Plumbing: Gas Authorization & Sign Off

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Introduction

DOB NOW: *Inspections* Overview

DOB NOW: *Inspections* is an online portal for Owners, Licensed Professionals (LPs)[1], and their Delegates to conduct Inspection-related business with the Department of Buildings. DOB NOW: *Inspections* organizes information using Records. Records are Jobs, BPP Jobs, Place of Assembly, Permits, Devices, Notices, Work, Applications, Certifications, Gas Authorization Requests & Sign Off Requests. Using DOB NOW: *Inspections*, Licensed Professionals, Owners, and their Delegates will be able to request the following types of Development Inspections online:

Electrical	Plumbing
Fire Suppression	Signs
Construction	Boilers
Elevators	Cranes & Derricks
Oil Burning Equipment	BPP
High Rise Initiative	Sustainability

After registering for an account that is associated to your Records, Owners, LPs, and their Delegates can use DOB NOW: *Inspections* to:

- View information related to your Records
- Request Inspections and view the Results
- Request Gas Authorizations and Plumbing Sign Offs
- Receive emails at milestones in your Inspection cycle
- Upload documentation to certify certain Objections
- Assign Delegates (delegate responsibility to other Registered Users)
- Submit Certification documentation (LPs and Crane Owners only)
- Upload PVT Inspection results (PVTs only)
- Group Records into manageable 'Collections'

The purpose of this User Manual is to provide instructions on requesting Gas Authorization and Plumbing Sign Off in DOB NOW: *Inspections*.

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[1] LPs are defined as: Electrical Contractors, Elevator Agencies/Inspectors, Fire Suppression Contractors, General Contractors, Oil Burner Installers, Master Plumbers, Sign Hangers, Professional Engineers, Registered Architects, and Registered Landscape Architects
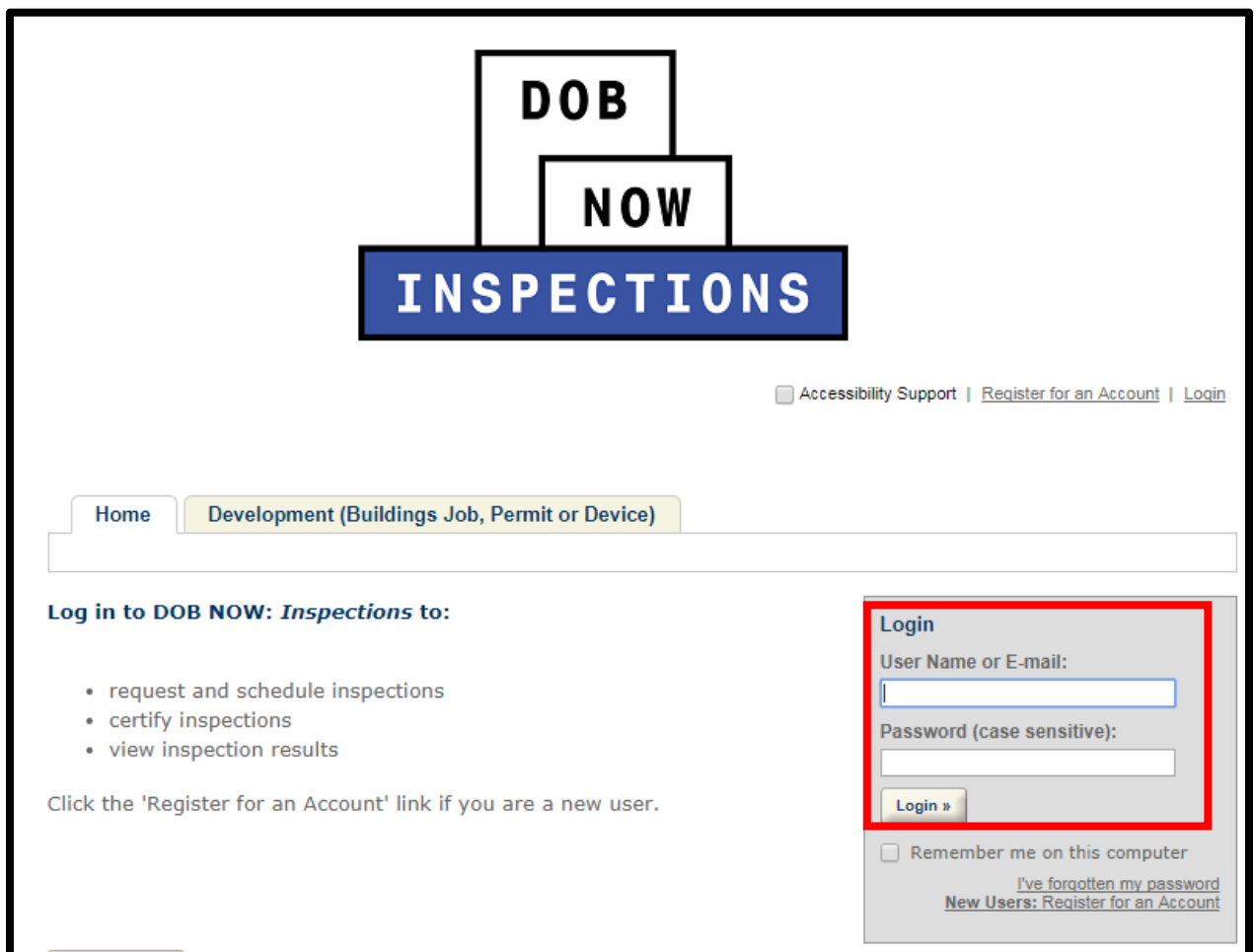
Gas Authorization

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

- *Please Note: Before submitting a Gas Authorization Request, there must be at least one passing result for the Gas Finish Inspection Type.*

Request Gas Authorization

1. Navigate to the DOB NOW: *Inspections* login page from the Department of Buildings' website.

2. Enter your DOB NOW: *Inspections* User Name and Password and click **Login.** Please refer to the *Account Registration and Management* User Manual before moving forward with the steps below if you do not already have a DOB NOW: *Inspections* account.

3. From the Home Page, click **Search Records**.

To use DOB NOW: *Inspections*, select from one of the options below:

Licensee Information
- Search for Licensed Professionals

Development (Buildings Job, Permit or Device)
Specialized Tasks
- Link your PIN
- Delegate record access
- Upload PVT inspections

Search Records
- View inspection results

Transactions
- Request an inspection
- Self-certify jobs or advance notices
- Delegate record access
- Request gas authorization
- Request plumbing work type sign-off
- Upload documents

Licensee Information	Development (Buildings Job, Permit or Device)
Search for Licensed Professionals	Specialized Tasks
	Search Records
	Transactions

4. Locate the appropriate Record. This can be done in one of two ways:

   a. *Option 1:* Navigate through your list of Records using the **<Prev**, **Next>**, or the page number links. If the page does not advance, please refresh your browser and try again.

   b. *Option 2:* Scroll down to the **General Search** area and search for Records. Please refer to the *Searching* User Manual for additional instructions on how to search in DOB NOW: *Inspections*.

5. From the list of Records, click the **ID Number** in the row of the applicable Record.

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 1-10 of 16 | Add to collection

	ID Number	Record Type	Address	Status	Action	Related Records
☐	REQ-HC-SO-15-0000003	House Connection Work Type Sign Off Request	1 1 NY CELLAR-12	Pending Review	Action	1
☐	ADV-PL-15-000007	Submit a Plumbing Advance Notice	4 13 C NY Cellar, 1	Submitted		1
☐	ADV-PL-15-000005	Submit a Plumbing Advance Notice	1 1 P NY OSP TO 1ST	Submitted		1
☐	ADV-PL-15-000006	Submit a Plumbing Advance Notice	1 2 S NY CELLAR,FIR	Submitted		1
☐	ADV-PL-15-000002	Submit a Plumbing Advance Notice	1 1 S NY CELLAR THR	Submitted		1
☐	CERT-PL-15-000001	Plumbing Inspection Certification	0 0 NY	Submitted	Action	2
☐	ADV-PL-15-000001	Submit a Plumbing Advance Notice	11 New York Ave NEW YORK NY	Submitted		2
☐	30119495401PL	Plumbing Permit	9 9 C NY CELLAR,1,2	Issued	Action	0
☐	12160293402PL	Plumbing Permit	1 1 NY CELLAR-12	Issued	Action	1
☐	12151117702PL	Plumbing Permit	0 0 C NY	Issued	Action	0

< Prev 1 2 Next >

Search for Records Enter information below to search for records. Select the search type from the drop-down list.

