Inspection Ready

Inspections: Requesting, Cancelling, and Viewing Results
Table of Contents

Introduction .......................................................................................................................... 2

Inspection Ready Overview .................................................................................................. 2

Inspections: Requesting, Cancelling, and Viewing Results .................................................. 3

Requesting Inspections ......................................................................................................... 3

Request an Inspection ......................................................................................................... 4

Uploading Documents ......................................................................................................... 17

Cancelling Inspections ........................................................................................................ 27

Viewing Inspection Results and Inspection-Related Documentation .................................. 31
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:

<table>
<thead>
<tr>
<th>Electrical</th>
<th>Plumbing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Suppression</td>
<td>Signs</td>
</tr>
<tr>
<td>Construction</td>
<td>Boilers</td>
</tr>
<tr>
<td>Elevators</td>
<td>Cranes &amp; Derricks</td>
</tr>
<tr>
<td>Oil Burning Equipment</td>
<td>BPP</td>
</tr>
<tr>
<td>High Rise Initiative</td>
<td>Sustainability</td>
</tr>
</tbody>
</table>

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 request, cancel, and view Inspection results in Inspection Ready.

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\(^1\) 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
Requesting Inspections
You should request Inspections only when you are prepared for the Inspection to be conducted.

Please note the following guidelines when requesting Inspections in Inspection Ready:

- Inspections can only be requested by LPs, Owners, or their Delegates (with a registered Inspection Ready account) on Records that have been linked to your account. Please refer to the Account Registration and Management User Manual if you need to register for an account.
- LPs and Delegates cannot request an Inspection if the LP has an expired license or expired insurance. These rules do not apply to Owners.
- Inspections cannot be requested if the BIN is on hold or obsolete.
- A specific Inspection date or time cannot be requested. The Inspection will be scheduled for the next available date and time.
- Inspections can only be requested on Records that are in an inspectable status.
- Inspections cannot be requested on expired Permits where there are open objections. The Permit must be renewed prior to requesting the Inspection.
- Each Record can only have one open Inspection request at a time, with the exception of BPP.
- Certain Inspection Types require documents to be uploaded before the Inspection can be requested. See the Uploading Documents section for more details.
- Owners cannot request Elevator Inspections.
- Directive 14 Inspections cannot be requested using Inspection Ready. Please call the appropriate Unit to schedule an Inspection.
Request an Inspection

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.
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

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**General Information**
- Search Licensed Professionals/Licensees

**Buildings**
- Select an Online Service
- Search Records
- **Access My Records**
4. Locate the Record for which you would like to request an Inspection. 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.
5. Click the **ID Number** of the appropriate Record.

![Records Table]

6. The Record page will open. If you see a yellow condition banner, you must **upload a document** to the Record before you can request an Inspection.

![Record Page]

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**Notes:**

- If you see a red condition banner, you must **resolve all issues** before you can request an Inspection.

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**Related Records:**

- For more information on how to resolve issues, refer to the [Inspections: Requesting, Canceling, and Viewing Results](#) guide.
7. Under the Inspections section of the page, click **Request an Inspection**. If this link does not appear, one of the following scenarios may apply:

- Your account is not linked to this Record. In this case, LPs should review the *Using Your PIN* User Manual and Owners should review the Alternate Access for Owners section of the *Account Registration and Management* User Manual.
- You must [upload a document](#) prior to requesting this Inspection.
- There is already an open Inspection request. Each Record can only have one open Inspection request at a time, with the exception of BPP.
8. The Request an Inspection window will appear. Select the type of Inspection that you would like to request.

- Please Note:
  - The Inspection types listed vary based on the Record Type.
  - Certain Records Type contain multiple pages of Inspection Types. If your desired Inspection Type is not on the first page, use the <Prev, Next>, or page number links to navigate to the additional pages.
  - You may only select one Inspection Type
  - Elevator Application Withdrawal Inspections cannot be requested using Inspection Ready. You must contact the Elevator Unit to request Elevator Application Withdrawal Inspections.

