

# Inspection Ready

Using your PIN  
(for Licensed Professionals only)

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## Introduction

### Inspection Ready Overview

Inspection Ready is an online portal for Owners, Licensed Professionals (LPs)<sup>1</sup>, and their Delegates to conduct Inspection-related business with the Department of Buildings. Inspection Ready organizes information using Records. Records are Jobs, BPP Jobs, Place of Assembly, Permits, Devices, Notices, Work, Applications, Certifications, Sign Off Requests & Gas Authorization Requests. Using Inspection Ready, Licensed Professionals, Owners, and their Delegates will be able to request the following types of Development Inspections online:

Electrical	Plumbing
Fire Suppression	Signs
Construction	Boilers
Elevators	Cranes & Derricks
Oil Burning Equipment	BPP
High Rise Initiative	Sustainability

After registering for an account that is associated to your Records, Owners, LPs, and their Delegates can use Inspection Ready to:

- View information related to your Records
- Request Inspections and view the Results
- Request Gas Authorizations and Plumbing Sign Offs
- Receive emails at milestones in your Inspection cycle
- Upload documentation to certify certain Objections
- Assign Delegates (delegate responsibility to other Registered Users)
- Submit Certification documentation (LPs and Crane Owners only)
- Upload PVT Inspection results (PVTs only)
- Group Records into manageable ‘Collections’

The purpose of this User Manual is to provide instructions on how to use Inspection Ready to enter your PIN.

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<sup>1</sup> LPs are defined as: Electrical Contractors, Elevator Agencies/Inspectors, Fire Suppression Contractors, General Contractors, Oil Burner Installers, Master Plumbers, Sign Hangers, Professional Engineers, Registered Architects, and Registered Landscape Architects

**Inspection Ready will be available for Account Registration, Account Management, and PIN entry (when required) beginning on 9 Nov 2015.**

**Registration is required for Owners, LPs, and their Delegates.**

**All other Inspection Ready functions will be available on 7 Dec 2015.**

## How to Use Your PIN

Starting 9 Nov 2015, LPs must enter a PIN provided by Buildings into Inspection Ready for each license that is held. The following types of LPs will receive a PIN:

- Electrical Contractors
- Elevator Agencies/Inspectors
- Fire Suppression Contractors
- General Contractors
- Oil Burner Installers
- Master Plumbers
- Sign Hangers
- Professional Engineers
- Registered Architect
- Registered Landscape Architects

The following actions must be completed before you can enter your PIN(s).

1. Register for an Inspection Ready account.
  - *Please refer to the Account Registration and Management User Manual for instructions on how to register for an account.*
2. Receive two important emails from the Department of Buildings; these emails will be sent to your business email address on file with the Department.
  - **Email #1:** An email containing a link to this *Using Your PIN* User Manual
  - **Email #2:** Email(s) containing a unique PIN for each license that you hold

Once these two steps are complete, log in to Inspection Ready and follow the steps below to enter a unique PIN for each license that you hold. Upon successful PIN entry, you can take action on your Records beginning 7 Dec 2015.

*Please Note:*

- PINs cannot be entered into Inspection Ready if your license is expired.
  - A PIN must be entered for each license that is held. For example, if you hold Master Plumber and Fire Suppression Contractor licenses, you will receive two PINs.
1. Navigate to the Inspection Ready login page from the Department of Buildings' website.
  2. Enter your Inspection Ready User Name or Email and Password and click **Login**. Please refer to the *Account Registration and Management* User Manual before moving forward with the steps below if you do not already have an Inspection Ready account.

**Inspection Ready**  
Submit Inspection Requests and Certifications to NYC Department of Buildings

Accessibility Support | [Register for an Account](#) | [Login](#)

[Home](#) [Buildings](#)

**Welcome to *Inspection Ready***

Welcome to *Inspection Ready*. You can login to request and schedule inspections, certify inspections, and view inspection results. Click the 'Register for an Account' link if you do not have a login.

You can use [BIS Web](#) to search for general information on a property in the city including recorded complaints and violations, actions, applications, and inspections. You can also search for information about tradespeople licensed by the Department.

**Log in today to get started.**

To get started, log in and enter your User Name and Password to the right. If you do not have a User Name, please click on the Register for an Account link.

**General Information**  
[Search Licensed Professionals/Licensees](#)

**Buildings**  
[Search Records](#)  
[Access My Records](#)

**Login**

User Name or E-mail:

Password:

Remember me on this computer

[I've forgotten my password](#)  
[New Users: Register for an Account](#)

3. From the Inspection Ready homepage, click **Select an Online Service**.

**What would you like to do today?**  
To get started, select one of the services listed below:

Use the links in 'General Information' to look up information for Licensed Professionals or Licensees.

Use the links in 'Buildings' to:

- Search Records (Permits/Jobs/Device Numbers/Record)
- Access Your Account to view your permits, jobs, request an inspection, etc...
- Submit one of the following specialized transactions: PVT Inspection Results or Temporary Amusement Ride Inspection Requests

<b>General Information</b> <a href="#">Search Licensed Professionals/Licensees</a>	<b>Buildings</b> <a href="#">Select an Online Service</a> <a href="#">Search Records</a> <a href="#">Access My Records</a>
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4. In the fields provided, enter the PIN and License Number (provided by Buildings).

