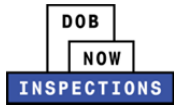


Inspections: Requesting, Cancelling, and Viewing Results



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## DOB NOW: *Inspections* Overview

DOB NOW: *Inspections* is an online portal for Owners, Licensed Professionals (LPs)<sup>1</sup>, 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 request, cancel, and view Inspection results in DOB NOW: *Inspections*.

---

<sup>1</sup> 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



## Inspections: Requesting, Cancelling, and Viewing Results

### Requesting Inspections

You should request Inspections only when you are prepared for the Inspection to be conducted.

Please note the following guidelines when requesting Inspections in DOB NOW: *Inspections*:

- Inspections can only be requested by LPs, Owners, or their Delegates (with a registered DOB NOW: *Inspections* account) on Records that have been linked to your account. Please refer to the *Account Registration and Management* User Manual if you need to register for an account.
- LPs and Delegates cannot request an Inspection if the LP has an expired license or expired insurance. These rules do not apply to Owners.
- Inspections cannot be requested if the BIN is on hold or obsolete.
- A specific Inspection date or time cannot be requested. The Inspection will be scheduled for the next available date and time.
- Inspections can only be requested on Records that are in an inspectable status.
- Inspections cannot be requested on expired Permits where there are open objections. The Permit must be renewed prior to requesting the Inspection.
- Each Record can only have one open Inspection request at a time, with the exception of BPP.
- Certain Inspection Types require documents to be uploaded before the Inspection can be requested. See the [Uploading Documents](#) section for more details.
- Owners cannot request Elevator Inspections.
- Directive 14 Inspections cannot be requested using DOB NOW: *Inspections*. Please call the appropriate Unit to schedule an Inspection.
- Boiler Inspections must be requested and performed on the “highest” permit type available on the job. Permit types are ranked as such:
  - 1- Boiler Permit
  - 2- Fuel Burner Permit
  - 3- Fuel Storage Permit

Withdrawal Inspections and Boiler work on LAA's are excluded from this rule.



## Request an 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.

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

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

**Log in to DOB NOW: *Inspections* to:**

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

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

**Login**  
User Name or E-mail:  
  
Password (case sensitive):  
  
  
 Remember me on this computer

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

<b>Licensee Information</b> <a href="#">Search for Licensed Professionals</a>	<b>Development (Buildings Job, Permit or Device)</b> <u>Specialized Tasks</u> <b>Search Records</b> <u>Transactions</u>
--	--

4. Locate the Permit Record for which you would like to request an Inspection. Only use the Job Record if you intend to request a Withdrawal Inspection. 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"/> <a href="#">42049128406AL</a>	AL-1 Permit	11 Park Pl NEW YORK NY	Issued	<a href="#">Action</a>	<a href="#">10</a>
<input type="checkbox"/> <a href="#">42049128407AL</a>	AL-1 Permit	124 West 23rd St 6th Ave 7th Ave NEW YORK NY 10011			0
<input type="checkbox"/> <a href="#">42049128401AL</a>	AL-1 Permit	11 New York Ave New York NY 10007	Issued	<a href="#">Action</a>	0
<input type="checkbox"/> <a href="#">40102884701AL</a>	AL-1 Permit	11 New York Ave New York NY 10007	Issued	<a href="#">Action</a>	1
<input type="checkbox"/> <a href="#">40195763701AL</a>	AL-1 Permit	NY	Issued	<a href="#">Action</a>	0
<input type="checkbox"/> <a href="#">32041170001AL</a>	AL-1 Permit	11 New York Ave New York NY 10007	Issued	<a href="#">Action</a>	1
<input type="checkbox"/> <a href="#">10486950901AL</a>	AL-1 Permit	11 New York Ave New York Ave NY 10007	Issued	<a href="#">Action</a>	1
<input type="checkbox"/> <a href="#">OBJ-15-000000003</a>	Certification of Objections	11 Park Pl NEW YORK NY	Pending	<a href="#">Action</a>	<a href="#">10</a>
<input type="checkbox"/> <a href="#">OBJ-15-000000002</a>	Certification of Objections	11 Park Pl	Certification Accepted	<a href="#">Action</a>	<a href="#">10</a>
<input type="checkbox"/> <a href="#">15TMP-000138</a>	Certification of Objections			<a href="#">Resume Application</a>	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
<input type="checkbox"/> 42049128406AL	AL-1 Permit	11 Park PI NEW YORK NY	Issued	<a href="#">Action</a>	<a href="#">10</a>
<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	<a href="#">Action</a>	0
<input checked="" type="checkbox"/> 40102884701AL	AL-1 Permit	11 New York Ave New York NY 10007	Issued	<a href="#">Action</a>	1
<input type="checkbox"/> 40195763701AL	AL-1 Permit	NY	Issued	<a href="#">Action</a>	0
<input type="checkbox"/> 32041170001AL	AL-1 Permit	11 New York Ave New York NY 10007	Issued	<a href="#">Action</a>	1
<input type="checkbox"/> 10486950901AL	AL-1 Permit	11 New York Ave New York Ave NY 10007	Issued	<a href="#">Action</a>	1
<input type="checkbox"/> OBJ-15-000000003	Certification of Objections	11 Park PI NEW YORK NY	Pending	<a href="#">Action</a>	<a href="#">10</a>
<input type="checkbox"/> OBJ-15-000000002	Certification of Objections	11 Park PI NEW YORK NY	Certification Accepted	<a href="#">Action</a>	<a href="#">10</a>
<input type="checkbox"/> 15TMP-000138	Certification of Objections			<a href="#">Resume Application</a>	0

6. The Record page will open. If you see a yellow or green condition banner, you must [upload a document](#) to the Record before you can request an Inspection.

**Record 24012747501EWBL:** [Click here for more information](#) [Add to collection](#)


**Boiler Permit**

 The record was placed on HOLD on 03/23/2016.  
Condition: Schedule C Severity: Hold  
Total Conditions: 1 (Hold: 1)

[View additional details](#)

**Record 3P14395:** [Click here for more information](#) [Add to collection](#)

**Elevator Device**

 A notice was added to this record on 08/19/2015.  
Condition: ELV-1 Severity: Notice  
Total Conditions: 1 (Notice: 1)

[View additional details](#)



7. Under the Inspections section of the page, click **Request an Inspection**. If this link does not appear, one of the following scenarios may apply:
- Your account is not linked to this Record. In this case, LPs should review the *Using Your PIN* User Manual and Owners should review the Alternate Access for Owners section of the *Account Registration and Management* User Manual.
  - You must [upload a document](#) prior to requesting this Inspection.
  - There is already an open Inspection request. Each Record can only have one open Inspection request at a time, with the exception of BPP.

Home
Buildings

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

**Record 42049128407AL:** [Add to collection](#)

**AL-1 Permit**

**Work Location**

124 West 23rd St NEW YORK NY 10011

**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:**

Frank Structure  
 11 New York Ave  
 NEW YORK, NY, 10007  
 United States  
 Business Phone:212-555-5555  
 Mobile Phone:212-555-5555  
 General Contractor 000583

[View Additional Licensed Professionals>>](#)

▼ **Inspections**

When logged into ACA, please click the '[>>Request an Inspection](#)' link below to request that Buildings perform an Inspection. Click the 'Actions' button to view details or cancel Upcoming Inspections.

