

# UPCOMING CHANGE

## Inspection Ready: Licensed Professional PIN Linking Instructions

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As part of the technology enhancements outlined in our *Building One City* plan, the Department of Buildings is preparing for the launch of Inspection Ready, our new online inspection request and routing system, which is set to go live in late 2015.

**The following license types will use Inspection Ready to request inspections:**

- Electricians
- Elevators
- Fire Suppression Contractors
- General Contractors (all types including tracking number only)
- Oil Burner Installers
- Plumbers
- Professional Engineers
- Registered Architects
- Sign Hangers

Starting November 9, 2015, Licensed Professionals **MUST** complete two steps to gain access to Inspection Ready:

1. Register for an account by following the instructions in the *Account Registration and Management User Manual* found on the Inspection Ready Online Resources page (available on the Inspection Ready page on the Buildings website November 9).
2. Log in and enter a unique PIN for each license that you hold. You will receive a PIN for each license that you hold at the email address on file with the Licensing Unit. Follow the instructions in the *Using your PIN (for LPs Only) User Manual* found on the Inspection Ready Online Resources page.

**If you did not receive your PIN, lost your PIN, or misplaced your PIN you must do the following:**

1. Go to the Customer Service counter on the 5<sup>th</sup> floor at 280 Broadway or to one of the Borough Offices.
2. Verify your identity (*bring a DOB Issued License and/or Photo ID*).
3. Obtain your PIN (*PINs cannot be provided over the phone or in the Boroughs*).

**You will then need to:**

1. Register for an Inspection Ready account if you have not already done so.
2. Log in to Inspection Ready and enter the PIN(s)\* provided by the Customer Service Representative.

\*A PIN will need to be entered for each license that is held.

If you have any questions contact the Call Center at (212) 393-2550.

To learn more about Inspection Ready please visit the [www.nyc.gov/inspectionready](http://www.nyc.gov/inspectionready)

**Post Until: January 31, 2016**

Bill de Blasio, Mayor  
Rick D. Chandler, P.E., Commissioner

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