

Certifying Objections

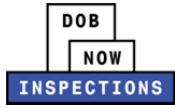


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DOB NOW: *Inspections* Overview

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 instruction on how to certify Objections in DOB NOW: *Inspections*.

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

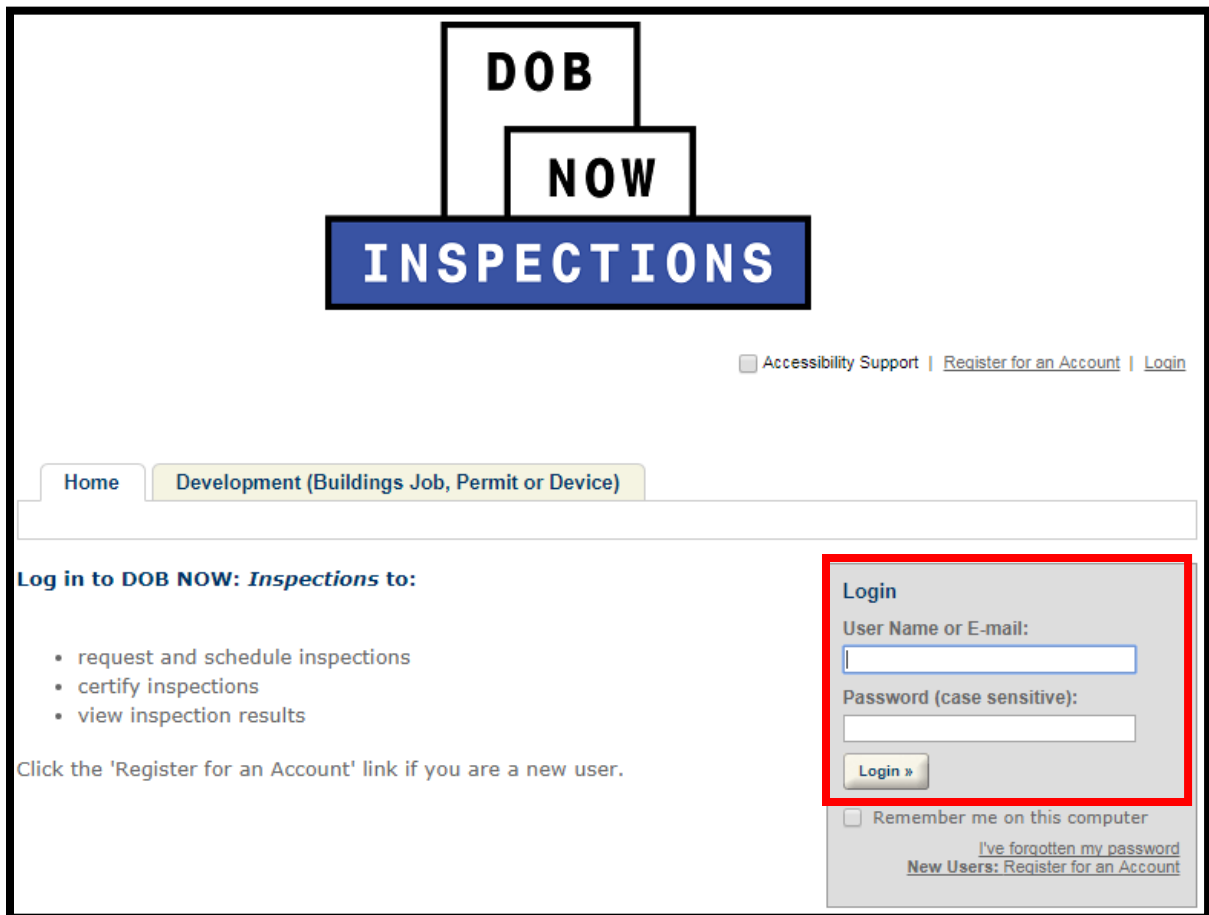
Certification of Objections

If an Objection is observed in the field and it does not require Buildings to return to the site for a Re-inspection, it is called a Certifiable Objection. You can view all Objections using DOB NOW: *Inspections*, including those that are Certifiable. DOB NOW: *Inspections* allows Owners, LPs, and their Delegates to upload documentation to resolve Certifiable Objections.

Submitting Certification of Objections Documentation

To certify an Objection, follow the steps below. You can only certify one Objection at a time. If you have multiple Objections on a Record, you must follow the steps below for each individual Objection.

