

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*.

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

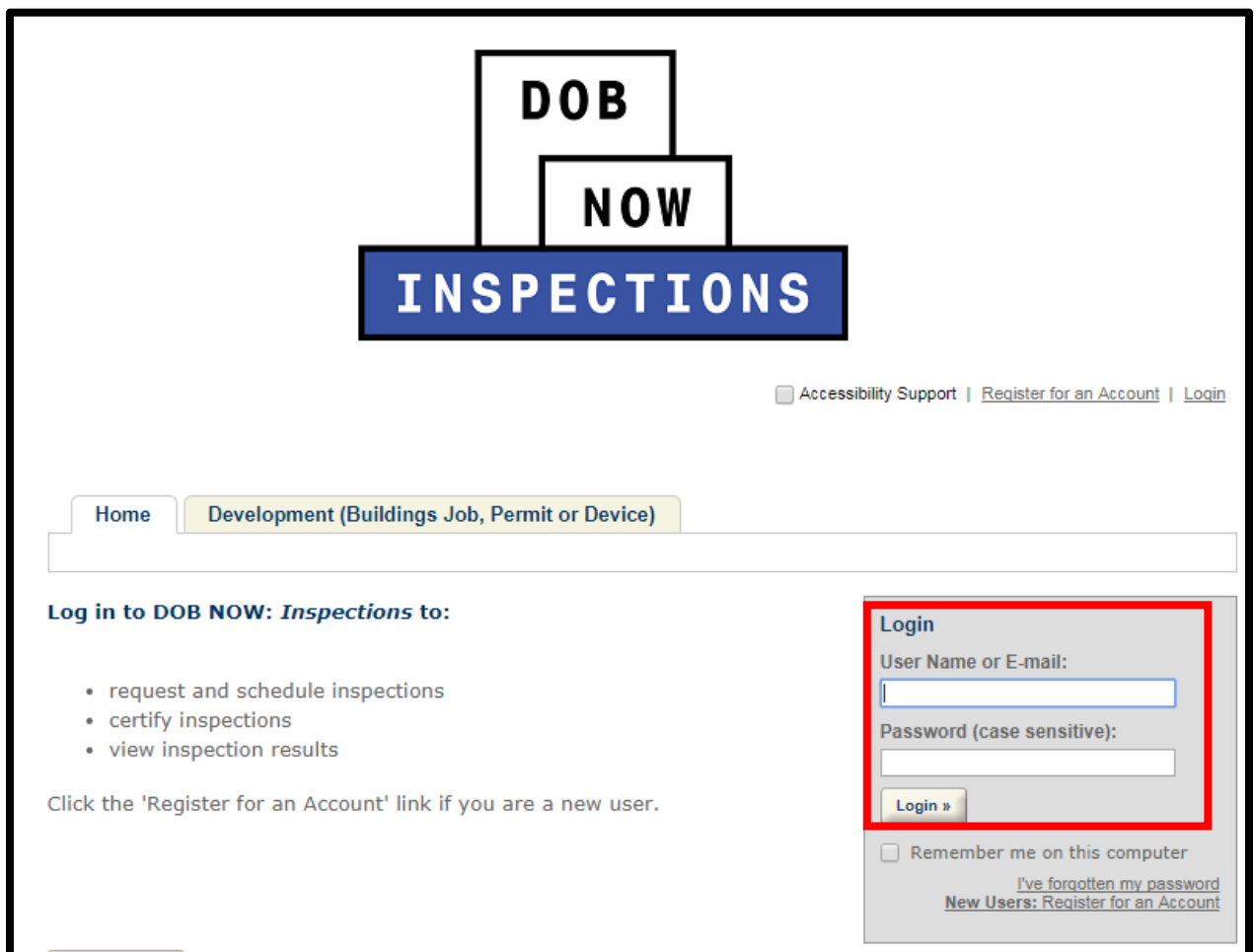
Gas Authorization

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.



The screenshot shows the login page for DOB NOW: Inspections. At the top center is the logo with 'DOB' and 'NOW' stacked above a blue bar containing 'INSPECTIONS'. To the right of the logo are links for 'Accessibility Support', 'Register for an Account', and 'Login'. Below the logo is a navigation bar with 'Home' and 'Development (Buildings Job, Permit or Device)'. The main content area is titled 'Log in to DOB NOW: Inspections to:' and lists three options: 'request and schedule inspections', 'certify inspections', and 'view inspection results'. Below this list is a note: 'Click the 'Register for an Account' link if you are a new user.' On the right side, there is a 'Login' form with a red border. The form contains two input fields: 'User Name or E-mail:' and 'Password (case sensitive):', followed by a 'Login »' button. Below the form are checkboxes for 'Remember me on this computer' and links for 'I've forgotten my password' and 'New Users: Register for an 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 Search for Licensed Professionals	Development (Buildings Job, Permit or Device) 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*.

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](#)

<input type="checkbox"/> ID Number	Record Type	Address	Status	Action	Related Records
<input type="checkbox"/> REQ-HC-SO-15-000003	House Connection Work Type Sign Off Request	1 1 NY CELLAR-12	Pending Review	Action	1
<input type="checkbox"/> ADV-PL-15-000007	Submit a Plumbing Advance Notice	4 13 C NY Cellar, 1	Submitted		1
<input type="checkbox"/> ADV-PL-15-000005	Submit a Plumbing Advance Notice	1 1 P NY OSP TO 1ST	Submitted		1
<input type="checkbox"/> ADV-PL-15-000006	Submit a Plumbing Advance Notice	1 2 S NY CELLAR,FIR	Submitted		1
<input type="checkbox"/> ADV-PL-15-000002	Submit a Plumbing Advance Notice	1 1 S NY CELLAR THR	Submitted		1
<input type="checkbox"/> CERT-PL-15-000001	Plumbing Inspection Certification	0 0 NY	Submitted	Action	2
<input type="checkbox"/> ADV-PL-15-000001	Submit a Plumbing Advance Notice	11 New York Ave NEW YORK NY	Submitted		2
<input type="checkbox"/> 30119495401PL	Plumbing Permit	9 9 C NY CELLAR,1,2	Issued	Action	0
<input type="checkbox"/> 12160293402PL	Plumbing Permit	1 1 NY	Issued	Action	1
<input type="checkbox"/> 12151117702PL	Plumbing Permit	0 0 C	Issued	Action	0

a. Option 1
< Prev 1 2 Next >

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

General Search

Search for Records

- 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](#)

<input type="checkbox"/> ID Number	Record Type	Address	Status	Action	Related Records
<input type="checkbox"/> REQ-HC-SO-15-000003	House Connection Work Type Sign Off Request	1 1 NY CELLAR-12	Pending Review	Action	1
<input type="checkbox"/> ADV-PL-15-000007	Submit a Plumbing Advance Notice	4 13 C NY Cellar, 1	Submitted		1
<input type="checkbox"/> ADV-PL-15-000005	Submit a Plumbing Advance Notice	1 1 P NY OSP TO 1ST	Submitted		1
<input type="checkbox"/> ADV-PL-15-000006	Submit a Plumbing Advance Notice	1 2 S NY CELLAR,FIR	Submitted		1
<input type="checkbox"/> ADV-PL-15-000002	Submit a Plumbing Advance Notice	1 1 S NY CELLAR THR	Submitted		1
<input type="checkbox"/> CERT-PL-15-000001	Plumbing Inspection Certification	0 0 NY	Submitted	Action	2
<input type="checkbox"/> ADV-PL-15-000001	Submit a Plumbing Advance Notice	11 New York Ave NEW YORK NY	Submitted		2
<input type="checkbox"/> 30119495401PL	Plumbing Permit	9 9 C NY CELLAR,1,2	Issued	Action	0
<input type="checkbox"/> 12160293402PL	Plumbing Permit	1 1 NY CELLAR-12	Issued	Action	1
<input type="checkbox"/> 2151117702PL	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

<p>Licensed Professional:</p> <p>ALFRED GLIECH ELVERA LSERVICE INC 2201 NEPTUNE AVE BK, NY, 11224 Business Phone:7189725295 SOC 000473</p> <p>View Additional Licensed Professionals>></p>	<p>Job Description:</p> <p>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</p>
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▶ **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.

Gas Authorization Request

1 Enter Gas Information 2 Previous Rejection Reasons 3 Upload Documents 4 Affirmations 5 Review 6

Step 1: Enter Gas Information > Gas Information

To request a Gas Authorization, please enter the information required in the table below. Enter as many rows as is necessary to provide complete information about the Gas Meters, Risers and End Uses to be authorized.

Please include any related Boiler Permit numbers in the Requestor Comment field, where applicable. * indicates a required field.

Gas Usage Table

GAS METERS AND RISERS

Showing 0-0 of 0

Meter Floor	Total Meters	Total Risers	New Meter Location	Meter Location	Riser Location	Cook	Dryer	Hot Water	Boiler Water Pilot	Heat	Fireplace	HVAC	Tankless Coil	Direct Vent	Other (Describe)	Requestor Comment	Status
No records found.																	

b. Option 1
Add a Row
Add 2 Rows
Add 3 Rows
Add 4 Rows
Add 5 Rows
Add 6 Rows
Add 7 Rows
Add 8 Rows
Add 9 Rows
Add 10 Rows
a. Option 2

- 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.

GAS METERS AND RISERS

* Meter Floor: ALL

* Total Meters: 20

* Total Risers: 5

* Meter Location: 100

* Riser Location: 200

New Meter

Cook

Boiler Pilot

HVAC

Other (Describe):

Dryer

Heat

Tankless Coil

Requestor Comment:

Hot Water

Fireplace

Direct Vent

Status: --Select--

Approval Comment:

Submit Cancel

- 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.

