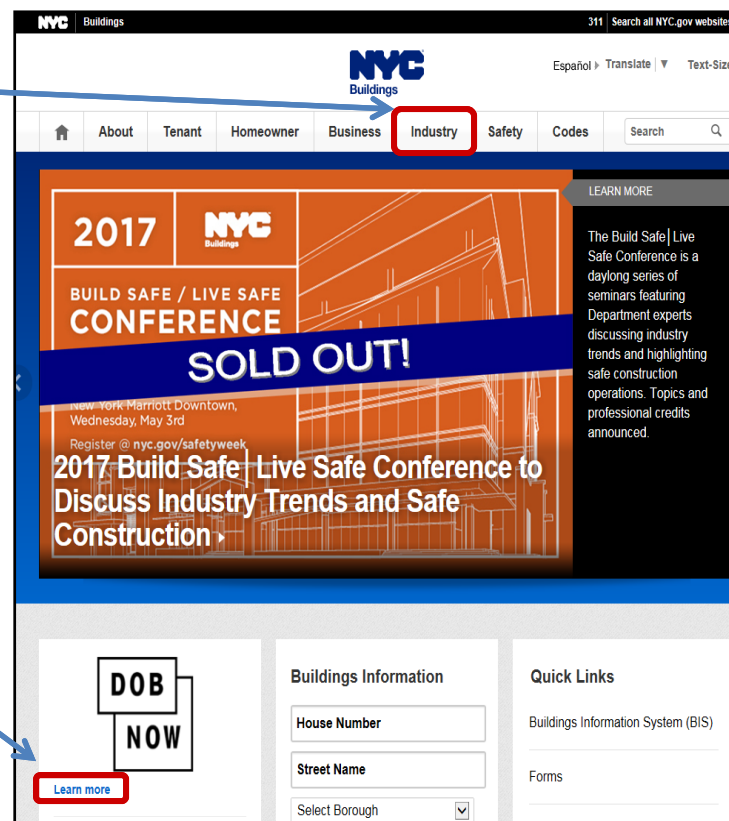


# Viewing Gas Authorization Information in DOB NOW: *Inspections*

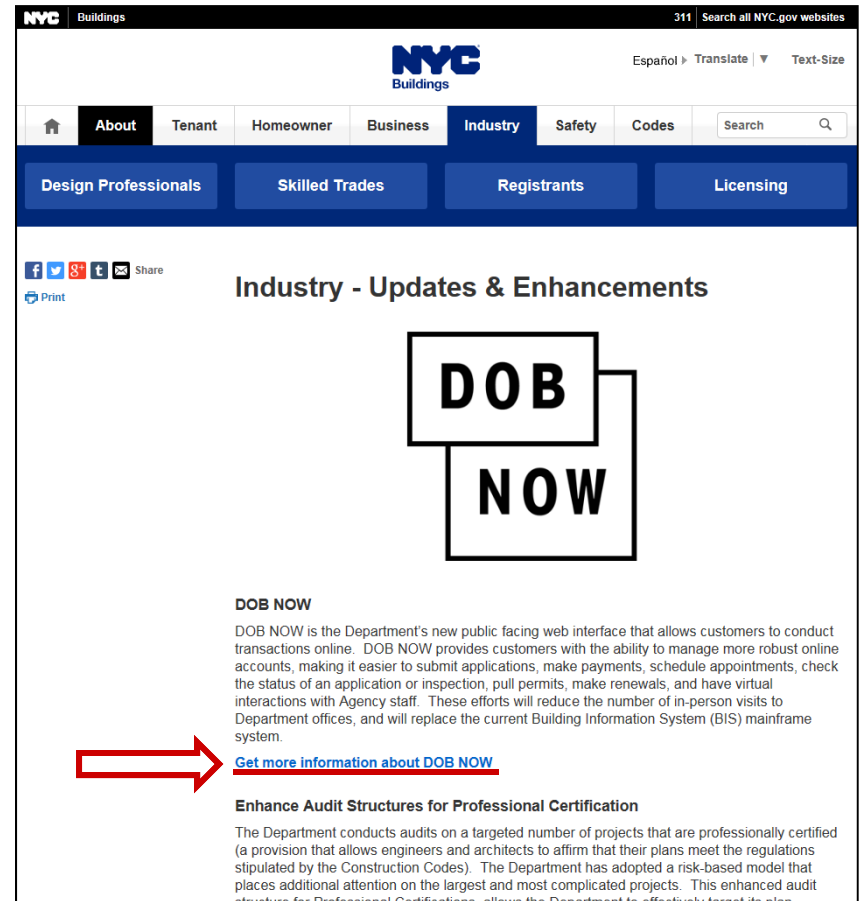
# Steps to view Gas Authorization information in DOB NOW: Inspections