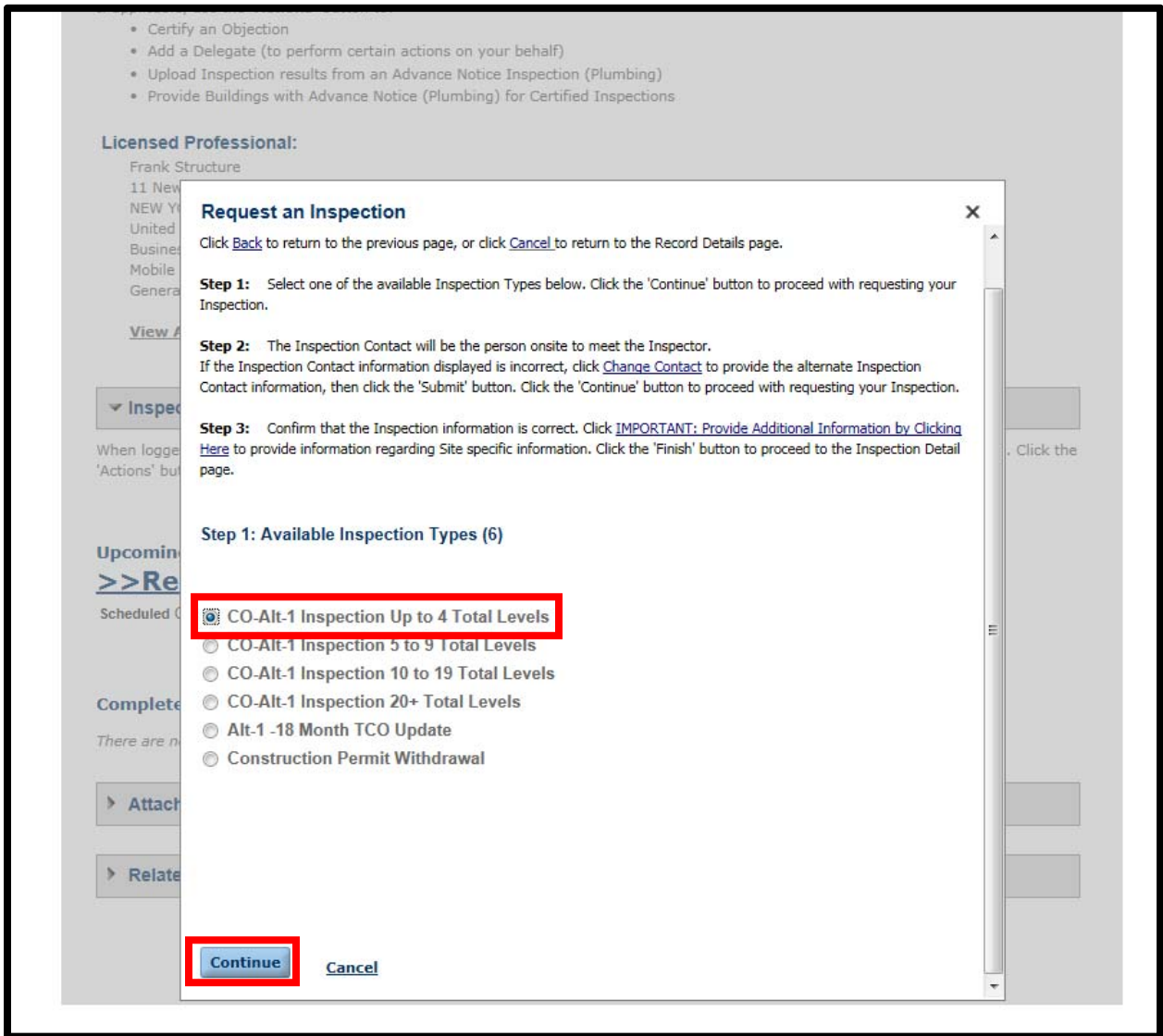
**Upcoming Inspections: (1)**

[>>Request an Inspection](#)

8. The Request an Inspection window will appear. Select the type of Inspection that you would like to request.

- *Please Note:*
  - *The Inspection types listed vary based on the Record Type.*
  - *Certain Records Types contain multiple pages of Inspection Types. If your desired Inspection Type is not on the first page, use the <Prev, Next>, or page number links to navigate to the additional pages.*
  - *You may only select one Inspection Type*
  - *Elevator Application Withdrawal Inspections cannot be requested using DOB NOW: Inspections. You must contact the Elevator Unit to request Elevator Application Withdrawal Inspections.*

Scroll down to the bottom of the pop-up and click **Continue**.



9. Verify that the Contact information listed represents the person who will be on-site to meet the Inspector. If the information is correct, skip to Step 11.

- *Please Note:*
  - *If the Inspection request type requires the LP to be present, the LP **must** be on-site for the Inspection.*
  - *The person meeting the Inspector must be qualified for the Inspection/test being performed.*
  - *The listed contact information replaces the Letter of Authorization for Plumbing Inspections.*

**Request an Inspection** X

**Please see the instructions for requesting an Inspection below.**

Click [Back](#) to return to the previous page, or click [Cancel](#) to return to the Record Details page.

**Step 1:** Select one of the available Inspection Types below. Click the 'Continue' button to proceed with requesting your Inspection.

**Step 2:** The Inspection Contact will be the person onsite to meet the Inspector.  
If the Inspection Contact information displayed is incorrect, click [Change Contact](#) to provide the alternate Inspection Contact information, then click the 'Submit' button. Click the 'Continue' button to proceed with requesting your Inspection.

**Step 3:** Confirm that the Inspection information is correct. Click [IMPORTANT: Provide Additional Information by Clicking Here](#) to provide information regarding Site specific information. Click the 'Finish' button to proceed to the Inspection Detail page.

*Inspection type: CO-Alt-1 Inspection Up to 4 Total Levels*

**Step 2: Location and Contact**  
Verify whether the Inspection Contact person for the selected inspection is correct.

**Location**  
11 New York Ave New York NY 10007

**Contact**  
John Coburn  
5555555555

[Change Contact](#) ▼

[Back](#) [Cancel](#)

10. If the Contact needs to be updated, click **Change Contact**.

- Choose **Select an existing contact** and select an option from the drop-down menu, or choose **Specify another person** and provide the contact information. Click **Submit**.

The screenshot shows a web interface for 'Step 2: Location and Contact'. The main form displays 'Location' as '11 New York Ave New York NY 10007' and 'Contact' as 'John Coburn 5555555555'. A modal window titled 'Change Contact' is open, containing two radio button options: 'Select an existing contact' (selected) with a dropdown menu showing 'John Coburn (555-555-5555)', and 'Specify another person (for this inspection only)'. The second option includes input fields for 'First Name' (John), 'Middle Name', 'Last Name' (Smith), and 'Phone Number' (212-111-2222). A 'Submit' button is highlighted with a red box at the bottom of the modal.

11. Click **Continue**.

The screenshot shows the same 'Step 2: Location and Contact' form. The 'Location' is now '319 EAST 105 STREET Manhattan NY 10029' and the 'Contact' is 'John Smith 212-111-2222'. The 'Change Contact' dropdown menu is visible. The 'Continue' button is highlighted with a red box at the bottom of the form.

12. Click **IMPORTANT: Provide Additional Information by Clicking Here** to enter additional information about the Inspection Request. Depending on the Inspection Type, this information is either required, or optional.

**Confirmation**  
Please confirm the details below and click the Finish button to request the inspection.

**Inspection Type:** CO-Alt-1 Inspection Up to 4 Total Levels  
**Date and Time:** TBD  
**Location:** 61-27 SAUNDERS STREET Queens NY 11374  
**Contact:** Frank Structure 2125555555

**IMPORTANT: Provide Additional Information by Clicking Here**

Please provide additional information about your inspection request below.

