

Cranes Industry Session

November 2015

Session Topics

Session Objectives

DOB NOW: *Inspections* Overview

Access to DOB NOW: *Inspections*

Account Registration

Using Your PIN

Delegation

Requesting a Cranes & Derricks Inspection

Viewing Inspection Results & Objections

Self-Certifications: CD8-10E (on CDs) & Mast Climber (on CNs)

Collections

DOB NOW: *Inspections* Emails

Online Resources

Q + A

Session Objectives

**Learn how the Cranes 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*

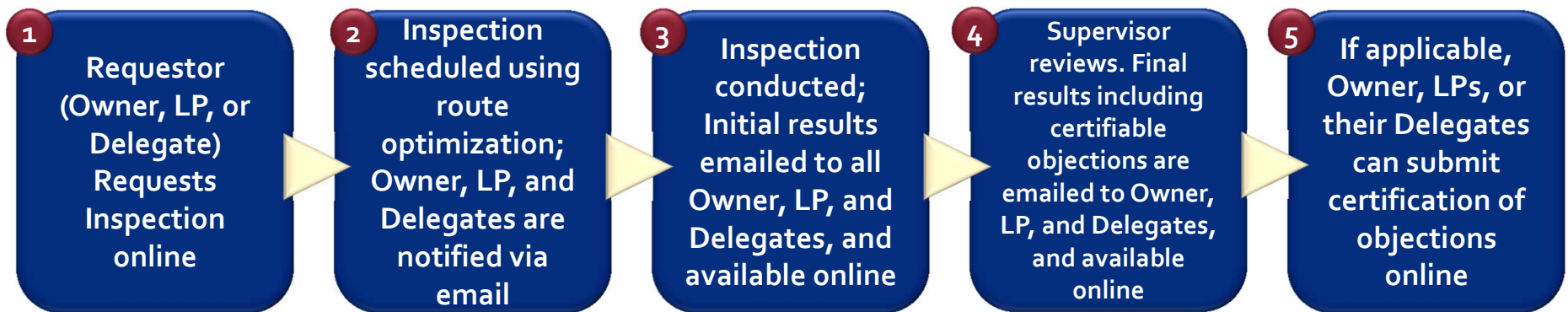
New Online Inspections Portal

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'. Below this are links for 'Accessibility Support', 'Register for an Account', and 'Login'. There are navigation tabs for 'Home' and 'Buildings'. The main content area includes a 'Welcome to Inspection Ready' message, a 'Login' form with fields for 'User Name or E-mail' and 'Password', and a 'Log in today to get started.' section. At the bottom, there are two 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* became 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 became 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* became available for Registration 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 Cranes and Derricks Unit on the 5th Floor at 280 Broadway, verify your identity (bring a Photo ID), and ask the Unit Representative to add you to each applicable Record.
- **Option 2:** Ask the LP to add you as a Delegate to each applicable Record.



Crane / Derrick / Mobile Work Platform Approval and Operation Application / Certificate

Please File 2 Copies
Application Must Be Typewritten

For Internal Use Only	
CD Number	
Date Received	Fee Paid
Invoice No:	

1. Application Type			
<input type="checkbox"/> Original	<input type="checkbox"/> Renewal	<input type="checkbox"/> Change	
Equipment Type:	<input type="checkbox"/> Mobile Crane	<input type="checkbox"/> Fix / Climber Tower Crane	<input type="checkbox"/> Derrick <input type="checkbox"/> Work Platform

2 CD Number

3. Applicant		Send correspondence to:		Owner	
<input type="checkbox"/> Applicant		<input type="checkbox"/> Owner			
Name:		Name:		E-mail	
Title:		Title:			
Company:					
Address:					
City:		State:		State:	Zip:
Telephone:		Fax:		Fax:	

Owners: Use this email address when registering for a 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 a DOB NOW: *Inspections* account
2. Use a PIN for each license that is held

Licensed Professionals

How to Access DOB NOW: Inspections

Buildings emailed a PIN to LPs who will use DOB NOW: *Inspections* to request Inspections. This information was emailed between 2 & 9 Nov 2015 to your business email address on file with the Department's Licensing Unit.

After receiving the PIN, LPs can register for an account and enter the PIN(s) provided by Buildings.

Two emails were 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 received 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 a 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:

- Become a Registered User by registering for a DOB NOW: *Inspections* account (*skip this step if already registered as an Owner or LP*)

Starting in 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

Started 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

Licensed Professional: Using Your PIN

Started 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.