1. Navigate to the Buildings Home Page:  
[www.nyc.gov/buildings](http://www.nyc.gov/buildings)
2. You can click on Industry tab on top center or “Learn more” in the DOB NOW logo below



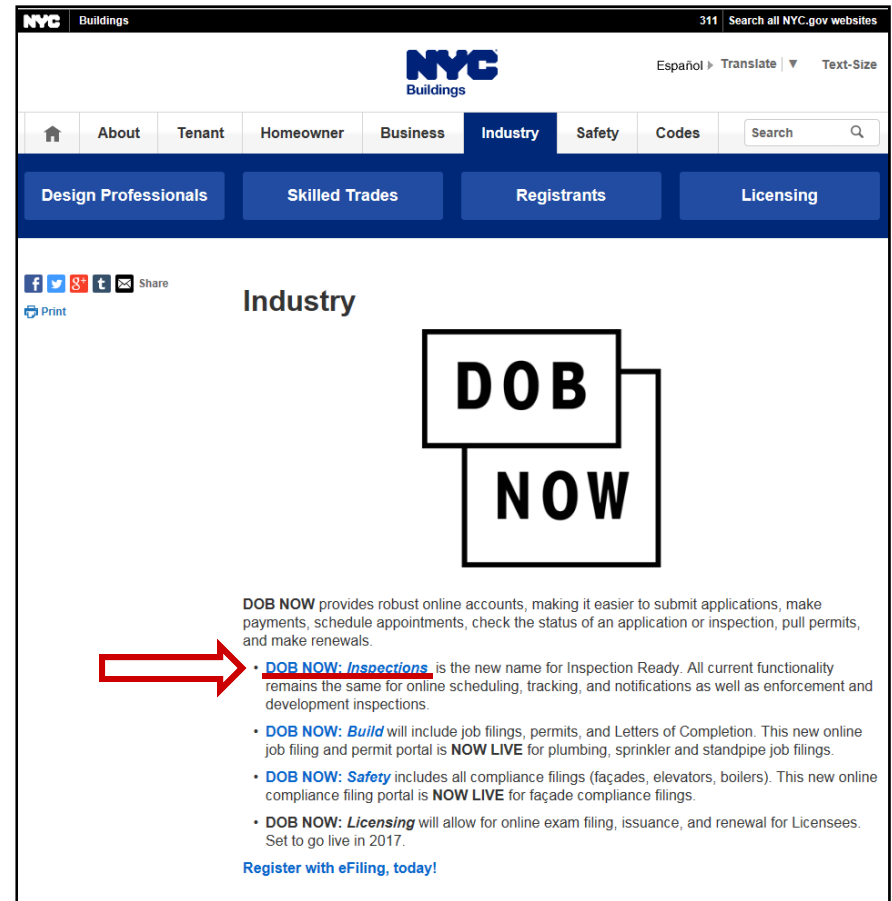
# Steps to view gas Authorization information by an Unregistered User