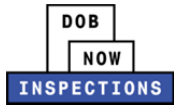
Examples may include: Related Job or Permit Numbers, specific areas or floors to inspect, site access details or other information for the inspector.

type in Additional Information Here

(Please include an alternate phone number if different from the contact information provided in your application.)

- The following information is **Optional** for any Inspection Type:
  - Site access details or meeting instructions
  - Related Job or Permit Numbers
  - Specific areas or floors to inspect
  - Other information for the Inspector

*Please Note: Requests for a specific Inspection date or time **will not be honored.***



The following information is **required** for the Inspection Types listed below:

<b>Inspection Type</b>	<b>Additional Information Requested</b>
<b>Boiler Inspections</b>	For Mobile Boilers that change location, enter the address where the work is being performed
<b>Boiler Inspections on a Full Permit</b>	Enter the original LAA number, and the number of the Permit that supersedes the LAA
<b>Boiler Inspections on a LAA Record</b>	For Re-Inspection Requests, enter the word "Re-Inspection"
<b>BPP</b>	For BPP Jobs that affect multiple NBs, enter: <ol style="list-style-type: none"><li>1. The NB numbers</li><li>2. The address of the property that needs to be inspected</li></ol>
<b>CD Inspections</b>	For Crane Devices that change location, enter the current address of the crane
<b>Plumbing</b>	See the table on the next page.

Since the Plumbing Inspections Types available for selection are generic, use the comments to specify what Inspection should be conducted.

If you select this Plumbing Inspection Type:	Identify one or more specific Inspections/tests being requested in the "Additional Information" box of the Request:
<b>PL Permits - 3, 9, 10+ Floors</b>	Gas - Finish Gas - Remove/Cap Gas - Roughing Gas - Test Medical Gas - Finish Medical Gas - Remove/Cap Medical Gas - Roughing Medical Gas - Test Plumbing - Hydrostatic Test Sprinkler - Finish Sprinkler - Hydrostatic Test Sprinkler - Roughing Storm - Finish Storm - Roughing Water - Pressure Test Water/ Sanitary - Finish Water/ Sanitary - Roughing Water/Sanitary - Test
<b>PL Permits - Underground</b>	Underground - Detention Underground - Drywell and Retention Underground - Gas Underground - Medical Gas Underground - Sprinkler Underground - Storm Underground - Water/Sanitary
<b>SP Permits - 3, 9, 10+ Floors</b>	Booster Pump - Test Dry Pipe Valve - Test Sprinkler - Finish Sprinkler - Hydrostatic Test Sprinkler - Remove/Cap Sprinkler - Roughing Sprinkler - Underground
<b>SD Permits - 3, 9, 10+ Floors</b>	Standpipe - Roughing Standpipe - Finish Standpipe - Hydrostatic Test Standpipe - Underground Standpipe - Remove/Cap

13. Scroll to the bottom of the pop-up and click **Finish**.

• Add a Delegate (to perform certain actions on your behalf)

• Uplo

• Prov

**Request an Inspection** ✕

**Please see the instructions for requesting an Inspection below.**

Click [Back](#) to return to the previous page, or click [Cancel](#) to return to the Record Details page.

**Step 1:** Select one of the available Inspection Types below. Click the 'Continue' button to proceed with requesting your Inspection.

**Step 2:** The Inspection Contact will be the person onsite to meet the Inspector. If the Inspection Contact information displayed is incorrect, click [Change Contact](#) to provide the alternate Inspection Contact information, then click the 'Submit' button. Click the 'Continue' button to proceed with requesting your Inspection.

**Step 3:** Confirm that the Inspection information is correct. Click [IMPORTANT: Provide Additional Information by Clicking Here](#) to provide information regarding Site specific information. Click the 'Finish' button to proceed to the Inspection Detail page.

**Confirmation**

Please confirm the details below and click the Finish button to request the inspection.

**Inspection Type:** CO-Alt-1 Inspection Up to 4 Total Levels

**Date and Time:** TBD

**Location:** 61-27 SAUNDERS STREET Queens NY 11374

**Contact:** Frank Structure 2125555555

[IMPORTANT: Provide Additional Information by Clicking Here](#)

**Finish** [Back](#) [Cancel](#)

14. The Request now appears as a Pending Inspection.

▼ **Inspections**

When logged into ACA, please click the ['>>Request an Inspection'](#) link below to request that Buildings perform an Inspection. Click the 'Actions' button to view details or cancel Upcoming Inspections.

**Upcoming Inspections: (1)**

[>>Request an Inspection](#)

Pending CO-Alt-1 Inspection 5 to 9 Total Levels (4486) [Actions](#) ▼



15. All Registered Users associated to the Record (LP, Owner, and Delegates) will receive two emails regarding the Inspection Request:

- The first email will confirm that the Inspection Request has been received by the Department of Buildings.
- A second email will be sent when the Inspection is scheduled and will include the specific date and time for the Inspection.
  - *Please Note: Copies of these email messages can also be found under the Attachments section of the Record page.*

**▼ Attachments**

Please review attachments related to this Record below.

- Click the 'Upload Attachment' button to upload additional or supporting attachments for this Record.
- Click the 'Actions' button to view attachment details for this Record.

Name	Entity Type	Type	Size	Description	Upload Date	Action	Entity
Inspection Request Received from ,F...-1440623635322.eml	Record	External Communications	3.38 KB		08/26/2015	<a href="#">Actions</a> ▼	AL-1 Permi 401028847
Inspection Request Received from ,F...-1440626132121.eml	Record	External Communications	3.18 KB		08/26/2015	<a href="#">Actions</a> ▼	AL-1 Permi 401028847

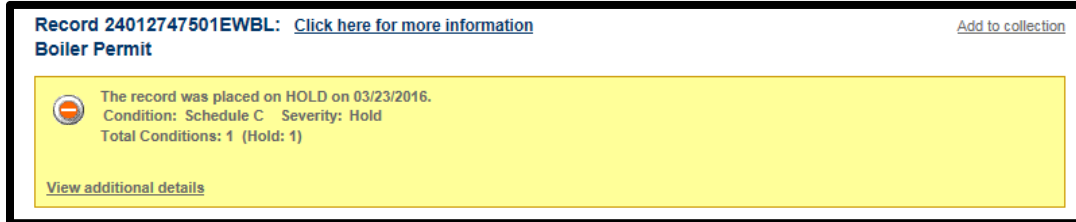
|||

[Upload Attachment](#)

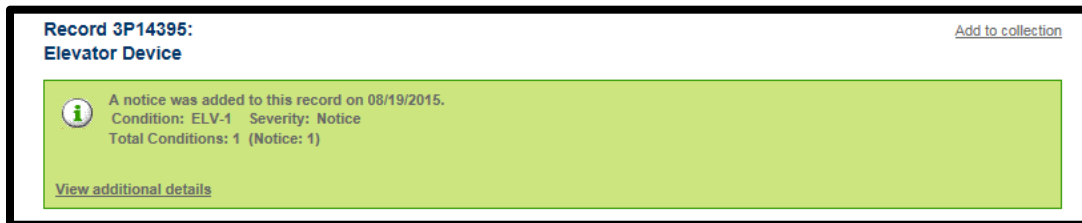
## Uploading Documents

Documents can be uploaded in DOB NOW: *Inspections*. A yellow or green banner indicates you must upload a document to the Record before you can request an Inspection.