General Search

General Search ▼

Search for Records

6. Click **Actions** in the Record Details section.

Record Details

Please review the details of your Record below.

If applicable, use the **'Actions'** button to:
- Certify an Objection
- Add a Delegate (to perform certain actions on your behalf)
- Upload Inspection results from an Advance Notice Inspection (Plumbing)
- Provide Buildings with Advance Notice (Plumbing) for Certified Inspections

Licensed Professional:
ALFRED GLIECH
ELVERA LSERVICE INC
2201 NEPTUNE AVE
BK, NY, 11224
Business Phone:7189725295
SOC 000473

Job Description:
PARTITION AND PLUMBING WORK IN EXISTING APARTMENT. PROVISION OF SHIP'S
LADDER TO NEW STORAGE LOFT ABOVE. ALL AS PER PLANS AND APPLICATIONS
FILED HEREWITH. THERE IS NO CHANGE IN USE, OCCUPANCY OR MEANS OF EGRESS

View Additional Licensed Professionals>>

▸ More Details

Actions

7. Select the radio button next to **Gas Authorization Request**. Click **Continue Application**.

Home	Buildings

Select an Online Service | Search Records | Access My Records

Select an Action

Choose one of the following available actions to perform. Please be advised that licensees are responsible for the accuracy and completeness of any data provided, including uploads by such licensees' delegates.

- ○ Certification of Objections
- ○ Gas Authorization Request
- ○ House Connection Work Type Sign Off Request
- ○ Manage Delegates
- ○ Plumbing Inspection Certification
- ○ Plumbing Work Type Sign Off Request
- ○ Submit a Plumbing Advance Notice

Continue Application »

8. Each Gas Authorization request must be entered into a separate row in the table. This can be done in one of two ways:

   a. *Option 1:* If you need to enter only one Gas Authorization request, click **Add a Row**. This will allow you to enter one row of information.

   b. *Option 2:* If multiple Gas Authorization requests are required, click the **down arrow** and select the number of rows needed.

9. On the Gas Meters and Risers table, enter information in the **Meter Floor**, **Total Meters**, **Total Risers**, **Meter Location**, and **Riser Location** fields. This information is required.

10. Check at least one of the **checkboxes** to designate the End Use. If none of the checkboxes apply, type the End Use in the **Other (Describe)** box.

11. If requesting Gas Authorization for the Boiler Pilot end use, provide the Boiler Permit number in the **Requestor Comments** box.

12. Click **Submit**.

13. Click **Continue Application.**

14. If you previously requested Gas Authorization on this permit and it was rejected by the Department, you will see the reasons for rejection. Note that it is the Department's expectation that you have addressed the specified rejection reasons before submitting the same request again. If there were no previous rejection reasons, that will be stated as well. Click **Continue Application**.

15. You are required to upload an image of your seal. You may also upload Gas Authorization documents. Click **Upload Attachment**.

16. The File Upload page will appear. Click **Select Files** to locate the file(s) from your computer. In addition to any Gas Authorization documents you are uploading, you are required to upload an image of your seal.

Please Note:

  – *Microsoft Silverlight is required to upload documents in DOB NOW:* Inspections. *If you are having problems with Google Chrome we recommend switching to Internet Explorer.*
  – *Multiple documents can be uploaded for a single Gas Authorization Request.*
  – *The maximum file size allowed is 10 MB.*
  – *DOB signatures and/or official seals must be visible in the uploaded file. If the document has a raised seal, the seal should be made visible by using a pencil to shade over the raised portion of the seal prior to scanning and uploading.*
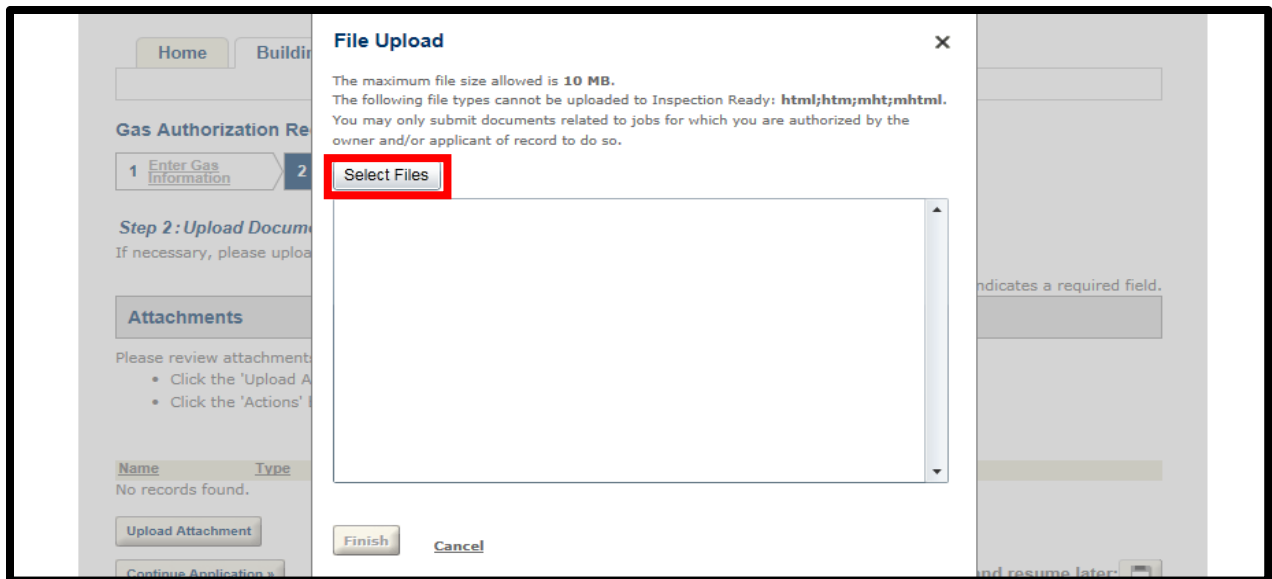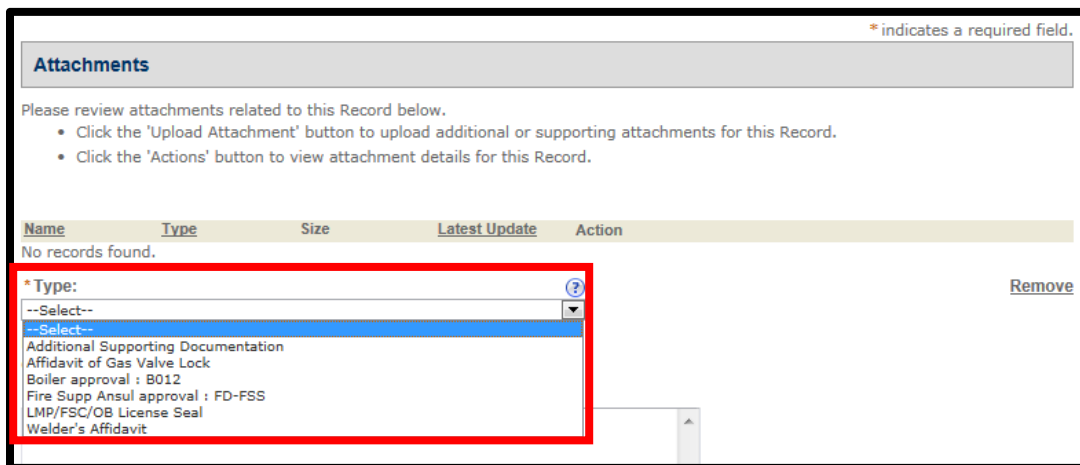
17. Once the file has uploaded, click **Finish**.
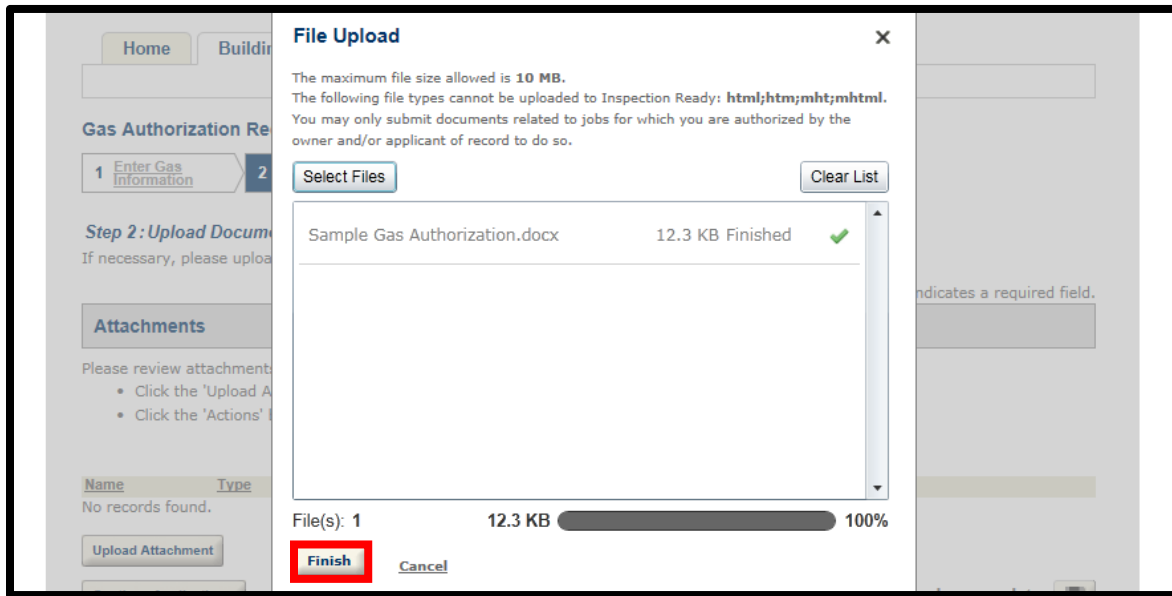
18. Select the appropriate document type from the **Type** dropdown. In addition to any Gas Authorization documents you are uploading, you are required to upload a document type of "LMP/FSC/OB License Seal" before continuing.

