DOB NOW

NOW

INSPECTIONS

Plumbing: Advance Notice Inspections and
Results Only Certifications

NYC Buildings

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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, Sign Off Requests & Gas Authorization 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 how to schedule Advance Notice Inspections, submit Advance Notice Inspection Results, and submit Results Only Certification documentation 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

Advance Notice Inspections

Master Plumbers and Fire Suppression Contractors can schedule and result Advance Notice Inspections using DOB NOW: *Inspections*. An Inspector from the Department of Buildings may attend the Inspection. Advance Notice Inspection Results can only be submitted after the scheduled inspection date has passed. Inspection Results must be submitted using DOB NOW: *Inspections* for all <u>open</u> Advance Notice Inspections, including those scheduled prior to 7 Dec 2015.

Please note:

- *Master Plumbers cannot schedule Advance Notice Inspections or submit results for Sprinkler Records*
- *Fire Suppression Contractors cannot schedule Advance Notice Inspections or submit results for Plumbing Records*

If you are superseding a Master Plumber or Fire Suppression Contractor who has already scheduled an Advance Notice, the original Advance Notice will be closed. You must schedule your own Advance Notice Inspection.

Scheduling an Advance Notice Inspection

Advance Notice Inspections must be scheduled using DOB NOW: *Inspections*. This capability enables you to designate a specific date and time when an Advance Notice Inspection will be conducted.

Advance Notice Inspections cannot be scheduled if the:

- Permit is In Process or Revoked
- Work type is already Signed Off
- Job is Signed-Off
- Job-document is Withdrawn
- Job is Withdrawn or Admin-Closed
- Job has a failed audit
- Business insurance is expired
- Permit has an existing open Inspection Request (unresulted workorder)

The types of Advance Notice tests/ Inspections that are available in DOB NOW: *Inspections* are listed in the table below.

Record Type	Available Test/ Inspection Types
LAA	Gas-Gas-Piping-Underground
	Gas-Gas-Piping-Roughing
	Sprinkler (SP) - Fixtures – Finish
	Sprinkler (PL)-SP-Fixtures (PL)-Finish
	Storm Drainage-ST-Piping-Roughing
	Storm Drainage-ST-Piping-Underground
	Water and Sanitary-WS-Sanitary Piping-Roughing
	Water and Sanitary-WS-Sanitary Piping-Underground
	StandPipe-SD-Fixtures-Finish-SD
Plumbing PL	Co-Gen Fuel-cell
	Co-Gen Reciprocating Engine
	Gas-Gas-Piping-Roughing
	Gas - Gas - Piping - Underground
	Sprinkler (PL)-SP-Fixtures (PL)-Finish
	Storm Drainage-ST-Piping-Roughing
	Storm Drainage-ST-Piping-Underground
	Water and Sanitary-WS-Sanitary Piping-Roughing
	Water and Sanitary-WS-Sanitary Piping-Underground
Sprinkler SP	Sprinkler-Dry Pipe Valve (SP)-Dry Pipe Valve Test
	Sprinkler-SP-Fixtures-Finish
Standpipe SD	StandPipe-Fire Pump (SD)-Fire Pump Test
	StandPipe-SD-Fixtures-Finish-SD

To schedule an Advance Notice Inspection:

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.

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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

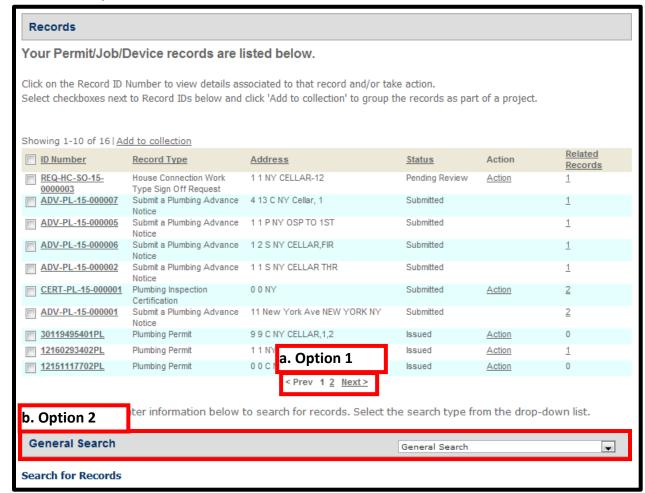**Development (Buildings Job, Permit or Device)**
Specialized Tasks
Search Records
Transactions

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

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.

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.

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CERT-PL-15-000001	Plumbing Inspection Certification	0 0 NY	Submitted	Action	2
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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 Advance Notice option. Click **Continue Application**.
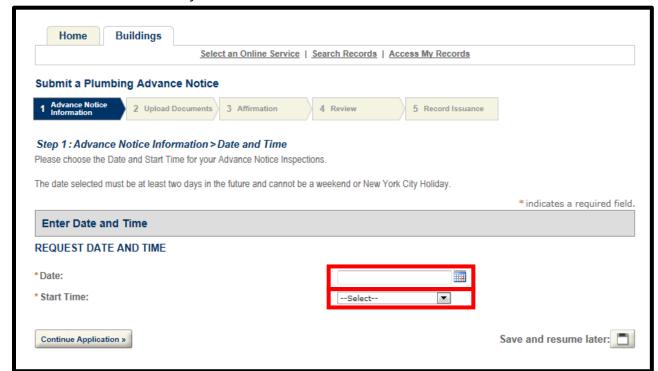
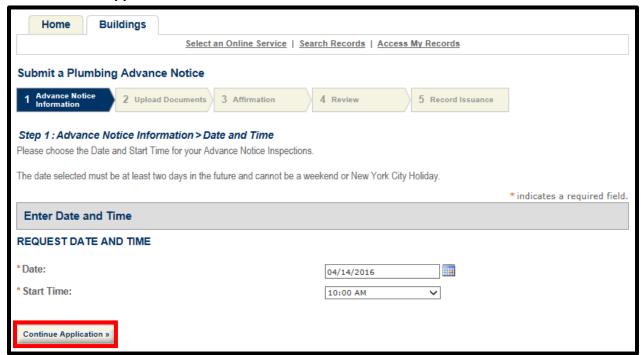8. Enter the **Date** and select a **Start Time** for the Inspection.

   Please Note:

   – *The date selected must be at least two business days (excluding holidays) in the future.*

   – *Advance Notice Inspections cannot be conducted on holidays or weekends.*

   – *Advance Notice Inspections can only be conducted Monday through Friday, between 8:00am and 3:00pm.*

   – *Start Times are in half-hour increments.*

Home	Buildings

Select an Online Service | Search Records | Access My Records

Submit a Plumbing Advance Notice

1 Advance Notice Information	2 Upload Documents	3 Affirmation	4 Review	5 Record Issuance

Step 1 : Advance Notice Information > Date and Time
Please choose the Date and Start Time for your Advance Notice Inspections.

The date selected must be at least two days in the future and cannot be a weekend or New York City Holiday.

*indicates a required field.

Enter Date and Time

REQUEST DATE AND TIME

* Date:

* Start Time: --Select--

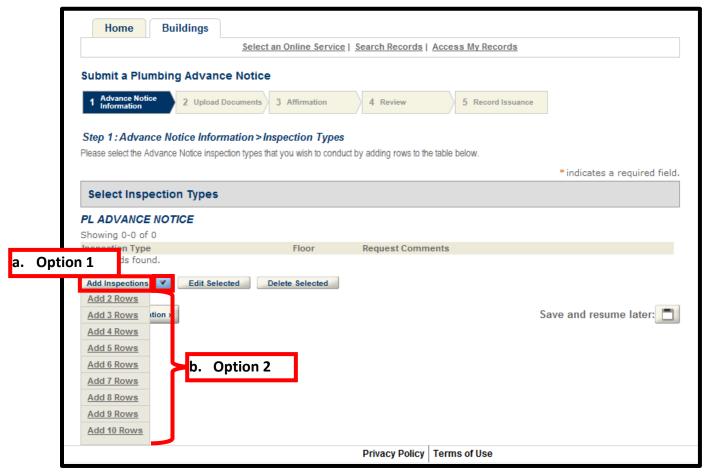**Continue Application »**   Save and resume later:
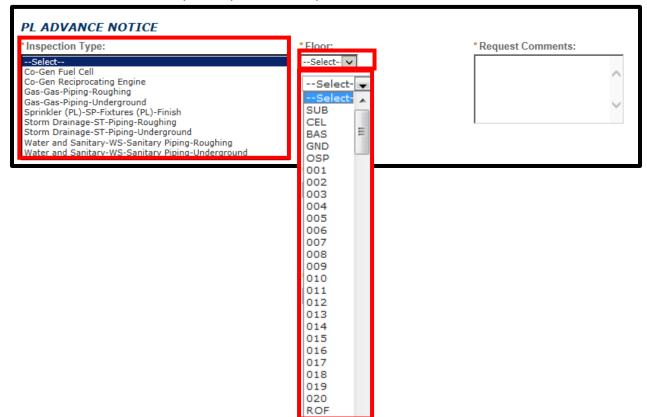
9. Click **Continue Application.**