Video Tutorial



How to Use Your PIN

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

Video Tutorial



How to Remove a Delegate

Requesting a Cranes Inspection

Starting Late 2015

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

CD Annual	CN Assembled
CD Unassembled	CN Unassembled
CD Re-Inspection	CN Assembled Load Test
	CN Re-Inspection

Requesting a Cranes Inspection

Starting Late 2015

Video Tutorial



How to Request a Cranes & Derricks Inspection

Inspection Scheduling Guidelines

Starting Late 2015

- Specific documents must be uploaded to DOB NOW: *Inspections* **prior** to requesting certain Inspection Types. Owners, LPs, and their Delegates can upload documents in DOB NOW: *Inspections*. Documents will no longer be accepted in the field.

Inspection Type	Document Required
CD Annual	Magnaflux Report
CD Unassembled	
CD Re-Inspection	
CN Assembled	
CN Unassembled	
CN Assembled Load Test	
CN Re-Inspection	

- If the Magnaflux Report is not uploaded, the Cranes and Derricks Unit will contact the Requestor to ask that the most up-to-date report be uploaded. If it is not uploaded by the time of the Inspection, the Inspection will be marked as Fail.

Inspection Scheduling Guidelines

Starting Late 2015

Confirmation
Please confirm the details below, provide additional information and click the Finish button to complete your request.

Inspection Type: CD Annual
Date and Time: TBD
Location: 407 East 65th Street NEW YORK NY 10065
Contact: Emma Fallon 5555555555

IMPORTANT: Provide Additional Information by Clicking Here
Please provide additional information about your inspection request below.
Examples may include: Related Job or Permit Numbers, specific areas or floors to inspect, site access details or other information for the inspector.

(Please include an alternate phone number if different from the contact information provided in your application.)

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

For Crane Devices that change location, enter the current address of the crane in the comments box

Inspection Scheduling Guidelines

Starting Late 2015

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.
- 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.

CD Statuses

CD Status Values	Inspectable
Approved for Use	Yes
Cease Use Order Issued	
Inspection Pending	
Revoked	
Temporarily Approved	No
Under Review for Use	
Withdrawn	
Disapproved	
Incomplete	

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

The inspectable statuses are listed in the table on the left.

CN Statuses

CN Status Values	Inspectable
Approved for Installation	Yes
Approved for Use	
Inspection Pending	
Inspection-Assembled Ready	
TC Foundation Accepted	
Data Entry Complete	
Disapproved	No
Inactive	
Incomplete	
Objection Issued	
Under Review for Use	
Withdrawn	

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

The inspectable statuses are listed in the table on the left.



Inspection Contact

Starting Late 2015

Inspection type: CD Annual

Step 2: Location and Contact

Verify whether the Inspection Contact person for the selected inspection is correct.

Location

407 East 65th Street NEW YO

Contact

Emma Fallon
5555555555

[Change Contact](#) ▼

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 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 Emma Fallon - 001



Receive an email confirming that your request has been received.

The Department of Buildings has received your request for an inspection of type **CD Annual** at **407 East 65th Street, NEW YORK, NY 10065** for Job Number [300100104](#). 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.

For your reference, the comments provided during the request are: The current location of the Device is at 10 Murray Street, NYC, 10007

This is an automated message; please do not reply. If you have questions or concerns, please contact the Department of Buildings at cranesandderricksIR@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 Fallon, Emma - 003



An inspection of type **CD Annual** has been scheduled on **10/23/2015** at approximately **9:30AM** for **Fallon, Emma** at **10 Murray Street, Manhattan, NY 10007** for Job Number [300100104](#).

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 or concerns, please contact the Department of Buildings at cranesandderricksIR@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]
Sent: None
Subject: Inspection Result for Fallon, Emma - 004

NYC
Buildings

Receive an email with preliminary results

An inspection of type **CD Annual** has been completed for **Emma Fallon** at **10 Murray Street, Manhattan, NY 10007**. The status/disposition of your inspection is **Pass** for Job Number **300100104**. 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 cranesandderricksIR@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) [mailto:DO_NOT_REPLY@buildings.nyc.gov]

Sent: None

Subject: Inspection Result for Fallon, Emma - 004



Click here to view
results online



The Final Status / Disposition of your **CD Annual** inspection for **Fallon, Emma** at **10 Murray Street, Manhattan, NY 10007** for Job Number [300100104](#) is **Pass-Final**.