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 an DOB NOW: *Inspections* account.



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

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

Licensee Information

- Search for Licensed Professionals

Development (Buildings Job, Permit or Device)

Specialized Tasks

- Link your PIN
- Delegate record access
- Upload PVT inspections

Search Records

- View inspection results

Transactions

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

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

4. Locate the Record for which you would like to submit certification of objection documentation. 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 18 | [Add to collection](#)

| <input type="checkbox"/> ID Number | Record Type | Address | Status | Action | Related Records |
|---|-----------------------------|---|------------------------|------------------------------------|--------------------|
| <input type="checkbox"/> 42049128406AL | AL-1 Permit | 11 Park Pl NEW YORK NY | Issued | Action | 10 |
| <input type="checkbox"/> 42049128407AL | AL-1 Permit | 124 West 23rd St 6th Ave 7th Ave NEW YORK NY 10011 | | | 0 |
| <input type="checkbox"/> 42049128401AL | AL-1 Permit | 11 New York Ave New York NY 10007 | Issued | Action | 0 |
| <input type="checkbox"/> 40102884701AL | AL-1 Permit | 11 New York Ave New York NY 10007 | Issued | Action | 1 |
| <input type="checkbox"/> 40195763701AL | AL-1 Permit | NY | Issued | Action | 0 |
| <input type="checkbox"/> 32041170001AL | AL-1 Permit | 11 New York Ave New York NY 10007 | Issued | Action | 1 |
| <input type="checkbox"/> 10486950901AL | AL-1 Permit | 11 New York Ave New York Ave NY 10007 | Issued | Action | 1 |
| <input type="checkbox"/> OBJ-15-000000003 | Certification of Objections | 11 Park Pl NEW YORK NY | Pending | Action | 10 |
| <input type="checkbox"/> OBJ-15-000000002 | Certification of Objections | 11 Park Pl NEW YORK NY | Certification Accepted | Action | 10 |
| <input type="checkbox"/> 15TMP-000138 | Certification of Objections | | | Resume Application | 0 |

a. Option 1
< Prev 1 2 Next >

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

General Search General Search ▾

Search for Records

Enter information below to search for records.

- Address
- License Information
- BIN

5. Click the ID Number of the appropriate 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 18 | [Add to collection](#)

| <input type="checkbox"/> ID Number | Record Type | Address | Status | Action | Related Records |
|---|-----------------------------|---|------------------------|------------------------------------|--------------------|
| 42049128406AL | AL-1 Permit | 11 Park Pl NEW YORK NY | Issued | Action | 10 |
| <input checked="" type="checkbox"/> 42049128407AL | AL-1 Permit | 124 West 23rd St 6th Ave 7th Ave NEW YORK NY 10011 | | | 0 |
| <input type="checkbox"/> 42049128401AL | AL-1 Permit | 11 New York Ave New York NY 10007 | Issued | Action | 0 |
| <input checked="" type="checkbox"/> 40102884701AL | AL-1 Permit | 11 New York Ave New York NY 10007 | Issued | Action | 1 |
| <input type="checkbox"/> 40195763701AL | AL-1 Permit | NY | Issued | Action | 0 |
| <input type="checkbox"/> 32041170001AL | AL-1 Permit | 11 New York Ave New York NY 10007 | Issued | Action | 1 |
| <input type="checkbox"/> 10486950901AL | AL-1 Permit | 11 New York Ave New York Ave NY 10007 | Issued | Action | 1 |
| <input type="checkbox"/> OBJ-15-000000003 | Certification of Objections | 11 Park Pl NEW YORK NY | Pending | Action | 10 |
| <input type="checkbox"/> OBJ-15-000000002 | Certification of Objections | 11 Park Pl NEW YORK NY | Certification Accepted | Action | 10 |
| <input type="checkbox"/> 15TMP-000138 | Certification of Objections | | | Resume Application | 0 |

6. You will see the Objection(s) listed in the orange banner. Click the **View additional details** link to view more details about the Objection(s).