10. Each Inspection on each floor 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 Inspection, click **Add Inspections**. This will allow you to enter one row of information.
    b. *Option 2:* If multiple Inspections are required, click the **down arrow** and select the number of rows needed.
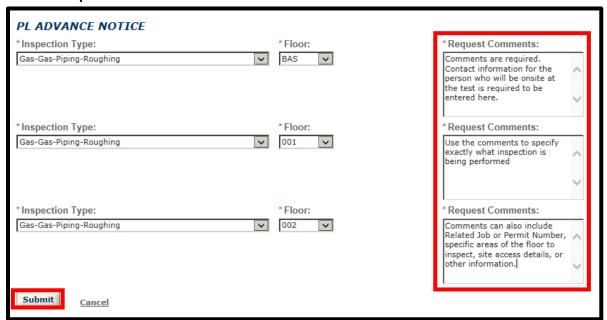
11. Select the **Inspection Type** and **Floor** from the dropdown for each row in the table. These details must be entered separately for each Inspection on each floor.
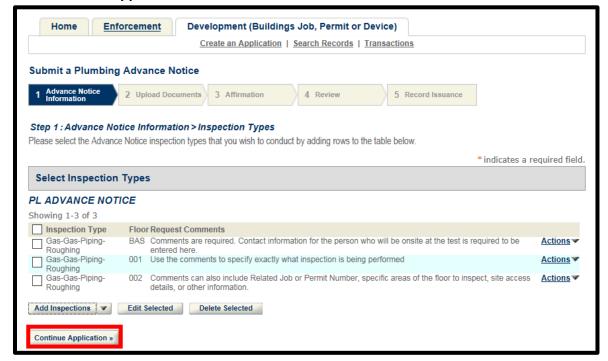
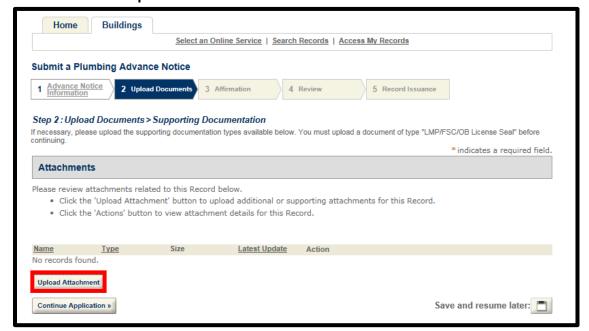12. Include **Request Comments** and click **Submit.**

13. Click **Continue Application**.

14. You are required to upload an image of your seal. You may also upload additional documents. Click **Upload Attachment**.
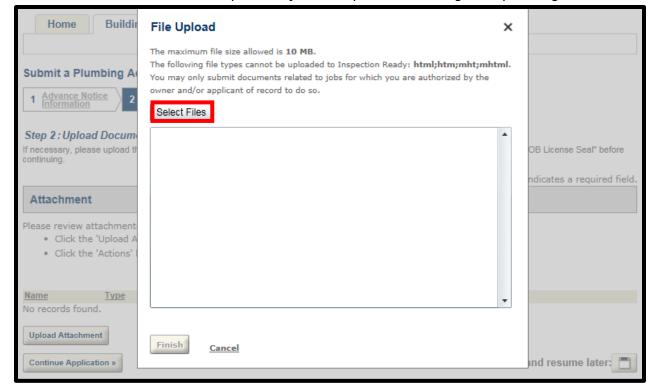
15. The File Upload page will appear. Click **Select Files** to locate the file(s) from your computer. In addition to any documents you are uploading, you are required to upload an image of your seal.

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.*
- *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.*

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

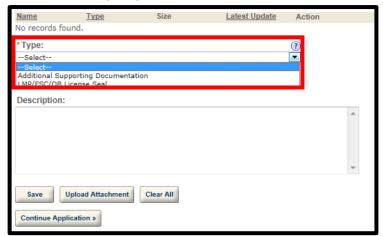17. Select the appropriate document type from the **Type** dropdown. In addition to any documents you are uploading, you are required to upload a document type of "LMP/FSC/OB License Seal" before continuing.

   Please Note: The document types available for selection are:
   – *Additional Supporting Documentation*
   – *LMP/FSC/OB License Seal*

18. The **Description** field is optional.

Attachment

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

LMP/FSC/OB License Seal

File:
LMP.FS.COB License Seal.pdf

Description:

Save   Upload Attachment   Clear All

Continue Application »   Save and resume later:

19. Click **Save.**

Attachment

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

LMP/FSC/OB License Seal ▾

File:
LMP.FS.COB License Seal.pdf

Description:

[Save]   [Upload Attachment]   [Clear All]

[Continue Application »]   Save and resume later: 🖫
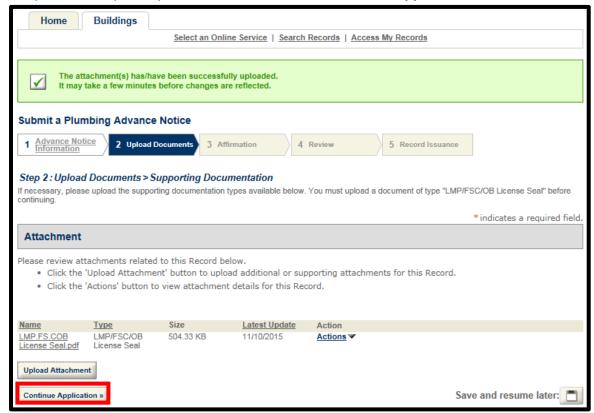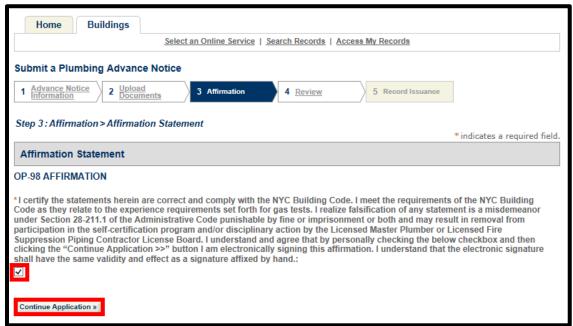
20. Upload additional attachments if necessary by clicking **Upload Attachment** and repeating the previous steps to upload the document. Click **Continue Application**.
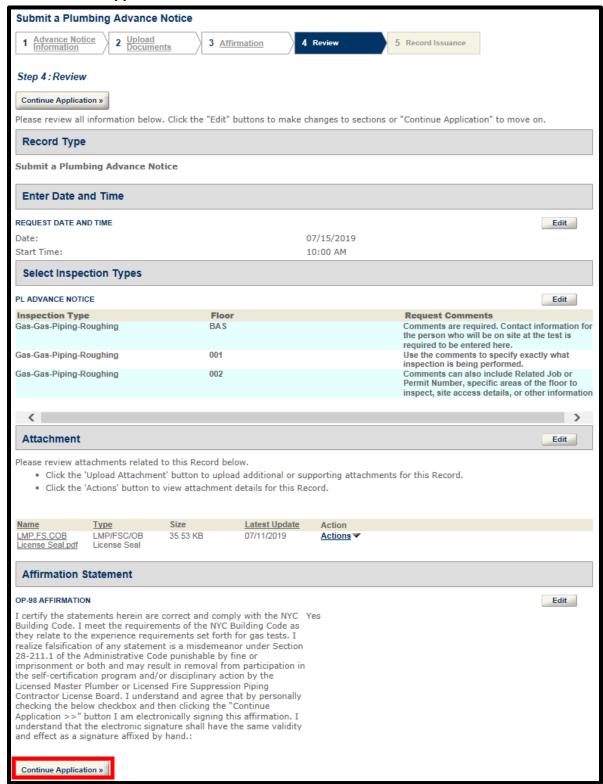

