DOB NOW INSPECTIONS

Delegating Responsibilities

NYC Buildings

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Introduction

DOB NOW: *Inspections* Overview

DOB NOW: *Inspections* is an online portal for Owners, Licensed Professionals (LPs)[1], and their Delegates to conduct Inspection-related business with the Department of Buildings. DOB NOW: *Inspections* 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 DOB NOW: *Inspections*, 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 DOB NOW: *Inspections* 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 DOB NOW: *Inspections*.

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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

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Delegating Responsibility in DOB NOW: *Inspections*

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.

Only Owners and LPs can delegate to other Registered Users.

Please note:

- *The below processes can be repeated to add an unlimited number of Delegates to Records*
- *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*

DOB NOW: *Inspections* offers multiple ways to manage Delegates.

System Features	User Actions
Manage Delegates	Adding one Delegate to one Record
	Removing one or multiple Delegates from one Record
	Viewing all Delegates on one Record
Manage Bulk Delegates	Adding multiple Delegates to multiple Records

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Manage Delegates

This feature is found in the Actions menu of a Record and allows the Owner or LP to add, remove or view a Delegate. Follow the steps below to perform one of these actions.

1. Navigate to the DOB NOW: *Inspections* login page from the Department of Buildings' website.

2. Enter your DOB NOW: *Inspections* 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 a DOB NOW: *Inspections* account.

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3. From the Home Page, click **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 DOB NOW: *Inspections*.

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

6. Under Record Details, click **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.

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

- Adding One Delegate
- Removing One or Multiple Delegate
- Viewing a Delegate

Home	Buildings

Select an Online Service | Search Records | Access My Records

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: 🗔

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Adding One Delegate

Owners and LPs may add other Registered Users as Delegates at any time. Follow steps 1-7 of the Manage Delegates section to arrive at the Manage Delegates screen.

Please note:
Adding Delegates through the Manage Delegates feature allows you to add one Delegate to one Record at a time. Please refer to the Manage Bulk Delegates section to learn how to add multiple Delegates to one or multiple Records at once.

1. To add a new Delegate, enter the **Delegate's email address** in the text box. You must enter the same email address that the Delegate used to register for a DOB NOW: *Inspections* account.
2. **Click anywhere outside of the text box**.

3. The system will verify that the desired Delegate is a Registered User in DOB NOW: *Inspections*.

- If you correctly entered the Registered User's email address, the following message will display: "User Found: <Name>"

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

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

5. Skip the "Remove Existing Delegates" page by clicking **Continue Application**.

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

7. 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.

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

Removing One or Multiple Delegates

Owners and LPs may remove Delegates on a Record at any time. Follow steps 1-7 of the Manage Delegates section to get to the Manage Delegates screen.

1. To remove a Delegate, **skip** the "Add a New Delegate" page by <u>leaving the email field blank</u>. 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?: ⑦

Continue Application »   Save and resume later:

2. 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.

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

4. 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

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

Edit Selected

Continue Application »

Save and resume later: ☐

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

6. 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.
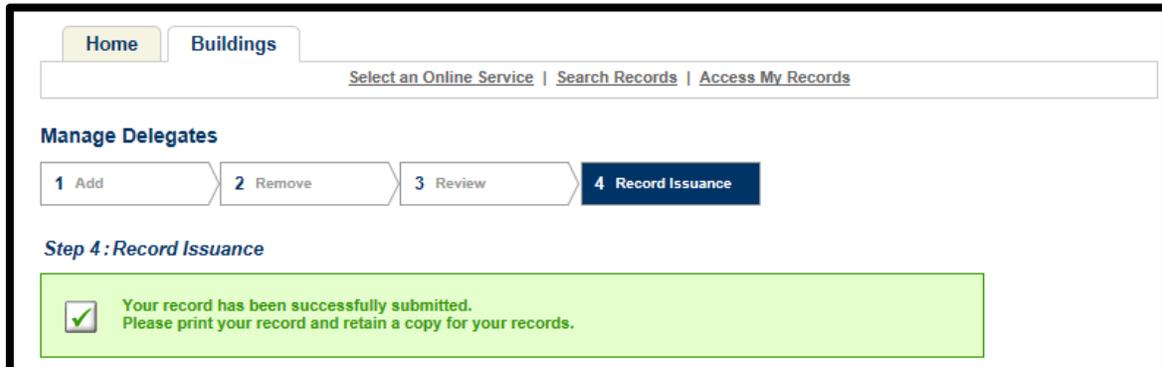
7. The Delegate(s) removed from the Record will automatically be sent an email to notify them that they have been removed.

