

Plumbing 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 Plumbing Inspection

Viewing Inspection Results & Objections

Advance Notice Certifications & Spot Checks

Results Only Certifications

Collections

DOB NOW: *Inspections* Emails

Online Resources

Q + A

Session Objectives

**Learn how the Plumbing 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*

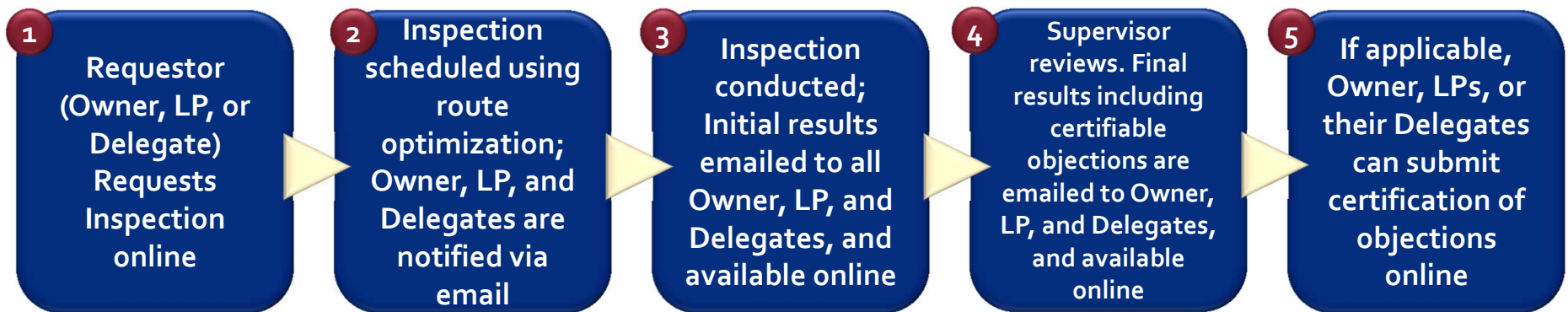
New Online Inspections Portal

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'. A 'Welcome to Inspection Ready' message explains that users can log in to request and schedule inspections, certify inspections, and view results. It also mentions the 'BIS Web' for general information. A 'Login' section contains fields for 'User Name or E-mail' and 'Password', a 'Login' button, and a 'Remember me on this computer' checkbox. Below the login section 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* 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

Fee Exe
In accord
that the o
operated
the prop

Fee Exe
Governm
be const
exclusive
Agency.

Owner's
The site
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 Individual Partnership NYCHA / HHC
Type: 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 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 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 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 Plumbing Inspection

Starting Late 2015

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

PL - Up to 3 Requested Floors	PL - Sidewalk Heaters	SD - Up to 3 Requested Floors
PL - Up to 9 Requested Floors	PL Permit Withdrawal	SD - Up to 9 Requested Floors
PL - More than 10 Requested Floors	SP - Up to 3 Requested Floors	SD - More than 10 Requested Floors
PL - G-Tech Units	SP - Up to 9 Requested Floors	SD - Fire Pump
PL - Micro-Turbines	SP - More than 10 Requested Floors	SD Permit Withdrawal
PL - Underground	SP Permit Withdrawal	LAA Permit Withdrawal

Requesting a Plumbing Inspection

Starting Late 2015

Video Tutorial



How to Request a Plumbing Inspection

Inspection Scheduling Guidelines

Starting Late 2015

Please note the following:

- After the launch of DOB NOW: *Inspections*, the Call Center will no longer schedule Plumbing Inspections
- 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.
- 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.

Plumbing Permits Statuses

Status Values	Inspectable
Issued	Yes
Reissued	
In Process	No
Issued-Certification Pending	
Reissued-Certification Pending	
Signed Off	
Issued-Existing Adv Notice	
Reissued-Existing Adv Notice	
Revoked	

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

The inspectable statuses are listed in the table on the left. These statuses apply to LAAs, Plumbing, Standpipe, and Sprinkler Permits.

Inspection Contact

Starting Late 2015

Inspection type: PL - Up to 3 Requested Floors

Step 2: Location and Contact

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

Location

166 DELANCY STREET Manhattan

Contact

John Smith
212-555-5555

[Change Contact](#) ▼

- 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.
- This field replaces the Authorization Letter, however if this contact changes at the last minute, the new contact must bring the Authorization Letter
- 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 Comments

Starting Late 2015

Since the Inspection Types available for selection are generic, you are **required** to use the comments to specify what Inspection should be conducted.