*Yellow banner example:*



*Green banner example:*



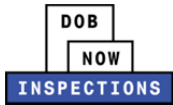
Documentation will not be accepted in the field. Documents must be uploaded prior to requesting the Inspection Types listed below. You will be contacted by the Department if you do not upload the proper documentation.

Inspection Type	Document Required
Withdrawal Inspections for Construction, BPP, Sustainability, Plumbing and Boilers	PW <sup>1,3</sup>
Withdrawal Inspections on an LAA Record	LAA <sup>1</sup>
Boiler Inspections	Schedule C <sup>2</sup>
Boiler Inspections on a LAA Record	LAA <sup>1</sup>
CD & CN Inspections	Magnaflux Report
Elevators	ELV <sup>1</sup>
BPP	BPP Final Survey <sup>2</sup> <i>and</i> BPP Plans <i>or</i> Checklist in lieu of plans <sup>2</sup>
Place of Assembly	Electrician's Emergency Lighting Letter and the Emergency Lighting TR1 <sup>1</sup>

<sup>1</sup>A warning message will appear during the Inspection Request process. The Inspection request cannot be completed until after the document has been uploaded.

<sup>2</sup>The "Request an Inspection" link will not be visible until after you have uploaded the document and refreshed the page.

<sup>3</sup> 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.



**To upload a document:**

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.

DOB  
NOW  
INSPECTIONS

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

Home    Development (Buildings Job, Permit or Device)

**Log in to DOB NOW: *Inspections* to:**

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

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

**Login**

User Name or E-mail:

Password (case sensitive):

Remember me on this computer

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

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

4. Locate the Record for which you would like to upload a document. 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"/> <a href="#">42049128406AL</a>	AL-1 Permit	11 Park Pl NEW YORK NY	Issued	<a href="#">Action</a>	<a href="#">10</a>
<input type="checkbox"/> <a href="#">42049128407AL</a>	AL-1 Permit	124 West 23rd St 6th Ave 7th Ave NEW YORK NY 10011			0
<input type="checkbox"/> <a href="#">42049128401AL</a>	AL-1 Permit	11 New York Ave New York NY 10007	Issued	<a href="#">Action</a>	0
<input type="checkbox"/> <a href="#">40102884701AL</a>	AL-1 Permit	11 New York Ave New York NY 10007	Issued	<a href="#">Action</a>	1
<input type="checkbox"/> <a href="#">40195763701AL</a>	AL-1 Permit	NY	Issued	<a href="#">Action</a>	0
<input type="checkbox"/> <a href="#">32041170001AL</a>	AL-1 Permit	11 New York Ave New York NY 10007	Issued	<a href="#">Action</a>	1
<input type="checkbox"/> <a href="#">10486950901AL</a>	AL-1 Permit	11 New York Ave New York Ave NY 10007	Issued	<a href="#">Action</a>	1
<input type="checkbox"/> <a href="#">OBJ-15-000000003</a>	Certification of Objections	11 Park Pl NEW YORK NY	Pending	<a href="#">Action</a>	<a href="#">10</a>
<input type="checkbox"/> <a href="#">OBJ-15-000000002</a>	Certification of Objections	11 Park Pl NEW YORK NY	Certification Accepted	<a href="#">Action</a>	<a href="#">10</a>
<input type="checkbox"/> <a href="#">15TMP-000138</a>	Certification of Objections			<a href="#">Resume Application</a>	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 15 | [Add to collection](#)

<input type="checkbox"/> ID Number	Record Type	Address	Status	Action	Related Records
<input type="checkbox"/> <a href="#">42049128406AL</a>	AL-1 Permit	11 Park Pl NEW YORK NY	Issued	<a href="#">Action</a>	<a href="#">8</a>
<input type="checkbox"/> <a href="#">42049128407AL</a>	AL-1 Permit	124 West 23rd St 6th Ave 7th Ave NEW YORK NY 10011			0
<input type="checkbox"/> <a href="#">42049128401AL</a>	AL-1 Permit	11 New York Ave New York NY 10007	Issued	<a href="#">Action</a>	0
<input type="checkbox"/> <a href="#">40102884701AL</a>	AL-1 Permit	11 New York Ave New York NY 10007	Issued	<a href="#">Action</a>	1
<input type="checkbox"/> <a href="#">32041170001AL</a>	AL-1 Permit	11 New York Ave New York NY 10007	Issued	<a href="#">Action</a>	1

6. Scroll to the bottom of the Record and click the arrow next to **Attachments**. Then click **Upload Attachment**.

**Attachments**

Please review attachments related to this Record below.

- Click the 'Upload Attachment' button to upload additional or supporting attachments for this Record.
- Click the 'Actions' button to view attachment details for this Record.

Name	Entity Type	Type	Size	Description	Upload Date	Action	Entity
No records found.							

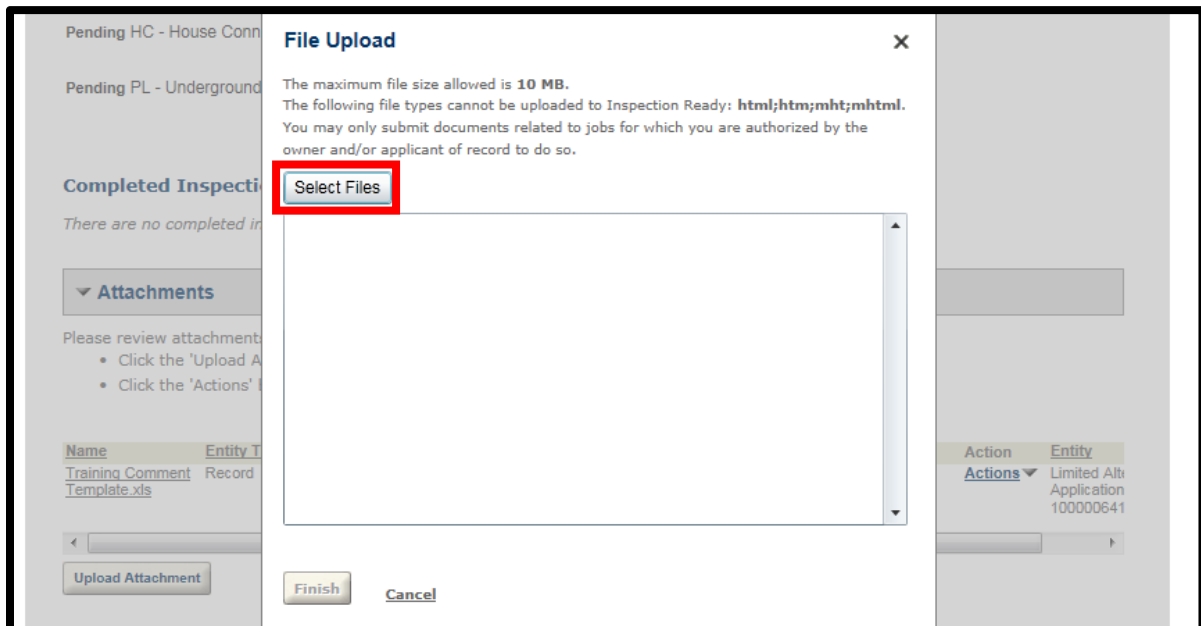
**Related Records**

7. 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:

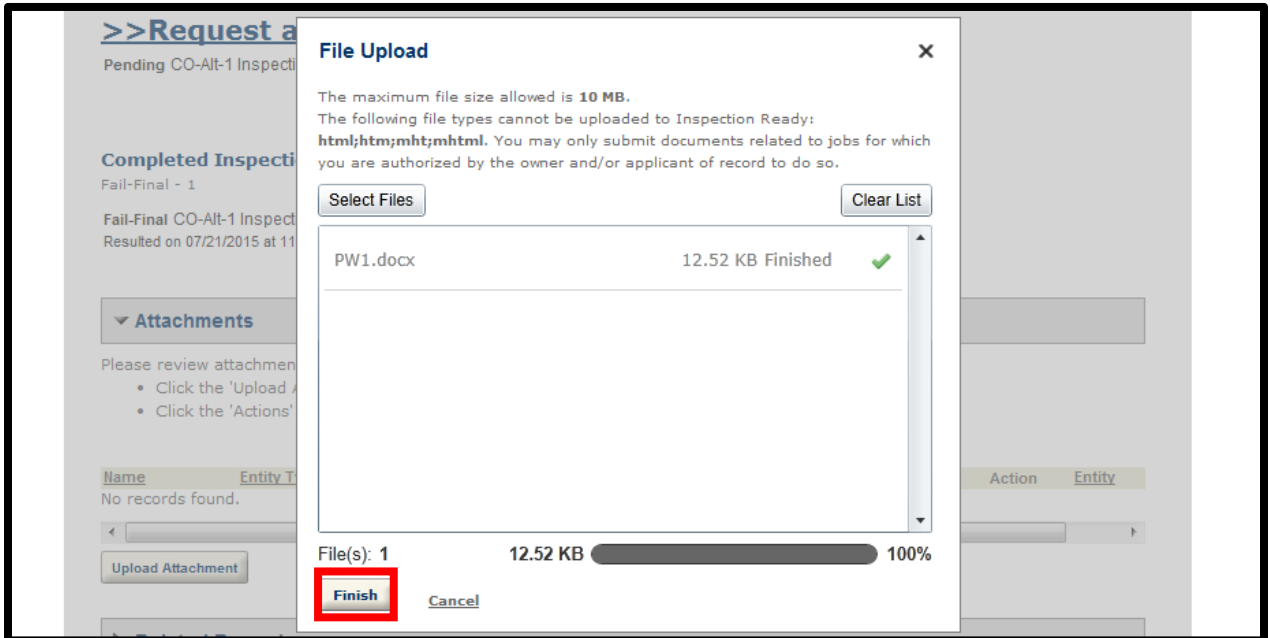
- PW1
- Schedule C
- LAA
- Magnaflux Report
- ELV1
- BPP Final Survey

*Please Note:*

- *Microsoft Silverlight is required to upload documents in DOB NOW: Inspections. If you are having problems with Google Chrome we recommend switching to Internet Explorer.*
- *The maximum file size allowed is 10 MB.*
- *DOB signatures and/or official seals must be visible in the uploaded file. If the document has a raised seal, the seal should be made visible by using a pencil to shade over the raised portion of the seal prior to scanning and uploading.*



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





9. Select an option from the **Type** dropdown to classify the type of document you uploaded.  
The document types listed in the dropdown will vary based on the Record type.

**Completed Inspections:**

*There are no completed inspections on this record.*

**Attachments**

Please review attachments related to this Record below.

- Click the 'Upload Attachment' button to upload additional or supporting attachments for this Record.
- Click the 'Actions' button to view attachment details for this Record.

Name	Entity Type	Type	Size	Description	Upload Date	Action	Entity
No records found.							

**Type:**  ? [Remove](#)

**Description:**

**Related Records**

10. The **Description** field is optional.

**Completed Inspections:**

*There are no completed inspections on this record.*

**▼ Attachments**

Please review attachments related to this Record below.

- Click the 'Upload Attachment' button to upload additional or supporting attachments for this Record.
- Click the 'Actions' button to view attachment details for this Record.

Name	Entity Type	Type	Size	Description	Upload Date	Action	Entity
No records found.							

\* Type: ? [Remove](#)

--Select--

--Select--

Additional Supporting Documentation

PW1

Description:

**▶ Related Records**

11. Click **Save**.

**Completed Inspections:**

*There are no completed inspections on this record.*

**Attachments**

Please review attachments related to this Record below.

- Click the 'Upload Attachment' button to upload additional or supporting attachments for this Record.
- Click the 'Actions' button to view attachment details for this Record.

Name	Entity Type	Type	Size	Description	Upload Date	Action	Entity
No records found.							

\* Type: Remove

--Select--

Additional Supporting Documentation  
PW1

Description:

**Save** Upload Attachment Clear All

**Related Records**

12. You will see the new file listed in the Attachments section.

**Attachments**

Please review attachments related to this Record below.

- Click the 'Upload Attachment' button to upload additional or supporting attachments for this Record.
- Click the 'Actions' button to view attachment details for this Record.

Name	Entity Type	Type	Size	Description	Upload Date	Action	Entity
PW1.docx	Record	PW1	12.52 KB				

Upload Attachment

13. If the yellow or green banner still appears, or the Request an Inspection link does not appear:

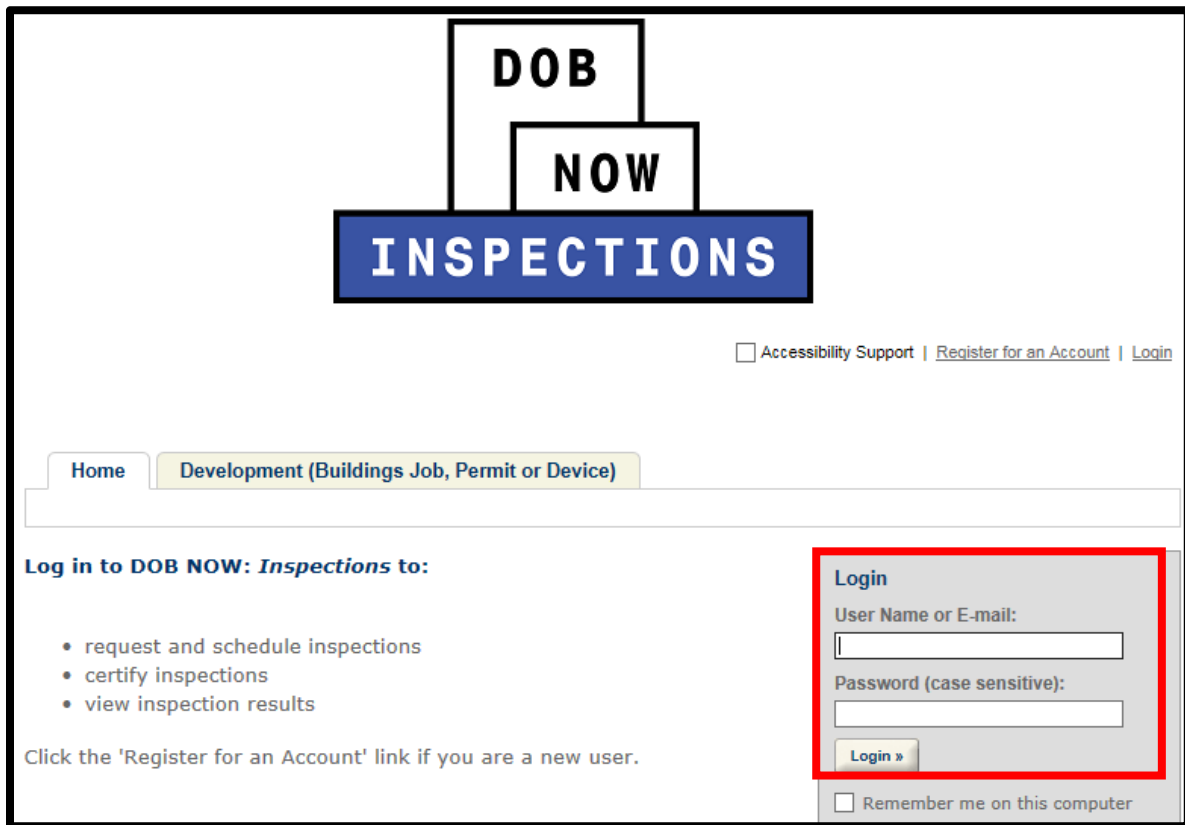
1. Verify that you have uploaded the correct document type to satisfy the condition listed in the yellow or green banner
2. Refresh your browser

## Cancelling Inspections

Cancellations will be accepted online up to 48 hours prior to the scheduled Inspection. You must call the Department of Buildings at the phone number listed in your appointment confirmation email to cancel an Inspection that is scheduled to take place within 48 hours.