   Please Note: The document types available for selection when requesting Gas Authorization are:

   – *Additional Supporting Documentation*
   – *Affidavit of Gas Valve Lock*
   – *Boiler approval : BO12*
   – *Fire Supp Ansul approval : FD-FSS*
   – *LMP/FSC/OB License Seal*
   – *Welder's Affidavit*

19. The **Description** field is optional.

20. Click **Save.**

21. Upload additional attachments if necessary by clicking **Upload Attachment** and repeating the previous steps to upload the document. Click **Continue Application**.

22. Read the affirmation statement that applies to you, and check the **checkbox** to indicate acceptance of the statement.

- If you are a Licensed Professional, accept the "For Licensed Professionals" affirmation statement.
- If you are not a Licensed Professional, accept the "For All Other Users" affirmation statement.

23. Click **Continue Application**.

Gas Authorization Request

| 1 | 2 Previous Rejection Reasons | 3 Upload Documents | **4 Affirmations** | 5 Review | 6 Record Issuance |

Step 4 : Affirmations > Affirmation Statements
Please complete the appropriate affirmation statement below.

*indicates a required field.

For Licensed Professionals

LICENSED PROFESSIONALS

I certify the statements herein are correct and comply with the NYC Construction Codes. I meet the requirements of the NYC Construction Codes as they relate to the experience requirements for gas tests. I understand that falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment or both. I also understand that if I am found after hearing to have made or allowed to be made a false statement in this submission or this affirmation I may be subject to disciplinary action by the City of New York and/or barred from filing further applications or documents with the Department. I understand and agree that by personally checking the below checkbox and then clicking the "Continue Application >>" button I am electronically signing this affirmation. I understand that the electronic signature shall have the same validity and effect as a signature affixed by hand.:

☑

For All Other Users

OWNERS AND OTHER DELEGATES

I certify the statements herein are correct. I understand that falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment or both. I further 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 this affirmation I may be subject to disciplinary action by the City of New York and/or barred from filing further applications or documents with the Department. I understand and agree that by personally checking the below checkbox and then clicking the "Continue Application >>" button I am electronically signing this affirmation. I understand that the electronic signature shall have the same validity and effect as a signature affixed by hand.:

☐

Continue Application »

24. Review the Gas Authorization Request and click **Continue Application**.

Step 5 : Review

Continue Application »

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Gas Authorization Request

Gas Usage Table

GAS METERS AND RISERS | Edit

Meter Floor	Total Meters	Total Risers	New Meter	Meter Location	Riser Location	Cook	Dryer	Hot Water	Boiler Pilot	Heat	Fireplace	HVAC	Tankless Coil	Direct Vent	Other (Describe)	Reques Comme
027	20	5	No	100	200	No	No	No	No	No	No	Yes	No	No		

< >

Previous Rejection Reasons

PREVIOUS REJECTION REASONS | Edit

Floor	Rejection Reason
027	No previous rejection reason

< >

Attachments | Edit

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	Type	Size	Latest Update	Action
Sample Gas Authorization.txt	Welder's Affidavit	9 bytes	06/22/2017	Actions ▾
Plumbing Sign Off Document.txt	LMP/FSC/OB License Seal	19 bytes	06/22/2017	Actions ▾

25. The confirmation message below will display on the screen.

Gas Authorization Request

| 1 | 2 Previous Rejection Reasons | 3 Upload Documents | 4 Affirmations | 5 Review | 6 Record Issuance |

Step 6 : Record Issuance

☑ **Your record has been successfully submitted.**
Please print your record and retain a copy for your records.

Thank you for using our online services.
**Your Record Number is REQ-GA-17-000029.**

You will need this number to check the status of your record or to schedule/check results of inspections where applicable.

Choose "View Record Details" below to view the information submitted for your record.

View Record Details »

26. The Withdrawal Requestor will receive an email confirming that the Department has received the Gas Authorization Request.

