

Inspection Ready

Delegating Responsibilities

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Introduction

Inspection Ready Overview

Inspection Ready is an online portal for Owners, Licensed Professionals (LPs)¹, 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 instruction on how to delegate permissions to other Registered Users in Inspection Ready.

¹ 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

Delegating Responsibility in Inspection Ready

The Delegation feature enables Owners and LPs to give system rights to other people, such as Filing Representatives. Only Registered Users are eligible to become Delegates. Those who wish to become Delegates but have not registered should follow the registration instructions in the *Account Registration and Management User Manual*.

Locating the Record to Add, Remove or View a Delegate

Only Owners and LPs can delegate to other Registered Users. If you are an Owner or LP on a Record, follow the steps below to Add, Remove or View a Delegate.

Please note:

- *This process can be repeated to add an unlimited number of Delegates to a single Record*
 - *Owners and LPs can remove Delegates at any time*
 - *Adding and/or removing Delegates creates a Record*
 - *Delegates cannot delegate*
 - *Delegates cannot submit Boilers or Plumbing Certification documentation. However, Delegates can submit Cranes Certification documentation.*
 - *Delegates can submit documents to resolve Certifiable Objections*
1. Navigate to the Inspection Ready login page from the Department of Buildings' website.
 2. Enter your Inspection Ready User Name 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.

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 Home Page, click **Access My Records**.

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

General Information	Buildings
Search Licensed Professionals/Licensees	Select an Online Service
	Search Records
	Access My Records

4. Locate the Record for which you would like to view, add, or remove Delegate(s). This can be done in one of two ways:
 - a. *Option 1:* Navigate through your list of Records using the **<Prev, Next>**, or the page number links. If the page does not advance, please refresh your browser and try again.
 - b. *Option 2:* Scroll down to the **General Search** area and search for Records. Please refer to the *Searching* User Manual for additional instructions on how to search in Inspection Ready.

Records

Your Permit/Job/Device records are listed below.

- Click on the Record ID Number to view details associated to that record and/or take action.
- Select checkboxes next to Record IDs below and click 'Add to collection' to group the records as part of a project.

Showing 1-10 of 18 | [Add to collection](#)

<input type="checkbox"/> ID Number	Record Type	Address	Status	Action	Related Records
<input type="checkbox"/> 42049128406AL	AL-1 Permit	11 Park Pl NEW YORK NY	Issued	Action	10
<input type="checkbox"/> 42049128407AL	AL-1 Permit	124 West 23rd St 6th Ave 7th Ave NEW YORK NY 10011			0
<input type="checkbox"/> 42049128401AL	AL-1 Permit	11 New York Ave New York NY 10007	Issued	Action	0
<input type="checkbox"/> 40102884701AL	AL-1 Permit	11 New York Ave New York NY 10007	Issued	Action	1
<input type="checkbox"/> 40195763701AL	AL-1 Permit	NY	Issued	Action	0
<input type="checkbox"/> 32041170001AL	AL-1 Permit	11 New York Ave New York NY 10007	Issued	Action	1
<input type="checkbox"/> 10486950901AL	AL-1 Permit	11 New York Ave New York Ave NY 10007	Issued	Action	1
<input type="checkbox"/> OBJ-15-000000003	Certification of Objections	11 Park Pl NEW YORK NY	Pending	Action	10
<input type="checkbox"/> OBJ-15-000000002	Certification of Objections	11 Park Pl NEW YORK NY	Certification Accepted	Action	10
<input type="checkbox"/> 15TMP-000138	Certification of Objections			Resume Application	0

a. Option 1

< Prev 1 2 Next >

b. Option 2 Enter information below to search for records. Select the search type from the drop-down list.

General Search General Search ▾

Search for Records

Enter information below to search for records.

- Address
- License Information
- BIN

5. From the list of Records, click **ID Number** in the row of the applicable Record.

Showing 1-10 of 18 | [Add to collection](#)

ID Number	Record Type	Address	Status	Action	Related Records
42049128406AL	AL-1 Permit	11 Park Pl NEW YORK NY	Issued	Action	10
42049128407AL	AL-1 Permit	124 West 23rd St 6th Ave 7th Ave NEW YORK NY 10011			0
42049128401AL	AL-1 Permit	11 New York Ave New York NY 10007	Issued	Action	0
40102884701AL	AL-1 Permit	11 New York Ave New York NY 10007	Issued	Action	1
40195763701AL	AL-1 Permit	NY	Issued	Action	0
32041170001AL	AL-1 Permit	11 New York Ave New York NY 10007	Issued	Action	1
10486950901AL	AL-1 Permit	11 New York Ave New York Ave NY	Issued	Action	1

6. Under Record Details, click **Actions**.

Record Details

Please review the details of your Record below.

