



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.

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### **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.*

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### **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.*

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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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#### **Actual Inspection Requests:**

1. The full pull down menu listed on page 14 of the manual is not always available when an **ACTUAL** Inspection request is processed. If you want to schedule an **ACTUAL** gas test inspection and the pull down menu does not provide you with an option to select gas, you should select a PL inspection and list the EXACT type of inspection you want in the comments section **BEFORE** you submit it. If you make a mistake it is simple to cancel the inspection and request another one immediately. The Field inspectors have the ability to make any necessary changes in the field.

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#### **Outstanding Issues:**

1. Some members have stated that they cannot add more than one delegate to a record.

- *DOB is working on this.*

2. Licensees are requesting Actual Inspections when their intent is to request an **Advance Notice Inspection**. What should they do in that case?

- *Cancel the regular inspection and start over.*

3. When requesting an **Advance Notice Inspection**, the earliest **Advance Notice Inspection** is 8:30 AM. When were 8:00 AM inspections eliminated?

- *DOB is working on this.*

4. When requesting an **Advance Notice Inspection**, the licensee receives an immediate confirmation e-mail, the licensee's records reflect the transaction, but the actual record with the PL inspection does not indicate an inspection has been scheduled. We are concerned that the DOB will not recognize the inspection.

- *SEE ABOVE.*

5. When requesting an **Advance Notice Inspection**, the system is requiring

in excess of 48 hours advance notice.

- *DOB is working on this.*

6. The system is not allowing Microsoft Silverlight to work with Google Chrome. (Informing people to use alternate)

- *Advise them to use Internet Explorer.*

7. All approved permits will not upload to IR until the next day.

- *Midnight for your early risers.*

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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 our DOB Committee 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 at [dob@nycmpc.org](mailto: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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