3. Click on the Get more information about DOB NOW link



# Steps to view gas Authorization information by an Unregistered User

4. Click on the DOB NOW: *Inspections* link



The screenshot shows the NYC Buildings website interface. At the top, there is a navigation bar with links for 'About', 'Tenant', 'Homeowner', 'Business', 'Industry', 'Safety', and 'Codes'. Below this is a secondary navigation bar with 'Design Professionals', 'Skilled Trades', 'Registrants', and 'Licensing'. The main content area is titled 'Industry' and features a large graphic with the text 'DOB NOW'. Below the graphic, there is a list of services:

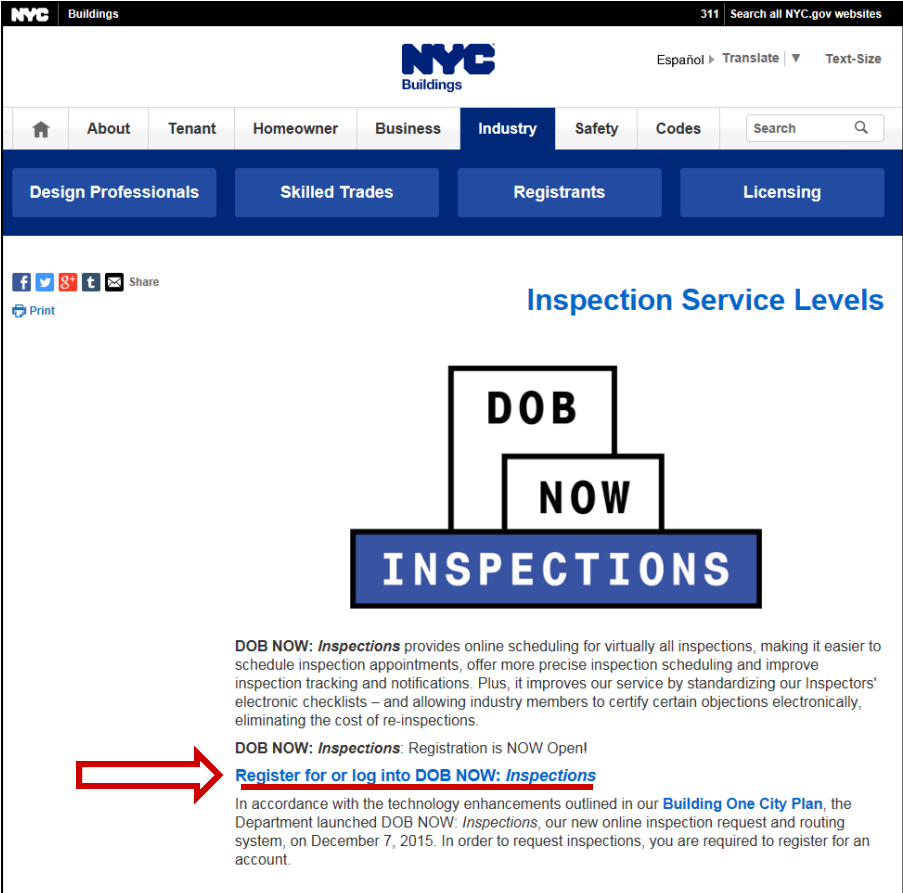
- [DOB NOW: Inspections](#) is the new name for Inspection Ready. All current functionality remains the same for online scheduling, tracking, and notifications as well as enforcement and development inspections.
- [DOB NOW: Build](#) will include job filings, permits, and Letters of Completion. This new online job filing and permit portal is **NOW LIVE** for plumbing, sprinkler and standpipe job filings.
- [DOB NOW: Safety](#) includes all compliance filings (façades, elevators, boilers). This new online compliance filing portal is **NOW LIVE** for façade compliance filings.
- [DOB NOW: Licensing](#) will allow for online exam filing, issuance, and renewal for Licensees. Set to go live in 2017.

A red arrow points to the [DOB NOW: Inspections](#) link.