GAS METERS AND RISERS

* Meter Floor: ALL

* Total Meters: 20

* Total Risers: 5

* Meter Location: 100

* Riser Location: 200

New Meter

Cook

Boiler Pilot

HVAC

Other (Describe):

Dryer

Heat

Tankless Coil

Requestor Comment:

Hot Water

Fireplace

Direct Vent

Status: --Select--

Approval Comment:

Submit Cancel

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

The screenshot shows a web form titled "GAS METERS AND RISERS". It contains several input fields and checkboxes. The "Requestor Comment" field is highlighted with a red border. The form includes fields for "Meter Floor" (set to ALL), "Total Meters" (20), "Meter Location" (100), "Total Risers" (5), and "Riser Location" (200). There are checkboxes for "New Meter", "Cook", "Boiler Pilot", "HVAC" (checked), "Dryer", "Heat", "Tankless Coil", "Hot Water", "Fireplace", and "Direct Vent". There are also text areas for "Other (Describe)", "Approval Comment", and "Requestor Comment". A "Status" dropdown menu is set to "--Select--". At the bottom, there are "Submit" and "Cancel" buttons.

12. Click **Submit**.

This screenshot is identical to the one above, showing the "GAS METERS AND RISERS" form. In this view, the "Submit" button at the bottom left is highlighted with a red border, indicating the next step in the process.

13. Click **Continue Application**.

Gas Authorization Request

1 Enter Gas Information 2 Previous Rejection Reasons 3 Upload Documents 4 Affirmations 5 Review 6

Step 1: Enter Gas Information > Gas Information

To request a Gas Authorization, please enter the information required in the table below. Enter as many rows as is necessary to provide complete information about the Gas Meters, Risers and End Uses to be authorized.

Please include any related Boiler Permit numbers in the Requestor Comment field, where applicable.

* indicates a required field.

Gas Usage Table

GAS METERS AND RISERS

Showing 1-1 of 1

<input type="checkbox"/>	Meter Total	Floor Meters	Total Risers	New Meter Location	Riser Location	Cook Dryer	Dryer	Hot Water	Boiler Water Pilot	Heat	Fireplace	HVAC	Tankless Coil	Direct Vent	Other (Describe)	Requestor Comment	Status	
<input type="checkbox"/>	027	20	5	No	100	200	No	No	No	No	No	Yes	No	No	No			Actions

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**.

Gas Authorization Request

1 Enter Gas Information 2 Previous Rejection Reasons 3 Upload Documents 4 Affirmations 5 Review 6

Step 2: Previous Rejection Reasons > Previous Rejection Reasons

See below rejection reasons from your previous submission. Please ensure these items are addressed before resubmitting your request.

* indicates a required field.

Previous Rejection Reasons

PREVIOUS REJECTION REASONS

Showing 1-2 of 2

Floor	Rejection Reason
027	Missing or Incomplete Document/s
028	No previous rejection reason

Continue Application »

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

Gas Authorization Request

1 Enter Gas Information

2 Previous Rejection Reasons

3 Upload Documents

4 Affirmations

5 Review

6

Step 3 : Upload Documents > Supporting Documentation

If necessary, please upload the supporting documentation types available below. You must upload a document of type "LMP/FSC/OB License Seal" before continuing.

* 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.				

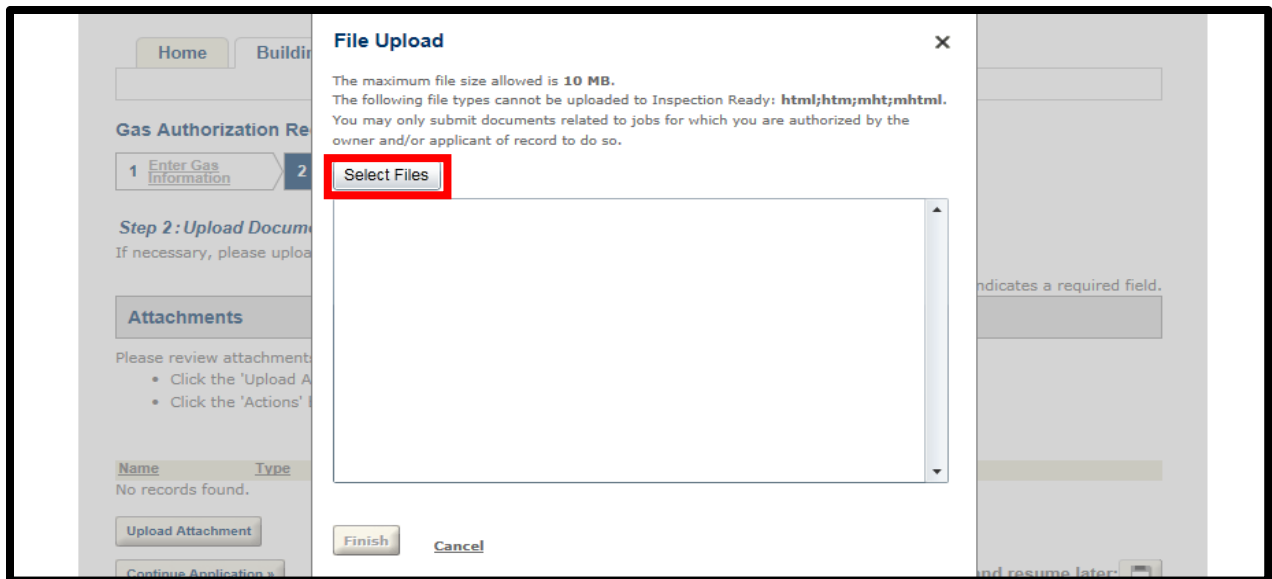
Upload Attachment

Continue Application »

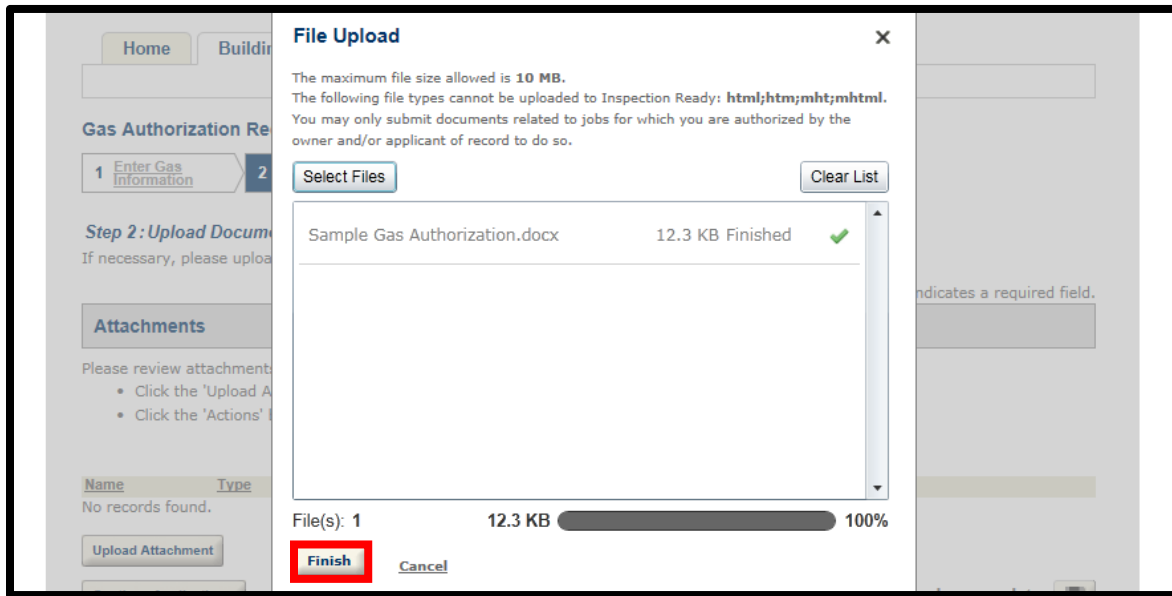
16. The File Upload page will appear. Click **Select Files** to locate the file(s) from your computer. In addition to any Gas Authorization documents you are uploading, you are required to upload an image of your seal.

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.*



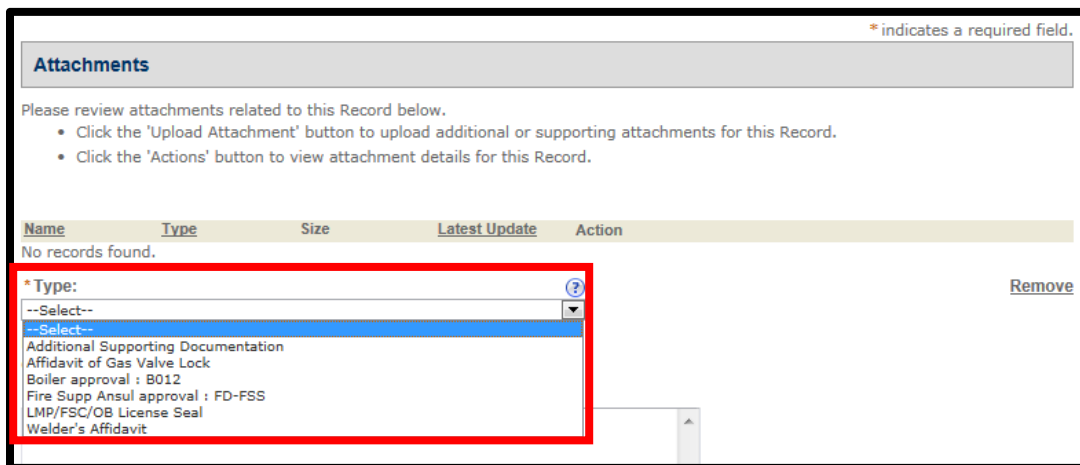
17. Once the file has uploaded, click **Finish**.



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.

* 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](#)

File:
Sample Gas Authorization.docx

Description:

20. Click **Save**.

* 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

File:
Sample Gas Authorization.docx

Description:

Save

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

The attachment(s) has/have been successfully uploaded. It may take a few minutes before changes are reflected.

Gas Authorization Request

1 Enter Gas Information | 2 Previous Rejection Reasons | **3 Upload Documents** | 4 Affirmations | 5 Review | 6

Step 3 : Upload Documents > Supporting Documentation

If necessary, please upload the supporting documentation types available below. You must upload a document of type "LMP/FSC/OB License Seal" before continuing.

