



Elevators Industry Session

November 2015

Session Topics

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Account Registration

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DOB NOW: *Inspections* Emails

Online Resources

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Session Objectives

**Learn how the Elevator 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' message and a 'Login' box with fields for 'User Name or E-mail' and 'Password', and a 'Login' button. There are also links for 'Remember me on this computer', 'I've forgotten my password', and 'New Users: Register for an Account'. 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 & 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*

- Note: Elevator Owners may take actions in DOB NOW: *Inspections* by first registering for an account, and then being added as a Delegate.

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

Licensed Professionals (LPs)

Delegates (Note: Owners must be added as a Delegate)

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. Elevator Owners must be added as Delegates.

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

Registered Users

LPs, Delegates and All Other Registered Users

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

- ✓ Request Inspections (*LPs and Delegates only*)
 - *Please Note: Elevator Application Withdrawal Inspections must be requested by contacting the Elevator Unit.*
- ✓ View Inspection Results online
- ✓ Request Gas Authorizations and Plumbing Sign-Offs
- ✓ Assign Delegates (*LPs 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

Owners can view Records for which they serve as Delegates. To serve as a Delegate, you must first register with DOB NOW: *Inspections*. DOB NOW: *Inspections* became available for Registration on 9 Nov 2015.

Once the system goes live, 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.

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

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 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 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 an DOB NOW: *Inspections* account

Starting in late 2015, 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

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

- ✓ 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
 - LPs can add or remove Delegates at any time
 - 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*
 - Elevator Owners may take actions in DOB NOW: *Inspections* by first registering for an account, and then being added as a Delegate
 - Delegates cannot delegate

Delegation

Starting Late 2015

Video Tutorial



How to Add a Delegate

Video Tutorial



How to Remove a Delegate

DOB NOW: *Inspections* Will Replace the Existing Elevator Appointment Form

Elevator Appointment Form

The Elevator Appointment Form is the industry's tool for requesting an inspection from the Elevator Division to sign off an Elevator Dismantled, Removed, Installation or Modernized Application.

In order to receive a Service Request number for this application, the installer must provide an email address so an appointment can be scheduled within 14 business days.

For Mac Users: This request form may not function properly with your Safari web browser. We are hoping to resolve this problem soon. In the meantime, please download the free Mozilla Firefox web browser in order to use this form in the interim. For more information on Mozilla Firefox please visit <http://www.mozilla.org/>. To download the current version of Mozilla Firefox for Macs, please click on the following link: <http://www.mozilla.org/en-US/firefox/all.html>.

Elevator Application permits must be valid at the time of the request. No appointment can be scheduled with an expired permit.

Date: October 12, 2015 All Fields are Required

1. Appointment Reference Information

Acceptance Test

Missed Appointment / Unprepared

Expedited Test (Upon approval by the Department)

Cancellations

2. Type of Inspection

<input type="radio"/> Dismantled	EA or EBN # (as written in application)
<input type="radio"/> Removed	<input type="text"/>
<input type="radio"/> New Installation	<input type="text"/>

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

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

URL:

http://www.nyc.gov/html/dob/html/development/forms_online_elevator_appointment.shtml

Requesting an Elevator Inspection

Starting Late 2015

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

Conveyors	Inclined Elevators	PR Dumbwaiters	Shipboard Elevators
Dumbwaiters - Commercial	Limited Use-Limited Application Elevators (Comm. Bldgs. Only)	PR Platform Lifts	Sidewalk Elevators
Elevators	Man Lifts	PR Stairway Chair Lifts	Special Purpose Personnel Elevators
Elevators Used for Construction	Material Lifts/VRC	Private Residence	Stage Lifts
Escalators/Moving Walkway	Permanent Amusement Rides - Adult	Rack and Pinion Elevators	Stair Lift
Exterior Hoists (Material and People Hoists)	Permanent Amusement Rides - Kiddie	Rooftop Elevators	Temporary Amusement Rides
Handicap Lift	Platform/Wheelchair Lifts	Screw-Column Elevators	Vermaport/Cart Carriers

Requesting an Elevator Inspection

Starting Late 2015

Video Tutorial



How to Request an Elevator Inspection

Inspection Scheduling Guidelines

Starting Late 2015

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

Inspection Type	Document Required
All Elevator Inspection Types	ELV-1



The record was placed on HOLD on 08/26/2015.