[Register with eFiling, today!](#)

## Steps to view gas Authorization information by an Unregistered User

5. Click on the “Register for or log into DOB NOW: *Inspections*” link. This will open a new window to the “DOB NOW: *Inspections* – Public Portal”



The screenshot shows the NYC Buildings website interface. At the top, there is a navigation bar with the NYC Buildings logo and a search bar. Below the navigation bar, there are several menu items: Home, About, Tenant, Homeowner, Business, Industry, Safety, and Codes. A secondary navigation bar contains buttons for Design Professionals, Skilled Trades, Registrants, and Licensing. The main content area features a section titled 'Inspection Service Levels' with a graphic of three stacked boxes labeled 'DOB', 'NOW', and 'INSPECTIONS'. Below this graphic, there is a paragraph of text describing the service, followed by a red arrow pointing to a link that reads 'Register for or log into DOB NOW: Inspections'.

**DOB NOW: *Inspections*** provides online scheduling for virtually all inspections, making it easier to schedule inspection appointments, offer more precise inspection scheduling and improve inspection tracking and notifications. Plus, it improves our service by standardizing our Inspectors' electronic checklists – and allowing industry members to certify certain objections electronically, eliminating the cost of re-inspections.

**DOB NOW: *Inspections*:** Registration is NOW Open!

[Register for or log into DOB NOW: \*Inspections\*](#)

In accordance with the technology enhancements outlined in our [Building One City Plan](#), the Department launched DOB NOW: *Inspections*, our new online inspection request and routing system, on December 7, 2015. In order to request inspections, you are required to register for an account.

## Steps to view gas Authorization information by an Unregistered User

6. You will now be at the DOB NOW: Inspections log in page
7. Either click on the “Buildings” Tab or click on the “Search Records” option under “Buildings”

**Note:** You do not need to login in order to view Gas Authorization

**DOB NOW**

**INSPECTIONS**

Submit Inspection Requests and Certifications to NYC Department of Buildings

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

Home **Buildings**

**Welcome to DOB NOW: Inspections**

Welcome to DOB NOW: *Inspections*. You can login to request and schedule inspections, certify inspections, and view inspection results. Click the 'Register for an Account' link if you do not have a login.

You can use [BIS Web](#) to search for general information on a property in the city including recorded complaints and violations, actions, applications, and inspections. You can also search for information about tradespeople licensed by the Department.

**Log in today to get started.**

To get started, log in and enter your User Name and Password to the right. If you do not have a User Name, please click on the Register for an Account link.

**Login**

User Name or E-mail:

Password (case sensitive):

Remember me on this computer  
[I've forgotten my password](#)  
[New Users: Register for an Account](#)

**General Information**  
[Search Licensed Professionals/Licensees](#)

**Buildings**  
[Search Records](#)  
[Access My Records](#)

# Steps to view gas Authorization information by an Unregistered User

8. The Search screen appears

**DOB NOW INSPECTIONS**

Submit Inspection Requests and Certifications to NYC Department of Buildings

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

[Home](#) [Buildings](#) [Search Records](#) | [Access My Records](#)

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

General Search

**Search for Records**

1. Select the search type from the drop-down list above.

2. Enter information below to search for records.

- Address
- License Information
- BIN
- Record Information
- Contact Information

Record Number:  Record Type:

Start Date:  End Date:

Name of Business:

First:  Last:  Contact Type:

House #:  Street Name:  Apt/Condo #:

Cross Street 1:  Cross Street 2:

City:  State:  Zip:

Borough:  BIN:

Country:

License Type:  License Number:

# Steps to view gas Authorization information by an Unregistered User

9. Enter the record number you are searching for. If the permit is over 5 years old, clear out the start date field and click Search (Record ID used for the following displays: 12267537301PL) and hit the Search button