If applicable, use the **'Actions'** button to:

- Certify an Objection
- Add a Delegate (to perform certain actions on your behalf)
- Upload Inspection results from an Advance Notice Inspection (Plumbing)
- Provide Buildings with Advance Notice (Plumbing) for Certified Inspections

Licensed Professional:

ARIEL ORIOL
 NOBEL CONSTRUCTION CORP
 16-23 CORNELIA STREET
 RIDGEWOOD, NY, 11385
 Business Phone: 7182661793
 GC 0604076

Job Description:

REPAIR FIRE DAMAGE TO 2ND FLR.AND CONVER T 2 APARTMENTS INTO 1.INSTALL N
W PARTITIONS AND PLUMBING FIXTURES.CURB CUT LOCATED E/S WILSON AVENUE 60'S/O FLU SHING AVE,(2) 1.5'SPLAYS + 17'DROP=20'W.

[View Additional Licensed Professionals>>](#)

Actions

7. If you see a screen similar to the one below, select the radio button next to **Manage Delegates** and click **Continue Application**. Otherwise, you will be brought directly to the next step.

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

Logged in as: Frank Structure | Collections (2) | Account Management | Logout

Home Buildings

Select an Online Service | Search Records | Access My Records

Select an Action

Choose one of the following available actions to perform. Please be advised that licensees are responsible for the accuracy and completeness of any data provided, including uploads by such licensees' delegates.

Certification of Objections

Manage Delegates

Continue Application »

8. From here you are able to Add, Remove, or View a Delegate.

- [Adding a Delegate](#)
- [Removing a Delegate](#)
- [Viewing a Delegate](#)

The screenshot shows a web interface for managing delegates. At the top, there are navigation tabs for 'Home' and 'Buildings'. Below the tabs is a search bar with links for 'Select an Online Service', 'Search Records', and 'Access My Records'. The main heading is 'Manage Delegates', followed by a progress bar with four steps: '1 Add', '2 Remove', '3 Review', and '4 Record Issuance'. The 'Add' step is currently selected. Below the progress bar, there is a section titled 'Step 1: Add > Add a New Delegate'. This section contains instructions: 'To remove existing Delegates, skip Step 1 and select "Continue Application". To add a new Delegate, follow Step 1.' It then explains that users can add an individual as a delegate who can request inspections and upload documents. A note states that delegates must be registered users of the system. A search section titled 'SEARCH FOR DELEGATES' asks for the email address of the person to add, with a search icon. At the bottom, there is a 'Continue Application >' button and a 'Save and resume later:' option with a save icon. A small note indicates that an asterisk (*) denotes a required field.

Adding a Delegate

Owners and LPs may add other Registered Users as Delegates at any time. Follow steps 1-7 of the [Locating the Record to Add, Remove or View a Delegate](#) section to arrive at the Manage Delegates screen.

1. To add a new Delegate, enter the **Delegate's email address** in the text box, and then **click anywhere outside of the text box**. You must enter the same email address that the Delegate used to register for an Inspection Ready account.

Manage Delegates

1 Add 2 Remove 3 Review 4 Record Issuance

Step 1: Add > Add a New Delegate

To remove existing Delegates, skip Step 1 and select "Continue Application".
To add a new Delegate, follow Step 1.

On this page, you can add an individual as a Delegate on your record. Delegates may request inspections and upload documents on the record you selected. They will also receive certain email notifications regarding this record.

A Delegate must be a Registered User of Hub *Inspection Ready*. Enter the email address of the user you'd like to add as a Delegate below to verify they are a registered user of the system.

* indicates a required field.