* 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
Sample Gas Authorization.txt	Welder's Affidavit	9 bytes	06/22/2017	Actions ▼

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.

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.:

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

Floor	Meter Total	Total Meters	New Risers	Meter Location	Riser Location	Cook	Dryer	Hot Water	Boiler	Heat	Fireplace	HVAC	Tankless Coil	Direct Vent	Other (Describe)	Request Comment
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.

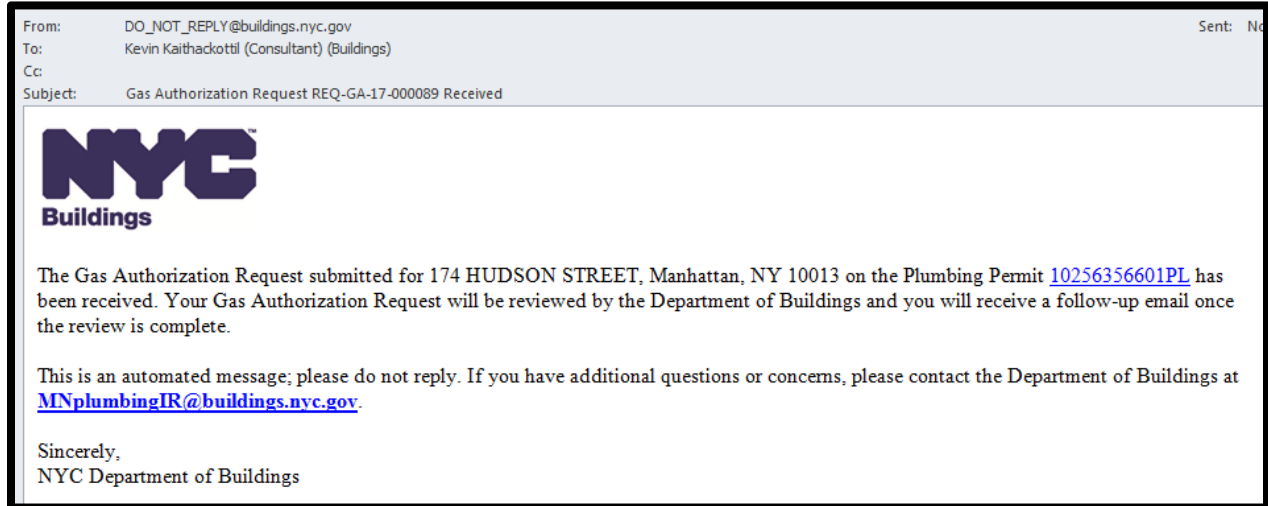
You will need this number to check the status of your record or to schedule/check results of inspections where applicable.

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:

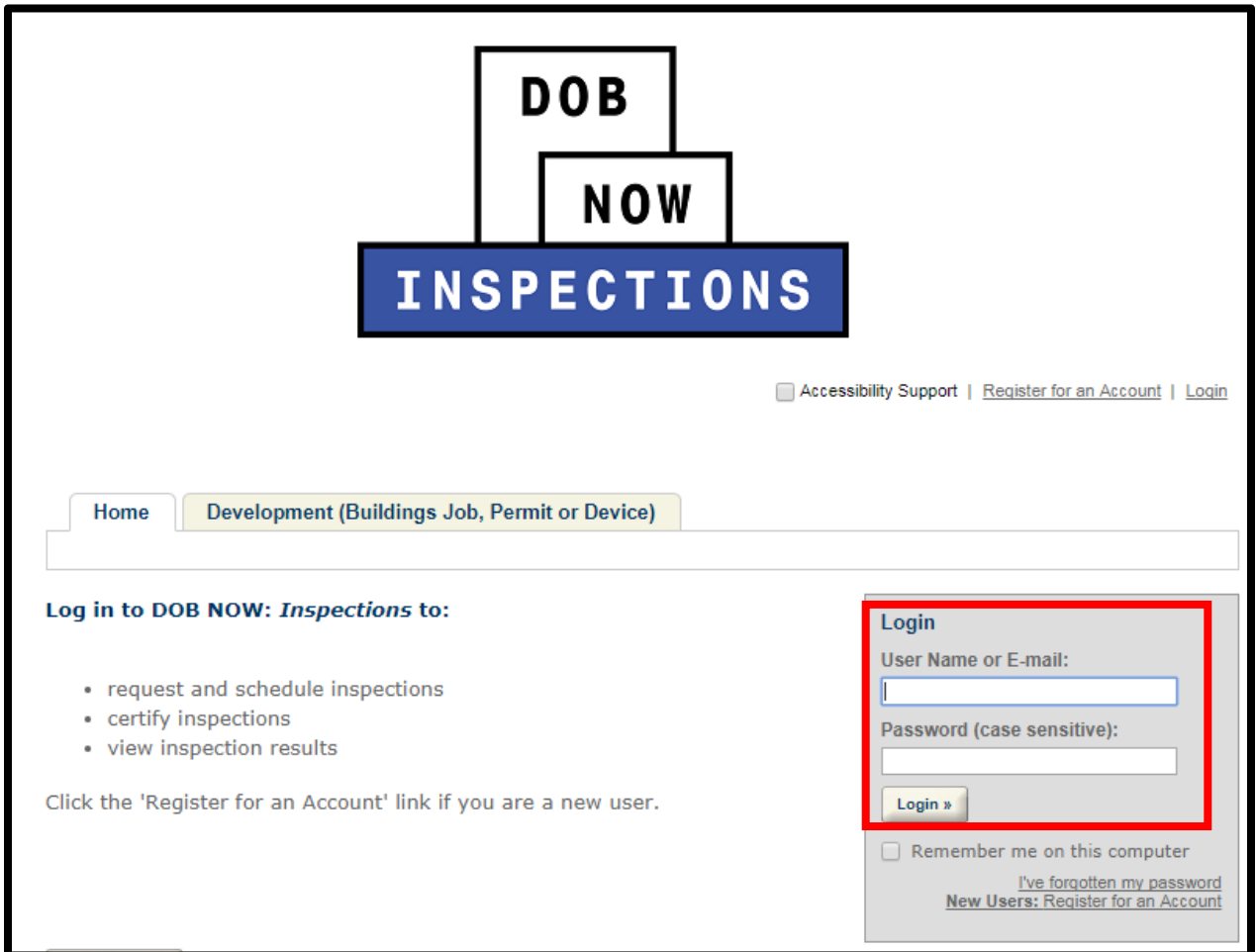
- **Approved:**
 - An email is sent to all Registered Users on the Record stating that the request was reviewed and granted.
 - A Gas Authorization Approved Report will be generated and available for download through DOB NOW: *Inspections*.
 - The Gas Authorization Approved Report can be found in the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

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

<input type="checkbox"/> ID Number	Record Type	Address	Status	Action	Related Records
<input type="checkbox"/> REQ-HC-SO-15-000003	House Connection Work Type Sign Off Request	1 1 NY CELLAR-12	Pending Review	Action	1
<input type="checkbox"/> ADV-PL-15-000007	Submit a Plumbing Advance Notice	4 13 C NY Cellar, 1	Submitted		1
<input type="checkbox"/> ADV-PL-15-000005	Submit a Plumbing Advance Notice	1 1 P NY OSP TO 1ST	Submitted		1
<input type="checkbox"/> ADV-PL-15-000006	Submit a Plumbing Advance Notice	1 2 S NY CELLAR,FIR	Submitted		1
<input type="checkbox"/> ADV-PL-15-000002	Submit a Plumbing Advance Notice	1 1 S NY CELLAR THR	Submitted		1
<input type="checkbox"/> CERT-PL-15-000001	Plumbing Inspection Certification	0 0 NY	Submitted	Action	2
<input type="checkbox"/> ADV-PL-15-000001	Submit a Plumbing Advance Notice	11 New York Ave NEW YORK NY	Submitted		2
<input type="checkbox"/> 30119495401PL	Plumbing Permit	9 9 C NY CELLAR,1,2	Issued	Action	0
<input type="checkbox"/> 12160293402PL	Plumbing Permit	1 1 NY	Issued	Action	1
<input type="checkbox"/> 12151117702PL	Plumbing Permit	0 0 C	Issued	Action	0

a. Option 1
< Prev 1 2 Next >

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

General Search
General Search ▾

[Search for Records](#)

- 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](#)

<input type="checkbox"/> ID Number	Record Type	Address	Status	Action	Related Records
<input type="checkbox"/> REQ-HC-SO-15-000003	House Connection Work Type Sign Off Request	1 1 NY CELLAR-12	Pending Review	Action	1
<input type="checkbox"/> ADV-PL-15-000007	Submit a Plumbing Advance Notice	4 13 C NY Cellar, 1	Submitted		1
<input type="checkbox"/> ADV-PL-15-000005	Submit a Plumbing Advance Notice	1 1 P NY OSP TO 1ST	Submitted		1
<input type="checkbox"/> ADV-PL-15-000006	Submit a Plumbing Advance Notice	1 2 S NY CELLAR,FIR	Submitted		1
<input type="checkbox"/> ADV-PL-15-000002	Submit a Plumbing Advance Notice	1 1 S NY CELLAR THR	Submitted		1
<input type="checkbox"/> CERT-PL-15-000001	Plumbing Inspection Certification	0 0 NY	Submitted	Action	2
<input type="checkbox"/> ADV-PL-15-000001	Submit a Plumbing Advance Notice	11 New York Ave NEW YORK NY	Submitted		2
<input type="checkbox"/> 30119495401PL	Plumbing Permit	9 9 C NY CELLAR,1,2	Issued	Action	0
<input type="checkbox"/> 12160293402PL	Plumbing Permit	1 1 NY CELLAR-12	Issued	Action	1
<input type="checkbox"/> 2151117702PL	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

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

▶ Related Records

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

▼ Related Records

Click on the arrow to expand the Record ID.

Click on **'View'** to review Related Record details associated with the current Record.