The screenshot shows the 'Buildings' search interface. At the top, there are tabs for 'Home' and 'Buildings', and links for 'Search Records' and 'Access My Records'. Below this is a search form with a 'General Search' dropdown menu. The 'Search for Records' section contains instructions and a list of search criteria: Address, License Information, BIN, Record Information, and Contact Information. The form fields are as follows:

- Record Number: 12267537301PL (highlighted with a red box)
- Record Type: --Select--
- Start Date: 03/29/2012
- End Date: 03/29/2017
- Name of Business: (empty)
- First: (empty)
- Last: (empty)
- Contact Type: --Select--
- House #: (empty)
- Street Name: (empty)
- Apt/Condo #: (empty)
- Cross Street 1: (empty)
- Cross Street 2: (empty)
- City: (empty)
- State: (empty)
- Zip: (empty)
- Borough: (empty)
- BIN: (empty)
- Country: --Select--
- License Type: --Select--
- License Number: (empty)

At the bottom of the form, the 'Search' button is highlighted with a red box, and the 'Clear' button is next to it.



# Steps to view gas Authorization information by an Unregistered

- 10. The results returned will be displayed below the Search criteria:
- 11. Click on the record for which you need the Gas Authorization details

Register for an Account | Login

Home Buildings Search Records | Access My Records

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

General Search General Search

**Search for Records**

1. Select the search type from the drop-down list above.

2. Enter information below to search for records.

- Address
- License Information
- BIN
- Record Information
- Contact Information

Record Number:  Record Type:

Start Date:  End Date:

Name of Business:

First:  Last:  Contact Type:

House #:  Street Name:  Apt/Condo #:

Cross Street 1:  Cross Street 2:

City:  State:  Zip:

Borough:  BIN:

Country:

License Type:  License Number:

1 Record results matching your search results

Click any of the results below to view more details.

Showing 1-1 of 1

<input type="checkbox"/> ID Number	Record Type	Address	Status	Action	Related Records
<input type="checkbox"/> 12267537301PL	Plumbing Permit	337 LEXINGTON AVE Manhattan NY 10016	Signed Off		6

Showing 1-1 of 1

<input type="checkbox"/> ID Number	Record Type	Address	Status	Action	Related Records
<input type="checkbox"/> 12267537301PL	Plumbing Permit	337 LEXINGTON AVE Manhattan NY 10016	Signed Off		6

# Steps to view gas Authorization information by an Unregistered

- 12. The details will be displayed.
- 13. Click on “More Details”

The screenshot shows a web interface with a navigation bar containing 'Home' and 'Buildings' tabs. Below the navigation bar is a search bar with the text 'Search Records | Access My Records'. The main content area displays the following information:

**Record 12267537301PL:** [Click here for more information](#)  
**Plumbing Permit**

**Work Location**  
337 LEXINGTON AVE Manhattan NY 10016

**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

<b>Licensed Professional:</b> TRELTON MCMILLAN TW PLUMBING & HEATING INC 1092 DEKALB AVENUE BROOKLYN, NY, 11221 Business Phone:7186757225 Master Plumber 001839	<b>Job Description:</b> INTERIOR RENOVATION OF PIZZA STORE. REMOVE NON BEARING PARTITION AND EXISTING FINISHES. INSTALL PLUMBING EQUIPMENT, COUNTERS, AND FINISHES PER APPROVED PLANS. NO CHANGE IN USE, EGRESS, OR OCCUPANCY.
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[View Additional Licensed Professionals>>](#)

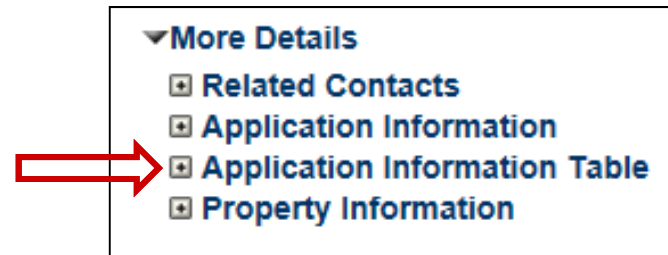
► **More Details**

▼ **Inspections**

A red arrow points to the 'More Details' link.