### To cancel an Inspection 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**.



The screenshot shows the login page for DOB NOW: Inspections. At the top, the logo consists of three stacked boxes: 'DOB' (top), 'NOW' (middle), and 'INSPECTIONS' (bottom, in a blue box). Below the logo, there are links for 'Accessibility Support', 'Register for an Account', and 'Login'. A navigation bar contains 'Home' and 'Development (Buildings Job, Permit or Device)'. The main content area is titled 'Log in to DOB NOW: *Inspections* to:' and lists three options: 'request and schedule inspections', 'certify inspections', and 'view inspection results'. Below this is a note: 'Click the 'Register for an Account' link if you are a new user.' On the right side, there is a 'Login' form with a red border. It contains two input fields: 'User Name or E-mail:' and 'Password (case sensitive):'. Below the password field is a 'Login »' button. At the bottom of the form is a checkbox labeled 'Remember me on this computer'.

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

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

4. Locate the Record for which you would like to cancel an inspection. 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"/> <a href="#">42049128406AL</a>	AL-1 Permit	11 Park Pl NEW YORK NY	Issued	<a href="#">Action</a>	<a href="#">10</a>
<input type="checkbox"/> <a href="#">42049128407AL</a>	AL-1 Permit	124 West 23rd St 6th Ave 7th Ave NEW YORK NY 10011			0
<input type="checkbox"/> <a href="#">42049128401AL</a>	AL-1 Permit	11 New York Ave New York NY 10007	Issued	<a href="#">Action</a>	0
<input type="checkbox"/> <a href="#">40102884701AL</a>	AL-1 Permit	11 New York Ave New York NY 10007	Issued	<a href="#">Action</a>	1
<input type="checkbox"/> <a href="#">40195763701AL</a>	AL-1 Permit	NY	Issued	<a href="#">Action</a>	0
<input type="checkbox"/> <a href="#">32041170001AL</a>	AL-1 Permit	11 New York Ave New York NY 10007	Issued	<a href="#">Action</a>	1
<input type="checkbox"/> <a href="#">10486950901AL</a>	AL-1 Permit	11 New York Ave New York Ave NY 10007	Issued	<a href="#">Action</a>	1
<input type="checkbox"/> <a href="#">OBJ-15-000000003</a>	Certification of Objections	11 Park Pl NEW YORK NY	Pending	<a href="#">Action</a>	<a href="#">10</a>
<input type="checkbox"/> <a href="#">OBJ-15-000000002</a>	Certification of Objections	11 Park Pl NEW YORK NY	Certification Accepted	<a href="#">Action</a>	<a href="#">10</a>
<input type="checkbox"/> <a href="#">15TMP-000138</a>	Certification of Objections			<a href="#">Resume Application</a>	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.

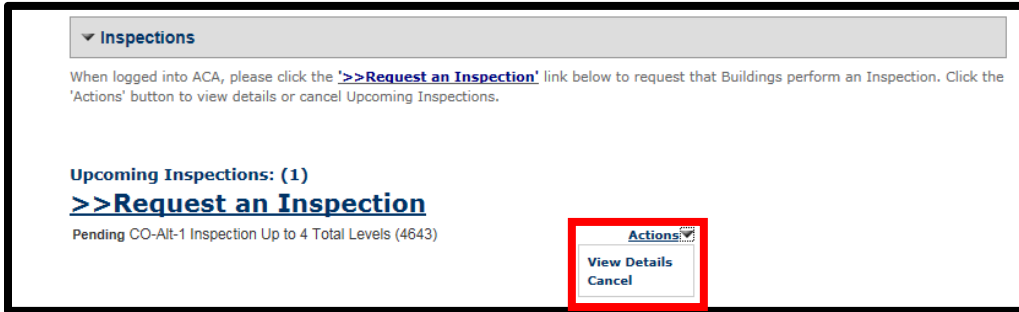
**General Search** General Search ▾

**Search for Records**

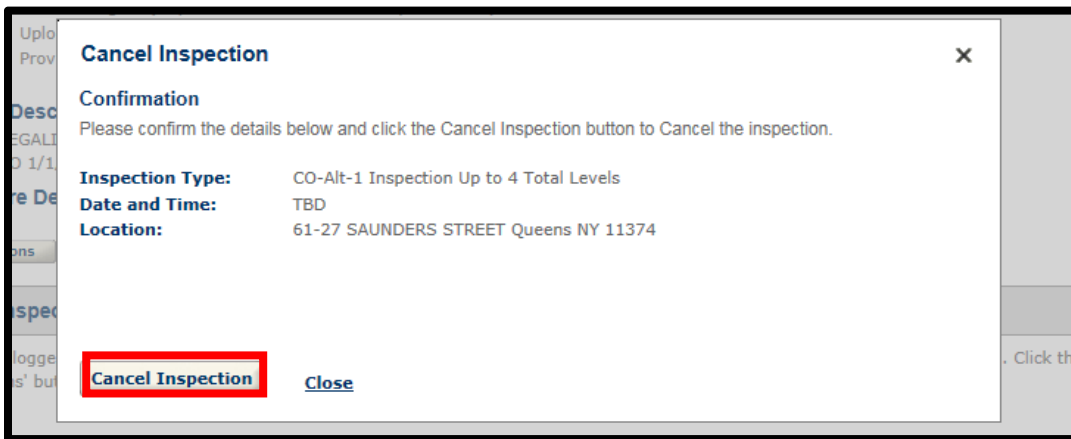
Enter information below to search for records.

- Address
- License Information
- BIN

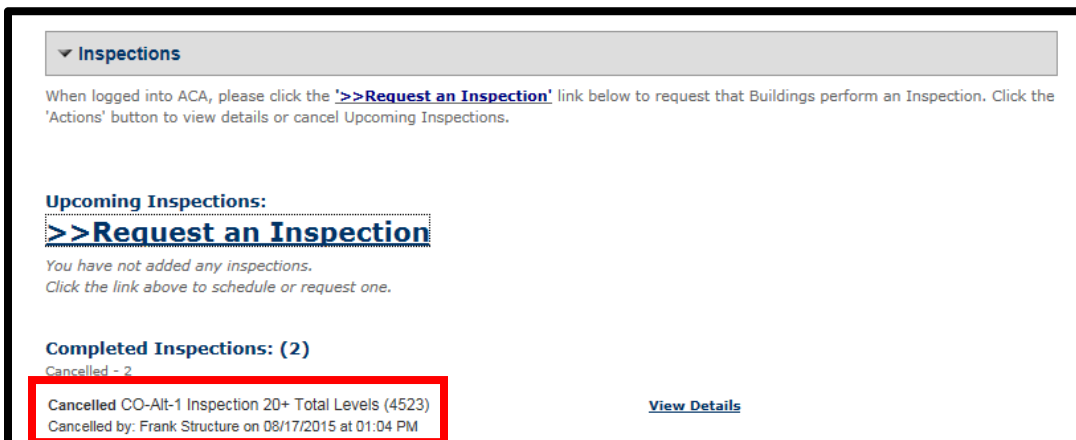
- In the Inspections section of the page, locate the Scheduled or Pending Inspection. Click the **Actions** dropdown menu. Click **Cancel**.



