for account registration, account management, and PIN entry on 9 Nov 2015.

# Owners

## *How to Access DOB NOW: Inspections*

For all Permits that you file, use the email address you use to register with DOB NOW: *Inspections* (as depicted on the following slide). DOB NOW: *Inspections* will be available for Registration beginning on 9 Nov 2015.

Once the system goes live, if you have registered with DOB NOW: *Inspections* and you do not see your Records, use one of the following options to gain access to your Records:

- **Option 1:** Visit the Customer Service Counter on the 5th Floor at 280 Broadway or the respective Inspection Unit, verify your identity (bring a Photo ID), and ask the Service Representative to add you to each applicable Record.
- **Option 2:** Ask the LP to add you as a Delegate to each applicable Record.

**25 Applicant's Statements and Signatures** *Required for all applications.*

Falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. It is unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Violation is punishable by imprisonment or fine or both. I understand that if I am found after hearing to have knowingly or negligently made a false statement or to have knowingly or negligently falsified or allowed to be falsified any certificate, form, signed statement, application, report or certification of the correction of a violation required under the provisions of this code or of a rule of any agency, I may be barred from filing further applications or documents with the Department. I prepared or supervised the preparation of the construction documents and specifications herewith submitted and to the best of my knowledge and belief, the construction documents and work shown thereon comply with the provisions of the NYC Administrative Code and other applicable laws and rules,  (*←check here if*) except as set forth in the accompanying documents. I acknowledge that I have read and complied with all instructions pertaining to this application and supplementary schedules submitted. **Cluster Development Statement** (if applicable): I hereby state that all specifications relating to this job are identical to those previously filed under the group lead job number, except as specified herein.

**For initial New Building and Alteration 1 applications filed under the 2008 or 2014 NYC Building Code only:** does this building qualify for high-rise designation?  Yes  No  
**Directive 14 initial applications only:** I certify that the construction documents submitted and all construction documents related to this application do not require a new or amended Certificate of Occupancy as there is no change in use, exits, or occupancy.  Yes  No

Name (print): \_\_\_\_\_  
Sign and Date: \_\_\_\_\_  
P.E. / R.A. Seal (*apply seal; then sign and date over seal*)


**26 Property Owner's Statements and Signatures**

Falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. It is unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Violation is punishable by imprisonment or fine or both. I understand that if I am found after hearing to have knowingly or negligently made a false statement or to have knowingly or negligently falsified or allowed to be falsified any certificate, form, signed statement, application, report or certification of the correction of a violation required under the provisions of this code or of a rule of any agency, I may be barred from filing further applications or documents with the Department. Furthermore, I understand that I am responsible for insuring that a final inspection be performed when the permitted work is complete, and that a satisfactory report of final inspection be submitted, along with all required submittal documents, so that the NYC Department of Buildings may issue a letter of completion or certificate of occupancy within the time prescribed by law.

I have authorized the applicant to file this application for the work specified herein and all future amendments. I will not knowingly authorize any work that is not in compliance with all applicable laws and regulations.

- |                          |                          |  |
|--------------------------|--------------------------|--|
| Yes                      | No                       |  |
| <input type="checkbox"/> | <input type="checkbox"/> | Fee Exe<br>In accord<br>that the o<br>operated<br>the prop   |
| <input type="checkbox"/> | <input type="checkbox"/> | Fee Exe<br>Governm<br>be const<br>exclusive<br>Agency.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Owner's<br>The site<br>building to be constructed, contains one or more occupied dwelling units that will remain occupied during construction. These occupied dwelling units have been clearly identified on the submitted construction documents. |

Owner Type:  Individual  Partnership  NYCHA / HHC  
 Corporation  Other Government  NYC Agency  
 Condo Unit Owner or Co-Op Tenant-shareholder 26A  
Is the deed holder a non-profit organization?  Yes  No

Name (please print): \_\_\_\_\_  
Relationship to Owner: \_\_\_\_\_  
Business Name/Agency: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_  
Signature and Date 

Owners: Use this email address when registering for an DOB NOW: Inspections account



# Licensed Professionals

## *How to Access DOB NOW: Inspections*

### LPs that can take actions on Records are:

- ✓ Electricians
- ✓ Elevator Agencies/Inspectors
- ✓ Fire Suppression Contractors
- ✓ General Contractors
- ✓ Master Plumbers
- ✓ Oil Burner Installers
- ✓ Professional Engineers
- ✓ Sign Hangers
- ✓ Registered Architects
- ✓ Registered Landscape Architects