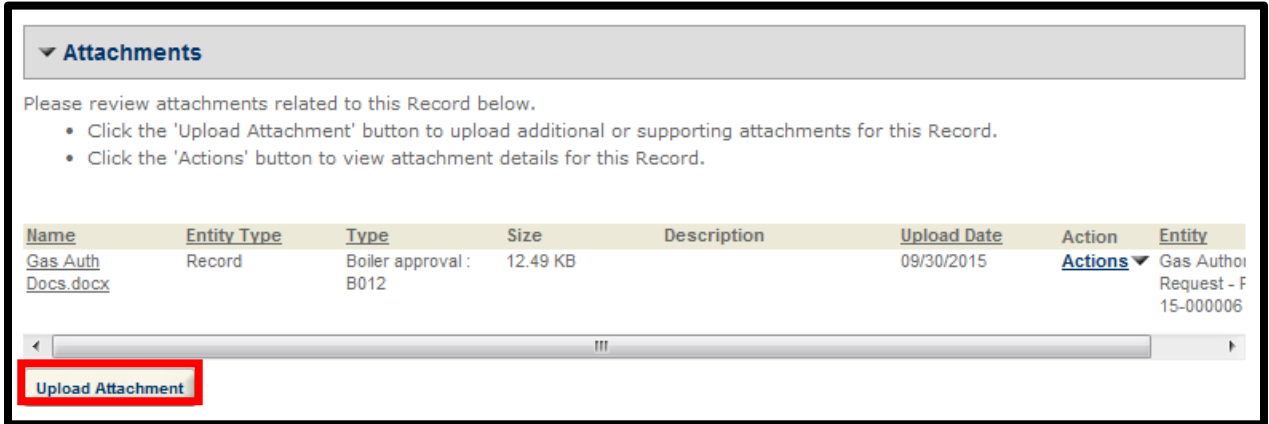
[View Entire Tree »](#)

ID Number	Record Type	Application Name	Date	View
<ul style="list-style-type: none"> ▼ USTPL4006 <ul style="list-style-type: none"> <input type="checkbox"/> REQ-GA-15-000006 	Limited Alteration Application		09/29/2015	
	Gas Authorization Request		09/30/2015	View

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



- Click **Upload Attachment**.

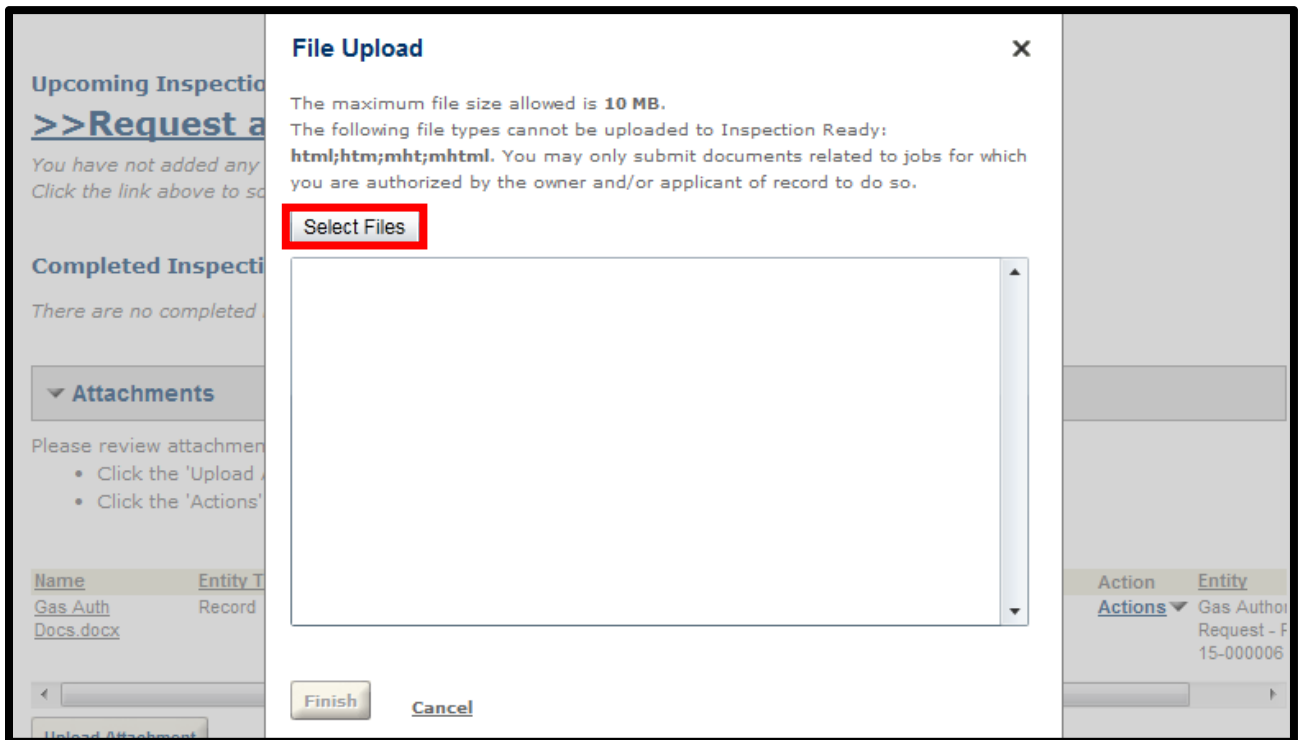


10. The File Upload page will appear. Click **Select Files** to locate the appropriate file(s) from your computer. The document types you can upload include:

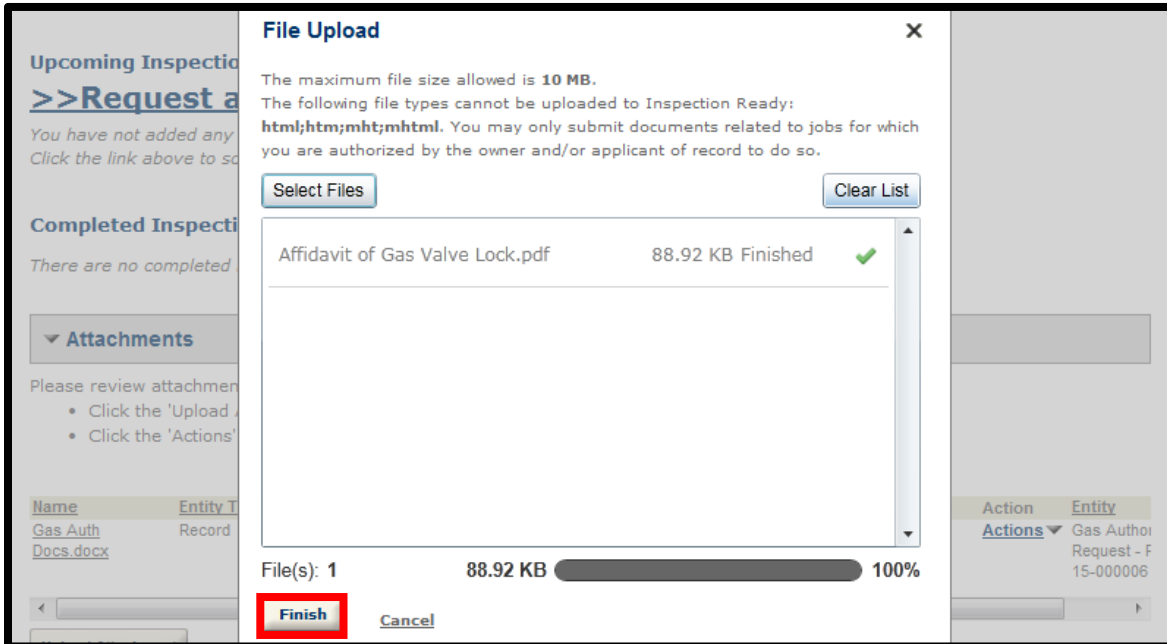
- Additional Supporting Documentation
- Affidavit of Gas Valve Lock
- Boiler approval : BO12
- Fire Supp Ansul approval : FD-FSS
- LMP/FSC/OB License Seal
- Welder's Affidavit

Please Note:

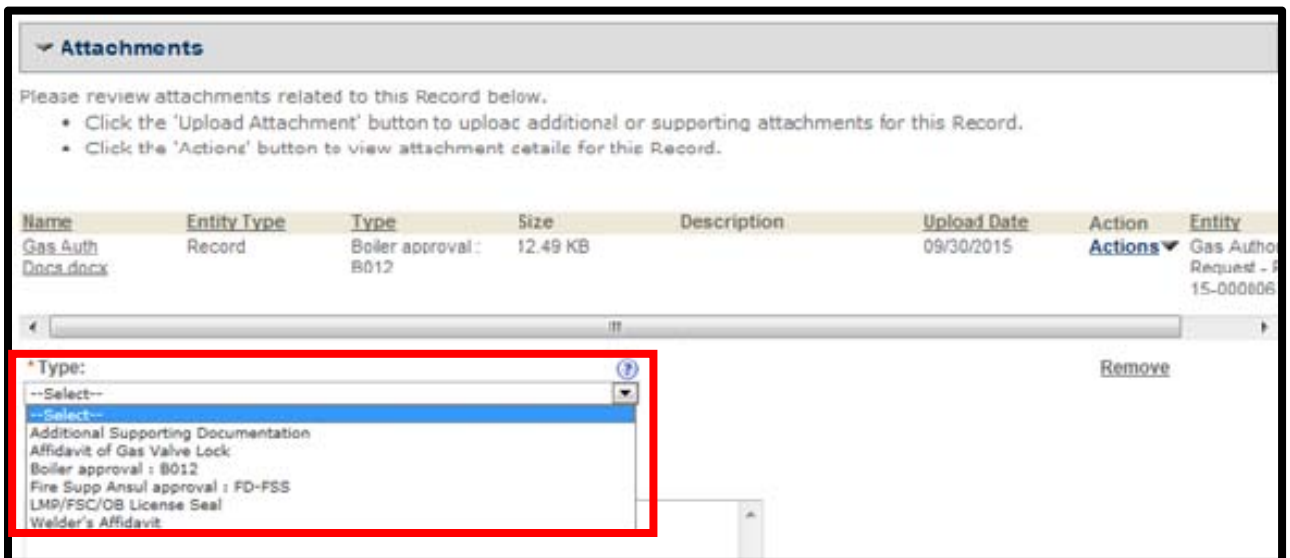
- *Microsoft Silverlight is required to upload documents in DOB NOW: Inspections. If you are having problems with Google Chrome we recommend switching to Internet Explorer.*
- *The maximum file size allowed is 10 MB.*
- *DOB signatures and/or official seals must be visible in the uploaded file. If the 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.