21. Check the **checkbox** to indicate acceptance of the OP-98 Affirmation. Click **Continue Application**.
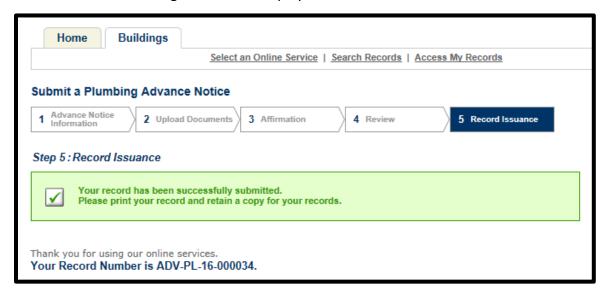
22. Click **Continue Application**.

Submit a Plumbing Advance Notice

1 Advance Notice Information	2 Upload Documents	3 Affirmation	4 Review	5 Record Issuance

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

Submit a Plumbing Advance Notice

Enter Date and Time

REQUEST DATE AND TIME [Edit]

Date: 07/15/2019
Start Time: 10:00 AM

Select Inspection Types

PL ADVANCE NOTICE [Edit]

Inspection Type	Floor	Request Comments
Gas-Gas-Piping-Roughing	BAS	Comments are required. Contact information for the person who will be on site at the test is required to be entered here.
Gas-Gas-Piping-Roughing	001	Use the comments to specify exactly what inspection is being performed.
Gas-Gas-Piping-Roughing	002	Comments can also include Related Job or Permit Number, specific areas of the floor to inspect, site access details, or other information

‹ ›

Attachment [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
LMP.FS.COB License Seal.pdf	LMP/FSC/OB License Seal	35.53 KB	07/11/2019	**Actions ▼**

Affirmation Statement

OP-98 AFFIRMATION [Edit]

I certify the statements herein are correct and comply with the NYC   Yes
Building Code. I meet the requirements of the NYC Building Code as
they relate to the experience requirements set forth for gas tests. I
realize falsification of any statement is a misdemeanor under Section
28-211.1 of the Administrative Code punishable by fine or
imprisonment or both and may result in removal from participation in
the self-certification program and/or disciplinary action by the
Licensed Master Plumber or Licensed Fire Suppression Piping
Contractor License Board. 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 »]

23. The confirmation message below will display.

24. You will receive an email notification confirming the Department received the date and time of the Advance Notice Inspection.
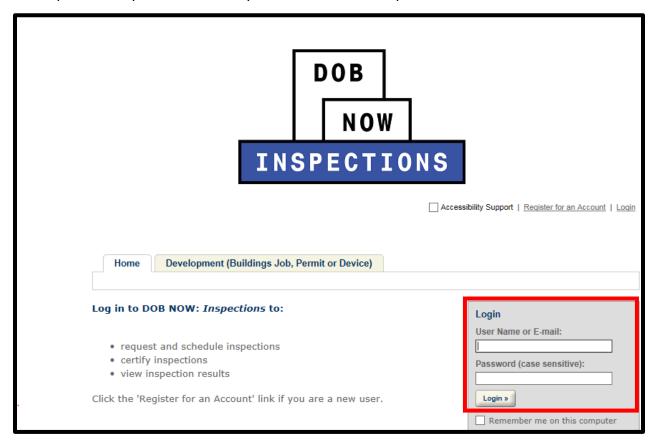
Verifying the Date and Time of the Advance Notice Inspection

In addition to receiving a confirmation email, you can use DOB NOW: *Inspections* to verify the date and time of the Advance Notice Inspection after it has been scheduled.

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:

- The ID Number will begin with "ADV"

- The Record Type will be "Submit a <work type> Advance Notice"

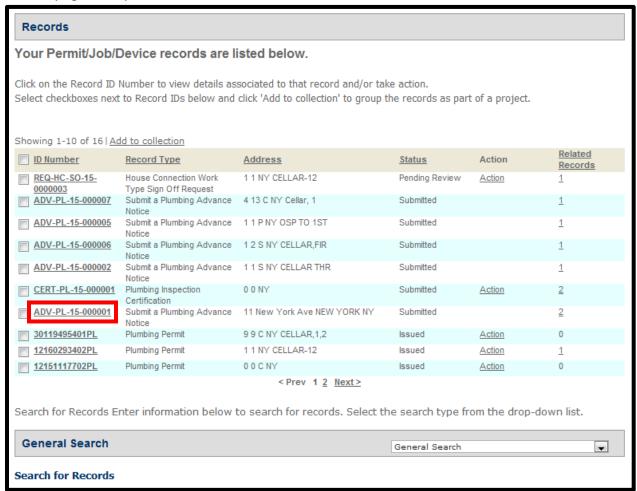- The Address will correspond to the address on the permit

Locating the Record 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. The Record page will open.

6. Click the **arrow** to the left of **More Details** to expand the section.

7. Click the **+** to the left of **Application Information**.

8. The Advance Notice Inspection date and time will display under THE REQUEST DATE AND
   TIME section.

Rescheduling an Advance Notice Inspection

Advance Notice Inspections cannot be rescheduled or adjusted once scheduled. If the date or time of an Advance Notice Inspection needs to change, it must be cancelled. A new Advance Notice Inspection can then be scheduled.

Please refer to the Cancelling an Advance Notice Inspection and the Scheduling an Advance Notice Inspection sections of this manual for more information.

Cancelling an Advance Notice Inspection

You must conduct the specified Inspection on the date and time given in the Advance Notice. If this is not possible, please contact the Department of Buildings using the information listed in the notification email the Department sent when it received the date and time of the Advance Notice Inspection. Cancellations must be received prior to 8:30am on the scheduled date.

Submitting Advance Notice Results (Scheduled After the Launch of DOB NOW: *Inspections*)

Master Plumbers and Fire Suppression Contractors can result Advance Notice Inspections using DOB NOW: *Inspections*. Advance Notice Inspection Results can only be submitted 24 hours after the scheduled inspection time has passed. The purpose of this section is to provide instructions on how to submit Results for an Advanced Notice Inspection which was scheduled using DOB NOW: *Inspections*.
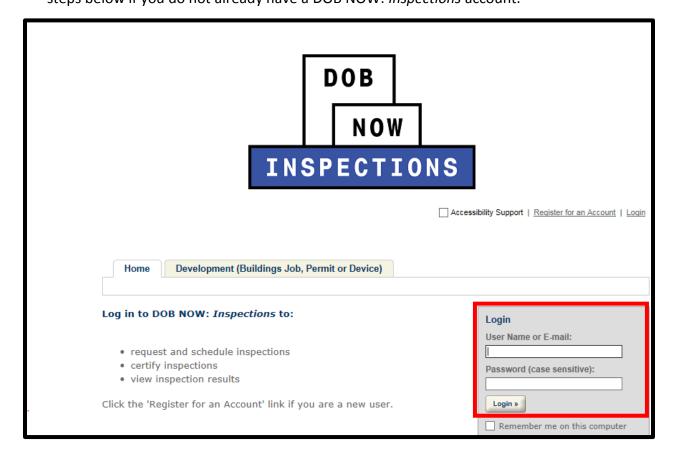
Please note:

- *Master Plumbers cannot submit Advance Notice Results for Sprinkler Records*
- *Fire Suppression Contractors cannot submit Advance Notice Results for Plumbing Records*
- *If you are providing Results for an Inspection which was scheduled prior to the 7 Dec 2015 launch of DOB NOW:* Inspections *(i.e., scheduled before Advance Notice Inspections could be scheduled online using DOB NOW:* Inspections*), refer to the* [Submitting Advance Notice Results for an Existing Advance Notice (Scheduled Prior to the Launch of DOB NOW: Inspections)](#) *section.*

To submit Results for an Advance Notice Inspection which was scheduled using DOB NOW: *Inspections*:

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.