New Delegate Form

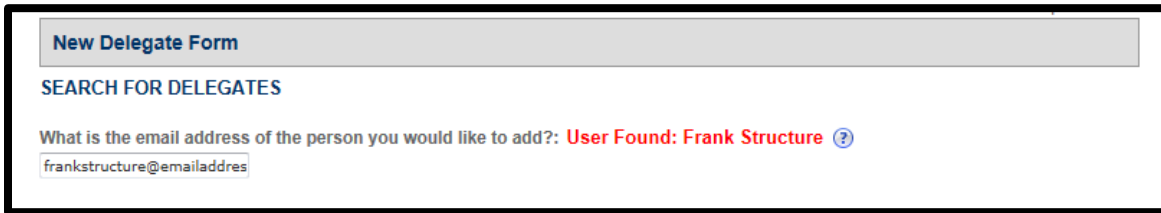
SEARCH FOR DELEGATES

What is the email address of the person you would like to add?: ?

Continue Application >

Save and resume later:

- The system will verify that the desired Delegate is a Registered User in Inspection Ready.
 - If you correctly entered the Registered User's email address, the following message will display: "User Found: <Name>"



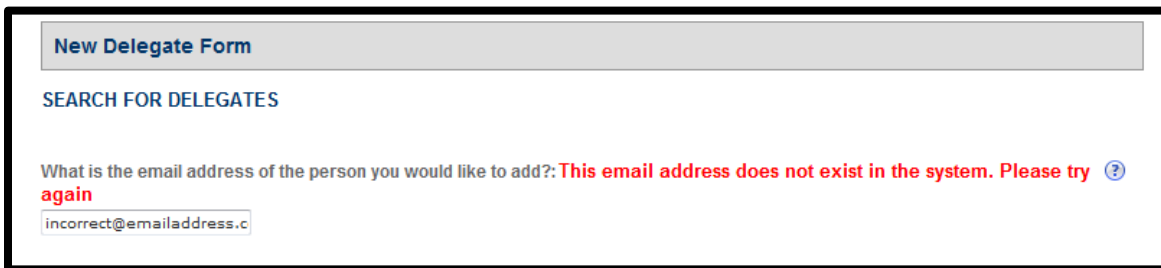
New Delegate Form

SEARCH FOR DELEGATES

What is the email address of the person you would like to add?: **User Found: Frank Structure** ?

frankstructure@emailaddress

- If the email address cannot be found, the following message will display: "The email address does not exist in the system. Please try again."



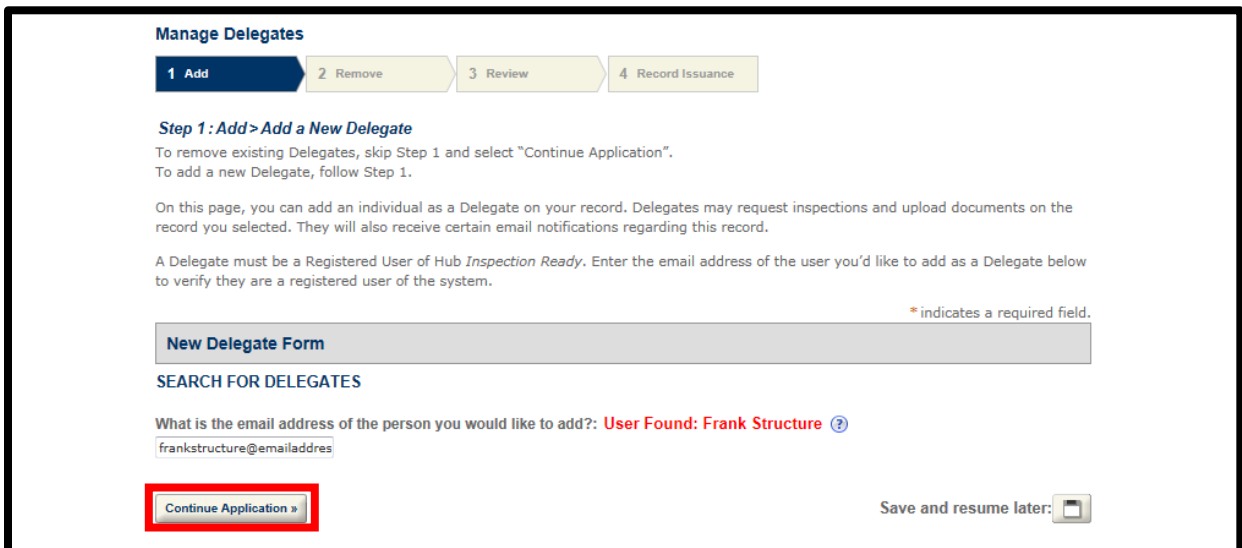
New Delegate Form

SEARCH FOR DELEGATES

What is the email address of the person you would like to add?: **This email address does not exist in the system. Please try again** ?

incorrect@emailaddress.c

- Once you have located the correct Delegate, click **Continue Application**.



