



Good Afternoon Members,

Advance Notice Inspection Issues:

1. 8:00 am is no longer available as a time to select for an inspection.

- *First notice time is 8:30am.*

2. The system is requiring in excess of 48 Hours **Advance Notice** as per the Code (it is requiring 2 full days notice and not taking the present time into account).

- *DOB is looking into this.*

3. If you need to cancel an advance notice, you have to contact the Borough Plumbing Chief.

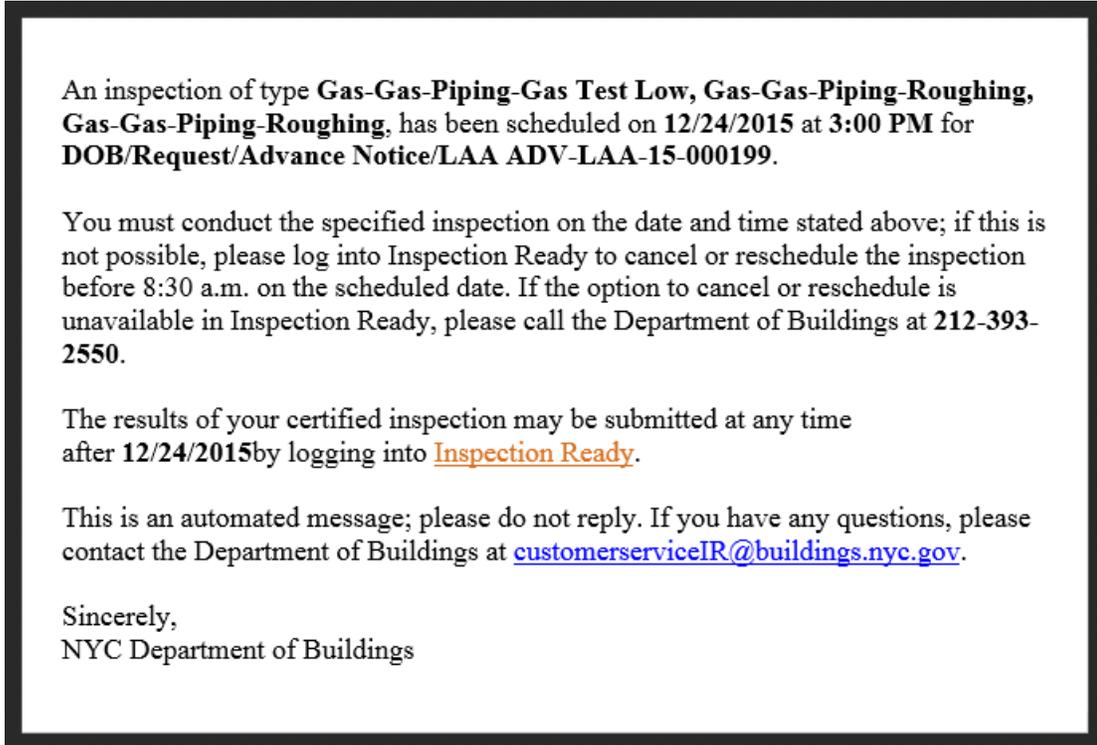
4. If you have scheduled an **Advance Notice Inspection** and received a confirmation e-mail from the DOB, you should conduct your inspection. The first inspections are scheduled for Thursday December 10, 2105. The earliest you can submit any results is Friday December 11, 2015. If for any reason you are unable to submit results, please e-mail us at the office. The DOB is looking into to resolving this potential problem.

MPC TIP: How to find your Advance Notice inspection in the system:

- Click on the Record ADV-LAA-#### or Record ADV-PL-###.
- Click on the more details tab.
- Click on the Application tab: The date and time of your inspection will be visible.
- Click on the Application Information Table: The details of the inspection will be visible.

NOTE: If you think you have requested and been approved for an Advance Notice Inspection, you should have received a confirmation e-mail and be able to verify it by reviewing the record as illustrated above. **If you have neither of these, you may not have successfully scheduled the inspection.**

SAMPLE E-MAIL FROM A SUCCESSFUL ADVANCE NOTICE INSPECTION REQUEST:



MPC TIP: If you click on the link, [Inspection Ready](#), which you will be provided with in the email, it will take you directly to the Advance Notice Record and you can drill down, as illustrated above, to see all of the inspection information. This e-mail can be sent to any interested party.

Canceling an Advanced Notice Inspection:

If you have to cancel an Advance Notice Inspection for any reason, you should follow the instructions listed in the e mail.

MPC NOTE: It does not seem possible to cancel an Advance Notice Inspection from within the system, like you can do with an Actual inspection. You will have to call the call center at 212-393-2550. We are trying to get another number, or e-mail address, to send a cancellation request to.

BROWSERS:

It is not the position of the MPC to recommend a specific browser, but membership has reported that the system is working best with FIREFOX.

Old BIS Comments = Inspection Ready Objections:

- The old BIS system listed "comments". These "comments" should have been added into the Inspection Ready system as objections. These are listed as objections, but are not listed as certifiable or non-certifiable. When a licensee tries to correct the objections, they do not populate the drop down menu.

All existing comments from BIS were loaded as non-certifiable. For these new objections that do not require an inspection, the chief will remove them when a work type sign-off is requested. Other objections can be certified through a self cert or an actual inspection.

12/10/15 Update: We are looking into exactly what will satisfy an objection. During training, the industry was informed that pictures would be sufficient to satisfy many objections, but some of the records are indicating affidavits will be required. We are inquiring to see if there a change was made in the published manuals and if so, what the format of an affidavit would include.

Gas Authorization:

Gas authorizations are still being sent back to the record in BIS. They can be viewed by the utility in BIS or Inspection Ready.

Electronic Filing of LAA Permit Applications:

1. The Licensee successfully submits an application and is granted a LAA work permit.
2. The Licensee logs into the Inspection Ready System to request an **Advance Notice (or Actual) Inspection**.
3. The Licensee does not find that the record has been posted to Inspection Ready.

Question: Is there a built in delay for the time it will take to have the LAA permit uploaded into Inspection Ready?

Answer: There is a nightly interface to move new permits into inspection ready. If you pull a permit today, it will show up in Inspection Ready after midnight tonight.

MPC TIP: With the increased time requirement to have a permit migrate into the Inspection Ready System and the longer than normal notice requirement, licensed plumbers must carefully plan their work.

Your Account and Password:

- Your account information should not be given to anyone else to use. The system has been set up to allow you to delegate most of the tasks to other persons.
- The NYC Administrative Code Section 28-408.2 prohibits anyone other than the licensee from personally sealing any documents.
- You are responsible for any documents submitted through your account that you PIN# is associated with.

Please be advised that if you cannot log onto Inspection Ready:

- Call 212-393-2550 and provide your information to the clerk.
- Also e-mail them at Inspection Ready (Buildings):
IReady@buildings.nyc.gov
- Please copy our DOB Committee on the e-mail using dob@nycmpc.org, so that we can follow up and ensure you are back on line in a timely fashion.

If you have any issues that are contrary to the published manuals or videos, please e-mail us at dob@nycmpc.org, so that we can address them with the DOB directly.

The Master Plumbers Council of the City of New York

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