Scroll down to the bottom of the pop-up and click Continue.
9. Verify that the Contact information listed represents the person who will be on-site to meet the Inspector. If the information is correct, skip to Step 11.

- **Please Note:**
  - *If the Inspection request type requires the LP to be present, the LP must be on-site for the Inspection.*
  - *The person meeting the Inspector must be qualified for the Inspection/test being performed.*
  - *The listed contact information replaces the Letter of Authorization for Plumbing Inspections.*
10. If the Contact needs to be updated, click **Change Contact**.
   - Choose **Select an existing contact** and select an option from the drop-down menu, or choose **Specify another person** and provide the contact information. Click **Submit**.

11. Click **Continue**.
12. Click **IMPORTANT: Provide Additional Information by Clicking Here** to enter additional information about the Inspection Request. Depending on the Inspection Type, this information is either required, or optional.

- The following information is **Optional** for any Inspection Type:
  - Site access details or meeting instructions
  - Related Job or Permit Numbers
  - Specific areas or floors to inspect
  - Other information for the Inspector

*Please Note: Requests for a specific Inspection date or time will not be honored.*
The following information is **Required** for the Inspection Types listed below:

<table>
<thead>
<tr>
<th>Inspection Type</th>
<th>Additional Information Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Boiler Inspections</strong></td>
<td>For Mobile Boilers that change location, enter the address where the work is being performed</td>
</tr>
<tr>
<td><strong>Boiler Inspections on a Full Permit</strong></td>
<td>Enter the original LAA number, and the number of the Permit that supersedes the LAA</td>
</tr>
<tr>
<td><strong>Boiler Inspections on a LAA Record</strong></td>
<td>For Re-Inspection Requests, enter the word “Re-Inspection”</td>
</tr>
<tr>
<td><strong>BPP</strong></td>
<td>For BPP Jobs that affect multiple NBs, enter:</td>
</tr>
<tr>
<td></td>
<td>1. The NB numbers</td>
</tr>
<tr>
<td></td>
<td>2. The address of the property that needs to be inspected</td>
</tr>
<tr>
<td><strong>CD Inspections</strong></td>
<td>For Crane Devices that change location, enter the current address of the crane</td>
</tr>
<tr>
<td><strong>Plumbing</strong></td>
<td>See the table on the next page.</td>
</tr>
</tbody>
</table>


Since the Plumbing Inspections Types available for selection are generic, use the comments to specify what Inspection should be conducted.

<table>
<thead>
<tr>
<th>If you select this Plumbing Inspection Type:</th>
<th>Identify one or more specific Inspections/tests being requested in the &quot;Additional Information&quot; box of the Request:</th>
</tr>
</thead>
</table>
| PL Permits - 3, 9, 10+ Floors               | Gas - Finish  
Gas - Remove/Cap  
Gas - Roughing  
Gas - Test  
Medical Gas - Finish  
Medical Gas - Remove/Cap  
Medical Gas - Roughing  
Medical Gas - Test  
Plumbing - Hydrostatic Test  
Sprinkler - Finish  
Sprinkler - Hydrostatic Test  
Sprinkler - Roughing  
Storm - Finish  
Storm - Roughing  
Water - Pressure Test  
Water/ Sanitary - Finish  
Water/ Sanitary - Roughing  
Water/Sanitary - Test |
| PL Permits - Underground                    | Underground - Detention  
Underground - Drywell and Retention  
Underground - Gas  
Underground - Medical Gas  
Underground - Sprinkler  
Underground - Storm  
Underground - Water/Sanitary |
| SP Permits - 3, 9, 10+ Floors                | Booster Pump - Test  
Dry Pipe Valve - Test  
Sprinkler - Finish  
Sprinkler - Hydrostatic Test  
Sprinkler - Remove/Cap  
Sprinkler - Roughing  
Sprinkler - Underground |
| SD Permits - 3, 9, 10+ Floors                | Standpipe - Roughing  
Standpipe - Finish  
Standpipe - Hydrostatic Test  
Standpipe - Underground  
Standpipe - Remove/Cap |
13. Scroll to the bottom of the pop-up and click Finish.