- The Cancel Inspection window will appear. Click **Cancel Inspection**.



- The Inspection you just cancelled will now appear under the Completed Inspections as "Cancelled."





8. All Registered Users associated to the Record (LP, Owner, and Delegates) will receive an email confirming the Inspection cancellation.

### Viewing Inspection Results and Inspection-Related Documentation

All Registered Users associated to the Record (LP, Owner, and Delegates) will receive email notifications when Inspection Results are available in DOB NOW: *Inspections*. Two different emails will be sent from DOB NOW: *Inspections*:

- *Email #1*: The Preliminary Inspection Results, which are subject to change during Supervisory Review.
- *Email #2*: The Final Inspection Results.

#### To view results, including the Inspection Report, in 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.

DOB  
NOW  
INSPECTIONS

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

Home    Development (Buildings Job, Permit or Device)

**Log in to DOB NOW: *Inspections* to:**

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

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

**Login**

User Name or E-mail:

Password (case sensitive):

Remember me on this computer



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

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

4. Locate the Record for which you would like to view Results. 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"/> <a href="#">42049128406AL</a>	AL-1 Permit	11 Park Pl NEW YORK NY	Issued	<a href="#">Action</a>	<a href="#">10</a>
<input type="checkbox"/> <a href="#">42049128407AL</a>	AL-1 Permit	124 West 23rd St 6th Ave 7th Ave NEW YORK NY 10011			0
<input type="checkbox"/> <a href="#">42049128401AL</a>	AL-1 Permit	11 New York Ave New York NY 10007	Issued	<a href="#">Action</a>	0
<input type="checkbox"/> <a href="#">40102884701AL</a>	AL-1 Permit	11 New York Ave New York NY 10007	Issued	<a href="#">Action</a>	1
<input type="checkbox"/> <a href="#">40195763701AL</a>	AL-1 Permit	NY	Issued	<a href="#">Action</a>	0
<input type="checkbox"/> <a href="#">32041170001AL</a>	AL-1 Permit	11 New York Ave New York NY 10007	Issued	<a href="#">Action</a>	1
<input type="checkbox"/> <a href="#">10486950901AL</a>	AL-1 Permit	11 New York Ave New York Ave NY 10007	Issued	<a href="#">Action</a>	1
<input type="checkbox"/> <a href="#">OBJ-15-000000003</a>	Certification of Objections	11 Park Pl NEW YORK NY	Pending	<a href="#">Action</a>	<a href="#">10</a>
<input type="checkbox"/> <a href="#">OBJ-15-000000002</a>	Certification of Objections	11 Park Pl NEW YORK NY	Certification Accepted	<a href="#">Action</a>	<a href="#">10</a>
<input type="checkbox"/> <a href="#">15TMP-000138</a>	Certification of Objections			<a href="#">Resume Application</a>	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. The Record Detail page will appear. The status of the Completed Inspections will display in the Inspections section.

**▼ Inspections**

When logged into ACA, please click the '>>Request an Inspection' link below to request that Buildings perform an Inspection. Click the 'Actions' button to view details or cancel Upcoming Inspections.

**Upcoming Inspections:**  
**>>Request an Inspection**  
*You have not added any inspections.  
Click the link above to schedule or request one.*

**Completed Inspections: (1)**  
Pass-Final - 1

<b>Pass-Final Electrical Boiler (H/L) (5534)</b> Resulted on 09/14/2015 at 04:56 PM	<a href="#">View Details</a>
--	------------------------------

6. Expand the Attachments section by clicking the arrow to the left of **Attachments**. Click the document link in the **Name** column, and click **Open** to view the document. Examples of the documents that can be found here include:

- Inspection Report (which includes objections by floor) Preliminary and Final
- Boiler Card Preliminary and Final
- 16A Card Preliminary and Final
- Plug of Sewer House Connection Card Final Only
- New Sewer House Connection Card Final Only
- Copies of emails from DOB NOW: *Inspections*
- Any file uploaded by the Owner, LP, or their Delegates

**Upcoming Inspections: (1)**  
[>>Request an Inspection](#)  
 Pending Electrical Boiler (H/L) (6246) [Actions](#) ▼

---

**Completed Inspections: (1)**  
 Pass - 1  
 Pass Electrical Boiler (H/L) (5534) [View Details](#)  
 Resulted on 09/24/2015 at 12:00 AM

**Attachments**

Please review attachments related to this Record below.

- Click the 'Upload Attachment' button to upload additional or supporting attachments for this Record.
- Click the 'Actions' button to view attachment details for this Record.

Name	Entity Type	Type	Size	Description	Upload Date	Action	Entity
<a href="#">ELV-1.docx</a>	Record	Schedule C	12.43 KB		09/01/2015	<a href="#">Actions</a> ▼	Boiler Perr 103123567
<a href="#">Inspection Result for Cranes Derric... 1443216279359.eml</a>	Record	External Communications	3.85 KB		09/25/2015	<a href="#">Actions</a> ▼	Boiler Perr 103123567

< ||| >

[Upload Attachment](#)

▶ **Related Records**

## Viewing the Boiler Card

Boiler Cards are generated upon Preliminary and Final results. The conditions under which Boiler Cards are generated are below.

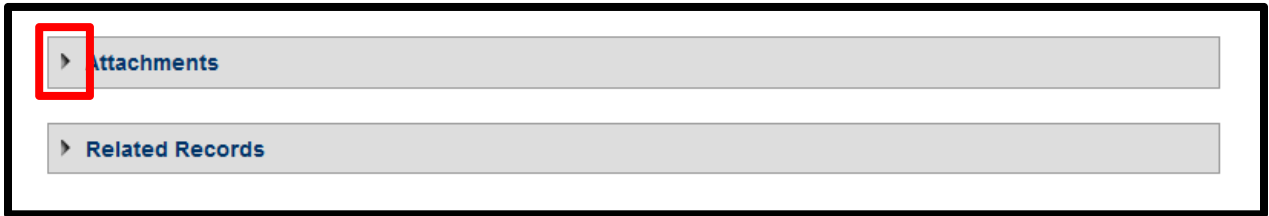
- The logged-in user is associated to the Record, and,
- The Unit answered “Yes” to “Generate Boiler Card?” on the Boiler Device ASIT and,
- The Inspection Result is:
  - Pass, or
  - Pass-Final, or
  - Fail due to an Administrative Failure, or
  - Fail-Final due to an Administrative Failure

### To view the Boiler Card in 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**.
3. Click **Access My Records**.
4. Locate the appropriate Record. Click on the Record ID Number.
7. The Record Detail page will appear. Scroll down to the **Attachments** section.