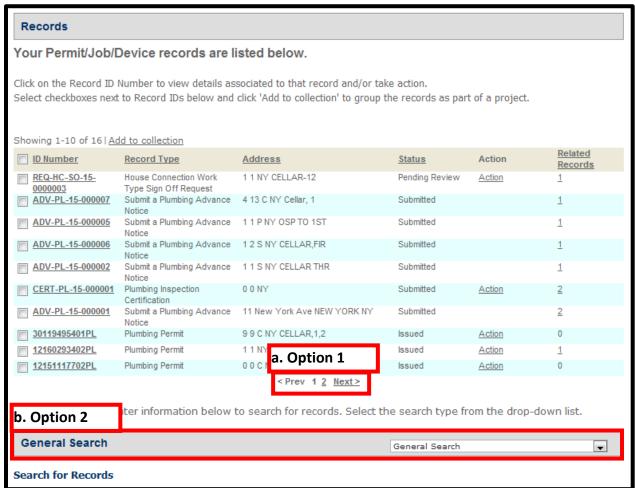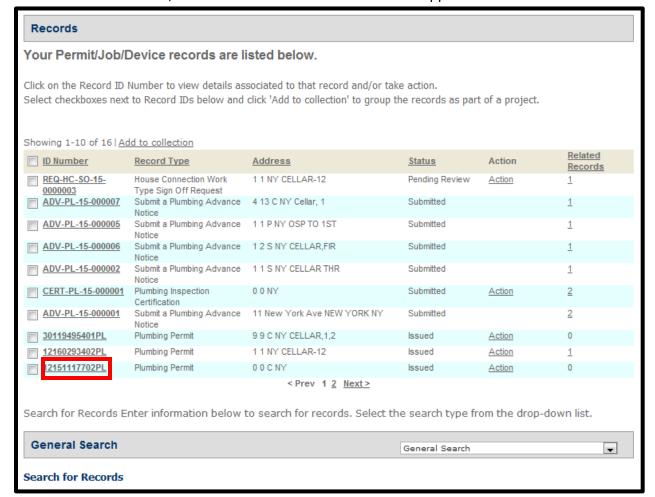3. From the Home Page, click **Search Records**.

4. Locate the original permit Record. Do not use the Record beginning with "ADV". 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
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☐	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

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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.
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< 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

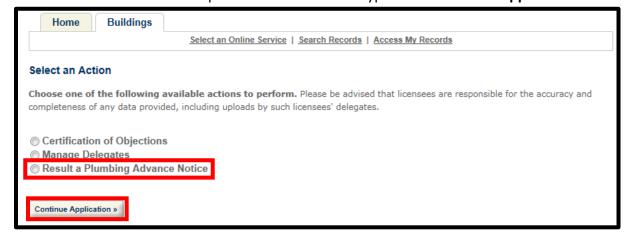General Search ▼

Search for Records

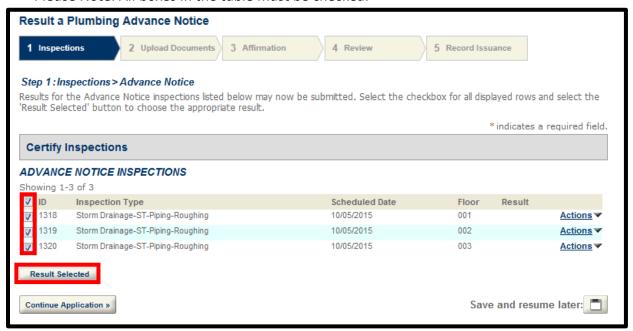6. Click **Actions** in the Record Details section.

7. Select the **radio button** next to the appropriate Result an Advance Notice option. The
    available radio buttons are dependent on the Record type. Click **Continue Application**.
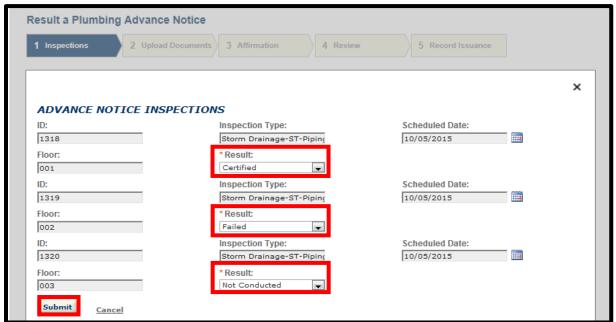
8. Check all of the **boxes** and click **Result Selected**.
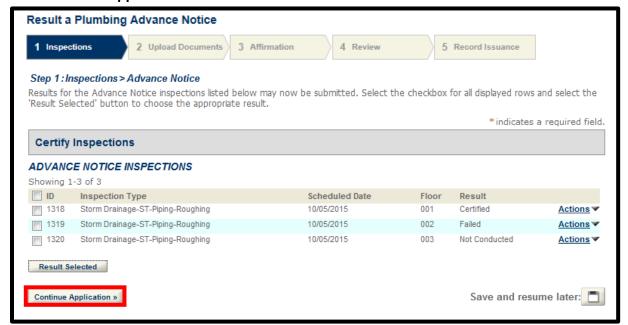   - *Please Note: All boxes in the table must be checked.*

9. Use the dropdown arrow to provide a **Result** for every test (the available options are Certified, Failed, and Not Conducted), and click **Submit**.
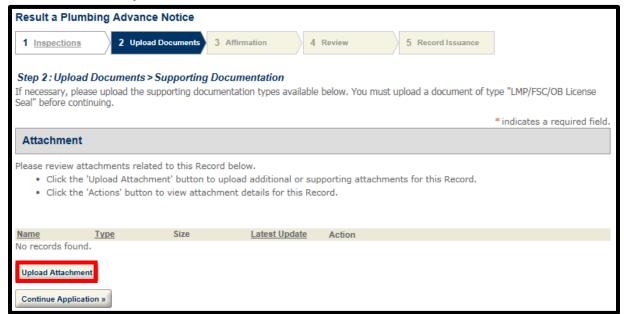
10. Click **Continue Application**.

Result a Plumbing Advance Notice

| 1 Inspections | 2 Upload Documents | 3 Affirmation | 4 Review | 5 Record Issuance |

Step 1 : Inspections > Advance Notice

Results for the Advance Notice inspections listed below may now be submitted. Select the checkbox for all displayed rows and select the 'Result Selected' button to choose the appropriate result.

* indicates a required field.

Certify Inspections

ADVANCE NOTICE INSPECTIONS

Showing 1-3 of 3

☐ ID	Inspection Type	Scheduled Date	Floor	Result	
☐ 1318	Storm Drainage-ST-Piping-Roughing	10/05/2015	001	Certified	Actions ▼
☐ 1319	Storm Drainage-ST-Piping-Roughing	10/05/2015	002	Failed	Actions ▼
☐ 1320	Storm Drainage-ST-Piping-Roughing	10/05/2015	003	Not Conducted	Actions ▼

Result Selected

Continue Application »

Save and resume later: ▢

12. You are required to upload an image of your seal. You may also upload additional
documents. Click **Upload Attachment**.

Result a Plumbing Advance Notice

| 1 Inspections | 2 Upload Documents | 3 Affirmation | 4 Review | 5 Record Issuance |

Step 2 : 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.