Step 1: Available Inspection Types (9)

- PL - Underground
- PL - Up to 3 Requested Floors
- PL - Up to 9 Requested Floors
- PL - More than 10 Requested Floors
- PL - Sidewalk Heaters
- PL - Micro-Turbines
- PL - G-Tech Units
- House Connection
- PL Permit Withdrawal

Inspection Comments

Starting Late 2015

Confirmation

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

Inspection Type: PL - Up to 3 Requested Floors
Date and Time: TBD
Location: 166 DELANCY STREET Manhattan NY 10002
Contact: John Smith 2125555555

[IMPORTANT: Provide Additional Information by Clicking Here](#)

Click **IMPORTANT: Provide Additional Information by Clicking Here** to enter comments.

Inspection Comments

Starting Late 2015

Inspection Type: PL - Up to 3 Requested Floors
Date and Time: TBD
Location: 166 DELANCY STREET Manhattan NY 10002
Contact: John Smith 2125555555

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.

Gas - Roughing
Gas - Test

Enter the Inspection Type(s) in the comments box, and click 'Finish'

(Please include an alternate phone number provided in your application.)

Finish

Back

Cancel

Inspection Comments

Starting Late 2015

If you select *PL Permits - 3, 9, 10+ Floors*, write in one or more of the Inspections/tests listed below into the comments box*.

Gas - Finish	Medical Gas - Roughing	Storm - Finish
Gas - Remove/Cap	Medical Gas - Test	Storm - Roughing
Gas - Roughing	Plumbing - Hydrostatic Test	Water - Pressure Test
Gas - Test	Sprinkler - Finish	Water/ Sanitary - Finish
Medical Gas - Finish	Sprinkler - Hydrostatic Test	Water/ Sanitary - Roughing
Medical Gas - Remove/Cap	Sprinkler - Roughing	Water/Sanitary - Test

*This information can also be found in the "Inspections: Requesting, Cancelling, and Viewing Results" User Manual.

Inspection Comments

Starting Late 2015

If you select *PL Permits - Underground*, write in one or more of the Inspections/tests listed below into the comments box*.

Underground - Detention	Underground - Medical Gas	Underground - Storm
Underground - Drywell and Retention	Underground - Sprinkler	Underground - Water/Sanitary
Underground - Gas		

**This information can also be found in the "Inspections: Requesting, Cancelling, and Viewing Results" User Manual.*

Inspection Comments

Starting Late 2015

If you select *SP Permits - 3, 9, 10+ Floors*, write in one or more of the Inspections/tests listed below into the comments box*.

Sprinkler - Finish	Sprinkler - Roughing	Booster Pump - Test
Sprinkler - Hydrostatic Test	Sprinkler - Underground	Dry Pipe Valve - Test
Sprinkler - Remove/Cap		

If you select *SD Permits - 3, 9, 10+ Floors*, write in one or more of the Inspections/tests listed below into the comments box*.

Standpipe - Roughing	Standpipe - Hydrostatic Test	Standpipe - Remove/Cap
Standpipe - Finish	Standpipe - Underground	

* This information can also be found in the "Inspections: Requesting, Cancelling, and Viewing Results" User Manual.

Inspection Request Received

Starting Late 2015

From: DO_NOT_REPLY@buildings.nyc.gov [mailto:DO_NOT_REPLY@b
Sent: None
Subject: Inspection Scheduled for 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 **PL - Up to 3 Requested Floors** at **166 DELANCY STREET, Manhattan, NY 10002** for Job Number [10056787502PL](#). 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: Gas - Roughing Gas - Test

This is an automated message; please do not reply. If you have questions or concerns, please contact the Department of Buildings at MNplumbingIR@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) [mailto:DO_NOT_REPLY@buildings.nyc.gov]
Sent: None
Subject: Inspection Scheduled for Smith, John - 003



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

A red arrow pointing downwards from the text box to the inspection details in the email body.

An inspection of type **PL - Up to 3 Requested Floors** has been scheduled on **10/30/2015** at approximately **1:00PM** for **Smith, John** at **166 DELANCY STREET, Manhattan, NY 10002** for Job Number [10056787502PL](#).