Manage Delegates

1 Add 2 Remove 3 Review 4 Record Issuance

Step 1: Add > Add a New Delegate

To remove existing Delegates, skip Step 1 and select "Continue Application".
To add a new Delegate, follow Step 1.

On this page, you can add an individual as a Delegate on your record. Delegates may request inspections and upload documents on the record you selected. They will also receive certain email notifications regarding this record.

A Delegate must be a Registered User of Hub *Inspection Ready*. Enter the email address of the user you'd like to add as a Delegate below to verify they are a registered user of the system.

* indicates a required field.


New Delegate Form

SEARCH FOR DELEGATES

What is the email address of the person you would like to add?: **User Found: Frank Structure** ?

frankstructure@emailaddress

Continue Application

Save and resume later: 

4. Skip the “Remove Existing Delegates” page by clicking **Continue Application**.

Manage Delegates

1 Add → 2 Remove → 3 Review → 4 Record Issuance

Step 2: Remove > Remove Existing Delegates

If you do not wish to remove Delegates at this time, skip Step 2 and select "Continue Application".
To remove existing Delegates, follow Step 2.

Use this page to remove existing Delegates from the selected record. To begin, select the checkbox for any Delegates that you wish to remove and click the 'Edit Selected' button.

Once open, mark the 'Remove from Record?' checkbox for any Delegate that you would like to remove.

* indicates a required field.

Existing Delegate List

SELECT DELEGATES FOR REMOVAL

Showing 0-0 of 0

First Name	Last Name	Email Address	Remove from Record?
No records found.			

Edit Selected

Continue Application » Save and resume later:

5. Verify that the correct email address is displayed in the New Delegate Form section. Click **Continue Application**.

Manage Delegates

1 Add → 2 Remove → 3 Review → 4 Record Issuance

Step 3: 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

Manage Delegates

New Delegate Form

SEARCH FOR DELEGATES Edit

What is the email address of the person you would like to add?: frankstructure@emailaddress.com

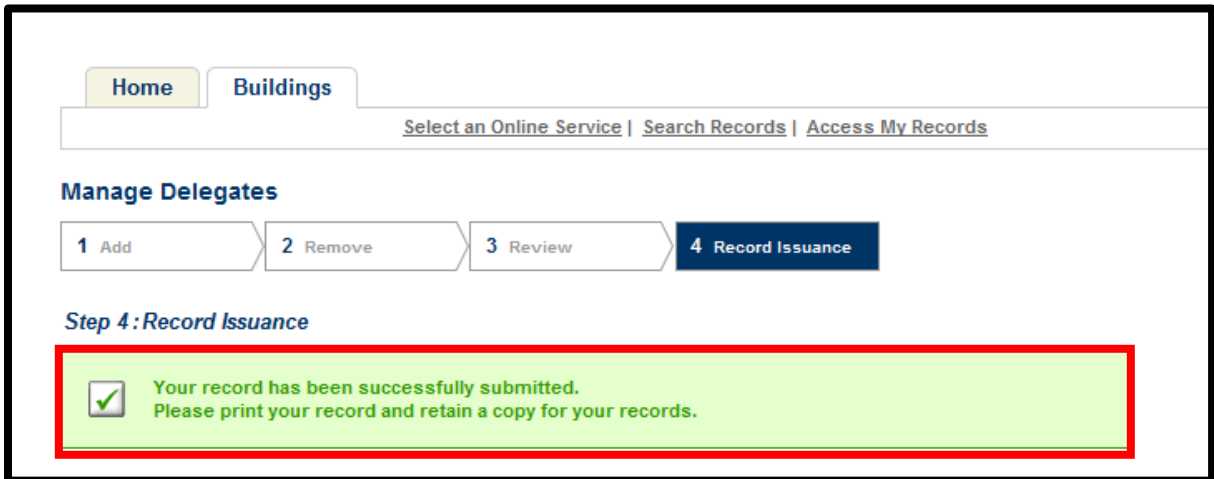
Existing Delegate List

SELECT DELEGATES FOR REMOVAL Edit

No information to display.