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[Select an Online Service](#) | [Search Records](#) | [Access My Records](#)

Record 42049128406AL: [Add to collection](#)

AL-1 Permit


This record was locked by REQUIREMENT on 07/21/2015.
Condition: Floor 004:Fire Protection - Installation of Smoke and Carbon Monoxide detectors Severity: Required
Total Conditions: 2 (Required: 2)

[View additional details](#)

7. Additional details will display in the Conditions of Approval section. This section defaults to display open Objection(s). You can also see whether the Objection(s) is certifiable.
- *Please Note: Click **View Those Met** to expand the list to include Resolved Objections.*

Record 42049128406AL: [Add to collection](#)

AL-1 Permit

 This record was locked by REQUIREMENT on 07/21/2015.
Condition: Floor 004:Fire Protection - Installation of Smoke and Carbon Monoxide detectors Severity: Required
Total Conditions: 2 (Required: 2)

[Hide additional details](#)

Conditions of Approval

[View Those Met](#)
Showing 1-2 of 2

Objections - 2 Open
Certifiable
Floor 002:Zoning Resolution - Bulk (building envelope, main site dimensions, building height, etc.)
Comment
Open | 07/21/2015

Floor 004:Fire Protection - Installation of Smoke and Carbon Monoxide detectors
Comment
Open | 07/21/2015

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

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Record 42049128406AL: [Add to collection](#)
AL-1 Permit

This record was locked by REQUIREMENT on 07/21/2015.
 Condition: Floor 004:Fire Protection - Installation of Smoke and Carbon Monoxide detectors Severity: Required
 Total Conditions: 2 (Required: 2)

[View additional details](#)

Work Location

11 Park Pl NEW YORK NY

Record Details

Please review the details of your Record below.

If applicable, use the 'Actions' button to:

- Certify an Objection
- Add a Delegate (to perform certain actions on your behalf)
- Upload Inspection results from an Advance Notice Inspection (Plumbing)
- Provide Buildings with Advance Notice (Plumbing) for Certified Inspections

Licensed Professional:
 Austin Rosaddo
 C2 ENGINEERING
 1335 Ave of the Americas, Suite 210 New York, NY
 10105
 Business Phone:5555555555
 Professional Engineer 38895

► **More Details**

Actions

9. Select the radio button next to **Certification of Objections**. Click **Continue Application**.

Select an Action

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

Certification of Objections

Manage Delegates

Continue Application »

10. The list of Objections available for Certification will appear. Select the **checkbox** next to the Objection you want to certify. Click **Open Selected Objections**.

- *Please Note: Only one Objection may be certified in each transaction. You must repeat the steps in this section for each Objection.*

Step 1: Objections List > Select Objection

The list of inspection objections that may be certified appear below. Select the checkbox for any item that you wish to certify at this time and select the *Open Selected Objections* button.

Once open, mark the *Selection* checkbox for any item in the pop-up window that appears. Only one objection may be selected and certified.

* indicates a required field.

Objections Available for Certification

OBJECTIONS

Mark the 'Selection' checkbox for any objection that you wish to certify. Only one objection may be selected and certified in each transaction.

Showing 1-2 of 2

| <input type="checkbox"/> Selection | Objection Description | Comments | Disposition | Objection ID | |
|-------------------------------------|---|----------|-------------|--------------|---------------------------|
| <input checked="" type="checkbox"/> | o Floor 002:Zoning Resolution - Bulk (building envelope, main site dimensions, building height, etc.) | Comment | | 545 | Actions ▾ |
| <input type="checkbox"/> | No Floor 004:Fire Protection - Installation of Smoke and Carbon Monoxide detectors | Comment | | 547 | Actions ▾ |

Open Selected Objections

[Continue Application »](#) Save and resume later:

11. Check the box next to **Selection**. Click **Submit**.

- *Please Note: The other fields on this page cannot be modified.*

OBJECTIONS

Mark the 'Selection' checkbox for any objection that you wish to certify. Only one objection may be selected and certified in each transaction.

Selection ?

Disposition:
--Select-- ▾

Submit Cancel

Objection Description:

Floor 002:Zoning Resolution - Bulk (building envelope, main site dimensions, building height, etc.)

Objection ID:
545

Comments:

Comment

12. You will see the Selection turns from “No” to “Yes”. Click **Continue Application**.

Step 1: Objections List > Select Objection

The list of inspection objections that may be certified appear below. Select the checkbox for any item that you wish to certify at this time and select the *Open Selected Objections* button.

Once open, mark the *Selection* checkbox for any item in the pop-up window that appears. Only one objection may be selected and certified.

* indicates a required field.

Objections Available for Certification

OBJECTIONS

Mark the 'Selection' checkbox for any objection that you wish to certify. Only one objection may be selected and certified in each transaction.