14. The Request now appears as a Pending Inspection.
15. All Registered Users associated to the Record (LP, Owner, and Delegates) will receive two emails regarding the Inspection Request:

- The first email will confirm that the Inspection Request has been received by the Department of Buildings.
- A second email will be sent when the Inspection is scheduled and will include the specific date and time for the Inspection.

  *Please Note: Copies of these email messages can also be found under the Attachments section of the Record page.*
Uploading Documents
Documents can be uploaded in Inspection Ready. A yellow banner indicates you must upload a document to the Record before you can request an Inspection.

Documentation will not be accepted in the field. Documents must be uploaded prior to requesting the Inspection Types listed below. You will be contacted by the Department if you do not upload the proper documentation.

<table>
<thead>
<tr>
<th>Inspection Type</th>
<th>Document Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Withdrawal Inspections for Construction, BPP, Sustainability, Plumbing and Boilers</td>
<td>PW1&lt;sup&gt;1,2&lt;/sup&gt;</td>
</tr>
<tr>
<td>Boiler Inspections</td>
<td>Schedule C&lt;sup&gt;1&lt;/sup&gt;</td>
</tr>
<tr>
<td>Boiler Inspections on a LAA Record</td>
<td>LAA&lt;sup&gt;1&lt;/sup&gt;</td>
</tr>
<tr>
<td>CD &amp; CN Inspections</td>
<td>Magnaflux Report</td>
</tr>
<tr>
<td>Elevators</td>
<td>ELV1&lt;sup&gt;1&lt;/sup&gt;</td>
</tr>
<tr>
<td>BPP</td>
<td>BPP Final Survey&lt;sup&gt;1&lt;/sup&gt;</td>
</tr>
</tbody>
</table>

<sup>1</sup>A warning message may appear, or the “Request an Inspection” link will not be visible until after you have uploaded the document and refreshed the page.

<sup>2</sup>If the document has a raised seal, the seal should be made visible by using a pencil to shade over the raised portion of the seal prior to scanning and uploading.
To upload a document:

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.
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

<table>
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<tr>
<th>General Information</th>
<th>Buildings</th>
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<tbody>
<tr>
<td>Search Licensed Professionals/Licensees</td>
<td>Select an Online Service</td>
</tr>
<tr>
<td>Search Records</td>
<td>Search Records</td>
</tr>
<tr>
<td>Access My Records</td>
<td></td>
</tr>
</tbody>
</table>
4. Locate the Record for which you would like to upload a document. 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.
5. **Click** the ID Number of the appropriate Record.

![Records Table]

6. **Scroll** to the bottom of the Record and click the arrow next to **Attachments**. Then click **Upload Attachment**.

![Attachments and Related Records]
7. The File Upload page will appear. Click **Select Files** to locate the appropriate file(s) from your computer. The document types you can upload include:

- PW1
- Schedule C
- LAA
- Magnaflux Report
- ELV1
- BPP Final Survey

**Please Note:**

- *The maximum file size allowed is 10 MB.*
- *DOB signatures and/or official seals must be visible in the uploaded file. If the document has a raised seal, the seal should be made visible by using a pencil to shade over the raised portion of the seal prior to scanning and uploading.*
8. Once the file has uploaded, click **Finish**.
9. Select an option from the **Type** dropdown to classify the type of document you uploaded. The document types listed in the dropdown will vary based on the Record type.
10. The **Description** field is optional.
11. Click **Save**.

12. You will see the new file listed in the Attachments section.

13. If the yellow banner still appears or the Request an Inspection link does not appear:
   1. Verify that you have uploaded the correct document type to satisfy the condition listed in the yellow banner
   2. Refresh your browser
Cancelling Inspections
Cancellations will be accepted online up to 48 hours prior to the scheduled Inspection. You must call the Department of Buildings at the phone number listed in your appointment confirmation email to cancel an Inspection that is scheduled to take place within 48 hours.