### To access **DOB NOW: *Inspections*** and take action on Records, LPs must:

1. Register for an **DOB NOW: *Inspections*** account
2. Use a PIN for each license that is held. For example, if you hold General and Fire Suppression Contractor licenses, you will receive two PINs

# Licensed Professionals

## *How to Access DOB NOW: Inspections*

Buildings will email a PIN to LPs who will use DOB NOW: *Inspections* to request Inspections. This information will be emailed between 2 & 9 Nov 2015 to your business email address on file with the Department's Licensing Unit. Starting 9 Nov 2015, LPs can register for an account and enter the PIN(s) provided by Buildings.

Two emails will be sent to the business email address on file with the Department's Licensing Unit:

1. An email containing a link to the account registration and PIN entry instructions
2. An email containing your PIN and the associated license number. You will receive one email for each license that you hold.

- Once you register for an account and enter your PIN(s), you can take action on the associated Records after the rest of the system goes live in late 2015.
- If you complete these steps and do not see your Records, visit Customer Service on the 5th floor at 280 Broadway or call 212-393-2340.

# Licensed Professionals

## *How to Access DOB NOW: Inspections*

### **If you:**

- Did not receive your PIN, or misplaced your PIN

### **Visit the Customer Service Counter at 280 Broadway to:**

- Verify your identify (*bring a DOB Issued License and/or Photo ID*)
- Obtain your PIN (*PINs cannot be provided over the phone or in the Boroughs*)

### **You will then need to:**

- Register for an DOB NOW: *Inspections* account
- Log in to DOB NOW: *Inspections* and enter the PIN(s) provided by the Customer Service Representative. A PIN will need to be entered for each license that is held
- **Once your entered your PIN(s), you can take action on the associated Records after the system goes live in late 2015.**

# Delegates

## *How to Access DOB NOW: Inspections*

The Delegation feature enables Owners and LPs to give system rights to other people, such as Filing Representatives.

**A Delegate MUST be a Registered User in order to serve as a Delegate:**

- Starting 9 Nov 2015, become a Registered User by registering for an DOB NOW: *Inspections* account (*skip this step if already registered as an Owner or LP*)

**Starting late 2015, Owners and LPs can:**

- Delegate responsibility for each applicable Record. Delegates can only be added to a Record using the email address entered during account registration. Once added, Delegates will receive a confirmation email from DOB NOW: *Inspections*.
- **Once an account is linked to a Record via delegation, the Delegate can take action after the system goes live in late 2015.**



# Unregistered Users

Starting in late 2015, anyone can use DOB NOW: *Inspections* to search for and view the details below without an account or logging in.

- ✓ **LPs**
- ✓ **Records** (*Jobs, BPP Jobs, Place of Assembly, Permits, Devices, Notices, Work, Applications, Certifications, Sign Off Requests & Gas Authorization Requests*)
- ✓ **Development Inspection Appointments**
- ✓ **Development Inspection Results**
- ✓ **Development Inspection Objections**

# Account Registration

*Starting 9 Nov 2015*

Remember:

- Anyone can register for an account.
- Owners, LPs, and Delegates must register for an account.

Video Tutorial  
How to Register and Log In to DOB NOW:  
*Inspections:*  
<https://www.youtube.com/watch?v=hSgrSORrhMU>

# Licensed Professional: Using Your PIN

*Starting 9 Nov 2015*

- After you register for an account as an LP, you will need to log in and enter a unique PIN provided by Buildings.
- A PIN will need to be entered for each license that is held. For example, if you hold General and Fire Suppression Contractor licenses, you will receive two PINs.

## Video Tutorial

### How to Use Your PIN:

<https://www.youtube.com/watch?v=MyyUNJHac2E>

# Delegation

## Starting Late 2015

- ✓ Owners and Licensed Professionals can share Record permissions with other Registered Users in DOB NOW: *Inspections* by:
  - Selecting the appropriate Record
  - Confirming the intended Delegate via their email address
  
- ✓ Please note:
  - This process can be repeated to add an unlimited number of Delegates
  - Delegates cannot delegate
  - Owners and LPs can add or remove Delegates at any time
    - Owners and LPs can remove Delegates at any time, no matter who added the Delegate
  - Delegates will be notified by email when they are added or removed
  - Delegates on Cranes Records can submit Self-Certification documentation
    - Delegates on all other Record types cannot submit Self-Certification documentation using DOB NOW: *Inspections*

# Delegation

*Starting Late 2015*

Video Tutorial  
How to Add a Delegate:  
<https://youtu.be/QPe3ZRYKHmY>

Video Tutorial  
How to Remove a Delegate:  
<https://youtu.be/kb2RuIpxLXM>

# DOB NOW: *Inspections* Will Replace the Existing Construction Inspection Portal

**Online Construction Appointment Form**

You will receive an e-mail confirmation with details pertaining to your inspection request within three (3) business days.