Showing 1-2 of 2

| <input type="checkbox"/> | Selection | Objection Description | Comments | Disposition | Objection ID | |
|-------------------------------------|-----------|---|----------|-------------|--------------|---------------------------|
| <input checked="" type="checkbox"/> | Yes | Floor 002:Zoning Resolution - Bulk (building envelope, main site dimensions, building height, etc.) | Comment | | 545 | Actions ▼ |
| <input type="checkbox"/> | No | Floor 004:Fire Protection - Installation of Smoke and Carbon Monoxide detectors | Comment | | 547 | Actions ▼ |

Save and resume later:

13. Click **Upload Attachment**.

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Certification of Objections

1 [Objections List](#) 2 **[Attachments](#)** 3 [Affirmations](#) 4 [Review](#) 5 [Record Issuance](#)

Step 2: Attachments > Attach Files

Please upload any supporting documentation necessary to resolve the selected objection.

* indicates a required field.

Supporting Documents

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. | | | | |

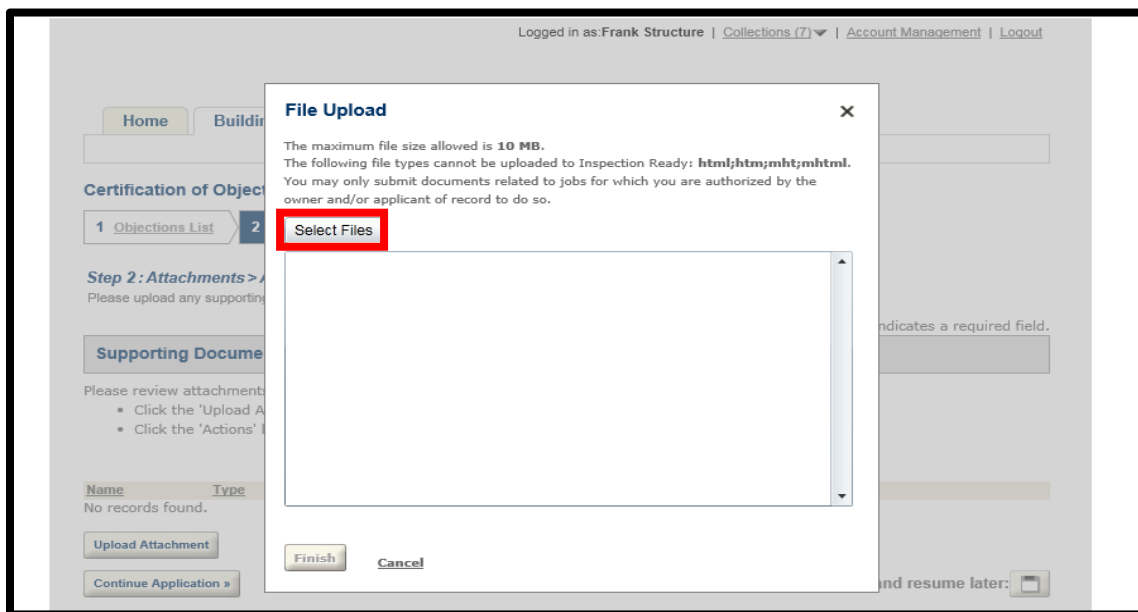
Save and resume later:

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

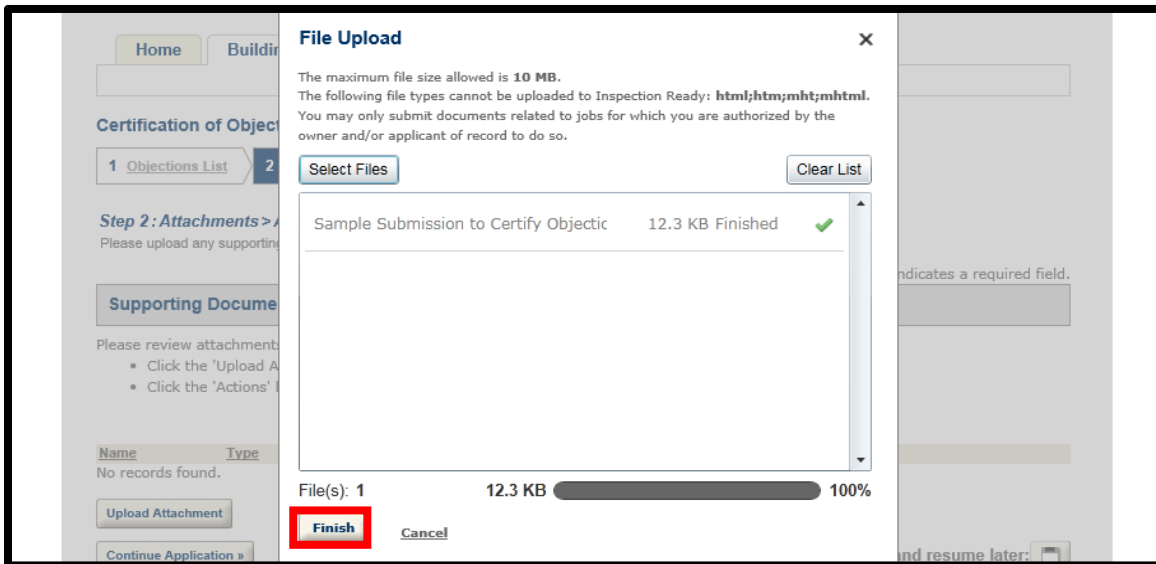
- Affidavit of Certification
- Photograph of Resolved Condition
- Photograph of Unresolved Condition
- Additional Supporting Documentation