- *Please note: A copy of the email can also be found in the Attachments section of the Gas Authorization Request Record.*
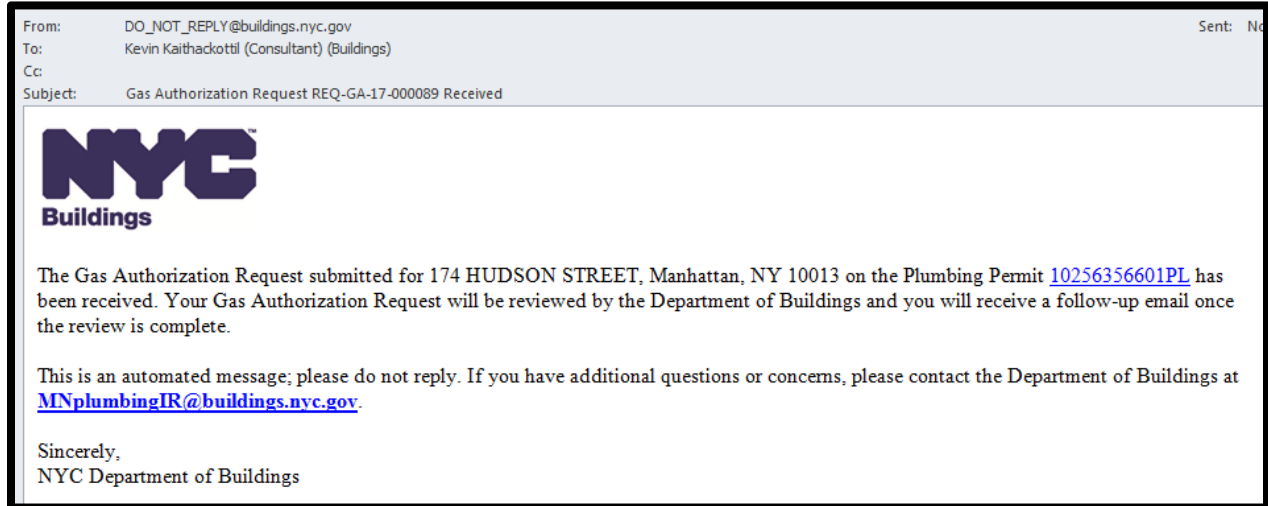
Outcomes of Gas Authorization Requests
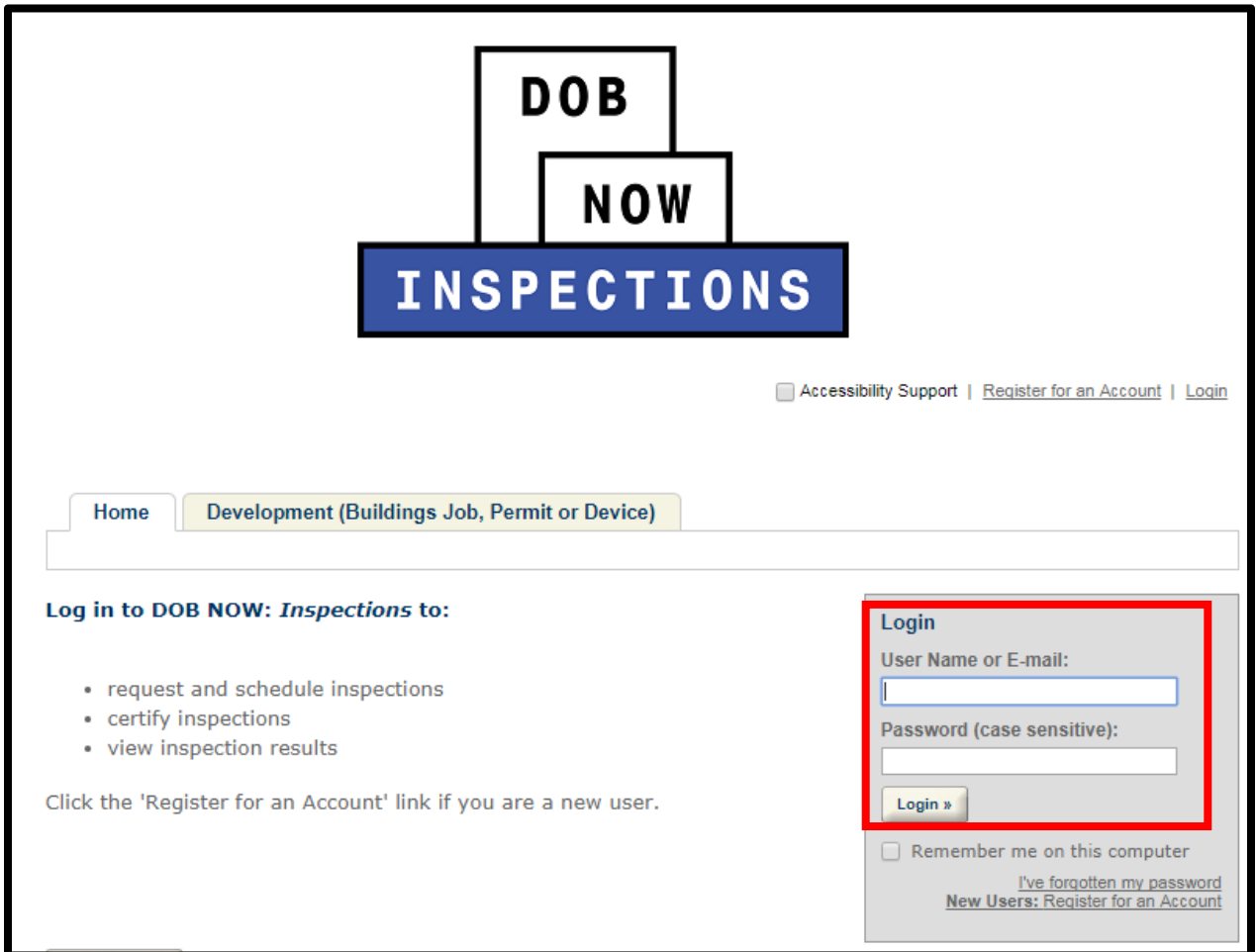
If the result is:

- **Approved**:
    - An email is sent to all Registered Users on the Record stating that the request was reviewed and granted.
    - A Gas Authorization Approved Report will be generated and available for download through DOB NOW: *Inspections*.
        - The Gas Authorization Approved Report can be found in the Attachments section of the Gas Authorization Request Record.

- **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.
    - Please refer to the "Additional Documents Required: Gas Authorization Requests" section for additional instructions.

Additional Documents Required: Gas Authorization Requests

When the outcome of a Gas Authorization Request is "Additional Documents Required", the LP, Owner, or their Delegates must upload the required documents to the Request Record using DOB NOW: *Inspections*.

To find the Gas Authorization Request Record and upload additional documents:

1. Navigate to the DOB NOW: *Inspections* login page from the Department of Buildings' website.

2. Enter your DOB NOW: *Inspections* User Name and Password and click **Login.** Please refer to the *Account Registration and Management* User Manual before moving forward with the steps below if you do not already have a DOB NOW: *Inspections* account.

3. From the Home Page, click **Search Records**.

4. Locate the original Permit or LAA Record. This can be done in one of two ways:
    a. *Option 1:* Navigate through your list of Records using the **<Prev**, **Next>**, or the page number links. If the page does not advance, please refresh your browser and try again.
    b. *Option 2:* Scroll down to the **General Search** area and search for Records. Please refer to the *Searching* User Manual for additional instructions on how to search in DOB NOW: *Inspections*.

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 1-10 of 16 | Add to collection

ID Number	Record Type	Address	Status	Action	Related Records
REQ-HC-SO-15-0000003	House Connection Work Type Sign Off Request	1 1 NY CELLAR-12	Pending Review	Action	1
ADV-PL-15-000007	Submit a Plumbing Advance Notice	4 13 C NY Cellar, 1	Submitted		1
ADV-PL-15-000005	Submit a Plumbing Advance Notice	1 1 P NY OSP TO 1ST	Submitted		1
ADV-PL-15-000006	Submit a Plumbing Advance Notice	1 2 S NY CELLAR,FIR	Submitted		1
ADV-PL-15-000002	Submit a Plumbing Advance Notice	1 1 S NY CELLAR THR	Submitted		1
CERT-PL-15-000001	Plumbing Inspection Certification	0 0 NY	Submitted	Action	2
ADV-PL-15-000001	Submit a Plumbing Advance Notice	11 New York Ave NEW YORK NY	Submitted		2
30119495401PL	Plumbing Permit	9 9 C NY CELLAR,1,2	Issued	Action	0
12160293402PL	Plumbing Permit	1 1 NY	Issued	Action	1
12151117702PL	Plumbing Permit	0 0 C N	Issued	Action	0

a. Option 1

< Prev 1 2 Next >

b. Option 2 ter information below to search for records. Select the search type from the drop-down list.