Attachment

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 »

13. The File Upload page will appear. Click **Select Files** to locate the file(s) from your computer. In addition to any 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.*

– *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.*

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

15. Select the appropriate document type from the **Type** dropdown. In addition to any 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 are:
- *Additional Supporting Documentation*
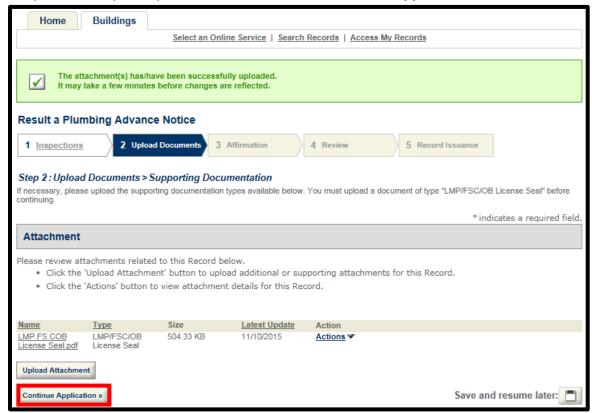- *LMP/FSC/OB License Seal*

16. The **Description** field is optional.

Attachment

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

LMP/FSC/OB License Seal ▾

File:
LMP.FS.COB License Seal.pdf

Description:

[text area]

Save   Upload Attachment   Clear All

Continue Application »   Save and resume later: ▢

17. Click **Save.**

Attachment

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

LMP/FSC/OB License Seal ▼

File:
LMP.FS.COB License Seal.pdf

Description:

```
[                                        ]
```

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

Continue Application »   Save and resume later: 🗎

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

19. Check the **checkbox** to indicate acceptance of the Affirmation and click **Continue Application.**

20. Click **Continue Application**.

21. The confirmation message below will display.

Result a Plumbing Advance Notice

| 1 Inspections | 2 Upload Documents | 3 Affirmation | 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 CERT-ADV-PL-16-000010.

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 »

Submitting Advance Notice Results for an Existing Advance Notice (Scheduled Prior to the Launch of DOB NOW: *Inspections*)

Master Plumbers and Fire Suppression Contractors can result Advance Notice Inspections using DOB NOW: *Inspections*. Advance Notice Inspection Results can only be submitted 24 hours after the scheduled inspection time has passed. The purpose of this section is to provide instructions on how to submit Results for an Advanced Notice Inspection which was scheduled prior to the 7 Dec 2015 launch of DOB NOW: *Inspections*.

Please note:

- *Master Plumbers cannot submit Advance Notice Results for Sprinkler Records*
- *Fire Suppression Contractors cannot submit Advance Notice Results for Plumbing Records*
- *If you are providing Results for an Inspection which was scheduled after the 7 Dec 2015 launch of DOB NOW:* Inspections *(i.e., scheduled after Advance Notice Inspections could be scheduled using DOB NOW:* Inspections*), refer to the* [*Submitting Advance Notice Results (Scheduled After the Launch of DOB NOW:* Inspections*)*](#) *section.*

**To submit Results for an Advance Notice Inspection which was scheduled prior to the 7 Dec
2015 launch of DOB NOW:** *Inspections*:

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
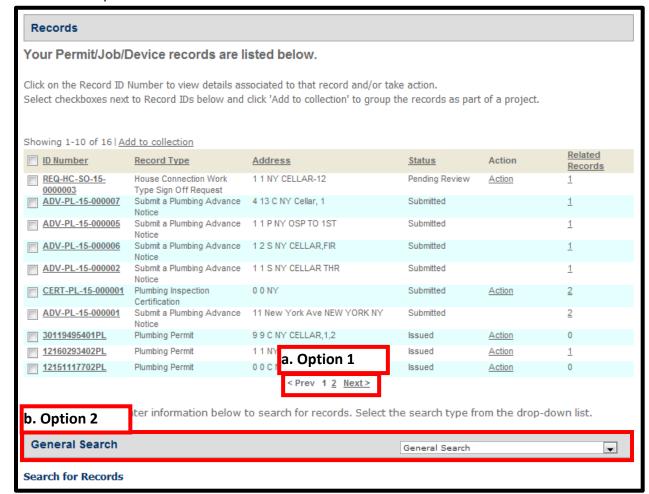   steps below if you do not already have a DOB NOW: *Inspections* account.

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*.
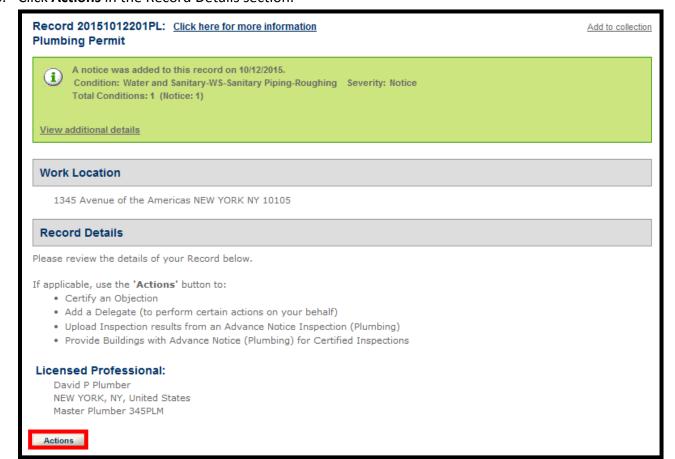
Records

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

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.

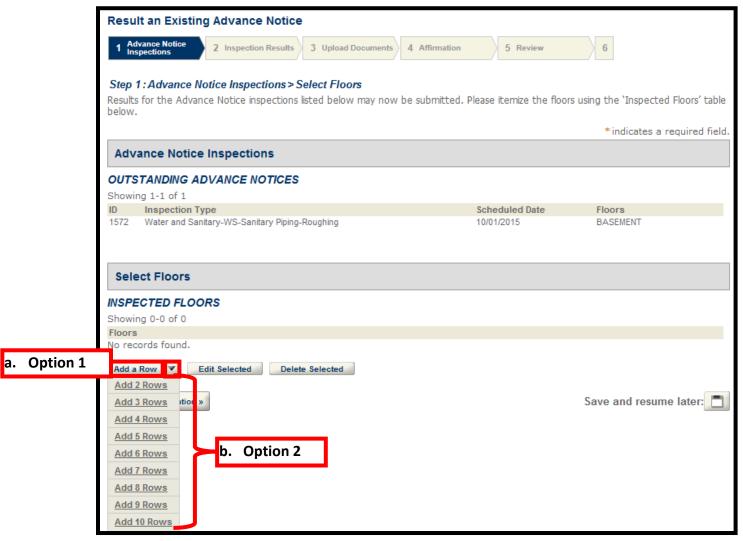6. Click **Actions** in the Record Details section.

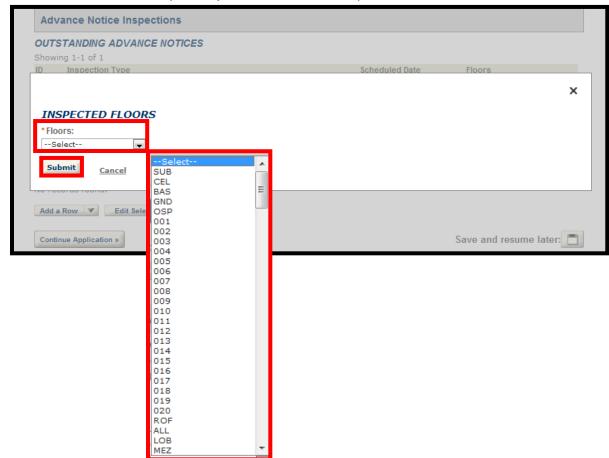7. Select the **Result an Existing Advance Notice** radio button. Click **Continue Application**.

8. The tests performed are listed in the OUTSTANDING ADVANCE NOTICES section. Each floor where the test was performed must be entered into a separate row in the table in the INSPECTED FLOORS section. This can be done in one of two ways:

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

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

9. A popup window will open. Select the **Floor** from the dropdown for each row in the table. These details must be separately entered for each inspected floor. Click **Submit**.

10. Click **Continue Application**.

11. Check all of the boxes and click **Edit Selected.**
    - *Please Note: All boxes in the table must be checked.*

12. Use the dropdown arrow to provide a **Result** for every test (the available options are
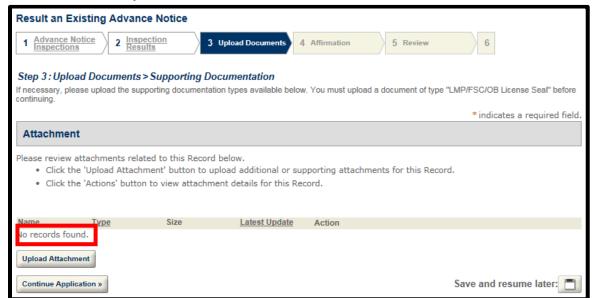Certified, Failed, and Not Conducted), and click **Submit**.