## Steps to view gas Authorization information by an Unregistered

14. This will open the dropdown showing “Related Contacts”, “Application Information”, “Application Information Table”, and “Property Information”
15. Expand - Application Information Table by clicking on the plus sign



# Steps to view gas Authorization information by an Unregistered

16. Expanding - Application Information Table will display additional information, including the “floor results”, “gas meters and risers” & “gas approval”

▼ More Details

- ▣ Related Contacts
- ▣ Application Information
- ▣ Application Information Table

PL FLOOR RESULTS

FLOOR:	BAS
WS UND GRND:	PASSED
WS ROUGH:	PASSED
WS FINISH:	CERTIFIED
GAS ROUGH:	PASSED
GAS FINISH:	CERTIFIED
GAS TST LOW:	PASSED

FLOOR:

WS ROUGH:	PASSED
WS FINISH:	CERTIFIED
GAS ROUGH:	PASSED
GAS FINISH:	CERTIFIED
GAS TST LOW:	PASSED

---

GAS METERS AND RISERS

Meter Floor:	CEL
Total Meters:	1
Total Risers:	1
New Meter:	Yes
Meter Location:	cel
Riser Location:	cel to bas
Cook:	Yes
Dryer:	No
Hot Water:	No
Boiler Pilot:	No
Heat:	No
Fireplace:	No
HVAC:	No
Tankless Coil:	No
Direct Vent:	No
Status:	Approved

▣ Property Information

# Steps to view gas Authorization information by an Unregistered

17. You can also enter the House, Street Number & Borough (337 Lexington Ave Manhattan) you are searching for, clear out the start date field and click Search

The screenshot shows the 'Buildings' section of the NYC Buildings website. At the top, there are navigation tabs for 'Home' and 'Buildings', and a search bar with links for 'Search Records' and 'Access My Records'. Below this, a dropdown menu is set to 'General Search'. The main search area is titled 'Search for Records' and contains instructions: '1. Select the search type from the drop-down list above.' and '2. Enter information below to search for records.' with a bulleted list: 'Address', 'License Information', 'BIN', 'Record Information', and 'Contact Information'. The form fields are as follows: 'Record Number' (empty), 'Record Type' (dropdown: '--Select--'), 'Start Date' (calendar icon, value: 03/29/2012), 'End Date' (calendar icon, value: 03/29/2017), 'Name of Business' (empty), 'First' (empty), 'Last' (empty), 'Contact Type' (dropdown: '--Select--'), 'House #' (value: 337), 'Street Name' (value: Lexington Ave), 'Apt/Condo #' (empty), 'Cross Street 1' (empty), 'Cross Street 2' (empty), 'City' (empty), 'State' (empty), 'Zip' (empty), 'Borough' (value: Manhattan), 'BIN' (empty), 'Country' (dropdown: '--Select--'), 'License Type' (dropdown: '--Select--'), and 'License Number' (empty). At the bottom, there are 'Search' and 'Clear' buttons.

# Steps to view gas Authorization information by an Unregistered

- 18. Here you can find the Plumbing Permit
- 19. Click on the PL permit this will open the Record information

Cross Street 1:  Cross Street 2:   
 City:  State:  Zip:   
 Borough:  BIN:   
 Country:   
 License Type:  License Number:

24 Record results matching your search results  
 Click any of the results below to view more details.

Showing 1-10 of 24

<input type="checkbox"/> ID Number	Record Type	Address	Status	Action	Related Records
<input type="checkbox"/> CERT-PL-16-022050	Plumbing Inspection Certification	337 LEXINGTON AVENUE Manhattan NY 10016	Submitted		4
<input type="checkbox"/> REQ-PL-SO-16-0019060	Plumbing Work Type Sign Off Request	337 LEXINGTON AVENUE Manhattan NY 10016	Sign Off Rejected		4
<input type="checkbox"/> CERT-PL-16-022051	Plumbing Inspection Certification	337 LEXINGTON AVENUE Manhattan NY 10016	Submitted		4
<input type="checkbox"/> REQ-PL-SO-16-0018590	Plumbing Work Type Sign Off Request	337 LEXINGTON AVENUE Manhattan NY 10016	Sign Off Rejected		4
<input type="checkbox"/> REQ-PL-SO-16-0010499	Plumbing Work Type Sign Off Request	337 LEXINGTON AVE Manhattan NY 10016	Sign Off Granted		3
<input type="checkbox"/> CERT-PL-16-013820	Plumbing Inspection Certification	337 LEXINGTON AVE Manhattan NY 10016	Submitted		3
<input type="checkbox"/> REQ-GA-16-007332	Gas Authorization Request	337 LEXINGTON AVE Manhattan NY 10016	Approved		3
<input type="checkbox"/> 12267537301PL	Plumbing Permit	337 LEXINGTON AVE Manhattan NY 10016	Signed Off		6
<input type="checkbox"/> 122675373	Job Record	337 LEXINGTON AVE Manhattan NY 10016	Signed Off		3
<input type="checkbox"/> 12267537301EWMH	EW-MH Permit	337 LEXINGTON AVE Manhattan NY 10016	Issued		3

< Prev 1 2 3 Next >



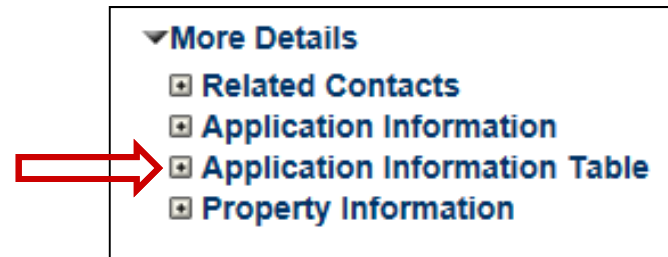
# Steps to view gas Authorization information by an Unregistered

- 20. Here to can review Licensed Professional, Job Description & More Details, etc.
- 21. Click on the More Details

The screenshot displays the NYC Buildings website interface for a specific record. At the top, there are navigation tabs for 'Home' and 'Buildings', and a search bar with links for 'Search Records' and 'Access My Records'. The main heading is 'Record 12267537301PL: Plumbing Permit', with a link to 'Click here for more information'. Below this, there are three main sections: 'Work Location' (337 LEXINGTON AVE Manhattan NY 10016), 'Record Details', and 'Inspections'. The 'Record Details' section contains a list of actions: 'Certify an Objection', 'Add a Delegate (to perform certain actions on your behalf)', 'Upload Inspection results from an Advance Notice Inspection (Plumbing)', and 'Provide Buildings with Advance Notice (Plumbing) for Certified Inspections'. Three red arrows point to the 'Licensed Professional' section (listing TREDON MCMILLAN, TW PLUMBING & HEATING INC, 1092 DEKALB AVENUE, BROOKLYN, NY, 11221, Business Phone: 7186757225, Master Plumber 001839), the 'Job Description' section (INTERIOR RENOVATION OF PIZZA STORE. REMOVE NON BEARING PARTITION AND EXISTING FINISHES. INSTALL PLUMBING EQUIPMENT, COUNTERS, AND FINISHES PER APPROVED PLANS. NO CHANGE IN USE, EGRESS, OR OCCUPANCY.), and the 'More Details' link. Below these sections is the 'Inspections' section, which includes a link to 'Request an Inspection' and a list of 'Completed Inspections: (7)'. The 'Completed Inspections' list includes three entries: 'Pass-Final PL - Up to 3 Requested Floors (546789)', 'Cancelled PL - Up to 3 Requested Floors (554438)', and 'Pass-Final PL - Up to 3 Requested Floors (554493)'. Each entry has a 'View Details' link.