General Search   General Search ▾

Search for Records

5. From the list of Records, click the **ID Number** in the row of the applicable Record.

6. Scroll down to the Related Records section and click on the **arrow** to expand the section.

7. Find the Gas Authorization Request Record, and click **View**.

8. The Gas Authorization Request Record page will open. Scroll down to the Attachments section and click on the arrow to expand the section.
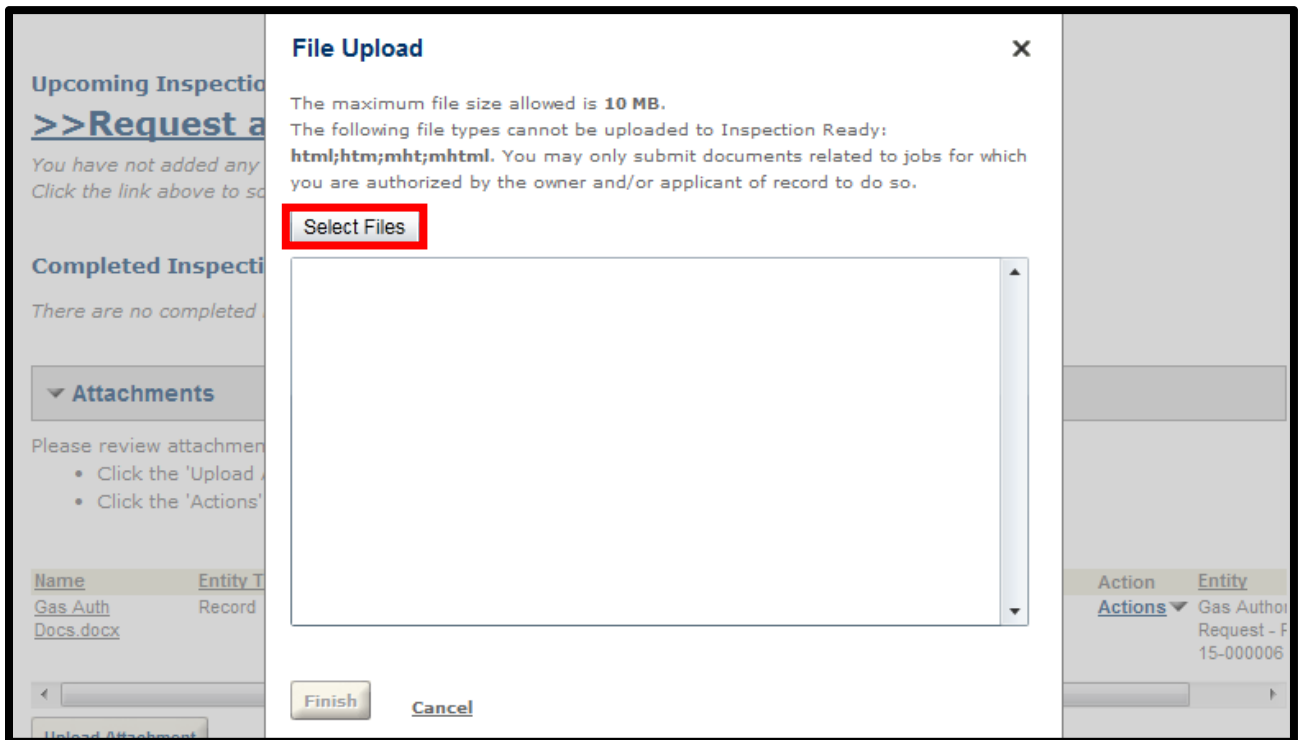
> ▶ **Attachments**

9. Click **Upload Attachment**.

> ▼ **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 |
> |------|-------------|------|------|-------------|-------------|--------|--------|
> | Gas Auth Docs.docx | Record | Boiler approval : B012 | 12.49 KB | | 09/30/2015 | Actions ▼ | Gas Author Request - F 15-000006 |
>
> **Upload Attachment**

10. The File Upload page will appear. Click **Select Files** to locate the appropriate file(s) from your computer. The document types you can upload include:

- Additional Supporting Documentation
- Affidavit of Gas Valve Lock
- Boiler approval : BO12
- Fire Supp Ansul approval : FD-FSS
- LMP/FSC/OB License Seal
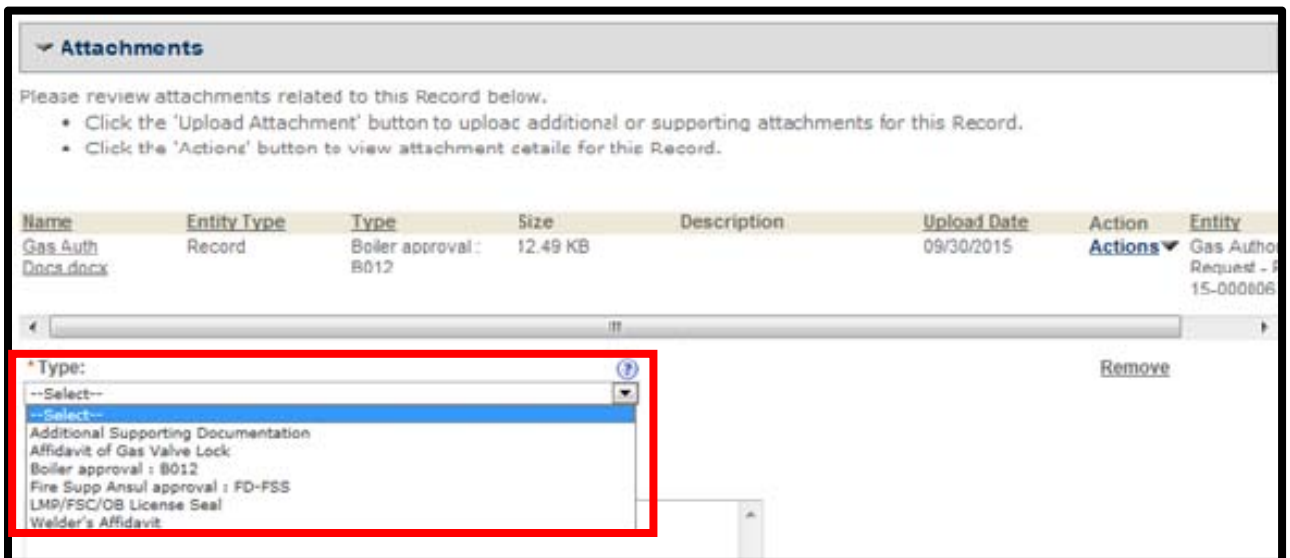- Welder's Affidavit

Please Note:

- *Microsoft Silverlight is required to upload documents in DOB NOW: Inspections. If you are having problems with Google Chrome we recommend switching to Internet Explorer.*
- *The maximum file size allowed is 10 MB.*
- *DOB signatures and/or official seals must be visible in the uploaded file. If the document has a raised seal, the seal should be made visible by using a pencil to shade over the raised portion of the seal prior to scanning and uploading.*

11. Once the file has uploaded, click **Finish**.

12. Select an option from the **Type** dropdown to classify the type of document you uploaded. The document types listed in the dropdown will vary based on the Record type.

13. The **Description** field is optional.

14. Click **Save**.

15. You will see the new file listed in the Attachments section. The Plumbing Unit will review the submission and approve or deny the request. Please refer to the "Outcomes of Gas Authorization Requests" section for additional information.

Work Type Sign Off

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 or House Connection Unit will review the submission and approve or deny the request.