*Please Note:*

- *The License Number and PIN must be entered exactly as provided by Buildings, including any leading zeros.*
- *The PIN will not be accepted if your license is expired.*

5. Click **Continue Application**.

Home Buildings

Select an Online Service | Search Records | Access My Records

### Link PIN

1 Step 1 2 Review 3 Record Issuance

Step 1: Step 1 > Page 1

\* indicates a required field.

ASI

#### PIN INFORMATION

\* PIN: 10022-45707

\* License Number: 000583

Continue Application »

Save and resume later:

- Review the information on the page. Click **Continue Application**.

Home Buildings

[Select an Online Service](#) | [Search Records](#) | [Access My Records](#)

**Link PIN**

1 Step 1 2 **Review** 3 Record Issuance

**Step 2: Review**

[Continue Application »](#) Save and resume later:

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

**Record Type**

Link PIN

**ASI**

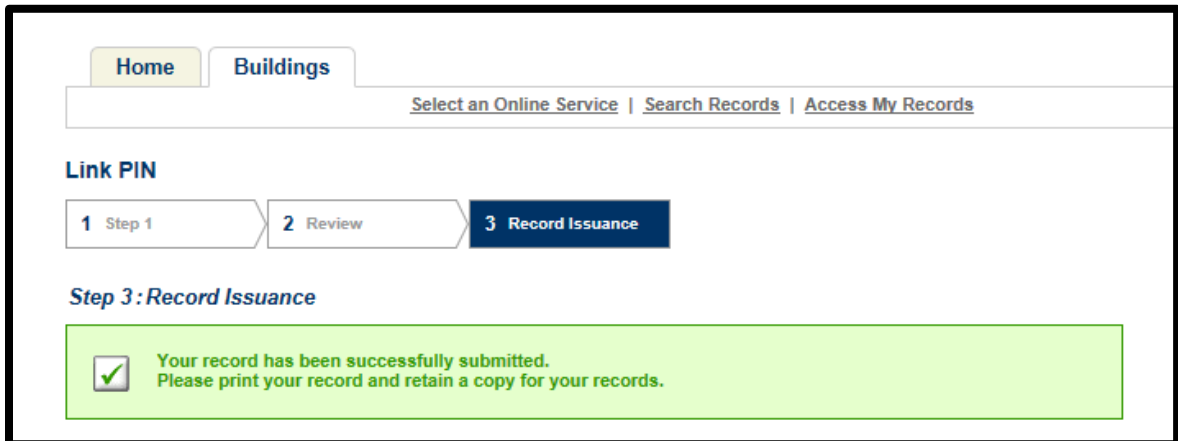
**PIN INFORMATION** [Edit](#)

PIN: 10022-45707  
License Number: 000583

[Continue Application »](#) Save and resume later:

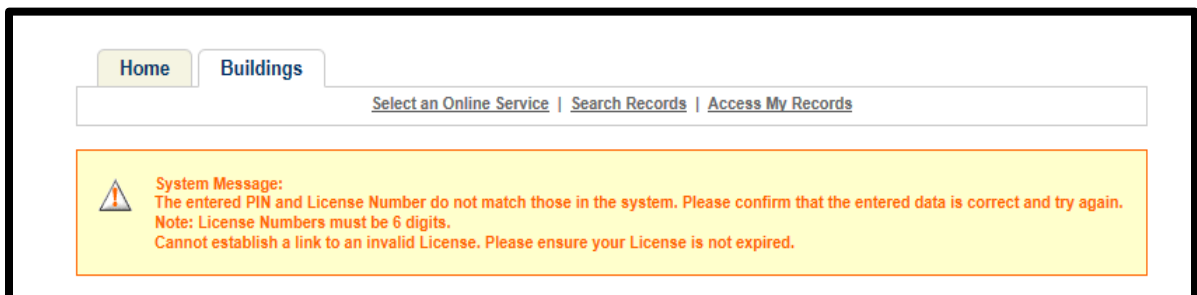


7. The message below will display if the PIN and License Number match. This message confirms that starting 7 Dec 2015, you will be able to [use Inspection Ready to view and manage the Records associated to your License.](#)



Additionally, a confirmation email will be sent to your business email address that is on file with the Licensing Unit.

- *Please Note: If the PIN and License Number do not match, the following message will display: "The entered PIN and License Number do not match those in the system. Please confirm that the entered data is correct and try again. Cannot establish a link to an invalid License. Please ensure your License is not expired."*
  - *If you receive this message, confirm you have correctly entered the License Number and PIN provided by Buildings. If you continue to encounter this message, contact Customer Service for assistance.*



8. If you have additional Licenses & PINs, repeat Steps 3-7 for each.

## What to Do If You Did Not Receive or Misplaced Your PIN

1. Visit the Customer Service Counter on the 5<sup>th</sup> Floor at 280 Broadway to:
  - Verify your identity (*Please bring a DOB Issued License and/or Photo ID*).
  - Obtain your PIN (*PINs cannot be provided over the phone or in the Boroughs*).

You will then:

2. Register for an Inspection Ready account. Please refer to the *Account Management and Registration* User Manual for registration instructions.
3. Log in to Inspection Ready.
4. Enter the PIN(s) provided by Customer Service. A PIN will need to be entered for each license that is held. Please refer to the instructions in the [How to Use Your PIN](#) section of this document.