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 **212-393-2554**.

This is an automated message; please do not reply. If you have questions, please contact the Department of Buildings at MNplumbingIR@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 Smith, John - 004



Receive an email with preliminary results



An inspection of type **PL - Up to 3 Requested Floors** has been completed for **Smith, John** at **166 DELANCY STREET, Manhattan, NY 10002**. The status/disposition of your inspection is **Pass** for Job Number [10056787502PL](#). 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 MNplumbingIR@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 - 007



Click here to view
results online



The Final Status / Disposition of your **PL - Up to 3 Requested Floors** inspection for **Smith, John** at **166 DELANCY STREET, Manhattan, NY 10002** for Job Number [10056787502PL](#) 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 MNplumbingIR@buildings.nyc.gov.

Sincerely,

NYC Department of Buildings



Viewing Results Online

Starting Late 2015

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 PL - Up to 3 Requested Floors (83263)

Resulted on 10/30/2015 at 03:45 PM

View online
Inspection Results

[View Details](#)

Viewing Results Online

Starting Late 2015

Video Tutorial



How to View Inspection Results

Viewing Results Online

Starting Late 2015

▼ Attachments

Please review attachments related to this Record below.

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

Name	Entity Type	Type	Size	Description	Upload Date	Action	Entity
Inspection Report 20151102_092529.pdf	Record	Inspection Result Report - FINAL	20.61 KB		11/02/2015	Actions ▼	Plumbing I 10049737
Inspection Report 20151030_162503.pdf	Record	Inspection Result Report - PRELIMINARY	20.08 KB		10/30/2015	Actions ▼	Plumbing I 10049737
Inspection Result for Smith,John_-1446229128634.eml	Record	External Communications	3.51 KB		10/30/2015	Actions ▼	Plumbing I 10049737
Inspection Result for Smith,John_-1446228858867.eml	Record	External Communications	3.85 KB		10/30/2015	Actions ▼	Plumbing I 10049737
Inspection Scheduled for Smith,John...-1446226898997.eml	Record	External Communications	3.53 KB		10/30/2015	Actions ▼	Plumbing I 10049737

< Prev 1 2 Next >

Download Inspection Report

Viewing Results Online

Starting Late 2015

INSPECTION REPORT

1. TYPE OF INSPECTION: PL - Up to 3 Requested Floors

2. RECORD INFORMATION

Record Type: DOB/Permit/Plumbing/NA

Record (Job/Permit/Application) #: 10049737501PL

Requestor Name: John Smith

Requestor Phone Number: 212-555-5555

3. INSPECTION INFORMATION

Inspection Result: Fail-Final

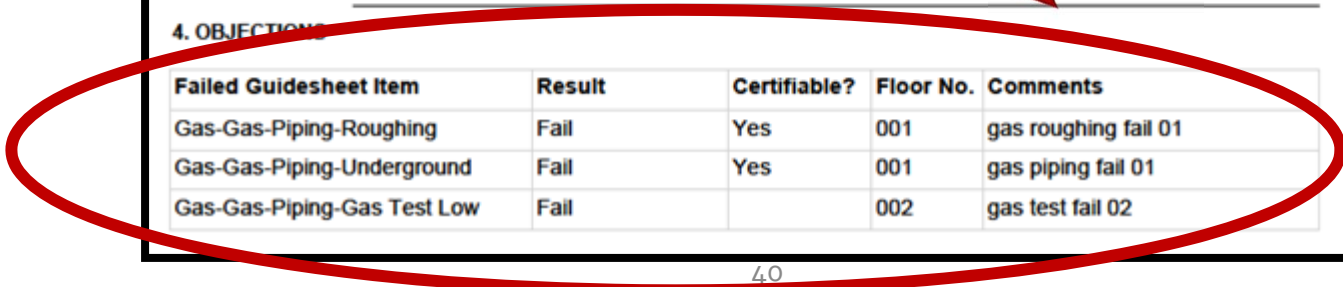
Inspection Date: 10/30/15 Inspection Time: 04:24 PM

Inspector Badge#: 0889

4. OBJECTIONS

Failed Guidesheet Item	Result	Certifiable?	Floor No.	Comments
Gas-Gas-Piping-Roughing	Fail	Yes	001	gas roughing fail 01
Gas-Gas-Piping-Underground	Fail	Yes	001	gas piping fail 01
Gas-Gas-Piping-Gas Test Low	Fail		002	gas test fail 02