## Steps to view gas Authorization information by an Unregistered

22. This will open the dropdown showing “Related Contacts”, “Application Information”, “Application Information Table”, and “Property Information”
23. Expand - Application Information Table





# Steps to view gas Authorization information by an Unregistered

24. Expanding - Application Information Table will display additional information, including the “floor results”, “gas meters and risers” & “gas approval”

▼ More Details

- ▣ Related Contacts
- ▣ Application Information
- ▣ Application Information Table

PL FLOOR RESULTS

FLOOR:	BAS
WS UND GRND:	PASSED
WS ROUGH:	PASSED
WS FINISH:	CERTIFIED
GAS ROUGH:	PASSED
GAS FINISH:	CERTIFIED
GAS TST LOW:	PASSED

FLOOR:

WS ROUGH:	PASSED
WS FINISH:	CERTIFIED
GAS ROUGH:	PASSED
GAS FINISH:	CERTIFIED
GAS TST LOW:	PASSED

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GAS METERS AND RISERS

Meter Floor:	CEL
Total Meters:	1
Total Risers:	1
New Meter:	Yes
Meter Location:	cel
Riser Location:	cel to bas
Cook:	Yes
Dryer:	No
Hot Water:	No
Boiler Pilot:	No
Heat:	No
Fireplace:	No
HVAC:	No
Tankless Coil:	No
Direct Vent:	No
Status:	Approved

▣ Property Information

## Steps to view gas Authorization information by an Unregistered User

25. You can also enter the Request Gas authorization number you are searching for, clear out the start date field and click Search ( Request Gas authorization number used for the following displays: REQ-GA-16-007332 ).

The screenshot shows a web form titled 'General Search' with a dropdown menu set to 'General Search'. Below the title is a section 'Search for Records' with two instructions: '1. Select the search type from the drop-down list above.' and '2. Enter information below to search for records.' A bulleted list under instruction 2 includes: Address, License Information, BIN, Record Information, and Contact Information. The form contains several input fields: 'Record Number' (with 'REQ-GA-16-007332' and a clear 'x' button), 'Record Type' (a dropdown menu), 'Start Date' (with '04/03/2012' and a calendar icon), 'End Date' (with '04/03/2017' and a calendar icon), 'Name of Business' (a text field), 'First' and 'Last' (text fields), 'Contact Type' (a dropdown menu), 'House #' (text field), 'Street Name' (text field with a help icon), 'Apt/Condo #' (text field with a help icon), 'Cross Street 1' and 'Cross Street 2' (text fields), 'City', 'State', and 'Zip' (text fields), 'Borough' and 'BIN' (text fields), 'Country' (a dropdown menu), 'License Type' (a dropdown menu), and 'License Number' (text field). At the bottom, there are 'Search' and 'Clear' buttons. The 'Search' button is highlighted with a red box.

# Steps to view gas Authorization information by an Unregistered

26. The results returned will be displayed below the Search criteria:

**General Search** General Search

**Search for Records**

1. Select the search type from the drop-down list above.

2. Enter information below to search for records.

- Address
- License Information
- BIN
- Record Information
- Contact Information

Record Number:  Record Type:

Start Date:  End Date:

Name of Business:

First:  Last:  Contact Type:

House #:  Street Name:  Apt/Condo #:

Cross Street 1:  Cross Street 2:

City:  State:  Zip:

Borough:  BIN:

Country:

License Type:  License Number:

1 Record results matching your search results

Click any of the results below to view more details.

Showing 1-1 of 1

<input type="checkbox"/> ID Number	Record Type	Address	Status	Action	Related Records
<input type="checkbox"/> REQ-GA-16-007332	Gas Authorization Request	337 LEXINGTON AVE Manhattan NY	Approved		3