Condition: ELV-1 Severity: Hold

Total Conditions: 1 (Hold: 1)

[View additional details](#)

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. Inspections should only be requested when you are truly prepared for the Inspection.
- Inspections can only be requested by an LP or their Delegates via DOB NOW: *Inspections* when the Record (Job or Permit) is in an Inspectable status.
- Owners cannot request Elevator Inspections unless they are serving as a Delegate.

Elevator Work and Device Statuses

- Inspections can only be requested by an LP or Delegate via DOB NOW: *Inspections* when the Permit is in an inspectable status.
- LPs and their Delegates can request Elevator Inspections for 1 year from issuance, renewal or reinstatement of the application. This is the amount of time the application will be active.
- Please note, Owners cannot request Elevator Inspections unless they are serving as a Delegate.

Inspection Contact

Starting Late 2015

Inspection type: Private Residence

Step 2: Location and Contact

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

Location

11 Park Place Manhattan NY 10

Contact

Christine DeMartini
2125555555

[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/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 Danielle Lift - 001



Receive an email confirming that your request has been received.

The Department of Buildings has received your request for an inspection of type **Private Residence** at **11 Park Place, Manhattan, NY 10007** for Job Number [1P15782](#). 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: Please meet me on the south entrance.

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

Sincerely,

NYC Department of Buildings



Receiving an Inspection Schedule

Starting Late 2015

From: DO_NOT_REPLY@buildings.nyc.gov [mailto:DO_NOT_REPLY@buildings.nyc.gov]
Sent: None
Subject: Inspection Scheduled for Lift, Danielle - 003



An inspection of type **Private Residence** has been scheduled on **11/4/2015** at approximately **2:00PM** for **Lift, Danielle** at **11 Park Place, Manhattan, NY 10007** for Job Number [1P15782](#).

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 **212-393-2144**.

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

Sincerely,

NYC Department of Buildings

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



Expediting an Elevator Inspection

Starting Late 2015

- To request an expedited Elevator Inspection, the Elevator LP must:
 1. Request the Elevator Inspection using the standard DOB NOW: *Inspections* process
 2. Pay the expedited fee in person at the Department of Buildings Elevator Unit, located at 280 Broadway, 4th Floor, New York NY 10007
 3. Contact the Elevator Unit (in person or by email at elevatorIR@buildings.nyc.gov) to request that the Inspection be expedited. As part of the request, please provide:
 - ✓ The receipt issued by the Department of Buildings as proof-of-payment
 - ✓ The ID Number (the ID Number is the Device Number, as depicted on the following slide)

Expediting an Elevator Inspection

Starting Late 2015

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 1-3 of 3 records

<input type="checkbox"/> <u>ID Number</u>	<u>Record Type</u>	<u>Address</u>	<u>Status</u>	<u>Action</u>	<u>Related Records</u>
<input type="checkbox"/> 1P15782	Elevator Device	223 EAST 61 STREET Manhattan NY 10065	App-Permitted	Action	1
<input type="checkbox"/> 1P31551	Elevator Device	11 New York Ave NEW YORK NY	App-Permitted	Action	2
<input type="checkbox"/> 3P4791	Elevator Device	280 Broadway Ave NEW YORK NY	App-Permitted	Action	1

Note: A red box highlights the 'ID Number' column header, and a red arrow points to it from a text box that says 'This column contains the Device Number'.

Expediting an Elevator Inspection

Starting Late 2015

- The Elevator Unit will try to schedule the Inspection to take place within 5 business days.
 - ✓ All Registered Users on the Record will receive an email with the date and approximate time of the Inspection.

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 Lift, Danielle - 004



Receive an email with preliminary results



An inspection of type **Private Residence** has been completed for **Lift, Danielle** at **11 Park Place, Manhattan, NY 10007**. The status/disposition of your inspection is **Pass** for Job Number [1P15782](#). 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 elevatorIR@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 Lift, Danielle - 007



Click here to view
results online



The Final Status / Disposition of your **Private Residence** inspection for **Lift, Danielle** at **11 Park Place, Manhattan, NY 10007** for Job Number [1P15782](#) 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 elevatorIR@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 Private Residence (6691)

Resulted on 11/04/2015 at 04:00 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.
 - ✓ 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 1P31551: Elevator Device



This record was locked by REQUIREMENT on 11/04/2015.