View Inspection Results for each floor



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 a web interface with a navigation bar containing 'Home' and 'Buildings' tabs. Below the navigation bar is a search bar with the text 'Select an Online Service | Search Records | Access My Records'. The main content area displays 'Record 10049737501PL: Click here for more information' and 'Plumbing Permit' with an 'Add to collection' link. An orange banner contains the following text: 'An Objection was applied on 11/02/2015. Condition: 002|Gas-Gas-Piping-Gas Test Low Severity: Required Total Conditions: 2 (Required: 2)'. A red circle highlights the 'View additional details' link, and a red arrow points from this link to a text 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.

Certifiable Objections

Non-Certifiable Objections

Conditions of Approval

[View Those Met](#)
Showing 1-2 of 2

Objections - 2 Open

Certifiable
001|Gas-Gas-Piping-Roughing
gas roughing fail 01
Open | 11/02/2015

Non-Certifiable
002|Gas-Gas-Piping-Gas Test Low
gas test fail 02
Open | 11/02/2015

Viewing Objections, Including Certifiable Objections

Starting Late 2015

Conditions of Approval

View Those Met
Showing 1-2 of 2

Objections - 2 Open

Certifiable

001|Gas-Gas-Piping-Roughing
gas roughing fail 01
Open | 11/02/2015

Non-Certifiable

002|Gas-Gas-Piping-Gas Test Low
gas test fail 02
Open | 11/02/2015

The Objection Description contains the floor and the Objection Type info

Viewing Objections, Including Certifiable Objections

Starting Late 2015

Conditions of Approval

[View Those Met](#)

Showing 1-2 of 2

Objections - 2 Open


Certifiable

001|Gas-Gas-Piping-Roughing
gas roughing fail 01
Open | 11/02/2015

Non-Certifiable

002|Gas-Gas-Piping-Gas Test Low
gas test fail 02
Open | 11/02/2015

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 1-3 of 3

Objections - 2 Open, 1 Resolved

Certifiable

001|Gas-Gas-Piping-Roughing

gas roughing fail 01

Open | 11/02/2015

001|Gas-Gas-Piping-Underground

gas piping fail 01

Resolved | 11/02/2015

Non-Certifiable

002|Gas-Gas-Piping-Gas Test Low

gas test fail 02

Open | 11/02/2015

Viewing Objections, Including Certifiable Objections

Starting Late 2015

Video Tutorial



How to Certify Objections

DOB NOW: *Inspections* Will Replace the Existing Plumbing Self-Certification Portal

Notice for Plumbing Self-Certification

This form must be received and accepted by this Department at least two (2) working days prior to the the date of inspection/self-certification.

Date: October 12, 2015 * = Required Field

1 Job Data

Borough*
Manhattan

Block

Lot

House No.*

Street Name*

Permit No*

Job No. (if different from permit No.)

Document No.*

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

[OP-98 Electronic Filing](#)

URL:

http://www.nyc.gov/html/dob/html/development/op-98_form.shtml

Advance Notice Inspections

Starting Late 2015

- Master Plumbers and Fire Suppression Contractors can schedule and result Advance Notice Plumbing Inspections using DOB NOW: *Inspections*. An Inspector from the Department of Buildings may attend the Inspection.
- If you are superseding a Master Plumber or Fire Suppression Contractor who has already scheduled an Advance Notice, the original Advance Notice will be closed. You must schedule your own Advance Notice Inspection.

Advance Notice Inspections

Starting Late 2015

Types of Advance Notice tests/Inspections available in DOB NOW: *Inspections for a Plumbing Permit*

Gas-Gas-Piping-Gas Test High	Gas-Gas-Piping-Roughing	Storm Drainage-ST-Piping-Underground
Gas-Gas-Piping-Gas Test Low	Sprinkler (PL)-SP-Fixtures (PL)-Finish	Water and Sanitary-WS-Sanitary Piping-Roughing
Gas-Gas-Piping-Gas Test Med	Storm Drainage-ST-Piping-Roughing	Water and Sanitary-WS-Sanitary Piping-Underground
Gas-Gas-Piping-Underground		