Date: October 12, 2015      \* = Required Field

**1 Job Data**

Borough\*  
\* Select Borough \* ▾

To make a Queens Construction Appointment, visit 311. Click here for more information.

Address\*

Job / Complaint No.\*  
Select One ▾

**2 Appointment Requester Data**

Contact Person\*

Contact Number\*  
 -

Contact Person E-Mail\*

The following inspection-related online portal will no longer be used.

[Online Construction Appointment Request Form](http://www.nyc.gov/html/dob/html/development/forms_online_cons_appt.shtml)

URL:

[http://www.nyc.gov/html/dob/html/development/forms\\_online\\_cons\\_appt.shtml](http://www.nyc.gov/html/dob/html/development/forms_online_cons_appt.shtml)

# DOB NOW: *Inspections* Will Replace the Existing Construction Inspection Portal

City of New York **NYC**

es **311** Office of the Mayor Events Connect Jo

Cookies must be enabled on your computer to use this form.

\* Marks a required field.

Step 1: **What** Step 2: Where Step 3: Who Step 4: Submit

Describe your request.

\* Inspection Type: Construction

\* Initial or Re-Inspection?:

\* Details: N/A

? \* DOB Job #:

? \* Additional Details:

The following inspection-related online portal will no longer be used.

[Queens Construction Online Appointment Request \(from 311 site\)](https://www1.nyc.gov/apps/311universalintake/form.htm?serviceName=DOB+Inspection+Construction)

URL:

<https://www1.nyc.gov/apps/311universalintake/form.htm?serviceName=DOB+Inspection+Construction>

# Requesting a Construction Inspection

*Starting Late 2015*

Owners, LPs, and their Delegates can request the Construction Inspection types listed below. Permit type dictates the Inspection types available for selection.

CO-NB Inspection Up To 4 Total Levels	CO-Alt-1 Inspection Up to 4 Total Levels	Alt-2 Non-Directive 14	Builders Pavement Plan (BPP)	Solar
CO-NB Inspection 5 to 9 Total Levels	CO-Alt-1 Inspection 5 to 9 Total Levels	Alt-3 Non-Directive 14	Curb Cut	Application Withdrawal
CO-NB Inspection 10 to 19 Total Levels	CO-Alt-1 Inspection 10 to 19 Total Levels	EQ Non-Directive 14	Green Roof	BPP Withdrawal
CO-NB Inspection 20+ Total Levels	CO-Alt-1 Inspection 20+ Total Levels	EW-OT-AMFP Non- Directive 14	Place of Assembly	Construction Permit Withdrawal
NB - 18 Month TCO Update	Alt-1 -18 Month TCO Update	EW-OT-GC-ST Non- Directive 14	Sign Permit Inspection	Sustainability Permit Withdrawal

\*Alt-3 contains Inspections of the following types: Alt-3 Non-Directive 14s, Construction Permit Withdrawals, and Curb Cuts.



# Requesting a Construction Inspection

*Starting Late 2015*

---

Video Tutorial  
How to Request a Construction Inspection:  
<https://youtu.be/iQdoAlnuKul>

# Inspection Scheduling Guidelines

## Please note the following:

- A specific Inspection date, time, or desired time of day (AM/PM) cannot be requested.
- Cancellations will be accepted online up to 48 hours prior to the scheduled Inspection. You must call the Department of Buildings at the phone number listed in your appointment confirmation email to cancel an Inspection that is scheduled to take place within 48 hours.
- Each Record can only have one open inspection request at a time, with the exception of BPP.
- LPs and Delegates cannot request an Inspection if the LP has an expired license and/or expired insurance. These rules do not apply to Owners.