13. Click **Continue Application**.

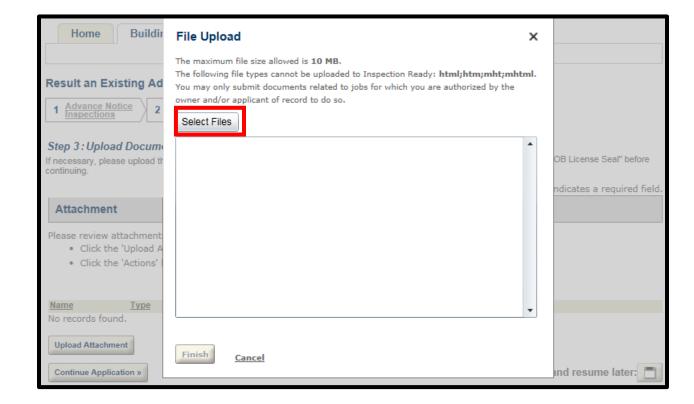14. You are required to upload an image of your seal. You may also upload additional documents. Click **Upload Attachment**.

Result an Existing Advance Notice

| 1 Advance Notice Inspections | 2 Inspection Results | **3 Upload Documents** | 4 Affirmation | 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.

Attachment

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 »

Save and resume later:

15. The File Upload page will appear. Click **Select Files** to locate the file(s) from your computer.
In addition to any 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.*

– *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.

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

17. Select the appropriate document type from the **Type** dropdown. In addition to any documents you are uploading, you are required to upload a document type of "LMP/FSC/OB License Seal" before continuing.

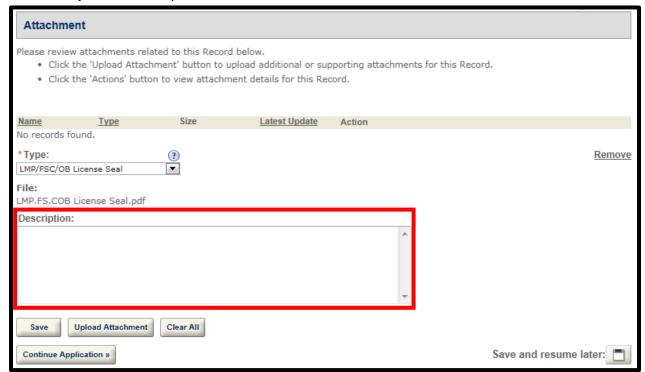   *Please Note: The document types available for selection are:*
   – *Additional Supporting Documentation*
   – *LMP/FSC/OB License Seal*
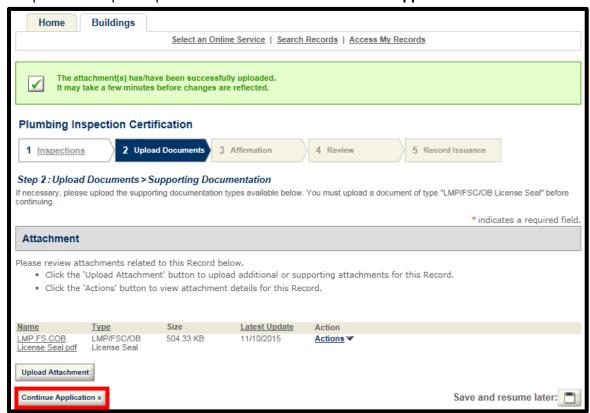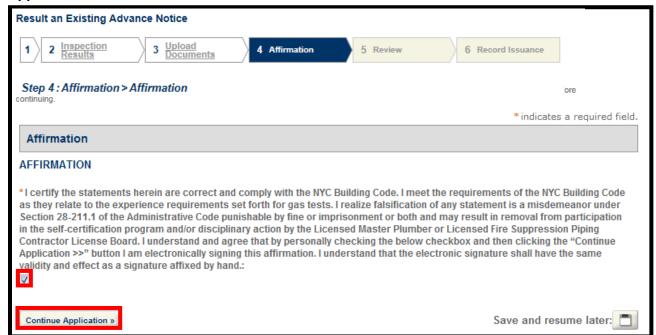
18. The **Description** field is optional.

Attachment

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

LMP/FSC/OB License Seal ▼

File:
LMP.FS.COB License Seal.pdf

Description:

Save   Upload Attachment   Clear All

Continue Application »   Save and resume later: ▢

19. Click **Save.**

Attachment

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

LMP/FSC/OB License Seal ▼

File:
LMP.FS.COB License Seal.pdf

Description:

[Save] [Upload Attachment] [Clear All]

[Continue Application »]   Save and resume later: 🖫

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

21. Check the **checkbox** to indicate acceptance of the Affirmation and click **Continue Application**.

22. Click **Continue Application**.

Result an Existing Advance Notice

| 1 | 2 Inspection Results | 3 Upload Documents | 4 Affirmation | 5 Review | 6 Record Issuance |

Step 5 : Review

[Continue Application »]   Save and resume later: 🗔

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

Record Type

Result an Existing Advance Notice

Advance Notice Inspections

OUTSTANDING ADVANCE NOTICES   [Edit]

ID	Inspection Type	Scheduled Date	Floors
1572	Water and Sanitary-WS-Sanitary Piping-Roughing	10/01/2015	BASEMENT

◄   ⅲ   ►

Select Floors

INSPECTED FLOORS   [Edit]

Floors
BAS

◄   ⅲ   ►

Enter Inspection Results

ADVANCE NOTICE RESULTS   [Edit]

ID	Inspection Type	Scheduled Date	Floor	Result
1572	Water and Sanitary-WS-Sanitary Piping-Roughing	10/01/2015	BAS	Certified

◄   ⅲ   ►

Affirmation

AFFIRMATION   [Edit]

I certify the statements herein are correct and comply with the NYC   Yes
Building Code. I meet the requirements of the NYC Building Code as
they relate to the experience requirements set forth for gas tests. I
realize falsification of any statement is a misdemeanor under Section
28-211.1 of the Administrative Code punishable by fine or
imprisonment or both and may result in removal from participation in
the self-certification program and/or disciplinary action by the Licensed
Master Plumber or Licensed Fire Suppression Piping Contractor License
Board. 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 »]   Save and resume later: 🗔

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23. The confirmation message below will display.

Viewing Advance Notice Results

You can use DOB NOW: *Inspections* to see the results of Advance Notice Inspections after they have been submitted.

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.

Plumbing: Advance Notice Inspections and
Results Only Certifications

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:
- The ID Number will begin with "CERT"
- The Record Type will be " <Work type> Inspection Certification"
- The Address will correspond to the address on the permit

Locating the Record 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*.

9. From the list of Records, click the **ID Number** in the row of the applicable Record. The
    Record page will open.

10. Click the **arrow** to the left of **More Details** to expand the section.

11. Click the **+** to the left of **Application Information Table**.

12. The Advance Notice Inspection Results will display under ADVANCE NOTICE INSPECTIONS section.

What to Do After a Failed Spot Check

If a Spot Check Result is Fail, all users associated to the Record will be blocked from submitting Certified Inspection Results and from requesting future Advance Notice Inspections on that particular Record. Please Note: The LP will not be blocked from submitting Certified Inspection Results or requesting Advance Notice Inspections on other Records.

There are two options for moving forward following a failed Spot Check.

1. *Option 1:* Request a physical Inspection.
   - Users associated to the Record will be able to request a physical Inspection using DOB NOW: *Inspections*. Please refer to the *Inspections - Requesting Cancelling and Viewing Results* User Manual for instructions on how to request an Inspection.

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

Results Only Certifications

Results Only Certifications must be submitted using DOB NOW: *Inspections*. These Results can only be submitted by a Master Plumber, Fire Suppression Contractor, Registered Architect, or Professional Engineer.

> *Please note:*
> - *Master Plumbers cannot submit Sprinkler Certifications*
> - *Fire Suppression Contractors cannot submit Plumbing Certifications*

The types of Results Only Certifications that are available in DOB NOW: *Inspections* are listed in the table below.