Advance Notice Inspections

Starting Late 2015

Types of Advance Notice tests/Inspections available in DOB NOW: *Inspections* for an LAA

Gas-Gas-Piping-Gas Test High	Gas-Gas-Piping-Roughing	Water and Sanitary-WS-Sanitary Piping-Roughing
Gas-Gas-Piping-Gas Test Low	Sprinkler (PL)-SP-Fixtures (PL)-Finish	Water and Sanitary-WS-Sanitary Piping-Underground
Gas-Gas-Piping-Gas Test Med	Storm Drainage-ST-Piping-Roughing	StandPipe-SD-Fixtures-Finish-SD
Gas-Gas-Piping-Underground	Storm Drainage-ST-Piping-Underground	

Advance Notice Inspections

Starting Late 2015

Types of Advance Notice tests/Inspections available in DOB NOW: *Inspections for a Sprinkler Permit*

Sprinkler-Dry Pipe Valve (SP)-Dry Pipe Valve Test

Sprinkler-SP-Fixtures-Finish

Types of Advance Notice tests/Inspections available in DOB NOW: *Inspections for a Standpipe Permit*

StandPipe-Fire Pump (SD)-Fire Pump Test

StandPipe-SD-Fixtures-Finish-SD

Advance Notice: Scheduling

Starting Late 2015

Video Tutorial



How to Schedule Advance Notice Inspections

Advance Notice: Rescheduling/ Cancelling

Starting Late 2015

- Advance Notice Inspections cannot be rescheduled or adjusted once scheduled. If the date or time of an Advance Notice Inspection needs to change, it must be cancelled.
 - ✓ A new Advance Notice Inspection can then be scheduled.
- To cancel an Advance Notice Inspection, contact the Department of Buildings using the information listed in the notification email.
- Cancellations must be received prior to 8:30am on the scheduled date.

Advance Notice: Failed Spot Check

Starting Late 2015

If a Spot Check Result is “Fail”, the LP will be blocked from submitting Certified Inspection Results and from requesting future Advance Notice Inspections on that particular Record.

- *Please Note: The LP will not be blocked from taking action on other Records.*

Following a failed Spot Check:

1. A Professional Engineer (PE) or Registered Architect (RA) can come in-person to the Department of Buildings to advise that they will be submitting a Certification on behalf of the LP that failed the Spot Check.
2. Buildings will manually add the PE or RA to the Record.
3. The PE or RA will then have the remainder of that day to submit Results.
 - ✓ If Results are not submitted by the end of that same day, the PE or RA’s ability to submit Results will be removed and they will need to return in-person to the Department of Buildings to repeat this process.

Advance Notice: Submitting Results

Starting Late 2015

- Advance Notice Plumbing Inspection Results can only be submitted after the scheduled inspection date of the Inspection has passed.
- There two separate processes for submitting Advance Notice Results, depending on when the Advance Notice was scheduled:
 - Prior to the launch of DOB NOW: *Inspections*
 - After the launch of DOB NOW: *Inspections*
- The following videos demonstrate both processes.

Advance Notice: Submitting Results

Starting Late 2015

- Inspection Results must be submitted using DOB NOW: *Inspections* for all open Advance Notice Inspections scheduled prior to 7 Dec 2015.
- This video demonstrates the process to submit results when the Advance Notice was scheduled prior to the launch of DOB NOW: *Inspections*.

Video Tutorial



How to Submit Existing Advance Notice Plumbing Results
(Scheduled Prior to the Launch of DOB NOW: *Inspections*)

Advance Notice: Submitting Results

Starting Late 2015

- This video demonstrates the process to submit results when the Advance Notice was scheduled after the launch of DOB NOW: *Inspections*.

Video Tutorial



How to Submit Advance Notice Plumbing Results
(Scheduled After the launch of DOB NOW: *Inspections*)

Results Only Plumbing Certifications

Starting Late 2015

- Results Only Inspection Results must be submitted using DOB NOW: *Inspections*.
- Results can only be submitted by a Master Plumber, Fire Suppression Contractor, Registered Architect, or Professional Engineer.
 - ✓ Master Plumbers cannot submit Sprinkler Certifications.
 - ✓ Fire Suppression Contractors cannot submit Plumbing Certifications.