# Inspection Scheduling Guidelines

## Please note the following:

- Directive 14 Inspections (other than Sustainability) cannot be requested using DOB NOW: *Inspections*. The Owner, LP, or Delegate will contact the appropriate Unit to schedule an Inspection.
- Inspections should only be requested when you are truly prepared for the Inspection.
- Inspections can only be requested by an LP, Owner or their Delegates via DOB NOW: *Inspections* when the Record (Job or Permit) is in an Inspectable status.
- Inspections involving High Rise Initiative and Build it Back are recognized by DOB NOW: *Inspections* and scheduled accordingly.

## Available Records in DOB NOW: *Inspections*

---

- The Records available in DOB NOW: *Inspections* are only those that are in an Inspectable Status (see the following slide).
  - You will need to use BISWeb to find historical data.

# Construction Permit and Job Statuses

Construction	Status Values	Inspectable
Permit	Issued	Yes
	Reissued	
	In Process	No
	Revoked	
	Signed Off	
PA Job*	Plan Exam-Approved	Yes
	Completed	
	Signed Off	No

Inspections can only be requested by an LP, Owner, or their Delegate via DOB NOW: *Inspections* when the Permit or Job is in an inspectable status (listed in the table).

*\*If there is a current PA application with Permit-Entire status, the Borough Manager has to convert it to either Plan Exam-Approved or Completed prior to an Amendment.*

# BPP Job Statuses

BPP	Status Values	Inspectable
Job	Permit-Entire	Yes
	Plan Exam-Approved	No
	Signed Off	

Inspections can only be requested by an LP, Owner, or their Delegate via DOB NOW: *Inspections* when the Permit or Job is in an inspectable status (listed in the table).

# Construction Permit and Job Statuses


Construction	Status Values	Inspectable
Withdrawals	Permit-Entire	Yes
	Completed	
	Permit-Partial	
	Signed Off	No
	Plan Exam-Approved	

Application Withdrawals are inspected against the entire Construction Job.

# Withdrawal Inspections

Starting Late 2015

**Request an Inspection** [X]

 **System Message:**  
**ACA19582-Action Cancelled**

A PW1 document upload is required to request this type of inspection.

Please see the instructions for requesting an Inspection below.

Click [Back](#) to return to the previous page, or click [Cancel](#) to return to the Record

**Step 1:** Select one of the available Inspection Types below. Click the 'Continue' button to request an Inspection.

**Step 2:** The Inspection Contact will be the person onsite to meet the Inspector. If the Inspection Contact information displayed is incorrect, click [Change Contact](#) to update the Contact information, then click the 'Submit' button. Click the 'Continue' button to proceed to the next step.

**Step 3:** Confirm that the Inspection information is correct. Click [IMPORTANT: Here](#) to provide information regarding Site specific information. Click the 'Finish' button to complete the request.

Withdrawal Inspections require a stamped PW1 be uploaded prior to requesting the Inspection. Documents are no longer accepted in field



# Inspection Contact

*Starting Late 2015*

*Inspection type: Alt-3 Non-Directive 14*

**Step 2: Location and Contact**  
Verify whether the Inspection Contact per

**Location**  
NY

**Contact**  
JOHN CHANG  
9294001342

[Change Contact](#) ▼

[Back](#) [Cancel](#)

## Remember:

- Use this screen to confirm the Contact listed will be on-site to meet the Inspector. You can click 'Change Contact' to update if necessary.
- If the Inspection type requires the LP to present, the LP must be on-site for the Inspection.
- The Contact listed here must be qualified for the Inspection/test being performed.

# Inspection Request Received

*Starting Late 2015*

**From:** DO\_NOT\_REPLY@buildings.nyc.gov [mailto:DO\_NOT\_REPLY@buildings.nyc.gov]  
**Sent:** None  
**Subject:** Inspection Request Received from Smith, John - 001



Receive an email confirming that your request has been received.

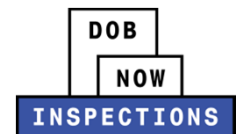


The Department of Buildings has received your request for an inspection of type **Alt-3 Non-Directive 14** at **280 BROADWAY, Manhattan, NY 10007** for Job Number [40260601501ALOT](#). Your inspection will be scheduled for the first available date and time, and you will receive a follow-up email with the date and time of your inspection appointment.

This is an automated message; please do not reply. If you have questions or concerns, please contact the Department of Buildings at [MNconstructionIR@buildings.nyc.gov](mailto:MNconstructionIR@buildings.nyc.gov).