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.*
- *Use the Photograph of Unresolved Condition and Photograph of Resolved Condition document types to upload photographs of “Before” and “After” conditions as evidence that the Objection has been resolved.*
- *Multiple documents can be uploaded for a single Certification of Objection.*
- *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.*



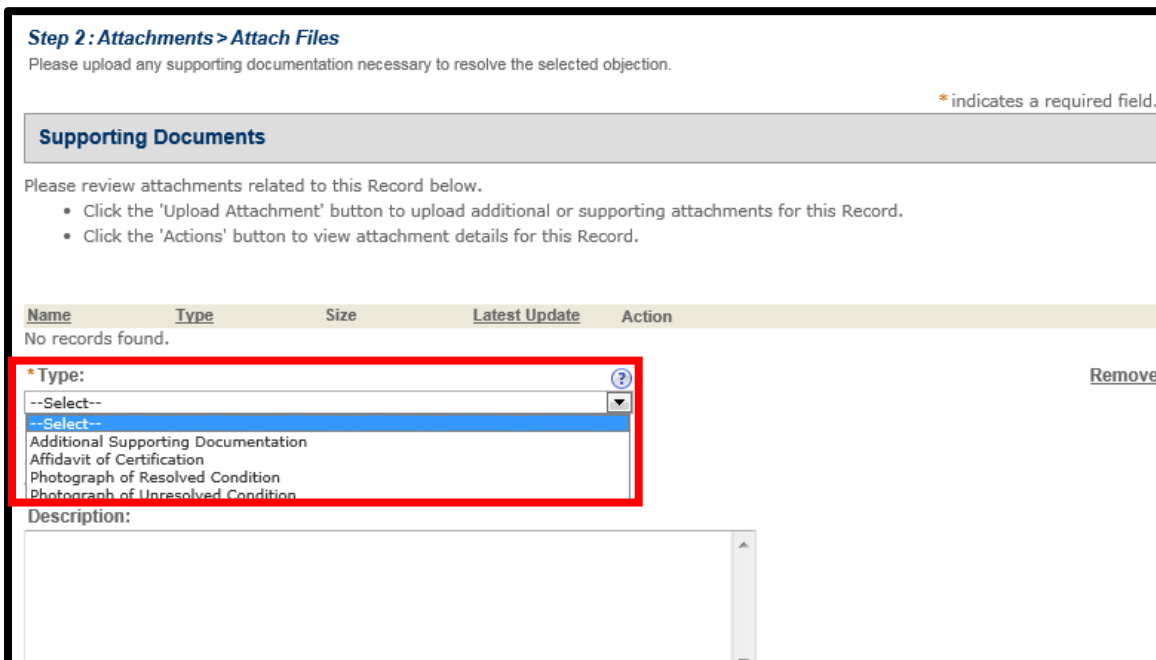
15. Once the file has uploaded, click **Finish**.



16. Select an option from the **Type** dropdown to classify the type of document you uploaded.

The document types include:

- Affidavit of Certification
- Photograph of Resolved Condition
- Photograph of Unresolved Condition
- Additional Supporting Documentation



17. The **Description** field is optional.

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Certification of Objections

1 Objections List
2 Attachments
3 Affirmations
4 Review
5 Record Issuance

Step 2: Attachments > Attach Files

Please upload any supporting documentation necessary to resolve the selected objection. * indicates a required field.