Request Work Type Sign Off

1. Navigate to the DOB NOW: *Inspections* login page from the Department of Buildings' website.

2. Enter your DOB NOW: *Inspections* User Name and Password and click **Login.** Please refer to the *Account Registration and Management* User Manual before moving forward with the steps below if you do not already have a DOB NOW: *Inspections* account.

build safe | live safe

3. From the Home Page, click **Search Records**.

To use DOB NOW: *Inspections*, select from one of the options below:

Licensee Information
- Search for Licensed Professionals

Development (Buildings Job, Permit or Device)
Specialized Tasks
- Link your PIN
- Delegate record access
- Upload PVT inspections

Search Records
- View inspection results

Transactions
- Request an inspection
- Self-certify jobs or advance notices
- Delegate record access
- Request gas authorization
- Request plumbing work type sign-off
- Upload documents

Licensee Information	Development (Buildings Job, Permit or Device)
Search for Licensed Professionals	Specialized Tasks Search Records Transactions

4. Locate the appropriate Record. This can be done in one of two ways:
   a. *Option 1:* Navigate through your list of Records using the **<Prev**, **Next>**, or the page number links. If the page does not advance, please refresh your browser and try again.
   b. *Option 2:* Scroll down to the **General Search** area and search for Records. Please refer to the *Searching* User Manual for additional instructions on how to search in DOB NOW: *Inspections*.

5. From the list of Records, click the **ID Number** in the row of the applicable Record.

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 1-10 of 16 | Add to collection

	ID Number	Record Type	Address	Status	Action	Related Records
☐	REQ-HC-SO-15-0000003	House Connection Work Type Sign Off Request	1 1 NY CELLAR-12	Pending Review	Action	1
☐	ADV-PL-15-000007	Submit a Plumbing Advance Notice	4 13 C NY Cellar, 1	Submitted		1
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☐	ADV-PL-15-000006	Submit a Plumbing Advance Notice	1 2 S NY CELLAR,FIR	Submitted		1
☐	ADV-PL-15-000002	Submit a Plumbing Advance Notice	1 1 S NY CELLAR THR	Submitted		1
☐	CERT-PL-15-000001	Plumbing Inspection Certification	0 0 NY	Submitted	Action	2
☐	ADV-PL-15-000001	Submit a Plumbing Advance Notice	11 New York Ave NEW YORK NY	Submitted		2
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☐	12160293402PL	Plumbing Permit	1 1 NY CELLAR-12	Issued	Action	1
☐	12151117702PL	Plumbing Permit	0 0 C NY	Issued	Action	0

< Prev 1 2 Next >

Search for Records Enter information below to search for records. Select the search type from the drop-down list.

General Search

General Search ▼

Search for Records

6. Click **Actions** in the Record Details section.

7. Select the radio button next to the appropriate **Work Type Sign Off Request**. The available radio buttons for Work Type Sign Off Requests are dependent on the Record type. Click **Continue Application**.

8. If this is not an LAA Work Type Sign Off Request, skip to Step 9. If this is an LAA Work Type Sign Off Request, you will be prompted to answer two questions:

- Is this Emergency Work? (Yes or No).
  - This is a required field.
- If you answered "Yes", enter the Emergency Work Notification Number.
  - Emergency Work Number can be up to six digits, and can only contain numbers. There should be no decimal points or non-numeric characters.

LAA Work Type Sign Off Request

| 1 Previous Rejection Reasons | 2 Upload Documents | 3 Affirmations | 4 Review | 5 Record Issuance |

Step 2 : Upload Documents > Supporting Documentation

Please upload all necessary supporting documentation for this sign-off request. You must upload a document of type "LMP/FSC/OB License Seal" before continuing.

*indicates a required field.

Emergency Gas Repair Certification

EMERGENCY WORK

| *Is this Emergency Work?: | ◯ Yes ◯ No |
| Enter Emergency Work Notification Number: | [   ] |

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	Type	Size	Latest Update	Action

No records found.

[Upload Attachment]

[Continue Application »]

9. If you previously requested a Work Type Sign Off on this permit and it was rejected by the Department, you will see the reasons for rejection. Note that it is the Department's expectation that you have addressed the specified rejection reasons before submitting the same request again. If there were no previous rejection reasons, that will be stated as well. Click **Continue Application**.

10. You are required to upload an image of your seal. You may also upload Work Type Sign Off documents. Click **Upload Attachment**.

11. The File Upload page will appear. Click **Select Files** to locate the file(s) from your computer. In addition to any Work Type Sign Off documents you are uploading, you are required to upload an image of your seal.

Please Note:

– *Microsoft Silverlight is required to upload documents in DOB NOW: Inspections. If you are having problems with Google Chrome we recommend switching to Internet Explorer.*

– *The document types available for selection when requesting a work type sign off are listed in the* <ins>Work Type Sign Off Documents</ins> *section of this User Manual*

– *Multiple documents can be uploaded for a single Work Type Sign Off.*

– *The maximum file size allowed is 10 MB.*

– *DOB signatures and/or official seals must be visible in the uploaded file. If the document has a raised seal, the seal should be made visible by using a pencil to shade over the raised portion of the seal prior to scanning and uploading.*
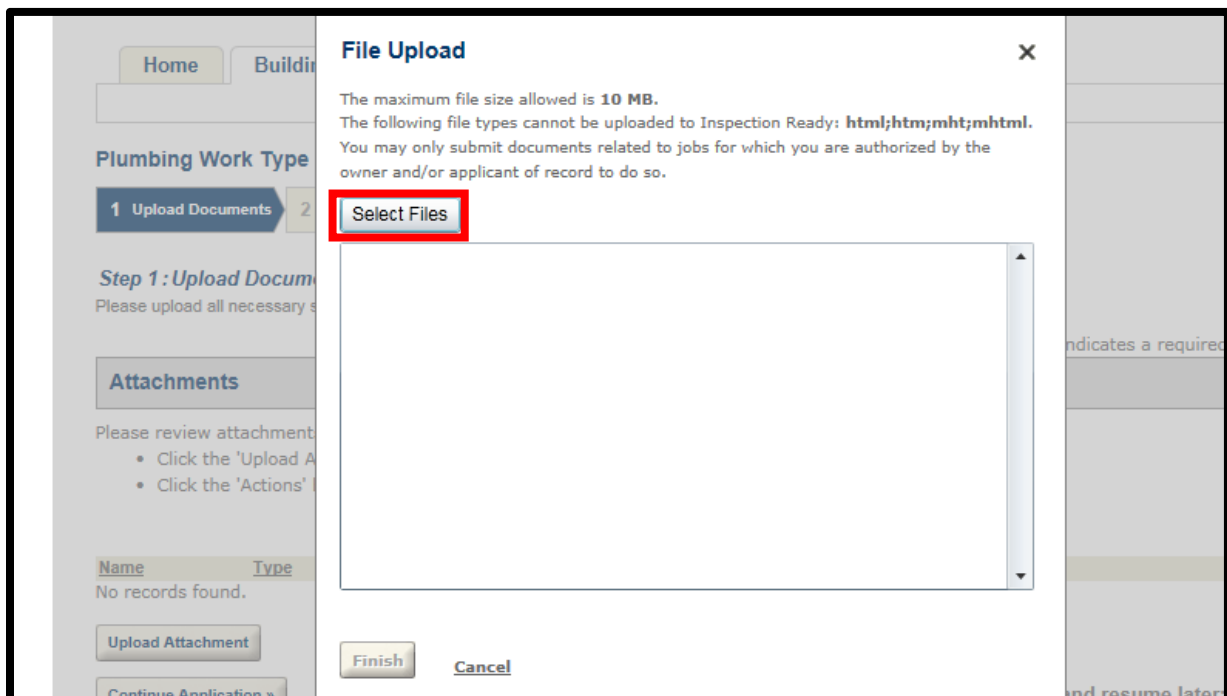
12. Once the file has uploaded, click **Finish**.
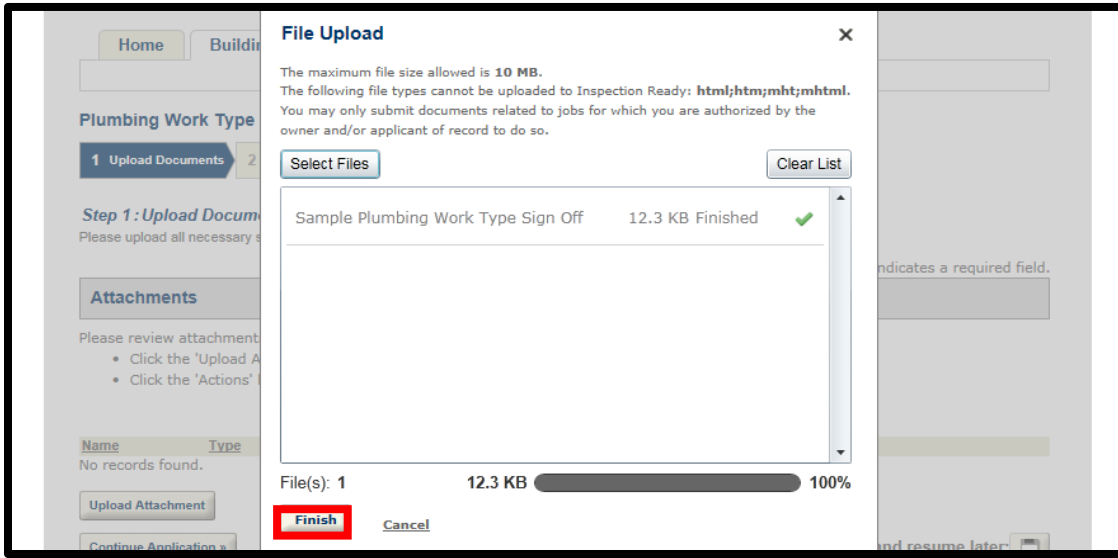
13. Select the appropriate document type from the **Type** dropdown. Please refer to the Work Type Sign Off Documents section for a complete list. In addition to any Work Type Sign Off documents you are uploading, you are required to upload a document type of "LMP/FSC/OB License Seal" before continuing.