Sincerely,

NYC Department of Buildings



# Receiving an Inspection Schedule

## Starting Late 2015

Receive an email with the  
Inspection date and time  
prior to the Inspection

**From:** DO\_NOT\_REPLY@buildings.nyc.gov [mailto:DO\_NOT\_REPLY@buildings.nyc.gov]  
**Sent:** None  
**Subject:** Inspection Scheduled for Smith,John - 003



An inspection of type **Alt-3 Non-Directive 14** has been scheduled on **9/10/2015** at approximately **7:30AM** for **Smith, John** at **280 BROADWAY, Manhattan, NY 10007** for Job Number **[40260601501ALOT](#)**.

A contact from your company must be present during the Inspection; if this is not possible at the date and time provided, please log into [Inspection Ready](#), to cancel the inspection and request a new inspection. If you need to cancel less than two business days prior to the scheduled inspection, please call the Department of Buildings at **212-393-2662**.

This is an automated message; please do not reply. If you have questions, please contact the Department of Buildings at [MNconstructionIR@buildings.nyc.gov](mailto:MNconstructionIR@buildings.nyc.gov).

Sincerely,

NYC Department of Buildings



# Receiving Preliminary Results via Email

*Starting Late 2015*

**From:** [DO NOT REPLY@buildings.nyc.gov](mailto:DO_NOT_REPLY@buildings.nyc.gov) [mailto:[DO NOT REPLY@buildings.nyc.gov](mailto:DO_NOT_REPLY@buildings.nyc.gov)]

**Sent:** None

**Subject:** Inspection Result for Smith, John - 004



Receive an email with preliminary results

An inspection of type **Alt-3 Non-Directive 14** has been completed for **John Smith** at **280 BROADWAY, Manhattan, NY 10007**. The status/disposition of your inspection is **Pass** for Job Number **40260601501ALOT**. These inspection results are subject to supervisory review and are not official until reflected as Final in [Inspection Ready](#).

This is an automated message; please do not reply. If you have questions or concerns, please contact the Department of Buildings at [MNconstructionIR@buildings.nyc.gov](mailto:MNconstructionIR@buildings.nyc.gov).

Sincerely,

NYC Department of Buildings

# Receiving Final Results via Email

*Starting Late 2015*

**From:** DO\_NOT\_REPLY@buildings.nyc.gov [mailto:DO\_NOT\_REPLY@buildings.nyc.gov]

**Sent:** None

**Subject:** Inspection Result for Smith John - 003



Click here to view  
results online



The Final Status / Disposition of your **Alt-3 Non-Directive 14** inspection for **Smith, John** at **280 BROADWAY, Manhattan, NY 10007** for Job Number [40260601501ALOT](#) is **Pass-Final**.

This is an automated message; please do not reply. If you have additional questions or concerns, please contact the Department of Buildings at [MNconstructionIR@buildings.nyc.gov](mailto:MNconstructionIR@buildings.nyc.gov).

Sincerely,

NYC Department of Buildings

# Viewing Results Online

Starting Late 2015

**Upcoming Inspections: (1)**  
**>>Request an Inspection**  
Pending Alt-3 Non-Directive 14 (6003) [Actions](#)▼

**Completed Inspections: (1)**  
Pass-Final - 1  
Pass-Final Alt-3 Non-Directive 14 (6004) [View Details](#)  
Resulted on 09/15/2015 at 09:42 AM

View online Inspection Results

# Viewing Results Online

*Starting Late 2015*

---

Video Tutorial  
How to View Inspection Results:  
<https://youtu.be/nnltiHpCbyo>

## Viewing Objections, Including Certifiable Objections

*Starting Late 2015*

- If an Objection is observed in the field and it does not require Buildings to return to the site for a Re-inspection, it is called a Certifiable Objection.
- You can view all Objections using DOB NOW: *Inspections*, including those that are Certifiable.
  - ✓ Owners, LPs, or Delegates can resolve Certifiable Objections by uploading documentation into DOB NOW: *Inspections*.
- FYI, all Objections opened prior to the launch of DOB NOW: *Inspections* cannot be certified in DOB NOW: *Inspections*. A re-Inspection must be requested.