The screenshot shows the DOB NOW INSPECTIONS web application interface. At the top, there is a logo with 'DOB' and 'NOW' stacked above a blue bar with 'INSPECTIONS' in white. Below the logo, the user is logged in as 'Walter Waters' with links for 'Collections (0)', 'Account Management', and 'Logout'. A navigation bar includes 'Home' and 'Development (Buildings Job, Permit or Device)'. Below this, there are links for 'Specialized Tasks', 'Search Records', and 'Transactions'. The main content area displays 'Record 140431792: Limited Alteration Application' with a link to 'Click here for more information' and an 'Add to collection' link. Underneath, there are sections for 'Work Location' (146-08 130 Avenue Queens NY 11436) and 'Record Details'. A red arrow points to the bottom of the page, indicating the location of the 'Attachments' section mentioned in the instructions.

8. Expand the Attachments section by clicking the arrow to the left of **Attachments**.



9. Find the Boiler Card in the list of Attachments. Please note, it may not be on the first page. Navigate to other pages if necessary.



10. Click the document link in the **Name** column.

**Attachments**

Please review attachments related to this Record below.

- Click the 'Upload Attachment' button to upload additional or supporting attachments for this Record.
- Click the 'Actions' button to view attachment details for this Record.

Name	Entity Type	Type	Size	Description	Upload Date	Action	Entity
<a href="#">8 Coleman SquareQueens-Elio.pdf</a>	Record	LAA	698.92 KB		12/22/2015	<a href="#">Actions</a>	Limited / Applicat 420753;
<a href="#">Inspection Request Received from E...-1450816352362.eml</a>	Record	External Communications	3.91 KB		12/22/2015	<a href="#">Actions</a>	Limited / Applicat 420753;
<a href="#">Inspection Report_20160111_130826.pdf</a>	Record	Inspection Result Report - FINAL	20.16 KB		01/11/2016	<a href="#">Actions</a>	Limited / Applicat 420753;
<a href="#">Boiler Card_20160111_130829.pdf</a>	Record	Boiler Card - FINAL	193.14 KB		01/11/2016	<a href="#">Actions</a>	Limited / Applicat 420753;
<a href="#">Inspection Scheduled for DOB, Repres...-1452278248553.eml</a>	Record	External Communications	3.51 KB		01/08/2016	<a href="#">Actions</a>	Limited / Applicat 420753;

< Prev 1 2 Next >

11. Click **Open** to view the document or **Save** to save the document to your computer.

**Attachments**

Please review attachments related to this


- Click the 'Upload Attachment' butto
- Click the 'Actions' button to view at


Name	Entity	Type	Size	Description	Upload Date	Action	Entity
<a href="#">8 Coleman SquareQueens-Elio.pdf</a>	Record	LAA	698.92 KB		12/22/2015	<a href="#">Actions</a>	Limited / Applicat 420753;
<a href="#">Inspection Request Received from E...-1450816352362.eml</a>	Record	External Communications	3.91 KB		12/22/2015	<a href="#">Actions</a>	Limited / Applicat 420753;
<a href="#">Inspection Report_20160111_130826.pdf</a>	Record	Inspection Result Report - FINAL	20.16 KB		01/11/2016	<a href="#">Actions</a>	Limited / Applicat 420753;
<a href="#">Boiler Card_20160111_130829.pdf</a>	Record	Boiler Card - FINAL	193.14 KB		01/11/2016	<a href="#">Actions</a>	Limited / Applicat 420753;
<a href="#">Inspection Scheduled for DOB, Repres...-1452278248553.eml</a>	Record	External Communications	3.51 KB		01/08/2016	<a href="#">Actions</a>	Limited / Applicat 420753;

< Prev 1 2 Next >

**File Download**

**Do you want to open or save this file?**

 Name: Boiler\_Card\_20160111\_130829.pdf  
Type: Adobe Acrobat Document  
From: a810-Impaca.nyc.gov

 While files from the Internet can be useful, some files can potentially ham your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)



## Viewing Floor Status

Inspection's results that are recorded by floor, update the Floor Status table of a Record upon finalizing the Inspection's result.

The Floor Status table:

- Is located in the Record Details page, under More Details -> Application Information Table (Please follow the Instructions below to see this location)
- Can have a different name (e.g. CURRENT STATUS BY FLOOR, PL FLOOR RESULTS) based on the Record type.
- Can be viewed unless no Inspections have been performed or finalized for the Record.

The following type of records will update the Floor Status table upon finalizing an Inspection's result:


- Limited Alteration Application
- Plumbing Permit
- Stand Pipe Permit
- Sprinkler Permit
- Alt-1 Permit
- NB Permit

### To view the Floor Status table in 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**.
3. Click **Search Records**.
4. Locate the appropriate Record. Click on the Record ID Number.



5. The Record Detail page will appear. Scroll down to the **Record Details** section.



Help?

Logged in as: **Walter Waters** | [Collections \(0\)](#) | [Account Management](#) | [Logout](#)

Home

Development (Buildings Job, Permit or Device)

[Specialized Tasks](#) | [Search Records](#) | [Transactions](#)

**Record 10221149201PL:** [Click here for more information](#)  
**Plumbing Permit**

[Add to collection](#)

**Work Location**

164 WEST 132 STREET Manhattan NY 10027

**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> B1_CAE_FNAME B1_CAE_MNAME B1_CAE_LNAME B1_BUS_NAME B1_ADDRESS1 ST NEW YORK, NY, 10001 Business Phone:2012122222 Master Plumber 1286	<b>Job Description:</b> Install 3 New gas meters, i gas riser, replace fixtures on 2nd and 3rd floors. No change to use, egress, or occupancy.
---	---

[View Additional Licensed Professionals>>](#)  
[▶ More Details](#)

6. Expand the More Details option by clicking the arrow to the left of **More Details**.

**Record Details**

Please review the details of your Record below.

If applicable, use the 'Actions' button to:

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

<p><b>Licensed Professional:</b></p> <p>B1_CAE_FNAME B1_CAE_MNAME B1_CAE_LNAME          B1_BUS_NAME          B1_ADDRESS1 ST          NEW YORK, NY, 10001          Business Phone:2012122222          Master Plumber 1286</p>	<p><b>Job Description:</b></p> <p>Install 3 New gas meters, i gas riser, replace fixtures on 2nd and 3rd floors. No change to use, egress, or occupancy.</p>
--	--

[View Additional Licensed Professionals>>](#)

▶ **More Details**

7. Expand the Application Information Table option by clicking the plus to the left of **Application Information Table**. The Floor Status table will be located under this option.

**Record Details**

Please review the details of your Record below.

If applicable, use the 'Actions' button to:

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

<p><b>Licensed Professional:</b></p> <p>B1_CAE_FNAME B1_CAE_MNAME B1_CAE_LNAME          B1_BUS_NAME          B1_ADDRESS1 ST          NEW YORK, NY, 10001          Business Phone:2012122222          Master Plumber 1286</p>	<p><b>Job Description:</b></p> <p>Install 3 New gas meters, i gas riser, replace fixtures on 2nd and 3rd floors. No change to use, egress, or occupancy.</p>
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[View Additional Licensed Professionals>>](#)

▼ **More Details**

- ☑ **Related Contacts**
- ☑ **Application Information**
- ☑ **Application Information Table**
- ☑ **Property Information**

8. Find the FLOOR RESULTS table.

▼ More Details

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

**PL FLOOR RESULTS**

FLOOR:	005
PL REMOVE CAP:	OBJECTION
FLOOR:	013
PL REMOVE CAP:	OBJECTION
FLOOR:	BAS
WS ROUGH:	CERTIFIED
FLOOR:	CEL
GAS ROUGH:	CERTIFIED
FLOOR:	SUB
GAS FINISH:	CERTIFIED
GAS TST HIGH:	CERTIFIED