Plumbing: Advance Notice Inspections and Results Only Certifications
# Table of Contents

Introduction ................................................................................................................................. 2

**DOB NOW: Inspections Overview** .......................................................................................... 2

Advance Notice Inspections ........................................................................................................ 3

Scheduling an Advance Notice Inspection .................................................................................. 3

Verifying the Date and Time of the Advance Notice Inspection .................................................. 23

Rescheduling an Advance Notice Inspection ............................................................................. 28

Cancelling an Advance Notice Inspection .................................................................................. 28

Submitting Advance Notice Results (Scheduled After the Launch of DOB NOW: Inspections) .... 29

Submitting Advance Notice Results for an Existing Advance Notice (Scheduled Prior to the Launch of DOB NOW: Inspections) ........................................................................... 45

Viewing Advance Notice Results ............................................................................................... 64

What to Do After a Failed Spot Check ......................................................................................... 68

Results Only Certifications .......................................................................................................... 69
Introduction

DOB NOW: Inspections Overview

DOB NOW: Inspections is an online portal for Owners, Licensed Professionals (LPs), 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:

<table>
<thead>
<tr>
<th>Electrical</th>
<th>Plumbing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Suppression</td>
<td>Signs</td>
</tr>
<tr>
<td>Construction</td>
<td>Boilers</td>
</tr>
<tr>
<td>Elevators</td>
<td>Cranes &amp; Derricks</td>
</tr>
<tr>
<td>Oil Burning Equipment</td>
<td>BPP</td>
</tr>
<tr>
<td>High Rise Initiative</td>
<td>Sustainability</td>
</tr>
</tbody>
</table>

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 open 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.

<table>
<thead>
<tr>
<th>Record Type</th>
<th>Available Test/Inspection Types</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LAA</strong></td>
<td>Gas-Gas-Piping-Underground</td>
</tr>
<tr>
<td></td>
<td>Gas-Gas-Piping-Roughing</td>
</tr>
<tr>
<td></td>
<td>Sprinkler (SP) - Fixtures – Finish</td>
</tr>
<tr>
<td></td>
<td>Sprinkler (PL)-SP-Fixtures (PL)-Finish</td>
</tr>
<tr>
<td></td>
<td>Storm Drainage-ST-Piping-Roughing</td>
</tr>
<tr>
<td></td>
<td>Stand Pipe-ST-Piping-Underground</td>
</tr>
<tr>
<td></td>
<td>Water and Sanitary-WS-Sanitary Piping-Roughing</td>
</tr>
<tr>
<td></td>
<td>Water and Sanitary-WS-Sanitary Piping-Underground</td>
</tr>
<tr>
<td></td>
<td>StandPipe-SD-Fixtures-Finish-SD</td>
</tr>
<tr>
<td><strong>Plumbing PL</strong></td>
<td>Co-Gen Fuel-cell</td>
</tr>
<tr>
<td></td>
<td>Co-Gen Reciprocating Engine</td>
</tr>
<tr>
<td></td>
<td>Gas-Gas-Piping-Roughing</td>
</tr>
<tr>
<td></td>
<td>Gas - Gas - Piping - Underground</td>
</tr>
<tr>
<td></td>
<td>Sprinkler (PL)-SP-Fixtures (PL)-Finish</td>
</tr>
<tr>
<td></td>
<td>Storm Drainage-ST-Piping-Roughing</td>
</tr>
<tr>
<td></td>
<td>Stand Pipe-ST-Piping-Underground</td>
</tr>
<tr>
<td></td>
<td>Water and Sanitary-WS-Sanitary Piping-Roughing</td>
</tr>
<tr>
<td></td>
<td>Water and Sanitary-WS-Sanitary Piping-Underground</td>
</tr>
<tr>
<td><strong>Sprinkler SP</strong></td>
<td>Sprinkler-Dry Pipe Valve (SP)-Dry Pipe Valve Test</td>
</tr>
<tr>
<td></td>
<td>Sprinkler-SP-Fixtures-Finish</td>
</tr>
<tr>
<td><strong>Standpipe SD</strong></td>
<td>StandPipe-Fire Pump (SD)-Fire Pump Test</td>
</tr>
<tr>
<td></td>
<td>StandPipe-SD-Fixtures-Finish-SD</td>
</tr>
</tbody>
</table>
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.
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

<table>
<thead>
<tr>
<th>Licensee Information</th>
<th>Development (Buildings Job, Permit or Device)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search for Licensed Professionals</td>
<td>Specialized Tasks</td>
</tr>
<tr>
<td>Search Records</td>
<td>Search Records</td>
</tr>
<tr>
<td>Transactions</td>
<td>Transactions</td>
</tr>
</tbody>
</table>
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.
6. Click **Actions** in the Record Details section.