▼ **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 Auth Request - 15-000006

* Type: ?

File: Affidavit of Gas Valve Lock.pdf

Description:

14. Click **Save**.

▼ **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 Auth Request - 15-000006

* Type: ?

File: Affidavit of Gas Valve Lock.pdf

Description:

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.

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 Search for Licensed Professionals	Development (Buildings Job, Permit or Device) 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*.

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](#)

<input type="checkbox"/> ID Number	Record Type	Address	Status	Action	Related Records
<input type="checkbox"/> REQ-HC-SO-15-000003	House Connection Work Type Sign Off Request	1 1 NY CELLAR-12	Pending Review	Action	1
<input type="checkbox"/> ADV-PL-15-000007	Submit a Plumbing Advance Notice	4 13 C NY Cellar, 1	Submitted		1
<input type="checkbox"/> ADV-PL-15-000005	Submit a Plumbing Advance Notice	1 1 P NY OSP TO 1ST	Submitted		1
<input type="checkbox"/> ADV-PL-15-000006	Submit a Plumbing Advance Notice	1 2 S NY CELLAR,FIR	Submitted		1
<input type="checkbox"/> ADV-PL-15-000002	Submit a Plumbing Advance Notice	1 1 S NY CELLAR THR	Submitted		1
<input type="checkbox"/> CERT-PL-15-000001	Plumbing Inspection Certification	0 0 NY	Submitted	Action	2
<input type="checkbox"/> ADV-PL-15-000001	Submit a Plumbing Advance Notice	11 New York Ave NEW YORK NY	Submitted		2
<input type="checkbox"/> 30119495401PL	Plumbing Permit	9 9 C NY CELLAR,1,2	Issued	Action	0
<input type="checkbox"/> 12160293402PL	Plumbing Permit	1 1 NY	Issued	Action	1
<input type="checkbox"/> 12151117702PL	Plumbing Permit	0 0 C	Issued	Action	0

a. Option 1
< Prev 1 2 Next >

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

General Search

[Search for Records](#)

- 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](#)

<input type="checkbox"/> ID Number	Record Type	Address	Status	Action	Related Records
<input type="checkbox"/> REQ-HC-SO-15-000003	House Connection Work Type Sign Off Request	1 1 NY CELLAR-12	Pending Review	Action	1
<input type="checkbox"/> ADV-PL-15-000007	Submit a Plumbing Advance Notice	4 13 C NY Cellar, 1	Submitted		1
<input type="checkbox"/> ADV-PL-15-000005	Submit a Plumbing Advance Notice	1 1 P NY OSP TO 1ST	Submitted		1
<input type="checkbox"/> ADV-PL-15-000006	Submit a Plumbing Advance Notice	1 2 S NY CELLAR,FIR	Submitted		1
<input type="checkbox"/> ADV-PL-15-000002	Submit a Plumbing Advance Notice	1 1 S NY CELLAR THR	Submitted		1
<input type="checkbox"/> CERT-PL-15-000001	Plumbing Inspection Certification	0 0 NY	Submitted	Action	2
<input type="checkbox"/> ADV-PL-15-000001	Submit a Plumbing Advance Notice	11 New York Ave NEW YORK NY	Submitted		2
<input type="checkbox"/> 30119495401PL	Plumbing Permit	9 9 C NY CELLAR,1,2	Issued	Action	0
<input type="checkbox"/> 12160293402PL	Plumbing Permit	1 1 NY CELLAR-12	Issued	Action	1
<input type="checkbox"/> 2151117702PL	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:
 GEORGE LEVINE
 PAR PLUMBING CO. INC.
 405 LEXINGTON AVENUE
 NEW YORK, NY, 10007
 Business Phone:2129261088
 SOC 009295

Job Description:
 INSTALLATION OF PLUMBING FIXTURES AND
 RELATED PIPING AS SHOWN ON
DRAWINGS
 FILED HEREWITH. NO CHANGE IN USE, EGRESS OR
 OCCUPANCY. IN CONJ. WITH ALT. I: 101634929.

[View Additional Licensed Professionals>>](#)

▶ [More Details](#)

Actions

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**.

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. 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**.

Plumbing Work Type Sign Off Request

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

Step 1: Previous Rejection Reasons > Previous Rejection Reasons
 See below rejection reasons from your previous submission. Please ensure these items are addressed before resubmitting your request. * indicates a required field.

Previous Rejection Reasons

PREVIOUS REJECTION REASONS
 Showing 1-2 of 2

Rejection Reason
Missing or Incomplete Document/s
Job has Open Comment/s

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**.

Plumbing 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.

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.				

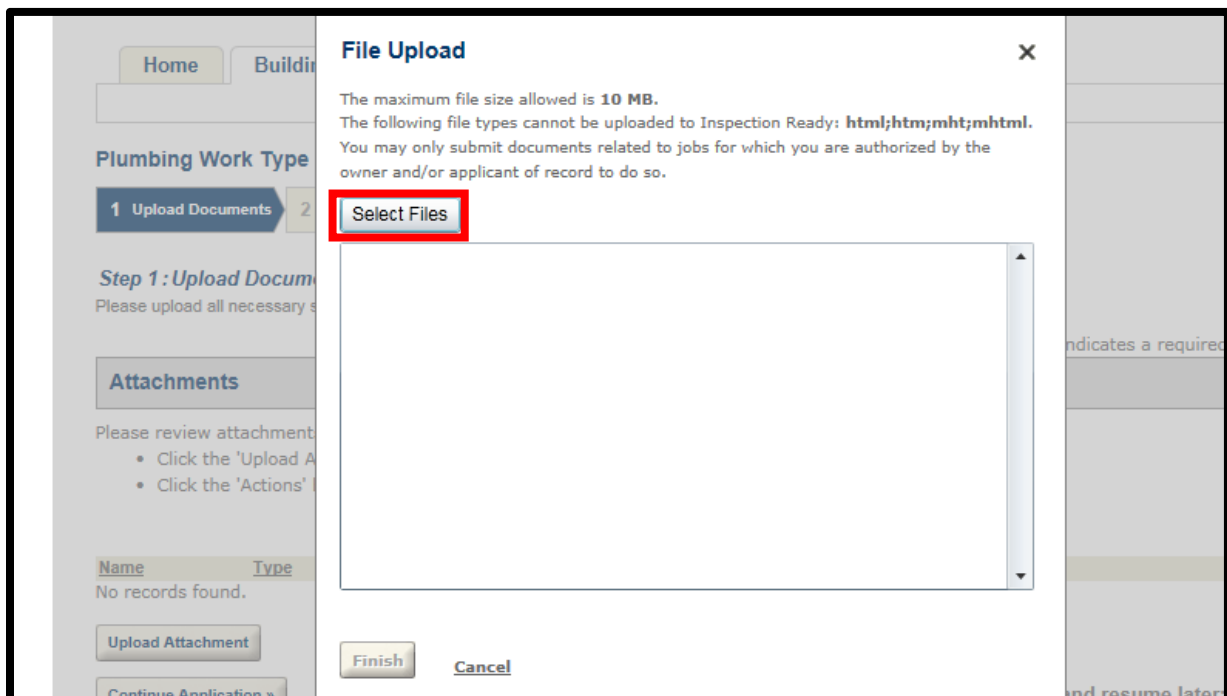
Upload Attachment

Continue Application »

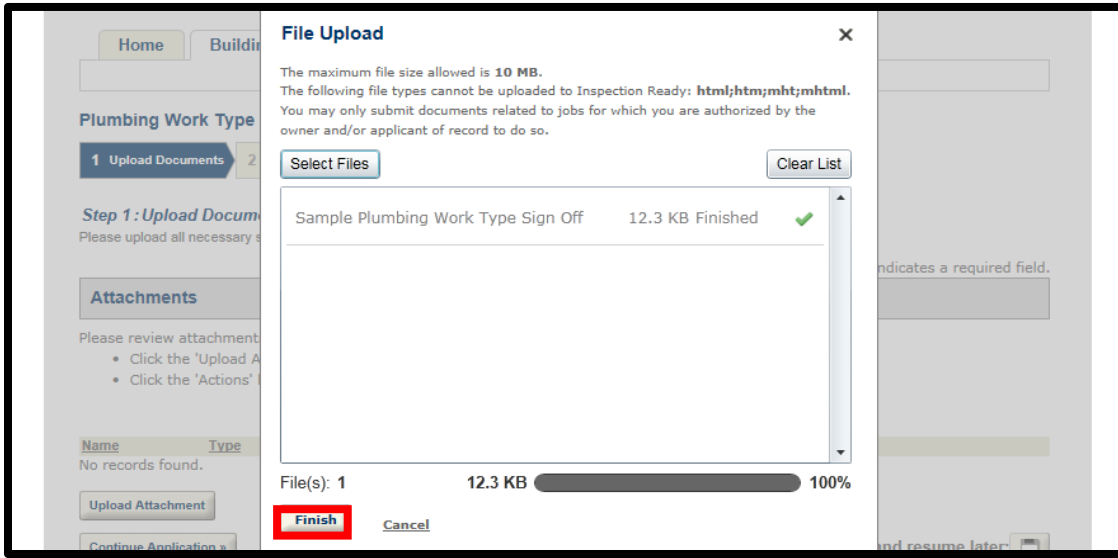
11. The File Upload page will appear. Click **Select Files** to locate the file(s) from your computer. In addition to any Work Type Sign Off documents you are uploading, you are required to upload an image of your seal.

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 [Work Type Sign Off Documents](#) 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.

Step 1: 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.

