



Friday Update

December 11, 2015

Upcoming Events:

January Chapter Membership Meeting

Tuesday,
January 12, 2016

Marbella Restaurant
Bayside, NY

Meeting Sponsors:
CPR Restoration and
Cleaning Services
&
Wales-Darby, Inc.

[Register Here](#)

February Chapter Membership Meeting

Tuesday,
February 2, 2016

Marbella Restaurant
Bayside, NY

Meeting Sponsor:
Boilerroom

[Register Here](#)

The Voice of the
Licensed Master
Plumber Newsletter

INSPECTION READY

Thursday December 10, 2105 was the first day that Advance Notice Inspections were conducted under the Inspection Ready system.

December 11, 2015 is the first day that LPs can submit their results. For the LMPs that have followed the information in the published manuals and videos the process seems to have gone rather smoothly. For those of the former congratulations and for the latter please visit our website to review the manuals and the videos. If you find anything that is contrary to the code or published literature please bring it to our attention by emailing dob@nycmpc.org, so that we can make the DOB aware of it as soon as possible.

The MPC would like to thank the Inspection Ready Team for making every effort to help our members, who were locked out of the system, get back on line quickly and for also helping to resolve any issues that arose. Their help allowed for LMPs to continue to provide the essential services that the residents of the New York City depend on.

Advance Notice Inspection Issues UPDATE 12-11-15:

1. **First notice time is now 8:00 am.**
2. The system is requiring in ONLY 48 Hours Advance Notice as per the Code.
3. If you need to cancel an advance notice, you have to contact the Borough Plumbing Chief.
4. You can submit your results at 12:01 AM on the day AFTER the inspection date.

MPC TIP: To find your Advance Notice inspection in the system:

- Click on the Record ADV-LAA-#### or Record ADV-PL-###

divided into two levels: High School (Grades 9 - 12) and College/Post High School.

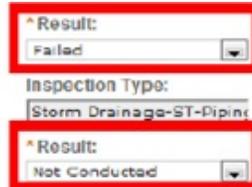
Completed applications must be postmarked on or before Wednesday, April 15, 2016.

*Please [click here](#) for eligibility requirements and to download the 2016 Scholarship Application.

Industry Links:

- [NYC Department of Buildings](#)
- [NYC Department of Environmental Protection](#)
- [NYC Department of Education](#)

- The automated response e-mail message should be updated to have the Borough Plumbing Unit's e-mail address and phone number listed when an LP needs to cancel an Advance Notice Inspection.
- When an Advance Notice e-mail is cancelled, the LP should receive an automated e-mail response from the Department.
- The cancellation should also be reflected in the record.
- If you think you cancelled the inspection but in fact it was not cancelled, you (or your authorized delegate) should be present for the inspection. If you are spot checked, and you or your authorized delegate are not there, you will fail the inspection and may lose your self-certification rights for future inspections.
- If for any reason the inspection is not officially cancelled by the Department, the LP can submit either of the following results: Failed or



Not Conducted

- Doing either of the two will preserve your rights to self-certify future inspections.

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.

Permit Expiration:

- You are required to have an active work permit to conduct any inspections.
- Some dates listed on some permits in Inspection Ready may be later than the expiration date.
- The DOB is looking into this and will contact any LP if they conduct an inspection with a permit that is not valid.
- We will update the industry on this next week.

Letter of Authorization:

A letter of authorization is only required under the following circumstances:

- For any job scheduled prior to Inspection Ready where a delegate cannot be designated.
- For any job scheduled through Inspection Ready where the designated delegate will NOT be able to conduct the inspection and a substitute

person is sent.

- The format of the letter remains the same.

Notes: The MPC would like to remind all LMP that it is their obligation to follow the NYC Administrative, Fuel Gas and Plumbing Codes, where they relate to the requesting and conducting of inspections under each discipline. Sections of these Codes explicitly prohibit unqualified persons from requesting and conducting these inspections.

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.

12-11-15 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 into this to see if there has been a change from the information 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.
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