

Purpose of form:

The BO9 form shall be filed at the Department of Buildings (DOB) in order to fulfill the DOB annual boiler inspection requirement set forth in **Article 303 of Title 28 of the Administrative Code**. The form may also be used to fulfill the triennial renewal of boiler registration/certificate to operate as required by the Department of Environmental Protection (DEP) in accordance with **Title 24, Chapter 1, Subchapter 4** of the Administrative Code of the City of New York. The BO-13 form must be completed when defects are recorded during an annual inspection to certify that the defects have been corrected. Submit completed BO-9 form with payment to:

Department of Buildings
Attention: CFB - Boilers
280 Broadway, 6th Floor
Manhattan, New York 10007

1 Premises Address *Always required*

- Provide the borough, block, lot, and Building Identification Number (BIN optional) of the building where the boiler is located.
- Provide the house number, street name and zip code of the building where the boiler is located.
- If applicable, list the special place name associated with the building where the boiler is located, e.g. 2nd Floor Rear, JFK Airport, Terminal 8, sub-basement, etc.

2 Building Occupancy *Always required*

- Check (X) "Multiple Dwelling", "Commercial", "Mixed Use" or "Other" to indicate the occupancy classification for the building where the boiler is located.
- If "Other", please indicate in space provided.
- Provide total number of residential units in the building where the boiler is located.
- If the property is fee exempt, check "Real Estate \$0.00 tax bill" or "Verification Letter from Department of Finance" to indicate type of proof submitted to verify fee exempt status.

3 Owner *Always required*

- Provide name and day time telephone number for boiler/building owner.
- Provide mailing address, city, state, and zip code for boiler/building owner.
- Provide a contact person (if different than owner), relationship to the owner, his/her day time telephone number and E-mail.
- Provide contact person's mailing address, city, state, and zip code.
- Check the box in the section title if change in owner since last filing.

4 DOB Inspection Report *If DOB annual boiler inspection report is being filed, this section to be completed by the individual performing the inspection.*

- Indicate the date that a licensed authorized boiler inspector completed the inspection of the boiler at the building indicated in section 1.
- Provide the DOB issued boiler number. This number can be found on the department's Building Information System, posted on the boiler, or on the DOB issued boiler card. This number is not the boiler's serial number or manufacturer number, it is a specific number provided by the Department of Buildings at the time the boiler was signed off and approved for use. All boilers must have the DOB issued boiler number posted on the boiler.
- Provide for the boiler inspected:
 - √ Boiler make and model
 - √ Boiler Type ("Hi" or "Lo" Pressure)
 - √ Pressure per square inch (PSI)
 - √ BTUs
 - √ The floor the inspected boiler is located on.
 - √ Inspection Type (Internal or External)

5 Boiler Inspection Defect Code Key

Boiler Defect Code Key —Boiler Parts

01. Anti-siphon on Oil Tank	14. Combustion Chamber	27. Low Water Cutoff	41. S/O Valve at Tank
02. Aquastat	15. Controls (Other)	28. Mixing Valve (Dom HW)	42. Spill Switch
03. Backflow Prevention	16. Domestic Relief Valve	29. Name Plate / Rating Plate	43. Steam Gauge
04. Barometric Damper	17. Door	30. NYC DAR Kits	44. Syphon On Gauge / Control
05. Blow Down Valves	18. Drain Valve	31. Oil Piping	45. Tankless Heater Head
06. Draftstat	19. Draft Inducer	32. Piping	46. Tri Cocks
07. Boiler	20. Fire Rated Duct Outside Room	33. Pressure/Altimeter Gauge	47. Tubes/Tube Sheet
08. Boiler Room	21. Fire Rating of Room	34. Pressuretrol	48. Ventilation
09. Burner	22. Flue Pipe	35. Registration Number	49. Water Wall
10. Oil Tank	23. Hand Holes / Man Holes	36. Remote Control Switch	50. Crown Sheet
11. Chimney / Clean Out	24. Interlocks Inducer, Controls, Fans	37. Safety or Relief Valve	51. Welding
12. Cold Water Feed	25. Lighting	38. Sight Glass	52. Wiring
13. Combustion Air	26. Louver	39. Smoke Alarm	53. Other
		40. Smoke Box	

Boiler Defect Code Key —Violating Condition

A. Bulged	F. Defective	K. Leaking	P. Not Supported
B. Clogged	G. Dirty	L. Misapplication	Q. Reduced
C. Collapsed	H. Exposed	M. Missing	R. Other (provide details on inspection report in section 5c)
D. Corroded	I. Inoperative	N. Not Piped Down	
E. Cracked	J. Insufficient	O. Not Sealed	