To cancel an Inspection using Inspection Ready:

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.
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

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<td>Search Records</td>
</tr>
<tr>
<td></td>
<td>Access My Records</td>
</tr>
</tbody>
</table>
4. Locate the Record for which you would like to cancel an inspection. 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 Table]

*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**

<table>
<thead>
<tr>
<th>ID Number</th>
<th>Record Type</th>
<th>Address</th>
<th>Status</th>
<th>Action</th>
<th>Related Records</th>
</tr>
</thead>
<tbody>
<tr>
<td>42049128406AL</td>
<td>AL-1 Permit</td>
<td>11 Park PI NEW YORK NY</td>
<td>Issued</td>
<td>Action</td>
<td>10</td>
</tr>
<tr>
<td>42049128407AL</td>
<td>AL-1 Permit</td>
<td>124 West 23rd St 8th Ave 7th Ave NEW YORK NY 10011</td>
<td>Issued</td>
<td>Action</td>
<td>0</td>
</tr>
<tr>
<td>42049128410AL</td>
<td>AL-1 Permit</td>
<td>11 New York Ave New York NY 10007</td>
<td>Action</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>46102064701AL</td>
<td>AL-1 Permit</td>
<td>11 New York Ave New York NY 10007</td>
<td>Action</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>49198763701AL</td>
<td>AL-1 Permit</td>
<td>10007 NY</td>
<td>Action</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>32041470001AL</td>
<td>AL-1 Permit</td>
<td>11 New York Ave New York NY 10007</td>
<td>Issued</td>
<td>Action</td>
<td>1</td>
</tr>
<tr>
<td>16486989801AL</td>
<td>AL-1 Permit</td>
<td>11 New York Ave New York NY 10007</td>
<td>Action</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>QIJ-16-00000000</td>
<td>Certification of Objections</td>
<td>11 Park PI NEW YORK NY</td>
<td>Pending</td>
<td>Action</td>
<td>10</td>
</tr>
<tr>
<td>OJII-16-00000000</td>
<td>Certification of Objections</td>
<td>11 Park PI NEW YORK NY</td>
<td>Certification Accepted</td>
<td>Action</td>
<td>10</td>
</tr>
<tr>
<td>1STMP-000138</td>
<td>Certification of Objections</td>
<td>Resume Application</td>
<td></td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

**General Search**

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

**Address**

**License Information**

**BIN**
5. In the Inspections section of the page, locate the Scheduled or Pending Inspection. Click the **Actions** dropdown menu. Click **Cancel**.

6. The Cancel Inspection window will appear. Click **Cancel Inspection**.

7. The Inspection you just cancelled will now appear under the Completed Inspections as “Cancelled.”
8. All Registered Users associated to the Record (LP, Owner, and Delegates) will receive an email confirming the Inspection cancellation.

**Viewing Inspection Results and Inspection-Related Documentation**

All Registered Users associated to the Record (LP, Owner, and Delegates) will receive email notifications when Inspection Results are available in Inspection Ready. Two different emails will be sent from Inspection Ready:

- *Email #1*: The Preliminary Inspection Results, which are subject to change during Supervisory Review.
- *Email #2*: The Final Inspection Results.

To view results, including the Inspection Report, in Inspection Ready:

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.
3. From the Home Page, click **Access My Records**.

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<td>Search Records</td>
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<tr>
<td></td>
<td><strong>Access My Records</strong></td>
</tr>
</tbody>
</table>
4. Locate the Record for which you would like to view Results. 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 InspectionReady.
5. The Record Detail page will appear. The status of the Completed Inspections will display in the Inspections section.
6. Expand the Attachments section by clicking the arrow to the left of Attachments. Click the document link in the Name column, and click Open to view the document. Examples of the documents that can be found here include:

- Inspection Report (which includes objections by floor) Preliminary and Final
- Boiler Card Preliminary and Final
- 16A Card Preliminary and Final
- Plug of Sewer House Connection Card Final Only
- New Sewer House Connection Card Final Only
- Copies of emails from Inspection Ready
- Any file uploaded by the Owner, LP, or their Delegates