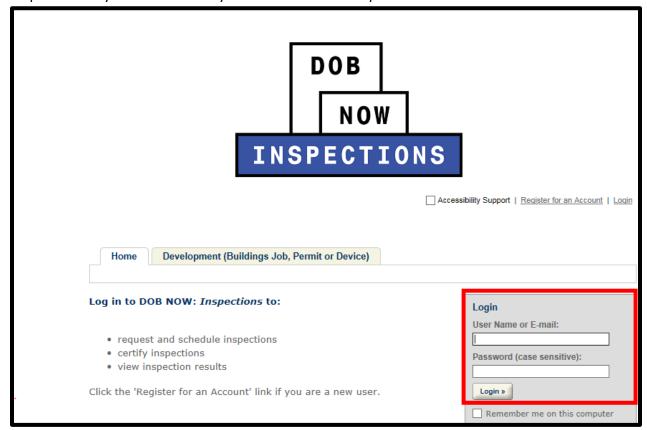| Record Type	Available Test/ Inspection Types
LAA	Medical Gas - MG - PL – Finish
	Medical Gas - MG - PL - Roughing
	Medical Gas - MG - PL - Underground
	Medical Gas - MG - PL - Underground Test
	Medical Gas - MG - PL – Test
	Remove/Cap - work done in accordance with code
	Sprinkler (PL) - SP - Roughing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

	Sprinkler (PL) - SP - Underground
	Sprinkler (PL)-Sprinkler-Hydro
	Storm Drainage-ST-Fixtures-Finish
	Storm Drainage-ST-Piping-Water Test
	Water and Sanitary-WS-Fixtures-Finish
	Water and Sanitary-WS-Sanitary Piping-Water Test
	Water Pressure - WP - PL - Underground Test
Sprinkler SP	Remove/Cap - work done in accordance with code
	Sprinkler (SP) - Booster Pump Test
	Sprinkler-SP-Piping Dry/Wet-Hydrostatic Test
	Sprinkler-SP-Piping Dry/Wet-Underground
	Sprinkler - SP - Roughing
	Sprinkler-SP-Special Service Pump Test
Standpipe SD	Remove/Cap - work done in accordance with code
	StandPipe - SD - Alarm Sys 64/09 - Finish
	StandPipe - SD - Fire StandPipe - SD - Roughing
	StandPipe - SD - Hydrostatic 63/09 Test (100 Foot Increments)
	StandPipe - SD - Hydrostatic 63/09 Test (Initial 75 Feet)
	StandPipe-SD-Piping-Hydrostatic Test
	StandPipe-SD-Piping-Underground
	StandPipe-SD-Special Service Pump Test

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To submit Results for Results Only Certifications:

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.
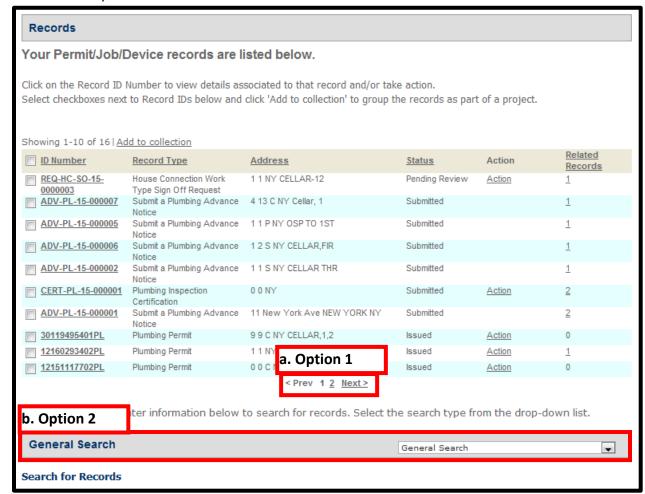
3. From the Home Page, click **Search Records**.
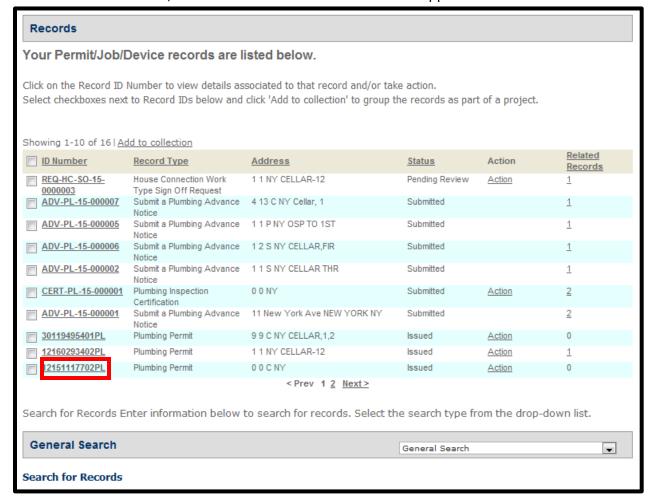
4. Locate the appropriate Record. This can be done in one of two ways:

    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
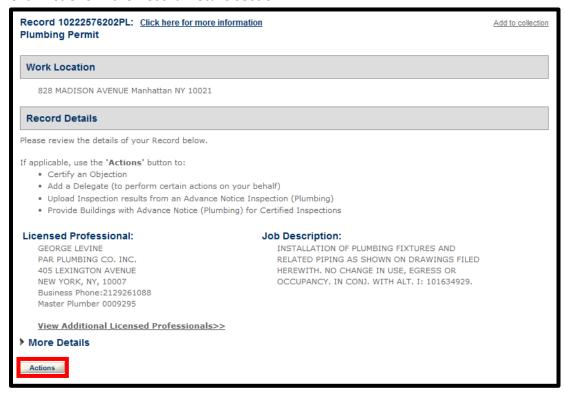   NOW: *Inspections*.

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

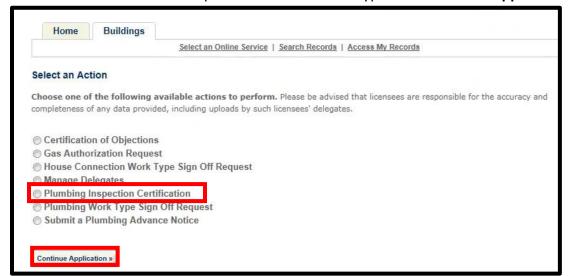General Search ▼

Search for Records

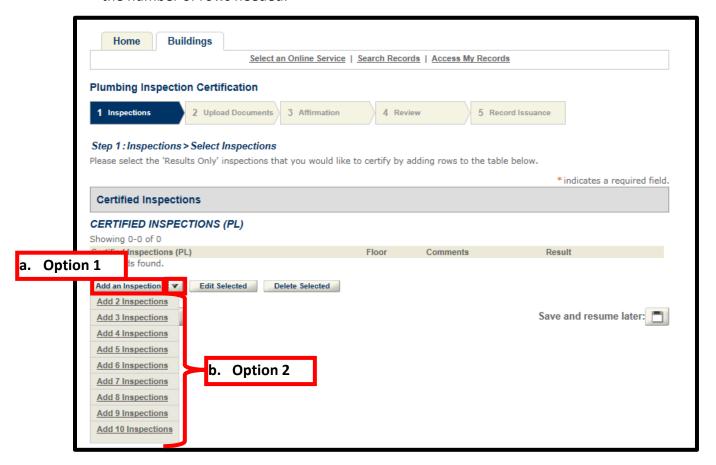6. Click **Actions** in the Record Details section.