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](#)

--Select--

--Select--

Additional Supporting Documentation

Boiler approval : BO-12

Cap and Clean Form

FA FDNY approval : FD-FAA

Fire Supp Ansul approval : FD-FSS

Gas welder annual cert : GAS-WELD

LMP/FSC/OB License Seal

Medical gas install cert : LETTER-MED

Oil tank removal cert : LETTER-FO

RPZ/DDCV test report : GEN215B

Septic abandonment cert : LETTER-SCAV

Sewer/House Conn signoff : DEP HC 02A

Tap letter - Dom Svc : DEP-DOM

Tap letter - Fire Svc : DEP-FIRE

Water meter permit : DEP-METER

Welder's Affidavit

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](#)

File:
 Sample Plumbing Work Type Sign Off Request.docx

Description:
 Additional description

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: [Remove](#)

File:
 Sample Plumbing Work Type Sign Off Request.docx

Description:
 Additional description

Save

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**.

The attachment(s) has/have been successfully uploaded.
It may take a few minutes before changes are reflected.

Plumbing 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.

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
Plumbing Sign Off Document.txt	LMP/FSC/OB License Seal	19 bytes	06/22/2017	Actions ▼

Upload Attachment

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 not a Licensed Professional, accept the “For All Other Users” affirmation statement.

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 »

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**.

Step 4 : 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

Plumbing Work Type Sign Off Request

Previous Rejection Reasons

PREVIOUS REJECTION REASONS Edit

Rejection Reason
Missing or Incomplete Document/s
Job has Open Comment/s

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
Plumbing Sign Off Document.txt	LMP/FSC/OB License Seal	19 bytes	06/22/2017	Actions ▼

For Licensed Professionals

LICENSED PROFESSIONALS Edit

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

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:

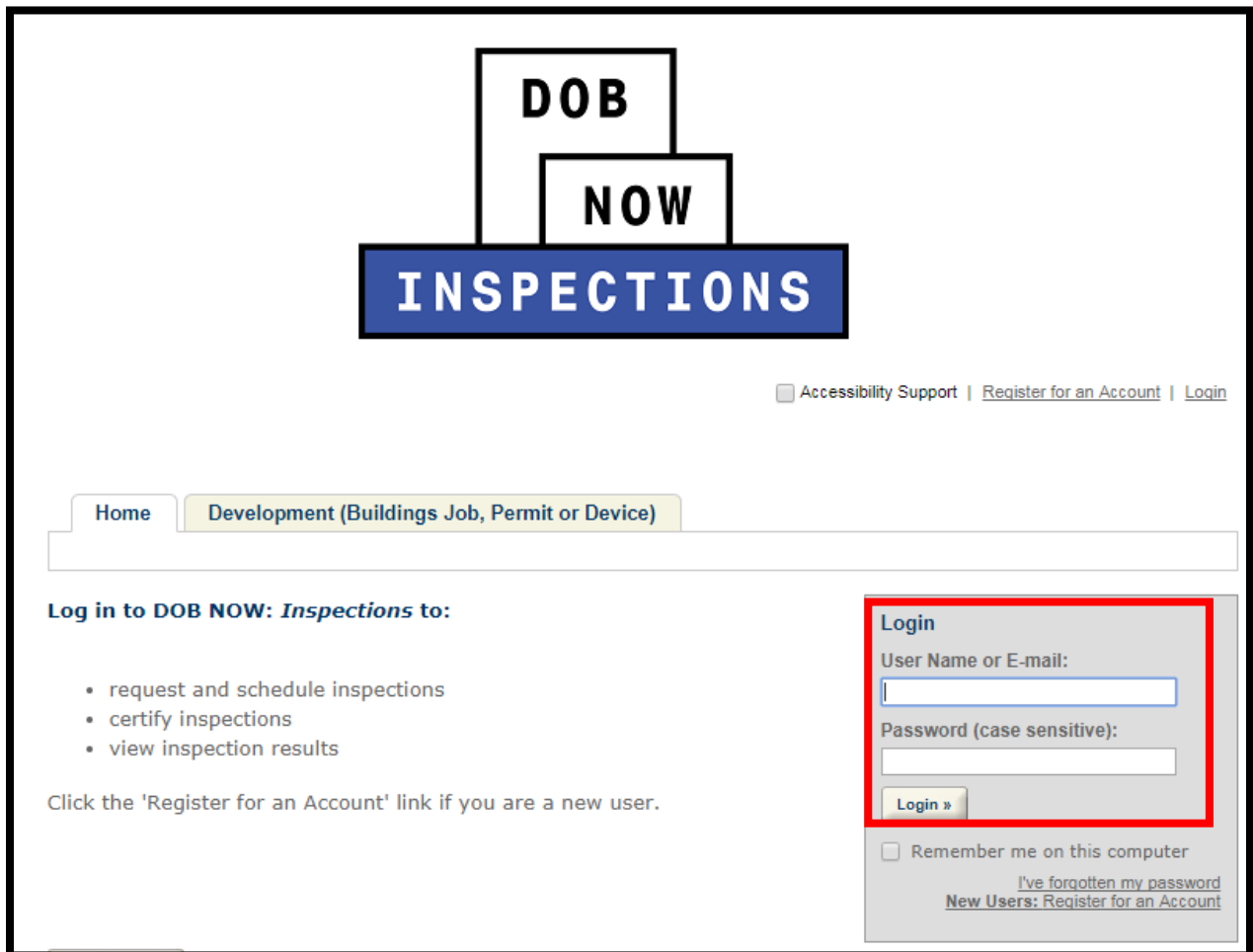
- **Sign Off Granted:**
 - An email is sent to all Registered Users on the Record stating that the request was reviewed and Sign Off was granted.
- **Sign Off Rejected:**
 - An email is sent to all Registered Users on the Record stating that the request was reviewed and Sign Off was rejected.
 - The 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**.

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 <u>Search for Licensed Professionals</u>	Development (Buildings Job, Permit or Device) <u>Specialized Tasks</u> Search Records <u>Transactions</u>
---	--

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*.

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](#)

<input type="checkbox"/> ID Number	Record Type	Address	Status	Action	Related Records
<input type="checkbox"/> REQ-HC-SO-15-000003	House Connection Work Type Sign Off Request	1 1 NY CELLAR-12	Pending Review	Action	1
<input type="checkbox"/> ADV-PL-15-000007	Submit a Plumbing Advance Notice	4 13 C NY Cellar, 1	Submitted		1
<input type="checkbox"/> ADV-PL-15-000005	Submit a Plumbing Advance Notice	1 1 P NY OSP TO 1ST	Submitted		1
<input type="checkbox"/> ADV-PL-15-000006	Submit a Plumbing Advance Notice	1 2 S NY CELLAR,FIR	Submitted		1
<input type="checkbox"/> ADV-PL-15-000002	Submit a Plumbing Advance Notice	1 1 S NY CELLAR THR	Submitted		1
<input type="checkbox"/> CERT-PL-15-000001	Plumbing Inspection Certification	0 0 NY	Submitted	Action	2
<input type="checkbox"/> ADV-PL-15-000001	Submit a Plumbing Advance Notice	11 New York Ave NEW YORK NY	Submitted		2
<input type="checkbox"/> 30119495401PL	Plumbing Permit	9 9 C NY CELLAR,1,2	Issued	Action	0
<input type="checkbox"/> 12160293402PL	Plumbing Permit	1 1 NY	Issued	Action	1
<input type="checkbox"/> 12151117702PL	Plumbing Permit	0 0 C	Issued	Action	0

a. Option 1
< Prev 1 2 Next >

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

General Search
General Search

Search for Records

- 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 15 | [Add to collection](#)

<input type="checkbox"/> ID Number	Record Type	Address	Status	Action	Related Records
<input type="checkbox"/> ADV-PL-15-000007	Submit a Plumbing Advance Notice	4 13 C NY Cellar, 1	Submitted		1
<input type="checkbox"/> ADV-PL-15-000005	Submit a Plumbing Advance Notice	1 1 P NY OSP TO 1ST	Submitted		1
<input type="checkbox"/> ADV-PL-15-000006	Submit a Plumbing Advance Notice	1 2 S NY CELLAR,FIR	Submitted		1
<input type="checkbox"/> REQ-GA-15-000006	Gas Authorization Request	193 MOTT ST Manhattan NY 10012	Pending	Action	1
<input type="checkbox"/> ADV-PL-15-000002	Submit a Plumbing Advance Notice	1 1 S NY CELLAR THR	Submitted		1
<input type="checkbox"/> REQ-LAA-SO-15-000004	LAA Work Type Sign Off Request	85 WHITE ST Manhattan NY 10007	Pending Review	Action	1
<input type="checkbox"/> USTPL4006	Limited Alteration Application	193 MOTT ST Manhattan NY 10012	Issued	Action	1
<input type="checkbox"/> 300420149	Limited Alteration Application	85 WHITE ST Manhattan NY 10007	Issued	Action	1
<input type="checkbox"/> CERT-PL-15-000001	Plumbing Inspection Certification	0 0 NY	Submitted	Action	2
<input type="checkbox"/> ADV-PL-15-000001	Submit a Plumbing Advance Notice	11 New York Ave NEW YORK NY	Submitted		2

< 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

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

▶ Related Records

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

▼ Related Records

Click on the arrow to expand the Record ID.

Click on [View](#) to review Related Record details associated with the current Record.