Viewing a Delegate

Owners and LPs may view Delegates on a Record at any time. Follow steps 1-7 of the Manage Delegates 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**.

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

Manage Bulk Delegates

This feature is found in the Online Services menu and allows the Owner or LP to add one or multiple Delegates to one or multiple Records at once. Owners and LPs may add other Registered Users as Delegates at any time. Follow the steps below to perform this action.

Please note:
*The Manage Bulk Delegates feature allows you to **add** Delegates to Records. This feature cannot be used to remove or view Delegates.*

1. Navigate to the DOB NOW: *Inspections* login page from the Department of Buildings' website.

2. Enter your DOB NOW: *Inspections* 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 a DOB NOW: *Inspections* account.

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3. From the Home Page, click **Select an Online Service**.

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4. Select the radio button next to **Manage Bulk Delegates** and click **Continue Application**.

5. Enter the Record IDs you wish to add Delegates to. You may enter up to 10 Record IDs.

6. The system will verify that you have the rights to add Delegates to the Record.
   - If you entered a Record ID that you do not have the rights to add Delegates, the following message will display: "<Record ID> - You do not have permission to delegate this record."
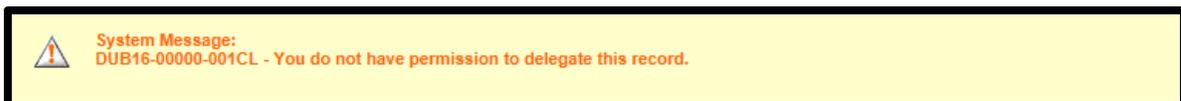
   - If you entered an invalid Record ID, the following message will display: "<Record ID> - This Record is not valid for delegation (Record ID must be a Permit, Job, or Device Number)."

7. Once you have entered the correct Record ID(s), click **Continue Application**.

8. Enter the **Delegates' email address** in the text box. You must enter the same email address that the Delegate used to register for a DOB NOW: *Inspections* account. You may enter up to 5 email address. Please Note: Every email address entered here will be associated to every Record entered during Step 1.

9. The system will verify that the desired Delegate is a Registered User in DOB NOW: *Inspections*.

- If the email address cannot be found, the following message will display: "<Email ID> - Email address is not a valid registered user. Please verify you have entered the correct email address."
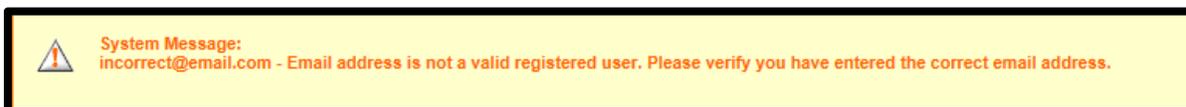
- If the person is already a Delegate of the Record, the following message will display: "<Email ID> - This user is already Delegated on this Record ID: <Record ID>"

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

11. Validate that you entered the correct Delegates to the Records you want them to have access on your behalf. If you wish to make modifications, Click on the **1 Enter Record IDs** or **2 Enter Email Addresses** to edit what you entered previously.

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12. If no modifications are needed, click **Continue Application**.

13. Review that the correct Record IDs and email addresses are displayed. Click **Continue Application**.

14. The following message will display, confirming that the new Delegates have been added: "Your record has been successfully submitted. Please print your record and retain a copy for your records."

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