

# SERVICE UPDATE

## Inspection Ready: Requirements for Application Withdrawal, Change of Address, Place of Assembly & Letters of Completion

For jobs inspected after the launch of Inspection Ready, Final Inspection Reports printed from the system are required to complete the following at the Borough Offices:

- Application Withdrawals
- Change of Address transactions
- Obtain Place of Assembly permits
- Obtain Letters of Completion

### Application Withdrawals and Change of Address

To withdraw an application or complete a Change of Address where the plan examination unit has required an inspection, you must:

1. Login to Inspection Ready and request the appropriate Inspection Type on the **Job Record** (Application Withdrawal or Change of Address)
2. Once the Inspection is marked as PASS-FINAL, bring the following documents to the Borough Office to complete the transaction:
  - a. Completed OP113 (in the Attachments section for the Record on Inspection Ready)
  - b. Original PW1 approved for withdrawal/change of address from the Borough Plan Exam Unit

NYC Buildings	
<b>APPLICATION WITHDRAWAL/ADDRESS CHANGE FORM</b>	
Address: 119 EAST 29 STREET Manhattan NY 10016	
Application Type: <input type="checkbox"/> NB <input checked="" type="checkbox"/> ALT I <input type="checkbox"/> ALT II <input type="checkbox"/> ALT III <input type="checkbox"/> SIGN <input type="checkbox"/> OTHER	
Application # 101381979	Inspection Status: Pass-Final
Date of Inspection: 05/12/16	Date of Supervisor Review: 05/12/16
1. Request change of address from _____	
To _____	
Block: _____ Lot: _____	An error was made during the filing process.
2. Request withdrawal of application. No work was done pursuant to this application.	
3. Request withdrawal of application. Cannot determine whether work was done pursuant to this application, however all work in the area in question complies with subsequent application # which was signed off by professional pursuant to Directive 14 or signed off by the Department.	
Subsequent Application #:	Signed off Date: _____
4. Request withdrawal of permit. % of work completed as of inspection date: 20 _____	
Work type to be withdrawn (OT, PL, SD, etc.) 20 _____	
5. Request change of contractor on permit. % of work completed as of inspection date: _____	
Work type to be withdrawn (OT, PL, SD, etc.) _____	
6. Request withdrawal of application. Building demolished under application _____	
7. Withdrawal/change of address request denied for the following reasons: _____	
INSPECTOR: Juan Castro	BADGE: ADMIN
SUPERVISOR: Juan Castro	BADGE: ADMIN
safety service integrity	OP-113 (10/06)

Bill de Blasio, Mayor  
Rick D. Chandler, P.E., Commissioner

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## Place of Assembly (PA)

To update the status of a PA to “Completed”, you must:

- 1) Request the appropriate Inspection on the PA Record Type in Inspection Ready
- 2) When the Inspection has a Pass result, bring the Final Inspection Report to the Borough Office with other required PA paperwork

## Letters of Completion (LOC)

To obtain a Letter of Completion from the Borough Office you must:

1. Login to Inspection Ready and request the appropriate Inspection Type on the **Permit Record**
2. Once the Inspection is marked as PASS-FINAL, bring the Final Inspection Report to the Borough Office along with all other required documents to obtain LOC.

## Locating Inspection Reports in Inspection Ready

To find the Inspection Reports, follow the steps outlined below:

1. Log in to Inspection Ready
2. Click “Access My Records”
3. Scroll to the General Search and search the appropriate Permit or Job Number and Click “Search” at the bottom

Search my records only

<b>Record Number:</b> <input type="text"/>	<b>Record Type:</b> --Select--
<b>Start Date:</b> <input type="text" value="06/12/2015"/>	<b>End Date:</b> <input type="text" value="08/11/2015"/>
<b>Name of Business:</b> <input type="text"/>	
<b>License Type:</b> --Select--	<b>License Number:</b> <input type="text"/>

4. Results will populate in the table below the search criteria fields. Click the ID Number of the Record you wish to view.

1 Record results matching your search results

Click any of the results below to view more details.

Showing 1-1 of 1

<input type="checkbox"/> ID Number	Record Type	Address	Status	Action	<a href="#">Related Records</a>
<input type="checkbox"/> 40102884701AL	A-1 Permit	11 New York Ave New York NY 10007	Issued		0

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- The Record page will open. The page will display information in five sections: Work Location; Record Details; Inspections; Attachments; Related Records. Scroll to the "Attachments" section and click the arrow next to the Attachments section to expand it.

▼ Attachments

Please review attachments related to this Record below.

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

Name	Entity Type	Type	Size	Description	Upload Date	Action	Entity
<a href="#">Inspection Request Received from F...-1440623635322.em</a>	Record	External Communications	3.38 KB		08/26/2015	<a href="#">Actions</a> ▼	AL-1 Permi 401028847

Upload Attachment

The Attachments section contains:

- System generated communications (i.e., emails from Inspection Ready)
- Documents uploaded by the Owner, LP, and their Delegates
- Inspection Reports, including the Application Withdrawal Inspection Report
- Cards (ex: 16A Card, Boiler Card, Elevator Card, Freight and Sidewalk Elevator Card, etc.)

*Please Note: Only Applicants, Permit Holders, Owners and Delegates will see attachments.*

**For information on Inspection Ready please visit:**

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

Post Until: December 31, 2016

**Bill de Blasio**, Mayor  
**Rick D. Chandler, P.E.**, Commissioner

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