14. The **Description** field is optional.

Step 1 : Upload Documents > Supporting Documentation
Please upload all necessary supporting documentation for this sign-off request.

*indicates a required field.

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	Type	Size	Latest Update	Action
No records found.				

*Type: Remove

Sewer/House Conn signoff : DEP HC ▾

File:
Sample Plumbing Work Type Sign Off
Request.docx

Description:

Additional description

[Save] [Upload Attachment] [Clear All]

[Continue Application »]   Save and resume later: 🖫

15. Click **Save**.

Step 1 : Upload Documents > Supporting Documentation
Please upload all necessary supporting documentation for this sign-off request.

* indicates a required field.

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	Type	Size	Latest Update	Action
No records found.				

* **Type:**   ⑦   Remove
Sewer/House Conn signoff : DEP HC ▼

File:
Sample Plumbing Work Type Sign Off
Request.docx

Description:
Additional description

Save   **Upload Attachment**   **Clear All**

Continue Application »   Save and resume later: 🖫

16. Upload additional attachments if necessary by clicking **Upload Attachment** and repeating the previous steps to upload the document. Click **Continue Application**.

17. Read the affirmation statement that applies to you, and check the **checkbox** to indicate acceptance of the statement.

- If you are a Licensed Professional, accept the "For Licensed Professionals" affirmation statement.

- If you are <u>not</u> a Licensed Professional, accept the "For All Other Users" affirmation statement.

18. Click **Continue Application**.

Plumbing Work Type Sign Off Request

| 1 Previous Rejection Reasons | 2 Upload Documents | 3 Affirmations | 4 Review | 5 Record Issuance |

Step 3 : Affirmations > Affirmation Statements
Please complete the appropriate affirmation statement below.

*indicates a required field.

For Licensed Professionals

LICENSED PROFESSIONALS

I certify the statements herein are true and comply with the NYC Construction Codes ("Codes"). I meet the requirements of the Codes and any other codes related to all inspection(s) and test(s) performed. I understand that falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment or both. I also understand that if I am found after hearing to have made or allowed to be made a false statement in this submission or this affirmation I may be subject to disciplinary action by the City of New York and/or barred from filing further applications or documents with the Department. I understand and agree that by personally checking the below checkbox and then clicking the "Continue Application >>" button I am electronically signing this affirmation. I understand that the electronic signature shall have the same validity and effect as a signature affixed by hand.:

☑

For All Other Users

OWNERS AND OTHER DELEGATES

I certify the statements herein are correct. I understand that falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment or both. I further 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 this affirmation I may be subject to disciplinary action by the City of New York and/or barred from filing further applications or documents with the Department.:

☐

Continue Application »

19. Review the Sign Off Request details and click **Continue Application**.

20. The confirmation message below will display on the screen.

Plumbing Work Type Sign Off Request

| 1 Previous Rejection Reasons | 2 Upload Documents | 3 Affirmations | 4 Review | 5 Record Issuance |

Step 5 : Record Issuance

☑ **Your record has been successfully submitted.**
Please print your record and retain a copy for your records.

Thank you for using our online services.
Your Record Number is REQ-PL-SO-17-0000017.

You will need this number to check the status of your record or to schedule/check results of inspections where applicable.

Choose "View Record Details" below to view the information submitted for your record.

View Record Details »

Work Type Sign Off Documents

The following document types are available for selection when requesting a work type sign off.

Work Type Sign Off Type	Document Type
Plumbing Work Type Sign Off Request	Tap letter - Dom Svc : DEP-DOM
	Tap letter - Fire Svc : DEP-FIRE
	Water meter permit : DEP-METER
	RPZ/DDCV test report : GEN215B
	Sewer/House Conn signoff : DEP HC 02A
	FA FDNY approval : FD-FAA
	Fire Supp Ansul approval : FD-FSS
	Boiler approval : BO-12
	Gas welder annual cert : GAS-WELD
	Oil tank removal cert : LETTER-FO
	Septic abandonment cert : LETTER-SCAV
	Medical gas install cert : LETTER-MED
	Cap and Clean Form
	Welder's Affidavit
	Additional Supporting Documentation
Sprinkler Work Type Sign Off Request	FA FDNY approval : FD-FAA
	Dry pipe valve test : FP-10
	Sprinkler insp report : FP-85
	Fire Pump/Special Service Fire Pump Test - FP 86
	Additional Supporting Documentation
Standpipe Work Type Sign Off Request	FA FDNY approval : FD-FAA
	Standpipe insp report : FP-84
	Fire Pump/Special Service Fire Pump Test - FP 86
	Additional Supporting Documentation
LAA Work Type Sign Off Request	Tap letter - Dom Svc : DEP-DOM
	Tap letter - Fire Svc : DEP-FIRE
	Water meter permit : DEP-METER
	RPZ/DDCV test report : GEN215B
	Sewer/House Conn signoff : DEP HC 02A
	FA FDNY approval : FD-FAA
	Fire Supp Ansul approval : FD-FSS
	Dry pipe valve test : FP-10
	Standpipe insp report : FP-84
	Sprinkler insp report : FP-85
	Fire Pump/Special Service Fire Pump Test - FP 86
	Boiler approval : BO-12
	Gas welder annual cert : GAS-WELD
	Oil tank removal cert : LETTER-FO
	Septic abandonment cert : LETTER-SCAV
	Medical gas install cert : LETTER-MED
	Additional Supporting Documentation
House Connection Work Type Sign Off Request	Sewer/House Conn signoff : DEP HC 02A
	Septic abandonment cert : LETTER-SCAV
	Additional Supporting Documentation

Outcomes of Work Type Sign Off Requests

If the result is:

- **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.

    – Please refer to the "Additional Documents Required: Work Type Sign Off Requests" section for additional instructions.

Additional Documents Required: Work Type Sign Off Requests

When the outcome of a Work Type Sign Off Request is "Additional Documents Required", the LP, Owner, or their Delegates must upload the required documents to the Request Record using DOB NOW: *Inspections*.

