



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. When an Advance Notice Inspection request is processed, the licensee receives a confirmation e-mail. The request is also posted to the records of the licensee as submitted. However, the inspection is not reflected in the actual LAA or PL work type record. We are concerned that if it is not reflected in the record, they will not be able to post the results after the inspection is completed and the DOB will not recognize it. In addition, since the inspection is not listed in the record, the applicant cannot cancel it.

- *DOB IS LOOKING INTO THIS*

***Item #3 is of immediate concern to us.***

4. The first Advance Notice Inspections will be conducted Thursday morning and the licensees should be able to submit their results Friday morning. We are concerned that if the inspections are not reflected in the record, they will not be able to post the results. If this is an issue, there is time to correct it. We want to avoid licensees conducting inspections and not being able to process them. Many of these inspections will involve gas work and the restoration of essential services to the tenants.

- *DOB IS LOOKING INTO THIS*

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

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**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.

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**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](mailto:IReady@buildings.nyc.gov)
- Please copy us on the e mail using [dob@nycmpc.org](mailto: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.

**The Master Plumbers Council of the City of New York**

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