This is an automated message; please do not reply. If you have questions or concerns, please contact the Department of Buildings at cranesandderricksIR@buildings.nyc.gov.

Sincerely,

NYC Department of Buildings

Viewing Results Online

Starting Late 2015

View online
Inspection Results

Upcoming Inspections:

[>>Request an Inspection](#)

You have not added any inspections.

Click the link above to schedule or request one.

Completed Inspections: (1)

Pass-Final - 1

Pass-Final CD Annual (6683)

Resulted on 10/30/2015 at 12:30 PM

Viewing Results Online

Starting Late 2015

Video Tutorial



How to View Inspection Results

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

Record 908075: [Click here for more information](#)
Crane (CD)



This record was locked by REQUIREMENT on 10/30/2015.

Condition: Lattice Boom - Boom Section Sequence Severity: Required

Total Conditions: 3 (Required: 3)

[View additional details](#)

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 Unresolved Objections.

Certifiable Objections

Non-Certifiable Objections

Conditions of Approval

[View Those Met](#)

Showing 1-3 of 3

Objections - 3 Open

Certifiable

Driver's Cab & Station - Mirrors
1926.601(b)(4)
Open | 10/30/2015

Non-Certifiable

Lattice Boom - Boom Foot Pins/Keepers
RS 19-2.15.4.4
Open | 10/30/2015

Lattice Boom - Boom Section Sequence
Open | 10/30/2015

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Viewing Objections, Including Certifiable Objections

Starting Late 2015

Conditions of Approval

[View Those Met](#)

Showing 1-3 of 3

Objections - 3 Open

Certifiable

Driver's Cab & Station - Mirror
1926.601(b)(4)
Open | 10/30/2015

Non-Certifiable

Lattice Boom - Boom Foot Pins/Keepers
RS 19-2.15.4.4
Open | 10/30/2015

Lattice Boom - Boom Section Sequence
Open | 10/30/2015

Click here to expand the list to include Resolved Objections

Viewing Objections, Including Certifiable Objections Starting Late 2015

Objection
Status is
displayed per
Objection

Conditions of Approval

Hide Those Met

Showing 1-4 of 4

Objections - 3 Open, 1 Resolved

Certifiable

Driver's Cab & Station - Mirrors

1926.601(b)(4)

Open | 10/30/2015

Crane - Fluid Leaks

Resolved | 10/30/2015

Non-Certifiable

Lattice Boom - Boom Foot Pins/Keepers

RS 19-2.15.4.4

Open | 10/30/2015

Lattice Boom - Boom Section Sequence

Open | 10/30/2015

Viewing Objections, Including Certifiable Objections

Starting Late 2015

Video Tutorial



How to Certify Objections

Self-Certifications

Starting Late 2015

- DOB NOW: *Inspections* allows Owners, LPs, and their Delegates to upload Mast Climber and CD8/10E Certification documentation.
 - CD8-10E (on CNs)
 - Mast Climber (on Mast Climbers)

Self-Certifications

Starting Late 2015

- Mast Climber Certifications can be submitted on Mast Climber Records with the following statuses:
 - Approved for Use
 - Under Review for Use

- CD-8/10E Certifications can be submitted on CN Records with the following statuses:
 - Approved for Installation
 - Approved for Use
 - TC Foundation Accepted

Self-Certifications

Starting Late 2015

Video Tutorial



How to Submit Cranes & Derricks Certifications

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* Emails

Starting Late 2015

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

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 support
- Click the 'Actions' button to view attachment details for this Record

Name	Entity Type	Type	Size	Description	Entity
Inspection Scheduled for Fallon, Emma - 1446227589412.eml	Record	External Communications	3.85 KB		Crane (CD) 300100104
Inspection Result for Fallon, Emma - 1446228006372.eml	Record	External Communications	3.85 KB		Crane (CD) 300100104
Inspection Result for Fallon, Emma - 1446228154890.eml	Record	External Communications	3.51 KB		Crane (CD) 300100104
Inspection Report Preliminary.pdf	Record	Inspection Result Report - PRELIMINARY	9.95 KB		Crane (CD) 300100104
Inspection Report Final.pdf	Record	Inspection Result Report - FINAL	3.88 MB	10/30/2015	Crane (CD) 300100104

< Prev 1 2 Next >

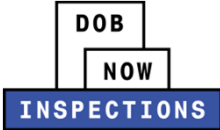
System-generated correspondence and documents (such as cards) will appear in the Attachments section

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

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



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