![Record Details Image]

7. Select the radio button next to the appropriate Advance Notice option. Click **Continue Application**.

![Continue Application Image]
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.
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**.

![File Upload](image)

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

![Type Selection](image)
18. The **Description** field is optional.
19. Click **Save**.
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**.
23. The confirmation message below will display.

![Confirmation Message](image)

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
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.
Plumbing: Advance Notice Inspections and Results Only Certifications

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**.

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
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.
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 **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**.
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.
17. Click **Save**.
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.

![Plumbing: Advance Notice Inspections and Results Only Certifications](image)

21. The confirmation message below will display.
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

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**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.

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<table>
<thead>
<tr>
<th>ID Number</th>
<th>Record Type</th>
<th>Address</th>
<th>Status</th>
<th>Action</th>
<th>Related Records</th>
</tr>
</thead>
<tbody>
<tr>
<td>REQ-MC-50-000003</td>
<td>House Connection Work</td>
<td>11 NY CELLAR-12</td>
<td>Pending Review</td>
<td>Action</td>
<td>1</td>
</tr>
<tr>
<td>ADV-PL-15-000001</td>
<td>Submit a Plumbing Advance Notice</td>
<td>415 CNY Coler, 1</td>
<td>Submitted</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>ADV-PL-15-000002</td>
<td>Submit a Plumbing Advance Notice</td>
<td>11 P NY DSP TO 1ST</td>
<td>Submitted</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>ADV-PL-15-000003</td>
<td>Submit a Plumbing Advance Notice</td>
<td>12 S NY CELLAR, 903</td>
<td>Submitted</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>ADV-PL-15-000004</td>
<td>Submit a Plumbing Advance Notice</td>
<td>11 NY CELLAR, 7TH</td>
<td>Submitted</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>CRTT-PL-15-000001</td>
<td>Plumbing Inspection Certification</td>
<td>1 New York Ave, NEW YORK NY</td>
<td>Submitted</td>
<td>Action</td>
<td>2</td>
</tr>
<tr>
<td>ADV-PL-15-000005</td>
<td>Submit a Plumbing Advance Notice</td>
<td>1 New York Ave, NEW YORK NY</td>
<td>Submitted</td>
<td>Action</td>
<td>2</td>
</tr>
<tr>
<td>3111992401PL</td>
<td>Plumbing Permit</td>
<td>999 NY CELLAR, 1A, 2</td>
<td>Issued</td>
<td>Action</td>
<td>0</td>
</tr>
<tr>
<td>12400239402PL</td>
<td>Plumbing Permit</td>
<td>11 NY</td>
<td>Issued</td>
<td>Action</td>
<td>0</td>
</tr>
<tr>
<td>1251117702PL</td>
<td>Plumbing Permit</td>
<td>0 NY</td>
<td>Issued</td>
<td>Action</td>
<td>0</td>
</tr>
</tbody>
</table>
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**.
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.
19. Click **Save**.
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**.
23. The confirmation message below will display.

![Confirmation Message]

The confirmation message below will display.

**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 ADV-PL-15-000008.**

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.
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.
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
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.

![Advance Notice Inspection Results](image)