# Viewing Objections, Including Certifiable Objections

## Starting Late 2015

The screenshot shows the NYC Buildings website interface. At the top, there are navigation tabs for 'Home' and 'Buildings'. Below the tabs is a search bar with the text 'Select an Online Service | Search Records | Access My Records'. The main content area displays 'Record 42049128406AL: AL-1 Permit' with a link 'Add to collection' on the right. An orange banner with a star icon contains the following text: 'This record was locked by REQUIREMENT on 07/21/2015. Condition: Floor 004:Fire Protection - Installation of Smoke and Carbon Monoxide detectors Severity: Required Total Conditions: 2 (Required: 2)'. At the bottom left of the banner, the text 'View additional details' is circled in red. A red arrow points from this text to a callout box on the right.

You will see an orange banner when there are Objections on your Record. To view all Objections on the Record, click 'View Additional Details'.

# Viewing Objections, Including Certifiable Objections

## Starting Late 2015

The page will default to show only the Unresolved Objections.

The screenshot displays a list of objections under the heading "Conditions of Approval". A link "View Those Met" is visible, followed by "Showing 1-4 of 4". The list includes:

- Objections - 4 Open**
  - Certifiable**
    - Floor 006: Fire Protection - Installation of Smoke and Carbon Monoxide detectors
      - Comment 2
      - Open | 09/14/2015
  - Non-Certifiable**
    - Floor 002: Zoning Resolution - Bulk (building envelope, main site dimensions, building height, etc.)
      - Open | 07/21/2015
    - Floor 003: Handicap - Interior accessibility
      - Open | 07/21/2015
    - Floor 004: Fire Protection - Fire Rating of building elements: material of Combustible and Non-Combustible elements
      - Open | 07/21/2015

Two red callout boxes on the left point to the "Certifiable" and "Non-Certifiable" sections of the list.

# Viewing Objections, Including Certifiable Objections

Starting Late 2015

**Conditions of Approval**

**View Those Met**  
Showing 1-4 of 4

**Objections - 4 Open**

**Certifiable**

**Floor 006:Fire Protection - Installation of Smoke and Carbon Monoxide detectors**  
Open | 09/14/2015

**Non-Certifiable**

**Floor 002:Zoning Resolution - Bulk (building envelope, main site dimensions, building height)**  
Open | 07/21/2015

**Floor 003:Handicap - Interior accessibility**  
Open | 07/21/2015

**Floor 004:Fire Protection - Fire Rating of building elements: material of Combustible and Non**  
Open | 07/21/2015

The Objection Description contains the floor and the Objection Type info

# Viewing Objections, Including Certifiable Objections

Starting Late 2015

Click here to expand the list to include Resolved Objections

**Conditions of Approval**

[View Those Met](#)

Showing 1-4 of 4

**Objections - 4 Open**

**Certifiable**

Floor 006:Fire Protection - Installation of Smoke and Carbon Monoxide detectors  
*Comment 2*  
Open | 09/14/2015

**Non-Certifiable**

Floor 002:Zoning Resolution - Bulk (building envelope, main site dimensions, building height, etc.)  
Open | 07/21/2015

Floor 003:Handicap - Interior accessibility  
Open | 07/21/2015

Floor 004:Fire Protection - Fire Rating of building elements: material of Combustible and Non-Combustible elements  
Open | 07/21/2015

# Viewing Objections, Including Certifiable Objections Starting Late 2015

Objection  
Status is  
displayed per  
Objection

**Conditions of Approval**

**Hide Those Met**  
Showing 1-5 of 5  
**Objections - 4 Open, 1 Resolved**

**Certifiable**  
Floor 006:Fire Protection - Installation of Smoke and Carbon Monoxide detectors  
*Comment 2*  
Open | 09/14/2015

Floor 005:Zoning Resolution - Bulk (building envelope, main site dimensions, building height, etc.)  
*Comment 1*  
Resolved | 09/14/2015

**Non-Certifiable**  
Floor 002:Zoning Resolution - Bulk (building envelope, main site dimensions, building height, etc.)  
Open | 07/21/2015

Floor 003:Handicap - Interior accessibility  
Open | 07/21/2015

Floor 004:Fire Protection - Fire Rating of building elements: material of Combustible and Non-Combustible elements  
Open | 07/21/2015

# Viewing Objections, Including Certifiable Objections

*Starting Late 2015*

---

Video Tutorial  
How to Certify Objections:  
<https://youtu.be/hZ9FJPa4PBo>

# DOB NOW: *Inspections* Emails

*Starting Late 2015*

---

- The emails on the next slide will be sent to Owners, LPs, and their Delegates, only if they have an DOB NOW: *Inspections* account.
- Add DO\_NOT\_REPLY@buildings.nyc.gov to your 'Safe Sender' list

# DOB NOW: *Inspections* Emails

## Starting Late 2015

System-generated emails will be sent at each milestone in the Inspection process.