Supporting Documents

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: ?

Affidavit of Certification

File:
Affidavit of Certification.docx

Description:
Affidavit of Certification

[Remove](#)

Save
Upload Attachment
Clear All

18. Click **Save**.

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Buildings

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Certification of Objections

1 Objections List

2 Attachments

3 Affirmations

4 Review

5 Record Issuance

Step 2: Attachments > Attach Files

Please upload any supporting documentation necessary to resolve the selected objection.

* indicates a required field.

Supporting Documents

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. | | | | |
| <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 80%;"> <p>* Type: Affidavit of Certification ?</p> <p>File: Affidavit of Certification.docx</p> <p>Description: <div style="border: 1px solid #ccc; padding: 2px; min-height: 40px;">Affidavit of Certification</div></p> </div> <div style="width: 15%; text-align: right; padding-top: 5px;"> Remove </div> </div> | | | | |

Save

Upload Attachment

Clear All

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

Home Buildings

Select an Online Service | Search Records | Access My Records

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

Certification of Objections

1 Objections List 2 Attachments 3 Affirmations 4 Review 5 Record Issuance

Step 2: Attachments > Attach Files

Please upload any supporting documentation necessary to resolve the selected objection. * indicates a required field.

Supporting Documents

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 |
|------------------------------------|----------------------------|----------|---------------|---------------------------|
| Certification.docx | Affidavit of Certification | 12.35 KB | 09/21/2015 | Actions ▼ |

Upload Attachment

Continue Application »

Save and resume later:

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

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

Click **Continue Application**.

Certification of Objections

1 Objections List 2 Attachments **3 Affirmations** 4 Review 5 Record Issuance

Step 3: Affirmations > Affirmation Statements * indicates a required field.

For Licensed Professionals

LICENSED PROFESSIONALS

I affirm that I have resolved the listed objections as per applicable laws and rules as of this date. If an audit or exam shows non-compliance, I will notify the owner of the required remedial measures. I understand that falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment or both. I further understand that if I am found after hearing to have made or allowed to be made a false statement in this submission or this affirmation I may be subject to disciplinary action by the City of New York and/or barred from filing further applications or documents with the Department. I understand and agree that by personally checking the below checkbox and then clicking the 'Continue Application >>' button I am electronically signing this affirmation. I understand that the electronic signature shall have the same validity and effect as a signature affixed by hand.:

For All Other Users

OWNERS AND OTHER DELEGATES

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

Save and resume later:

21. Click **Continue Application** to submit the Certification of Objection.

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Buildings

[Select an Online Service](#) | [Search Records](#) | [Access My Records](#)

Certification of Objections

1 Objections List
2 Attachments
3 Affirmations
4 Review
5 Record Issuance

Step 4: 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

Certification of Objections

Objections Available for Certification

OBJECTIONS [Edit](#)

| Selection | Objection Description | Comments | Disposition | Objection ID |
|-----------|---|----------|-------------|--------------|
| No | Floor 002:Zoning Resolution Comment - Bulk (building envelope, main site dimensions, building height, etc.) | | | 545 |
| Yes | Floor 004:Fire Protection - Installation of Smoke and Carbon Monoxide detectors | Comment | | 547 |

Supporting Documents

[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 |
|------------------------------------|----------------------------|----------|---------------|---------------------------|
| Certification.docx | Affidavit of Certification | 12.35 KB | 09/21/2015 | Actions ▼ |

For Licensed Professionals

LICENSED PROFESSIONALS [Edit](#)

I affirm that I have resolved the listed objections as per applicable Yes

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

Certification of Objections

1 Objections List → 2 Attachments → 3 Affirmations → 4 Review → 5 Record Issuance

Step 5: Record Issuance

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

Thank you for using our online services.
Your Record Number is OBJ-15-00000002.

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 »](#)

23. If you have multiple Certifiable Objections on a Record, you must repeat these steps for each Certifiable Objection.

- *Please Note: You cannot submit multiple Certifications for the same Objection*

24. You will receive an Approval or Rejection email once the Department of Buildings has reviewed the documentation for each open Objection on the Record.

25. Upon approval of the last Certification of Objection on a Record, an updated Inspection Report will be generated, indicating the Inspection has been Passed. This Inspection Report will be accessible from DOB NOW: *Inspections* and can be used when requesting a Letter of Completion or Sign Off.