



Good Afternoon Members,

As you are aware, Inspection Ready launched today, December 7, 2015.

The system is up and running and all of your old permits should be visible as records in the new system.

Paper OP-98:

- Paper OP-98 submission will no longer be accepted.
- If you submitted an **OP-98 prior** to the deadline, it should have been processed and this should be reflected in Inspection Ready.
- If it was not processed, you will have to follow the Inspection Ready protocols for submitting the information again.

Advanced Notice Inspections:

It appears the FIRST available date to schedule an Advance Notice Inspection is Thursday December 10, 2015.

- To obtain an Advanced Notice Inspection you must use the proper box from the Actions Menu Drop Down menu.

Submit a Plumbing Advance Notice

(PREVIOUSLY KNOW AS A SELF CERTIFICATION INSPECTION)

Step 1: Advance Notice Information > Date and Time

Please choose the Date and Start Time for your Advance Notice Inspections.

The date selected must be at least two days in the future and cannot be a weekend or New York City Holiday.

- You must provide a **FULL 48 HOURS notice** for an inspection.

*Example: On **Monday** if you want to submit an inspection for*

Wednesday, it must be a full 48 hours later.

MPC TIP:

If you think you scheduled an ADVANCE NOTICE Inspection, but do not receive an immediate confirmation from the system, chances are you have scheduled an ACTUAL Inspection instead.

We are inquiring into how this should be resolved.

Inspection Ready Updates, Manuals and Videos:

A complete list of updates and information, training manuals and videos is available on our website at the following

link: <http://www.nycmpc.org/InspectionReady.aspx>.

MPC TIP:

Until you are more familiar with Inspection Ready and are looking for an existing record you may want to obtain the "permit" number from BIS.

This can be entered into the Inspection Ready screen.

The job has been converted to a "Record" under the new system.

If you use the search feature in Inspection Ready:

General Search

Search for Records

Enter information below to search for records.

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

Select the search type from the drop-down list.

Search my records only

Record Number:

Record Type:

Start Date: **(Cross out the start date to enable the system to search all records)**

End Date:

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 us 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 so that we can address them with the DOB directly.

Thank you!

The Master Plumbers Council of the City of New York

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