Notification List	Email
All Registered Users on the Record (Owner, LP, Delegates)	<ul style="list-style-type: none"> <li>• Inspection Request received</li> <li>• Inspection scheduled, rescheduled, or cancelled</li> <li>• Preliminary &amp; Final Inspection Results</li> <li>• Certification of Objection documents accepted or rejected</li> <li>• Certification documentation approved, technically rejected, or administratively rejected (Boilers)</li> <li>• Certification documentation received (Cranes and Plumbing)</li> <li>• Gas Authorization request approved, denied, or additional documents are required</li> <li>• Plumbing Sign Off request approved, denied, or additional documents are required</li> <li>• Advanced Notice Inspection is scheduled</li> </ul>
Delegate	<ul style="list-style-type: none"> <li>• Registered User has been added or removed as a delegate</li> </ul>
Registered User	<ul style="list-style-type: none"> <li>• Notification to activate the DOB NOW: <i>Inspections</i> account</li> <li>• Notification that the account is locked</li> <li>• Password has been reset (via the Forgot My Password link)</li> </ul>
LP (business email address on file with the Licensing Unit)	<ul style="list-style-type: none"> <li>• A PIN is sent to a brand new LP</li> <li>• A PIN assigned to the LP has been used</li> </ul>



# DOB NOW: *Inspections* Emails

Starting Late 2015

**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
<a href="#">Inspection Request Received from U...-1438188797964.eml</a>	Record	External Communications	3.17 KB	
<a href="#">Inspection Scheduled for ,UAT Teste...-1438188672111.eml</a>	Record	External Communications	3.83 KB	
<a href="#">Inspection Scheduled for ElecCW2,Su...-1438188999033.eml</a>	Record	External Communications	3.85 KB	
<a href="#">Inspection Report 20150729 130237.pdf</a>	Record	Inspection Report - PRELIMINARY	20.03 KB	
<a href="#">Inspection Report 20150729 130608.pdf</a>	Record	Inspection Result Report - FINAL	20.16 KB	
<a href="#">Notice of Electrical Compliance 20150729 130618.pdf</a>	Record	Notice of Electrical Compliance - FINAL	32.93 KB	

System-generated correspondence and documents (such as cards) will appear in the Attachments section

# Collections

*Starting Late 2015*

- Collections are used to group and organize Records in DOB NOW: *Inspections*, for easy access.
- You can create Collections for Records that you frequently navigate to, or create Collections to organize your Records by other factors such as Records on the same Job, Record Type, Date, etc.
- Records can be added to or removed from a Collection at any time.
- All Records will still be visible in the “Access My Records” list and will remain searchable using the General Search feature whether or not they are in a Collection.

# DOB NOW: *Inspections* Online Resources

Available later this month on the **DOB NOW: *Inspections*** website at the link below:  
[http://www.nyc.gov/html/dob/html/development/insp\\_ready.shtml](http://www.nyc.gov/html/dob/html/development/insp_ready.shtml)

Online User Manuals	
Account Registration and Management*	Inspections - Requesting Cancelling and Viewing Results*
Using your PIN*	Plumbing Advance Notice and Results-Only Certifications*
Searching	Boilers Certifications*
Delegating Responsibilities*	Plumbing Sign Off & Gas Authorization*
Grouping Records*	Elevator Re-Inspections & Expedited Inspections
Cranes & Derricks Certifications*	PVTs - How to Submit Inspection Documentation*
Certifying Objections*	Where to Go for Help
Browser Requirements	

\* An online Video Tutorial will also be available

# Inspection Downtime

Unit	Last Inspection Request	Dates of No Inspections	Inspection Resume Date
BPP/ Construction / Sustainability	2 Dec	4 – 7 Dec	8 Dec

## Questions + Answers

---

Send your questions to:  
**InspectionReady@buildings.nyc.gov**

Include “Industry Session” in the Subject Line

Meeting Materials are available here:

[http://www.nyc.gov/html/dob/html/development/insp\\_ready.shtml](http://www.nyc.gov/html/dob/html/development/insp_ready.shtml)