To find the Work Type Sign Off Request Record and upload additional documents:

1. Navigate to the DOB NOW: *Inspections* login page from the Department of Buildings' website.

2. Enter your DOB NOW: *Inspections* User Name and Password and click **Login.** Please refer to the *Account Registration and Management* User Manual before moving forward with the steps below if you do not already have a DOB NOW: *Inspections* account.

3. From the Home Page, click **Search Records**.

4. Locate the original Plumbing, Sprinkler, and Standpipe Permits, and Limited Alteration Applications Record. This can be done in one of two ways:

   a. *Option 1:* Navigate through your list of Records using the **<Prev**, **Next>**, or the page number links. If the page does not advance, please refresh your browser and try again.

   b. *Option 2:* Scroll down to the **General Search** area and search for Records. Please refer to the *Searching* User Manual for additional instructions on how to search in DOB NOW: *Inspections*.

5. From the list of Records, click the **ID Number** in the row of the applicable Record.

6. Scroll down to the Related Records section and click on the **arrow** to expand the section.

7. Find the Work Type Sign Off Request Record, and click **View**.

8. The Work Type Sign Off Request Record page will open. Scroll down to the Attachments section and click on the arrow to expand the section.

> ▶ **Attachments**

9. Click **Upload Attachment**.

▼ **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
Sign Off Docs.docx	Record	Sewer/House Conn signoff : DEP HC 02A	12.48 KB		09/29/2015	Actions ▼	LAA Work Sign Off Re REQ-LAA-0000004
LAA Work Type Sign Off Request REQ-1446753765181.eml	Record	External Communications	1.44 KB		11/11/2015	Actions ▼	LAA Work Sign Off Re REQ-LAA-0000004

| Upload Attachment |
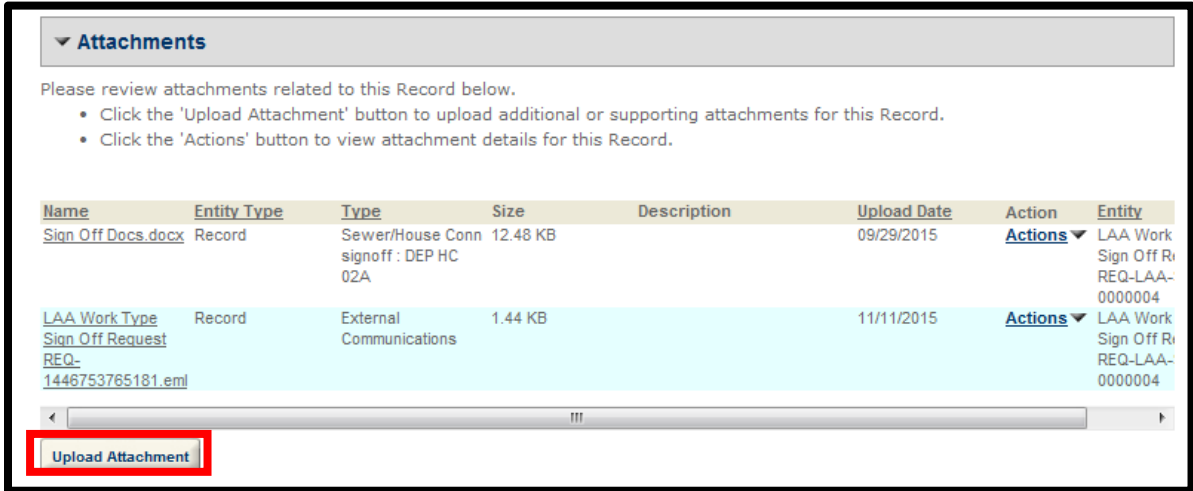
10. The File Upload page will appear. Click **Select Files** to locate the appropriate file(s) from your computer.

   Please Note:

   – *Microsoft Silverlight is required to upload documents in DOB NOW: Inspections. If you are having problems with Google Chrome we recommend switching to Internet Explorer.*

   – *The maximum file size allowed is 10 MB.*

   – *DOB signatures and/or official seals must be visible in the uploaded file. If the document has a raised seal, the seal should be made visible by using a pencil to shade over the raised portion of the seal prior to scanning and uploading.*

11. Once the file has uploaded, click **Finish**.

12. Select an option from the **Type** dropdown to classify the type of document you uploaded. The document types listed in the dropdown will vary based on the Record type.

13. The **Description** field is optional.

14. Click **Save**.

You will see the new file listed in the Attachments section. The Plumbing Unit will review the submission and approve or deny the request. Please refer to the "Outcomes of Work Type Sign Off Requests" section for additional information.

Plumbing Sign Off Request Withdrawal

A Plumbing Sign Off Request Withdrawal may be submitted if the request was originally submitted in error, if the requestor realizes that the work is not yet ready, etc. Plumbing Sign Off Request Withdrawals may be submitted by an LP, Owner, or Delegate in DOB NOW: *Inspections* for a withdrawal of any Plumbing Work Type Sign Off Request that has not yet been reviewed by the Unit.

- *Please Note: If the Unit has already started its review of the Sign Off request, you will not be able to submit the withdrawal and you will see a message stating "The Sign Off Request is currently under review by the Department of Buildings. If you still wish to withdraw the Sign Off Request, contact the Department of Buildings directly."*

Request a Sign Off Withdrawal

1. Navigate to the DOB NOW: *Inspections* login page from the Department of Buildings' website.

2. Enter your DOB NOW: *Inspections* User Name and Password and click **Login**. Please refer to the *Account Registration and Management* User Manual before moving forward with the steps below if you do not already have a DOB NOW: *Inspections* account.

3. From the Home Page, click **Search Records**.

To use DOB NOW: *Inspections*, select from one of the options below:

Licensee Information
- Search for Licensed Professionals

Development (Buildings Job, Permit or Device)
Specialized Tasks
- Link your PIN
- Delegate record access
- Upload PVT inspections

Search Records
- View inspection results

Transactions
- Request an inspection
- Self-certify jobs or advance notices
- Delegate record access
- Request gas authorization
- Request plumbing work type sign-off
- Upload documents

Licensee Information	**Development (Buildings Job, Permit or Device)**
Search for Licensed Professionals	Specialized Tasks
	Search Records
	Transactions

4. Locate the appropriate Record. This can be done in one of two ways:
   a. *Option 1:* Navigate through your list of Records using the **<Prev**, **Next>**, or the page number links. If the page does not advance, please refresh your browser and try again.
   b. *Option 2:* Scroll down to the **General Search** area and search for Records. Please refer to the *Searching* User Manual for additional instructions on how to search in DOB NOW: *Inspections*.

5. From the list of Records, click the **ID Number** of the Record (PL, SD, SP, LAA) for which you would like to withdraw the Sign Off Request. If a Sign Off Request has been submitted previously, the Record will be in a "Issued-Sign Off Pending" or "Reissued-Sign Off Pending" status.

6. Click **Actions** in the Record Details section.

7. Select the applicable Plumbing Work Type Sign Off Request Withdrawal, then click **Continue Application**.

8. The original Sign Off Request Record ID will display. Click **Continue Application**.

9. Review the Record ID, then click **Continue Application** to submit the request.

10. Once your request has been submitted, you will receive a Record Number as confirmation of your request. If your request was successful, you will see the green banner below. Please note this number for future reference.

Plumbing Work Type Sign Off Request Withdrawal

| 1 Sign Off Request Record | 2 Review | 3 Record Issuance |

Step 3: Record Issuance

✓ **Your record has been successfully submitted.**
Please print your record and retain a copy for your records.

Thank you for using our online services.
Your Record Number is WTH-PL-SO-17-0000019.

You will need this number to check the status of your record or to schedule/check results of inspections where applicable.

Choose "View Record Details" below to view the information submitted for your record.

View Record Details »