Condition: Signage Severity: Required

Total Conditions: 5 (Required: 5)

[Hide 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 the Unresolved Objections.

Certifiable Objections

Non-Certifiable Objections

Conditions of Approval

[View Those Met](#)

Showing 1-5 of 5

Objections - 5 Open

Certifiable

Entrance & Exit Barriers with signage

Open | 11/04/2015

Signage

Open | 11/04/2015

Non-Certifiable

Electro-mechanical safety brake of appropriate design & capacity

Open | 11/04/2015

Electronic Sensors (externally & internally)

Open | 11/04/2015

Key switch for starting, stopping & maintenance (Top & Bottom) (Special Vermaport Key)

Open | 11/04/2015

Viewing Objections, Including Certifiable Objections

Starting Late 2015

Conditions of Approval

[View Those Met](#)

Showing 1-5 of 5

Objections - 5 Open

Certifiable

Entrance & Exit Barriers with signage
Open | 11/04/2015

Signage
Open | 11/04/2015

Non-Certifiable

Electro-mechanical safety brake of appropriate design & capacity
Open | 11/04/2015

Electronic Sensors (externally & internally)
Open | 11/04/2015

Key switch for starting, stopping & maintenance (Top & Bottom) (Special Vermaport Key)
Open | 11/04/2015

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 1-5 of 7

Objections - 5 Open, 2 Resolved

Certifiable

Entrance & Exit Barriers with signage

Open | 11/04/2015

Signage

Open | 11/04/2015

Maintenance Log

Resolved | 11/04/2015

Non-Certifiable

Electro-mechanical safety brake of appropriate design & capacity

Open | 11/04/2015

Electronic Sensors (externally & internally)

Open | 11/04/2015

40

Viewing Objections, Including Certifiable Objections

Starting Late 2015

Video Tutorial



How to Certify Objections

“No Show” or “Unprepared” Results

Starting Late 2015

- To remedy a No Show or Unprepared Inspection, the Elevator LP must:
 1. Pay a fee in person at the Department of Buildings Elevator Unit, located at 280 Broadway, 4th Floor, New York NY 10007
 2. Provide the Elevator Unit with a copy of the receipt and ID Number (the ID Number is the Device Number, as depicted on the following slide), in person or by email at elevatorIR@buildings.nyc.gov

"No Show" or "Unprepared" Results

Starting Late 2015

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 1-3 of 3 records

<input type="checkbox"/> ID Number	Record Type	Address	Status	Action	Related Records
<input type="checkbox"/> 1P15782	Elevator Device	223 EAST 61 STREET Manhattan NY 10065	App-Permitted	Action	1
<input type="checkbox"/> 1P31551	Elevator Device	11 New York Ave NEW YORK NY	App-Permitted	Action	2
<input type="checkbox"/> 3P4791	Elevator Device	280 Broadway Ave NEW YORK NY	App-Permitted	Action	1

This column contains the Device Number

“No Show” or “Unprepared” Results

Starting Late 2015

- Once proof of payment has been provided to the Elevator Unit, the Elevator Unit will remove the Hold Condition (represented by the green banner below), from the Elevator Device. Once the Hold Condition is lifted, the Elevator Unit will send an email to the Elevator LP stating that a new Inspection can be requested using DOB NOW: *Inspections*.

Record 3P4791: Elevator Device



A notice was added to this record on 10/09/2015.
Condition: Contractor Owes Fee Severity: Notice
Total Conditions: 1 (Notice: 1)

[View additional details](#)

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 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	<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 documents.
- Click the 'Actions' button to view attachment details for this Record.

Name	Entity Type	Type	Size	Action	Entity
Inspection Request Received from ,D...-1446663963524.eml	Record	External Communications	3.56 KB	Actions ▼	Elevator De 1P31551
Inspection Scheduled for Lift,Danie...-1446664319751.eml	Record	External Communications	3.83 KB	Actions ▼	Elevator De 1P31551
Inspection Result for Record Lift,Danielle...-1446664991376.eml	Record	External Communications	1.83 KB	Actions ▼	Elevator De 1P31551
ELV-1.pdf	Record	ELV-1	88.81 KB	Actions ▼	Elevator De 1P31551

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

Inspection Downtime

Unit	Last Inspection Request	Dates of No Inspections	Inspection Resume Date
Elevator Development	4 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