Continue Application » Save and resume later:

- The following message will display, confirming that the new Delegate has been added:
“Your record has been successfully submitted. Please print your record and retain a copy for your records.”



- Delegates will automatically be sent an email to notify them that they have been added.

Removing a Delegate

Owners and LPs may remove Delegates on a Record at any time. Follow steps 1-7 of the [Locating the Record to Add, Remove, or View a Delegate](#) section to get to the Manage Delegates screen.

1. To remove a Delegate, skip the “Add a New Delegate” page by leaving the email field blank. Click **Continue Application**.

Manage Delegates

1 Add 2 Remove 3 Review 4 Record Issuance

Step 1: Add > Add a New Delegate

To remove existing Delegates, skip Step 1 and select “Continue Application”.
To add a new Delegate, follow Step 1.

On this page, you can add an individual as a Delegate on your record. Delegates may request inspections and upload documents on the record you selected. They will also receive certain email notifications regarding this record.

A Delegate must be a Registered User of Hub *Inspection Ready*. Enter the email address of the user you’d like to add as a Delegate below to verify they are a registered user of the system.

* indicates a required field.

New Delegate Form

SEARCH FOR DELEGATES

What is the email address of the person you would like to add?: ?

Continue Application »

Save and resume later:

- The list of Delegates' first names, last names, and email addresses will display. To remove a Delegate, select the **checkbox** to the left of the Delegate and click **Edit Selected**.
 - You may select multiple Delegates at once if desired.

Manage Delegates

1 Add 2 Remove 3 Review 4 Record Issuance

Step 2: Remove > Remove Existing Delegates

If you do not wish to remove Delegates at this time, skip Step 2 and select "Continue Application".
To remove existing Delegates, follow Step 2.

Use this page to remove existing Delegates from the selected record. To begin, select the checkbox for any Delegates that you wish to remove and click the 'Edit Selected' button.

Once open, mark the 'Remove from Record?' checkbox for any Delegate that you would like to remove.

* indicates a required field.

Existing Delegate List

SELECT DELEGATES FOR REMOVAL

Showing 1-2 of 2

<input type="checkbox"/>	First Name	Last Name	Email Address	Remove from Record?	Actions
<input type="checkbox"/>	Frank	Structure	frankstructure@emailaddress.com	No	Actions
<input checked="" type="checkbox"/>	Thomas	Crane	thomascrane@emailaddress.com	No	Actions

Edit Selected

- The "Select Delegates for Removal" pop up window will display. To remove the Delegate, select the '**Remove from Record?**' checkbox and click **Submit**.

Manage Delegates

1 Add 2 Remove 3 Review 4 Record Issuance

Step 2: Remove > Remove Existing Delegates

If you do not wish to remove Delegates at this time, skip Step 2 and select "Continue Application".
To remove existing Delegates, follow Step 2.

SELECT DELEGATES FOR REMOVAL

First Name: Last Name: Email Address:

Remove from Record?

Submit Cancel

Thomas Crane thomascrane@emailaddress.com No Actions

- A "Yes" will display in the "Remove from Record?" column for the Delegate(s) you just selected to be removed. If "No" appears in the "Remove from Record?" column, the Delegate remains on the Record. Click **Continue Application**.

Manage Delegates

1 Add → 2 Remove → 3 Review → 4 Record Issuance

Step 2: Remove > Remove Existing Delegates

If you do not wish to remove Delegates at this time, skip Step 2 and select "Continue Application".
To remove existing Delegates, follow Step 2.

Use this page to remove existing Delegates from the selected record. To begin, select the checkbox for any Delegates that you wish to remove and click the 'Edit Selected' button.

Once open, mark the 'Remove from Record?' checkbox for any Delegate that you would like to remove.

* indicates a required field.