7. Select the **radio button** next to the appropriate Inspection Certification option. The available radio buttons are dependent on the Record type. Click **Continue Application**.
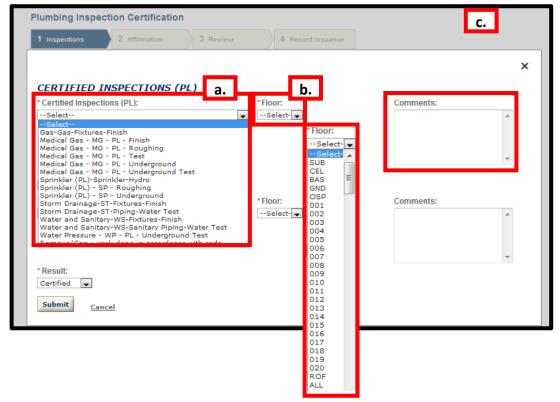
8. The Results from each Inspection on each floor must be entered into a separate row in the table. This can be done in one of two ways:

   a. *Option 1:* If you need to enter only one Inspection Result, click **Add an Inspection**. This will allow you to enter one row of information.

   b. *Option 2:* If multiple Inspections Results are required, click the **down arrow** and select the number of rows needed.
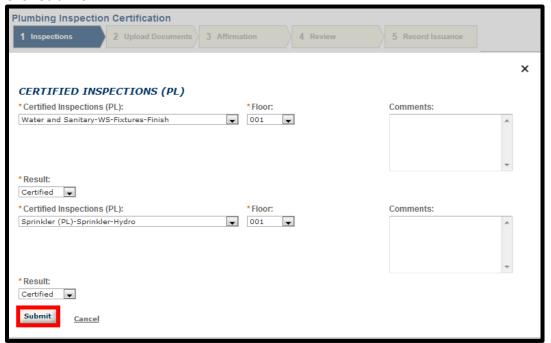
9. The number of rows selected will appear.
   a. Select an Inspection type from the **Certified Inspections** dropdown
      – *Please Note: Results cannot be submitted for Gas Finish inspections in Manhattan. You must request a physcial inspection if a Gas Finish inspection is needed in Manhattan.*
   b. Select a **Floor**
   c. Comments are optional
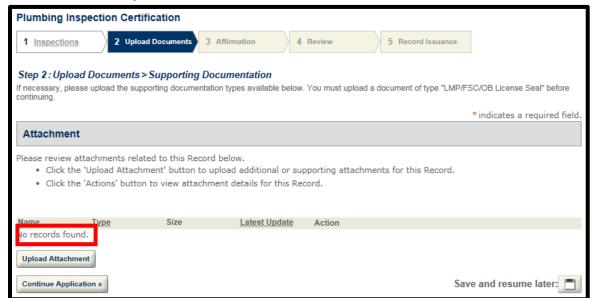
10. Click **Submit**.

11. Click **Continue Application**.

12. You are required to upload an image of your seal. You may also upload additional
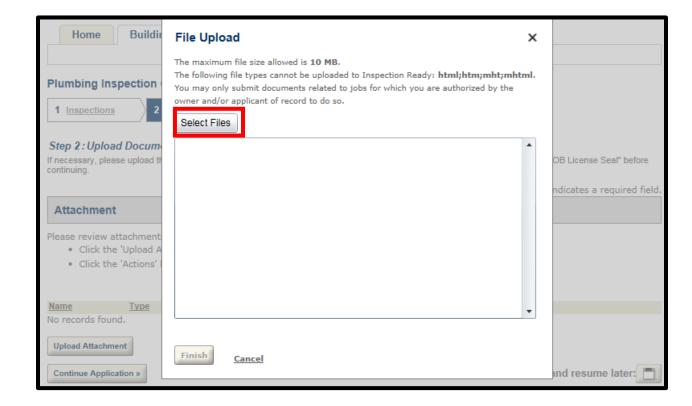documents. Click **Upload Attachment**.

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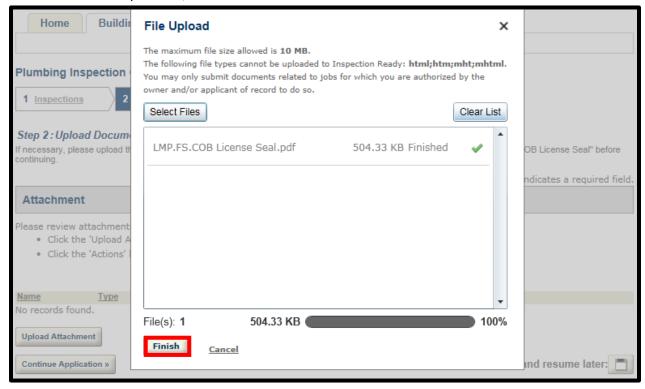
Please Note:

– *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.*

– *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.*

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

15. Select the appropriate document type from the **Type** dropdown. In addition to any documents you are uploading, you are required to upload a document type of "LMP/FSC/OB License Seal" before continuing.

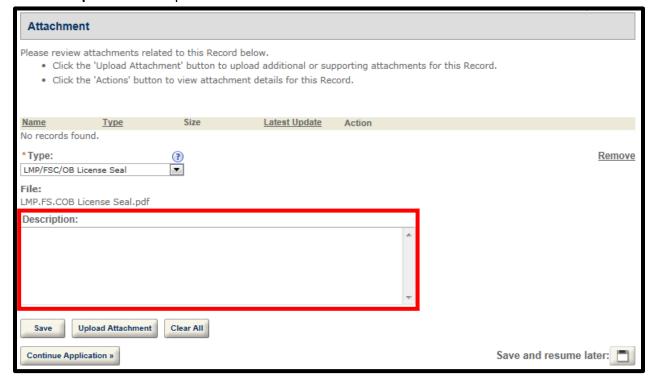*Please Note: The document types available for selection are:*
  – *Additional Supporting Documentation*
  – *LMP/FSC/OB License Seal*

16. The **Description** field is optional.

Attachment

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

LMP/FSC/OB License Seal ▼

File:
LMP.FS.COB License Seal.pdf

Description:

[Save]   [Upload Attachment]   [Clear All]

[Continue Application »]   Save and resume later: ▢

17. Click **Save.**

Attachment

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

LMP/FSC/OB License Seal ▼

File:
LMP.FS.COB License Seal.pdf

Description:

[Save] [Upload Attachment] [Clear All]

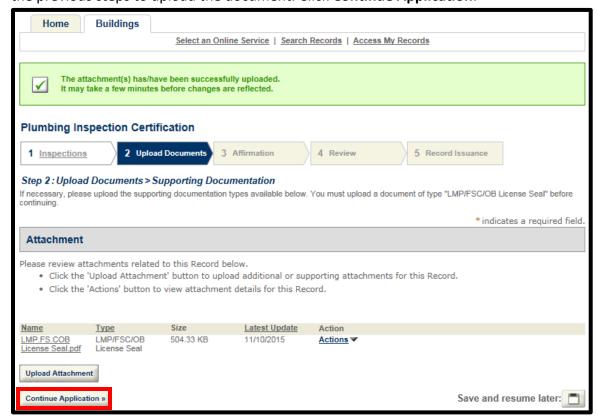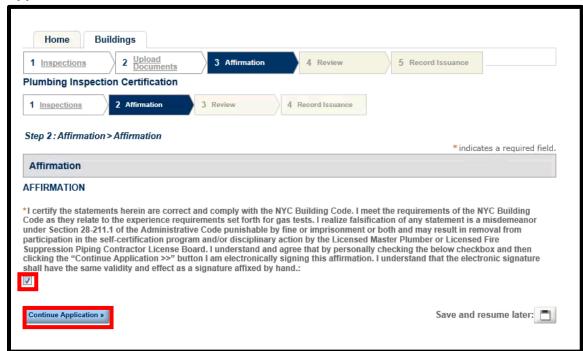[Continue Application »]   Save and resume later: 🖫

18. Upload additional attachments if necessary by clicking **Upload Attachment** and repeating the previous steps to upload the document. Click **Continue Application**.
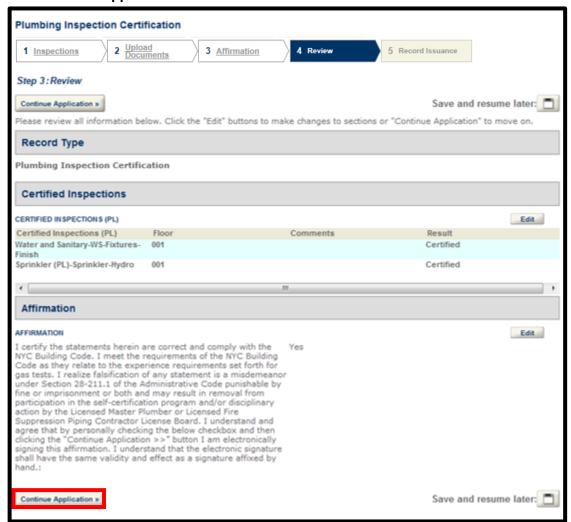
19. Check the **checkbox** to indicated acceptance of the Affirmation and click **Continue Application**.

20. Click **Continue Application.**

21. The confirmation message below will display.