Results Only Plumbing Certifications

Starting Late 2015

Types of tests/Inspections available in DOB NOW: *Inspections* for a Plumbing Permit

Gas-Gas-Fixtures-Finish	Medical Gas - MG - PL - Underground Test	Storm Drainage-ST-Fixtures-Finish
Medical Gas - MG - PL - Finish	Remove/Cap - work done in accordance with code	Storm Drainage-ST-Piping-Water Test
Medical Gas - MG - PL - Roughing	Sprinkler (PL) - SP - Roughing	Water and Sanitary-WS-Fixtures-Finish
Medical Gas - MG - PL - Test	Sprinkler (PL) - SP - Underground	Water and Sanitary-WS-Sanitary Piping-Water Test
Medical Gas - MG - PL - Underground	Sprinkler (PL)-Sprinkler-Hydro	Water Pressure - WP - PL - Underground Test

Results Only Plumbing Certifications

Starting Late 2015

Types of tests/Inspections available in DOB NOW: *Inspections for an LAA*

Gas-Gas-Fixtures-Finish	Sprinkler - SP - Roughing	StandPipe-SD-Piping-Hydrostatic Test
Medical Gas - MG - PL - Finish	Sprinkler (PL) - SP - Roughing	Storm Drainage-ST-Fixtures-Finish
Medical Gas - MG - PL - Roughing	Sprinkler (PL) - Underground	Storm Drainage-ST-Piping-Water Test
Medical Gas - MG - PL - Test	Sprinkler (PL)-Sprinkler-Hydro	Water and Sanitary-WS-Fixtures-Finish
Medical Gas - MG - PL - Underground	Sprinkler (SP) - Booster Pump Test	Water and Sanitary-WS-Sanitary Piping-Water Test
Medical Gas - MG - PL - Underground Test	Standpipe (SD) - Fire Standpipe - SD - Roughing	Water Pressure - WP - PL - Underground Test
Remove/Cap - work done in accordance with code		

Results Only Plumbing Certifications

Starting Late 2015

Types of tests/Inspections available in DOB NOW: *Inspections for a Sprinkler Permit*

Sprinkler - SP - Roughing	Sprinkler-SP-Piping Dry/Wet-Hydrostatic Test	Remove/Cap - work done in accordance with code
Sprinkler (SP) - Booster Pump Test	Sprinkler-SP-Piping Dry/Wet-Underground	

Types of tests/Inspections available in DOB NOW: *Inspections for a Standpipe Permit*

StandPipe - SD - Alarm Sys 64/09 - Finish	StandPipe - SD - Hydrostatic 63/09 Test (100 Foot Increments)	StandPipe-SD-Piping-Underground
StandPipe - SD - Fire StandPipe - SD - Roughing	StandPipe - SD - Hydrostatic 63/09 Test (Initial 75 Feet)	Remove/Cap - work done in accordance with code
	StandPipe-SD-Piping-Hydrostatic Test	

Results Only Plumbing Certifications

Starting Late 2015

Video Tutorial



How to Certify Your Work - Results Only Plumbing
Certifications

Requesting Gas Authorization

Starting Late 2015

- Gas Authorization Requests are submitted by an LP, Owner, or Delegate in DOB NOW: *Inspections* for Plumbing Permits and Limited Alteration Applications.
- Before submitting a Gas Authorization Request, there must be at least one passing result for each Inspection Type listed below:
 - ✓ Gas test low, medium, high, or miscellaneous
 - ✓ Gas finish
 - ✓ Gas underground or gas roughing Inspection

Requesting Gas Authorization

Starting Late 2015

Video Tutorial



How to Request Gas Authorization

Requesting Gas Authorization

Starting Late 2015

- The Plumbing Unit will review the submission and approve or deny the request.
- The request will be marked as:
 - ✓ Approved
 - ✓ Denied
 - ✓ Additional Documents Required

Requesting Gas Authorization

Starting Late 2015

If the request is marked as:

- Approved:
 - An email is sent to all Registered Users on the Record stating that the request was reviewed and granted.
- Denied:
 - An email is sent to all Registered Users on the Record stating that the request was reviewed and denied.
 - The email will contain comments as to why the request was rejected.
- Additional Documents Required:
 - An email is sent to all Registered Users on the Record stating that the request was reviewed and additional documents are required.
 - The email will contain comments as to what documents are missing.