Existing Delegate List

SELECT DELEGATES FOR REMOVAL

Showing 1-2 of 2

<input type="checkbox"/>	First Name	Last Name	Email Address	Remove from Record?	Actions
<input type="checkbox"/>	Frank	Structure	frankstructure@emailaddress.com	No	Actions
<input type="checkbox"/>	Thomas	Crane	thomascrane@emailaddress.com	Yes	Actions

Save and resume later:

5. Click **Continue Application** to remove the Delegate(s) with “Yes” listed in the “Remove from Record?” column.

Manage Delegates

1 Add 2 Remove **3 Review** 4 Record Issuance

Step 3: 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

Manage Delegates

New Delegate Form

SEARCH FOR DELEGATES [Edit](#)

What is the email address of the person you would like to add?:

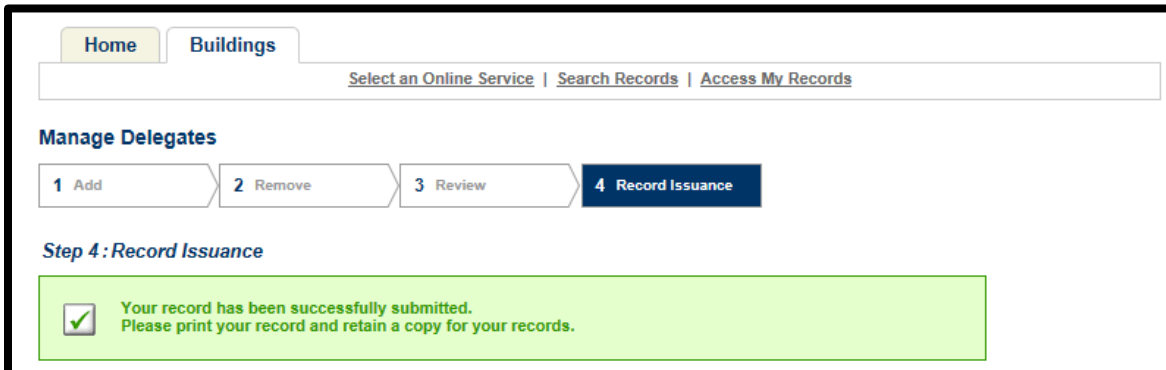
Existing Delegate List

SELECT DELEGATES FOR REMOVAL [Edit](#)

First Name	Last Name	Email Address	Remove from Record?
Frank	Structure	frankstructure@emailaddress.com	No
Thomas	Crane	thomascrane@emailaddress.com	Yes

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

- The following message will display, confirming that the Delegate(s) has been removed:
“Your record has been successfully submitted. Please print your record and retain a copy for your records.



- The Delegate(s) removed from the Record will automatically be sent an email to notify them that they have been removed.

Viewing a Delegate

Owners and LPs may view Delegates on a Record at any time. Follow steps 1-7 of the [Locating the Record to Add, Remove, or View a Delegate](#) section to get to the Manage Delegates screen.

1. To view the list of Delegates currently on this Record, skip the “Add a New Delegate” page by leaving the email field blank. Click **Continue Application**.

Manage Delegates

1 Add 2 Remove 3 Review 4 Record Issuance

Step 1: Add > Add a New Delegate

To remove existing Delegates, skip Step 1 and select “Continue Application”.
To add a new Delegate, follow Step 1.

On this page, you can add an individual as a Delegate on your record. Delegates may request inspections and upload documents on the record you selected. They will also receive certain email notifications regarding this record.

A Delegate must be a Registered User of Hub *Inspection Ready*. Enter the email address of the user you’d like to add as a Delegate below to verify they are a registered user of the system.

* indicates a required field.

New Delegate Form

SEARCH FOR DELEGATES

What is the email address of the person you would like to add?: ?

Continue Application > Save and resume later:

- The list of Delegates' first names, last names, and email addresses will display.

Manage Delegates

1 Add 2 Remove 3 Review 4 Record Issuance

Step 2: Remove > Remove Existing Delegates
If you do not wish to remove Delegates at this time, skip Step 2 and select "Continue Application".
To remove existing Delegates, follow Step 2.

Use this page to remove existing Delegates from the selected record. To begin, select the checkbox for any Delegates that you wish to remove and click the 'Edit Selected' button.

Once open, mark the 'Remove from Record?' checkbox for any Delegate that you would like to remove.

* indicates a required field.

Existing Delegate List

SELECT DELEGATES FOR REMOVAL

Showing 1-2 of 2

<input type="checkbox"/>	First Name	Last Name	Email Address	Remove from Record?	Actions
<input type="checkbox"/>	Frank	Structure	frankstructure@emailaddress.com	No	