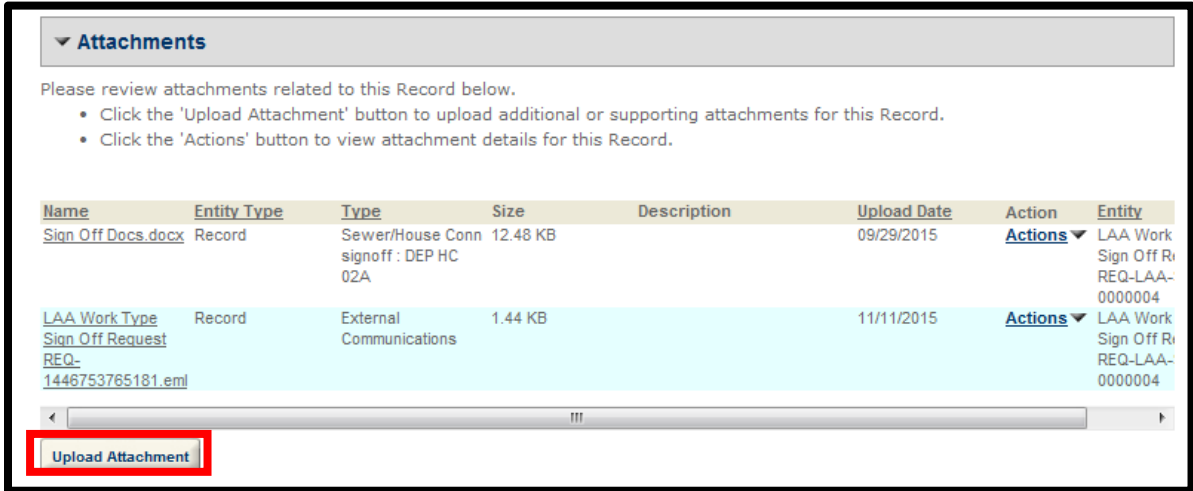
[View Entire Tree »](#)

ID Number	Record Type	Application Name	Date	View
▼ 300420149	<i>Limited Alteration Application</i>		09/29/2015	
<input type="checkbox"/> REQ-LAA-SO-15-000004	LAA Work Type Sign Off Request		09/29/2015	View

- 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.



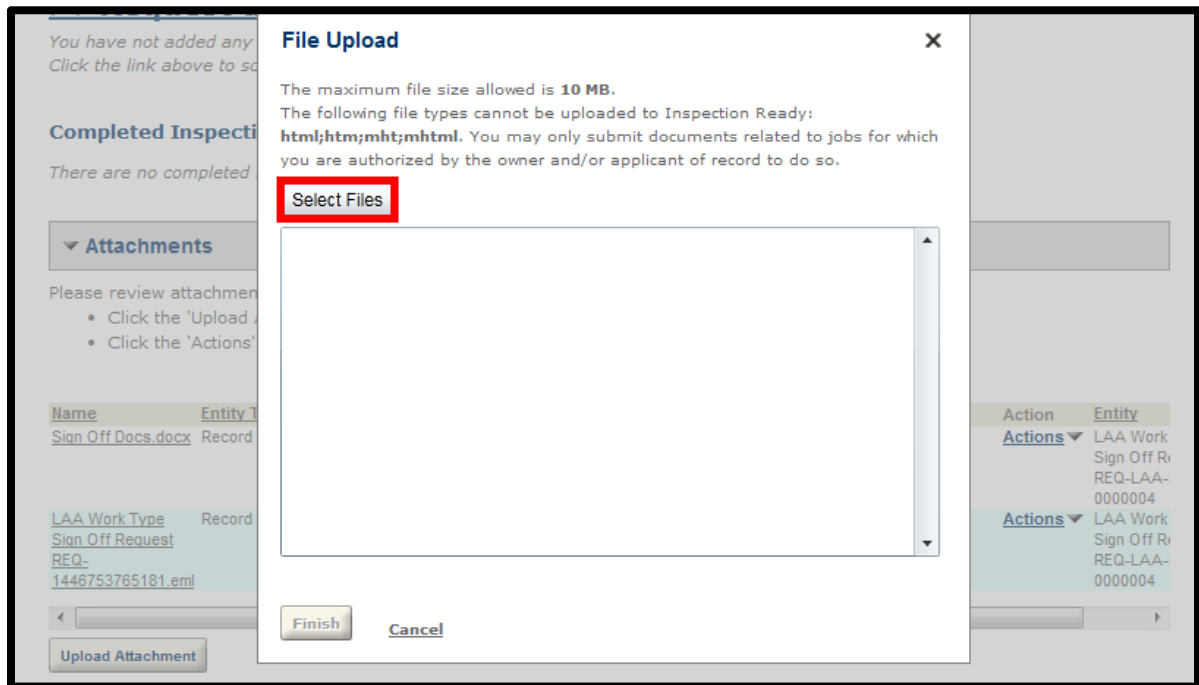
- Click **Upload Attachment**.



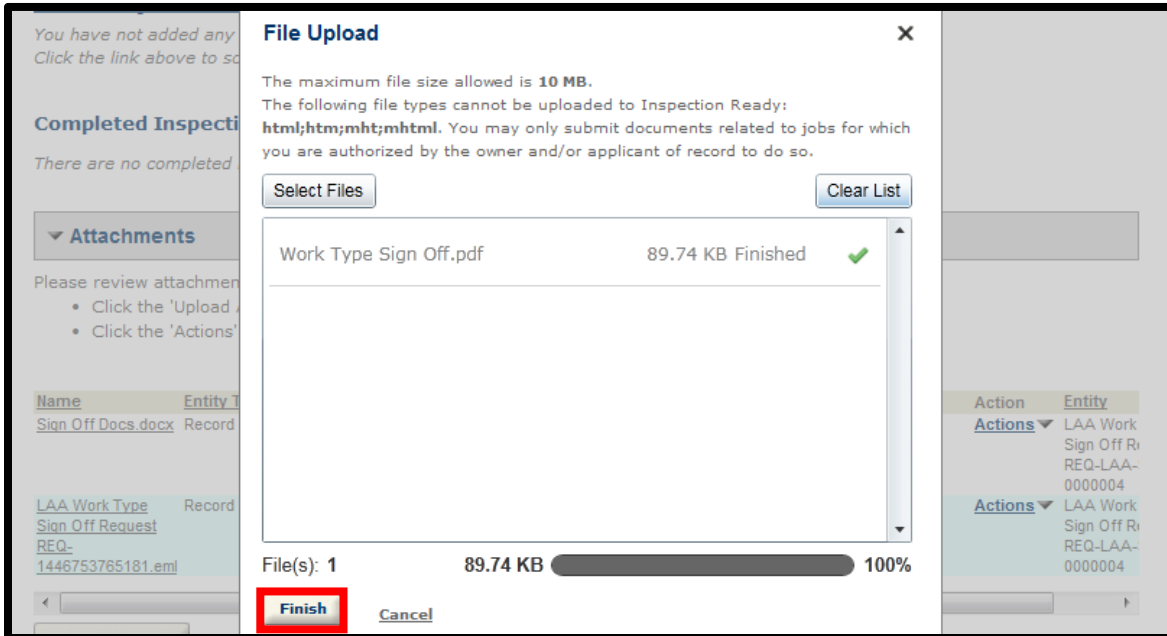
10. The File Upload page will appear. Click **Select Files** to locate the appropriate file(s) from your computer.

Please Note:

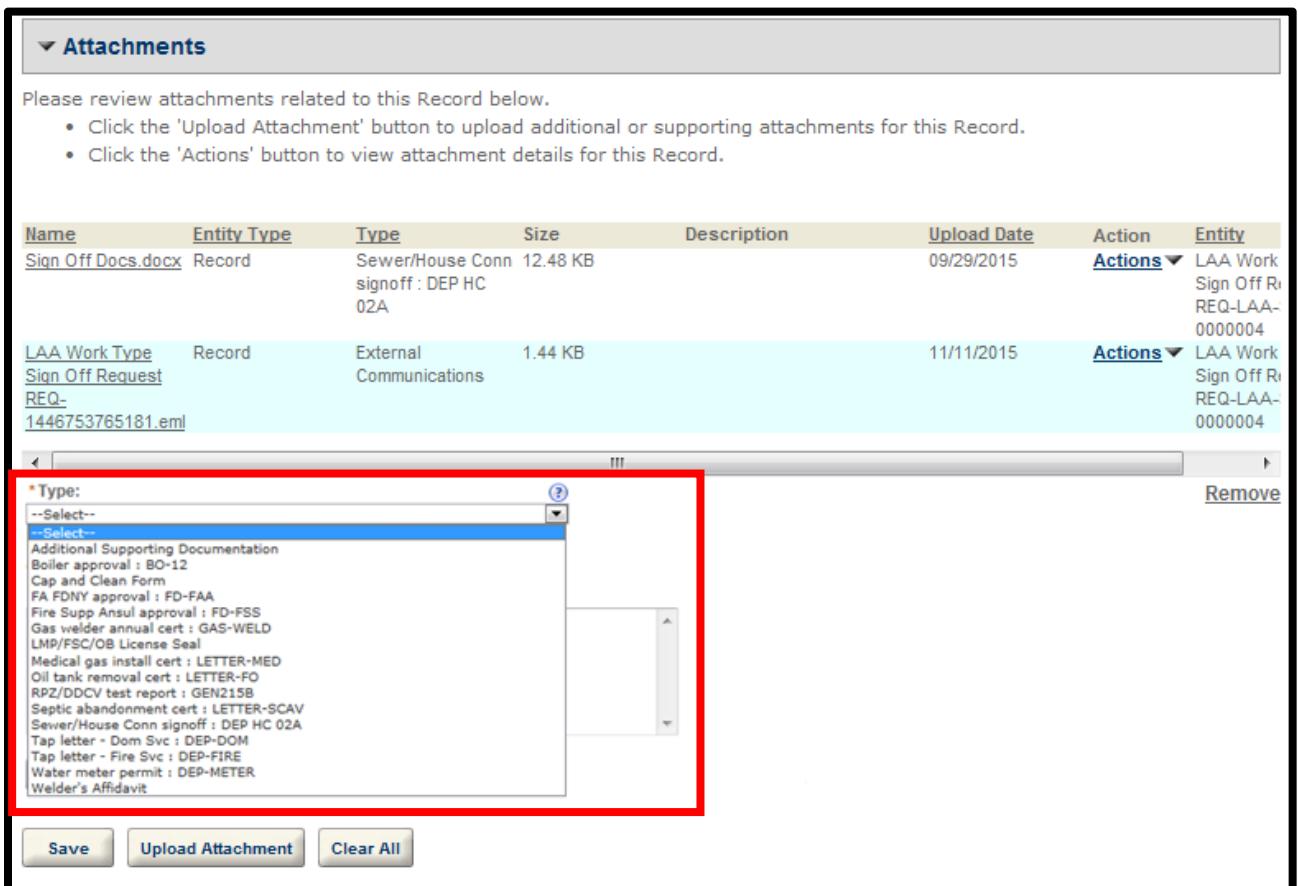
- *Microsoft Silverlight is required to upload documents in DOB NOW: Inspections. If you are having problems with Google Chrome we recommend switching to Internet Explorer.*
- *The maximum file size allowed is 10 MB.*
- *DOB signatures and/or official seals must be visible in the uploaded file. If the 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.