Requesting Plumbing Sign Off

Starting Late 2015

- Plumbing Sign Off Requests are submitted by an LP, Owner, or Delegate in DOB NOW: *Inspections* for Plumbing, Sprinkler, and Standpipe Permits and Limited Alteration Applications.
- The Plumbing Unit will review the submission and approve or deny the request.

Requesting Plumbing Sign Off

Starting Late 2015

Video Tutorial



How to Request Plumbing Sign Off

Requesting Plumbing Sign Off

Starting Late 2015

The following document types are available for selection when requesting a Plumbing Work Type Sign Off Request

Tap letter - Dom Svc : DEP-DOM	Gas welder annual cert : GAS-WELD
Tap letter - Fire Svc : DEP-FIRE	Oil tank removal cert : LETTER-FO
Water meter permit : DEP-METER	Septic abandonment cert : LETTER-SCAV
RPZ/DDCV test report : GEN215B	Medical gas install cert : LETTER-MED
Sewer/House Conn signoff : DEP HC 02A	Cap and Clean Form
FA FDNY approval : FD-FAA	Welder's Affidavit
Fire Supp Ansul approval : FD-FSS	Additional Supporting Documentation
Boiler approval : BO-12	

Requesting Plumbing Sign Off

Starting Late 2015

The following document types are available for selection when requesting a Sprinkler Work Type Sign Off Request

FA FDNY approval : FD-FAA

SP/SD fire pump test : FP-86

Dry pipe valve test : FP-10

Additional Supporting Documentation

Sprinkler insp report : FP-85

Requesting Plumbing Sign Off

Starting Late 2015

The following document types are available for selection when requesting a Standpipe Work Type Sign Off Request

FA FDNY approval : FD-FAA

SP/SD fire pump test : FP-86

Standpipe insp report : FP-84

Additional Supporting Documentation

Requesting Plumbing Sign Off

Starting Late 2015

The following document types are available for selection when requesting an LAA Work Type Sign Off Request

Tap letter - Dom Svc : DEP-DOM	Sprinkler insp report : FP-85
Tap letter - Fire Svc : DEP-FIRE	SP/SD fire pump test : FP-86
Water meter permit : DEP-METER	Boiler approval : BO-12
RPZ/DDCV test report : GEN215B	Gas welder annual cert : GAS-WELD
Sewer/House Conn signoff : DEP HC 02A	Oil tank removal cert : LETTER-FO
FA FDNY approval : FD-FAA	Septic abandonment cert : LETTER-SCAV
Fire Supp Ansul approval : FD-FSS	Medical gas install cert : LETTER-MED
Dry pipe valve test : FP-10	Additional Supporting Documentation
Standpipe insp report : FP-84	

Requesting Plumbing Sign Off

Starting Late 2015

The following document types are available for selection when requesting a House Connection Work Type Sign Off Request

Sewer/House Conn signoff : DEP HC 02A

Additional Supporting Documentation

Septic abandonment cert : LETTER-SCAV

Requesting Plumbing Sign Off

Starting Late 2015

- Once submitted, the request will be reviewed by the Department of Buildings.
- The request will be marked as:
 - ✓ Sign Off Granted
 - ✓ Sign Off Rejected
 - ✓ Additional Documents Required

Requesting Plumbing Sign Off

Starting Late 2015

If the request is marked as:

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

LMP/FSC/OB License Seal

Starting Late 2015

- For the processes we've just reviewed (Advance Notice, Gas Authorization, and Sign Off) an image of the Licensee's seal must be submitted along with the transaction.
 - This can be a stamped page with shading to display the seal details.
 - After uploading the seal, select the Document Type "LMP/FSC/OB License Seal"
- If this document is not attached, an error message will display and will prevent you from moving forward with your transaction in the system.

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 supporting attachments for this Record.
- Click the 'Actions' button to view attachment details for this Record.

Name	Entity Type	Type	Size	Description
Inspection Request Received from m...-1446226213040.eml	Record	External Communications	3.55 KB	
Inspection Appointment Cancellation ...-1446226357066.eml	Record	External Communications	2.05 KB	
Inspection Request Received from m...-1446226411434.eml	Record	External Communications	3.57 KB	
Inspection Scheduled for Smith, John...-1446226898997.eml	Record	External Communications	3.53 KB	

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
Plumbing 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