**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.

<table>
<thead>
<tr>
<th>Record Type</th>
<th>Available Test/ Inspection Types</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAA</td>
<td>Medical Gas - MG - PL – Finish</td>
</tr>
<tr>
<td></td>
<td>Medical Gas - MG - PL - Roughing</td>
</tr>
<tr>
<td></td>
<td>Medical Gas - MG - PL - Underground</td>
</tr>
<tr>
<td></td>
<td>Medical Gas - MG - PL - Underground Test</td>
</tr>
<tr>
<td></td>
<td>Medical Gas - MG - PL – Test</td>
</tr>
<tr>
<td></td>
<td>Remove/Cap - work done in accordance with code</td>
</tr>
<tr>
<td></td>
<td>Sprinkler (PL) - SP - Roughing</td>
</tr>
<tr>
<td></td>
<td>Sprinkler (PL)-Sprinkler-Hydro</td>
</tr>
<tr>
<td></td>
<td>Sprinkler (PL) - Underground</td>
</tr>
<tr>
<td></td>
<td>Sprinkler (SP) - Booster Pump Test</td>
</tr>
<tr>
<td></td>
<td>Sprinkler - SP - Roughing</td>
</tr>
<tr>
<td></td>
<td>Standpipe (SD) - Fire Standpipe - SD - Roughing</td>
</tr>
<tr>
<td></td>
<td>Storm Drainage-ST-Fixtures-Finish</td>
</tr>
<tr>
<td></td>
<td>Storm Drainage-ST-Piping-Water Test</td>
</tr>
<tr>
<td></td>
<td>Water and Sanitary-WS-Fixtures-Finish</td>
</tr>
<tr>
<td></td>
<td>Water and Sanitary-WS-Sanitary Piping-Water Test</td>
</tr>
<tr>
<td></td>
<td>Water Pressure - WP - PL - Underground Test</td>
</tr>
<tr>
<td></td>
<td>StandPipe-SD-Piping-Hydrostatic Test</td>
</tr>
<tr>
<td></td>
<td>StandPipe-SD-Piping-Underground</td>
</tr>
<tr>
<td></td>
<td>Sprinkler (SP) - Underground</td>
</tr>
<tr>
<td></td>
<td>Sprinkler (SP) - Hydro</td>
</tr>
<tr>
<td>Plumbing PL</td>
<td>Medical Gas - MG - PL – Finish</td>
</tr>
<tr>
<td></td>
<td>Medical Gas - MG - PL - Roughing</td>
</tr>
<tr>
<td></td>
<td>Medical Gas - MG - PL - Underground</td>
</tr>
<tr>
<td></td>
<td>Medical Gas - MG - PL - Underground Test</td>
</tr>
<tr>
<td></td>
<td>Medical Gas - MG - PL – Test</td>
</tr>
<tr>
<td></td>
<td>Remove/Cap - work done in accordance with code</td>
</tr>
<tr>
<td></td>
<td>Sprinkler (PL) - SP - Roughing</td>
</tr>
<tr>
<td>Sprinkler SP</td>
<td>Standpipe SD</td>
</tr>
<tr>
<td>-------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Sprinkler (PL) - SP - Underground</td>
<td>Remove/Cap - work done in accordance with code</td>
</tr>
<tr>
<td>Sprinkler (PL)-Sprinkler-Hydro</td>
<td>Sprinkler (SP) - Booster Pump Test</td>
</tr>
<tr>
<td>Storm Drainage-ST-Fixtures-Finish</td>
<td>Sprinkler-SP-Piping Dry/Wet-Hydrostatic Test</td>
</tr>
<tr>
<td>Storm Drainage-ST-Piping-Water Test</td>
<td>Sprinkler-SP-Piping Dry/Wet-Underground</td>
</tr>
<tr>
<td>Water and Sanitary-WS-Fixtures-Finish</td>
<td>Sprinkler - SP - Roughing</td>
</tr>
<tr>
<td>Water and Sanitary-WS-Sanitary Piping-Water Test</td>
<td>Sprinkler-SP-Special Service Pump Test</td>
</tr>
<tr>
<td>Water Pressure - WP - PL - Underground Test</td>
<td>StandPipe - SD - Alarm Sys 64/09 - Finish</td>
</tr>
<tr>
<td>Remove/Cap - work done in accordance with code</td>
<td>StandPipe - SD - Fire StandPipe - SD - Roughing</td>
</tr>
<tr>
<td>Sprinkler-SP-Piping Dry/Wet-Underground</td>
<td>StandPipe - SD - Hydrostatic 63/09 Test (100 Foot Increments)</td>
</tr>
<tr>
<td>Sprinkler - SP - Roughing</td>
<td>StandPipe - SD - Hydrostatic 63/09 Test (Initial 75 Feet)</td>
</tr>
<tr>
<td>Sprinkler-SP-Special Service Pump Test</td>
<td>StandPipe-SD-Piping-Hydrostatic Test</td>
</tr>
<tr>
<td></td>
<td>StandPipe-SD-Piping-Underground</td>
</tr>
<tr>
<td></td>
<td>StandPipe-SD-Special Service Pump Test</td>
</tr>
</tbody>
</table>
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.
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 physical 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.
17. Click Save.
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**.

**Step 2: Affirmation > Affirmation**

**AFFIRMATION**

*I certify the statements herein are correct and comply with the NYC 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 28-111.1 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.:

![Checkbox with 'Continue Application']
20. Click **Continue Application**.
21. The confirmation message below will display.

![Plumbing Inspection Certification]

**Step 4: 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-PL-15-000001.

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]