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 R 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 R REQ-LAA 0000004

* Type:

File:
Work Type Sign Off.pdf

Description:

14. Click **Save**.

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 R 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 R REQ-LAA 0000004

* Type:

File:
Work Type Sign Off.pdf

Description:

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.

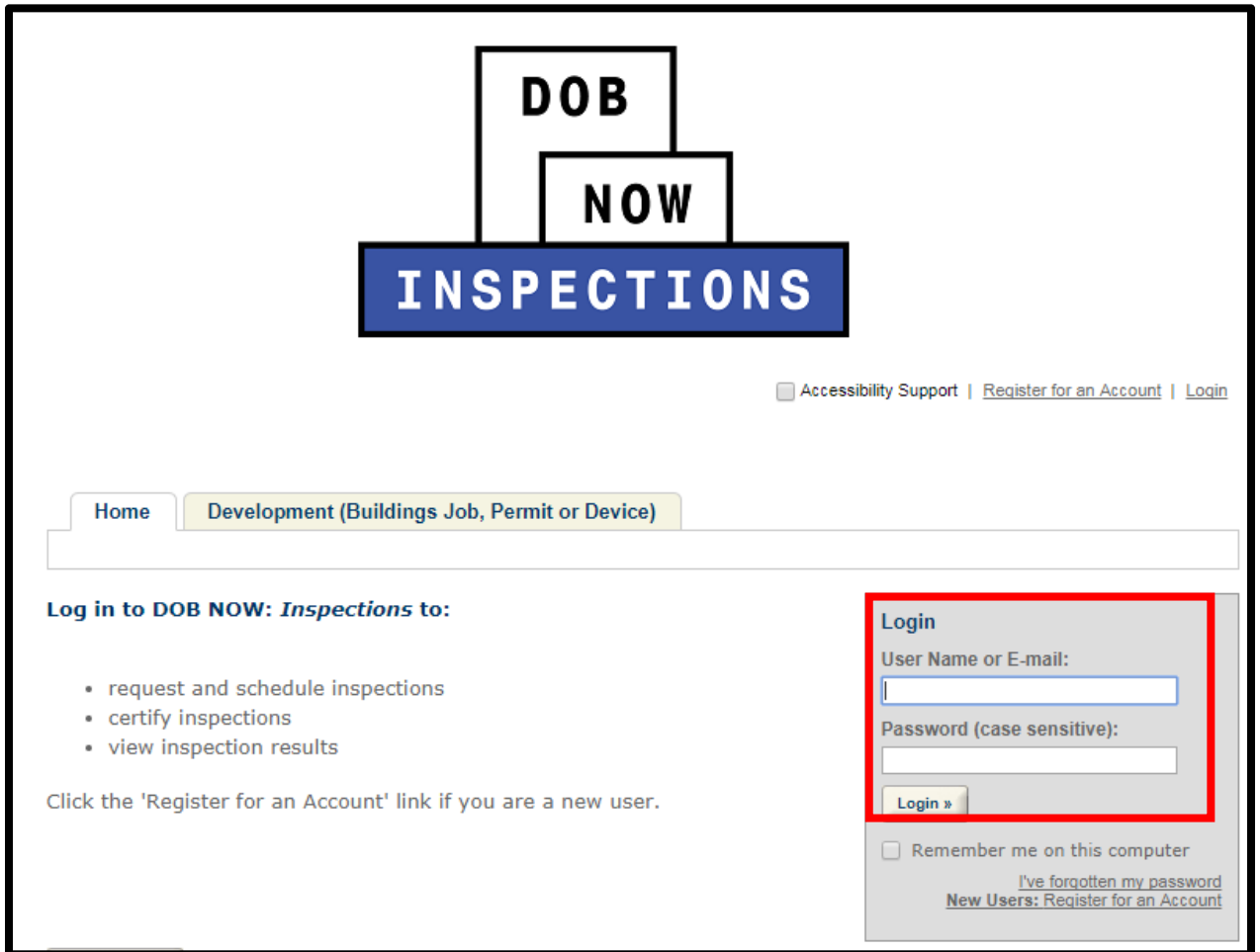
Plumbing Sign Off Request Withdrawal

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.



Accessibility Support | [Register for an Account](#) | [Login](#)

[Home](#) | [Development \(Buildings Job, Permit or Device\)](#)

Log in to DOB NOW: *Inspections* to:

- request and schedule inspections
- certify inspections
- view inspection results

Click the 'Register for an Account' link if you are a new user.

Login

User Name or E-mail:

Password (case sensitive):

Remember me on this computer
[I've forgotten my password](#)
[New Users: Register for an 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 <u>Search for Licensed Professionals</u>	Development (Buildings Job, Permit or Device) <u>Specialized Tasks</u> Search Records <u>Transactions</u>
---	--

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*.

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](#)

<input type="checkbox"/> ID Number	Record Type	Address	Status	Action	Related Records
<input type="checkbox"/> REQ-HC-SO-15-000003	House Connection Work Type Sign Off Request	1 1 NY CELLAR-12	Pending Review	Action	1
<input type="checkbox"/> ADV-PL-15-000007	Submit a Plumbing Advance Notice	4 13 C NY Cellar, 1	Submitted		1
<input type="checkbox"/> ADV-PL-15-000005	Submit a Plumbing Advance Notice	1 1 P NY OSP TO 1ST	Submitted		1
<input type="checkbox"/> ADV-PL-15-000006	Submit a Plumbing Advance Notice	1 2 S NY CELLAR,FIR	Submitted		1
<input type="checkbox"/> ADV-PL-15-000002	Submit a Plumbing Advance Notice	1 1 S NY CELLAR THR	Submitted		1
<input type="checkbox"/> CERT-PL-15-000001	Plumbing Inspection Certification	0 0 NY	Submitted	Action	2
<input type="checkbox"/> ADV-PL-15-000001	Submit a Plumbing Advance Notice	11 New York Ave NEW YORK NY	Submitted		2
<input type="checkbox"/> 30119495401PL	Plumbing Permit	9 9 C NY CELLAR,1,2	Issued	Action	0
<input type="checkbox"/> 12160293402PL	Plumbing Permit	1 1 NY	Issued	Action	1
<input type="checkbox"/> 12151117702PL	Plumbing Permit	0 0 C	Issued	Action	0

a. Option 1
< Prev 1 2 Next >

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

General Search

Search for Records

- 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.

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.

Important Reminder: Don't forget: Owners and LPs can delegate Records to other Registered DOB NOW: Inspections users. For delegation instructions, [click here](#).

Showing 11-18 of 18 | [Add to collection](#)

<input type="checkbox"/> ID Number	Record Type	Address	Status	Action	Related Records
<input type="checkbox"/> 12102807502PL	Plumbing Permit	245 PARK AVENUE MANHATTAN NY 10017	Issued	Action	6
<input type="checkbox"/> 10256356601PL	Plumbing Permit	174 HUDSON STREET Manhattan NY 10013	Issued	Action	4
<input type="checkbox"/> 10287246501PL	Plumbing Permit	59 WEST 76 STREET Manhattan NY 10023	Issued-Sign Off Pending	Action	2
<input type="checkbox"/> 10283151701PL	Plumbing Permit	334 WEST 46 STREET Manhattan NY 10036	Issued	Action	2
<input type="checkbox"/> 10232393203PL	Plumbing Permit	111 8 AVENUE Manhattan NY 10011	Issued-Sign Off Pending	Action	2
<input type="checkbox"/> 10266442102PL	Plumbing Permit	550 1 AVENUE Manhattan NY 10016	Issued	Action	5
<input type="checkbox"/> 10267445602PL	Plumbing Permit	245 5 AVENUE Manhattan NY 10016	Issued	Action	3
<input type="checkbox"/> 10243870101PL	Plumbing Permit	292 LAFAYETTE STREET Manhattan NY 10012	Issued-Sign Off Pending	Action	4

[< Prev](#) [1](#) [2](#) [Next >](#)

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

Record 10287246501PL: [Click here for more information](#) [Add to collection](#)

Plumbing Permit

Work Location

59 WEST 76 STREET Manhattan NY 10023

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

<p>Licensed Professional:</p> <p>B1_CAE_FNAME B1_CAE_LNAME B1_BUS_NAME B1_ADDRESS1 ST NEW YORK, NY, 10001 Business Phone:2012122222 Master Plumber 11834</p> <p>View Additional Licensed Professionals>></p>	<p>Job Description:</p> <p>REPLACE BOILER AND REINSTALL EXISTING GAS BURNER AND CONNECT TO EXISTING GAS SERVICE . NO CHANGE IN EGRESS, OCCUPANCY OR USE UNDER THIS APPLICATION.</p>
--	--

▶ **More Details**

Actions

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

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.

House Connection Work Type Sign Off Request Withdrawal

Manage Delegates

Plumbing Work Type Sign Off Request Withdrawal

Continue Application »

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

Plumbing Work Type Sign Off Request Withdrawal

1 Sign Off Request Record 2 Review 3 Record Issuance

Step 1: Sign Off Request Record > Work Type SO Request Record * indicates a required field.

Record to Withdraw

SIGNOFFREQUESTID

* Sign Off Record ID:

Continue Application »

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

Plumbing Work Type Sign Off Request Withdrawal

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

Step 2: 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

Plumbing Work Type Sign Off Request Withdrawal

Record to Withdraw

SIGNOFFREQUESTID **Edit**

Sign Off Record ID:

Continue Application »

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 »](#)