Boiler Defect Code List—Suggested Remedy

001. Replace / Install	003. Plug	005. Fasten	007. Repair
002. Clean	004. Patch	006. Weld	008. Other

5a Boiler Inspection Defect Summary *Required*

- Using the codes provided in Section 5 above, identify the Boiler Part, the Violation Condition, and the Remedy for all violations that are required to be fixed in Section 5a of the BO9. **Any items that are marked in this section will require an Affirmation of Correction to certify that the violations were corrected.** In the example below the violating condition/remedy are Safety or Relief Valve (23), Defective (B), Replace (1); and Steam Gauge (5), Missing (A), Replace (1)

5a Boiler Inspection Defect Summary— Correction Required (see Boiler Defect Code Key)									
BOILER PART	48	11							
VIOLATING CONDITION	F	G							
REMEDY	1	2							

5b Owner *Recommended*

- Using the codes provided above, identify the Boiler Part, the Violation Condition, and the Remedy for all violations that are **recommended** to be fixed. **Any items that are marked in this section DO NOT require an Affirmation of Correction to certify that the violations were corrected.** Complete using the same format as in Section 5a above.
- Violating conditions that are considered recommendations and do not require an Affirmation of Correction include only the following:
 - Name/Rating plate or registration number missing
 - Dirty sight glass
 - Steam fitting on oil piping
 - Unprotected oil lines
 - Door swings in direction of egress
 - Open junction box on electrical
 - Remote Switch not marked
 - Insufficient lighting

5c Comments/Notes

- This section is to be used to clarify defects and to provide details regarding when "other" is used.

6 Boiler Insurance Company *To be completed only if insurance company performs inspection.*

- Indicate name of insurance company, contact person at insurance company and business telephone number of contact person at insurance company.
- Indicate name of policyholder, certificate/policy number and expiration date of policy.
- Indicate address, city, state and zip code of policyholder.

7 Authorized NYC Boiler Inspector *To be completed by licensed NYC boiler inspector if DOB annual inspection report is filed*

- Affix seal if inspection was completed by a licensed NYC boiler inspector who performed inspection in space provided at left.
- Indicate name and license number of authorized NYC boiler inspector who performed inspection.
- Indicate type of inspector by marking with an (X) next to "Insurance Company", "High Pressure Boiler Operator", "Master Plumber", or "Oil Burner Equipment Installer". **Note:** These are the only types of inspectors authorized to perform DOB annual boiler inspections.
- Licensed Master Plumbers, Oil Burner Equipment Installers, and High Pressure Boiler Operator's are authorized to perform low pressure boiler inspections only.

8 Department of Environmental Protection *To be completed by owner/agent only in DEP expiration year. This section is not to be completed by Insurance company.*

- Check "Renew Registration" or "Renew Certificate to Operate" to indicate the type of filing.
 - √ Select "Renew Certificate to Operate" if any one of the following apply:
 - a) Boiler device is above 2.8 million BTU
 - b) Boiler device uses #4 oil **and** is above 1 million BTU
 - c) Boiler device uses #6 oil
 - √ Select "Renew Registration" for all other boiler devices.
- For each renewal request, indicate the Installation #, Expiration Date, # of Identical Units, and the fee amount for the installation. Obtain the required fee amount by reviewing the DEP expiration notice (received by mail) or on the DEP website at www.nyc.gov/dep. Indicate the sum of all required fees in the space provided next to "DEP Total Fee".
- If the property is fee exempt, check "Real Estate \$0.00 tax bill" or "Verification Letter from Department of Finance" to indicate type of proof submitted to verify fee exempt status.
- Provide the name and telephone number for the contact person (if different than listed in section 3) to schedule inspection, provide access and operate equipment to demonstrate compliance.
- Provide the address, apartment number, city, state and zip code of the individual listed as owner/superintendent/contractor/agent.
- Provide fax number and e-mail address (optional) of the individual listed as owner/superintendent/contractor/agent.
- Provide signature of the owner or representative with title and date.
- Affix the seal and signature of the Professional Engineer or Registered Architect as per Section 24-123(d) of the Administrative Code of the City of New York (required only for "Renewal of Certificate to Operate").

9 Fee Calculation

- Indicate the "DOB Filing Fee" on line a. Enter "0" in this field if filing only with DEP or if fee exempt. **Do not leave blank.**
- Indicate the "DEP Total Fee" on line b (copy from section 8). Enter "0" if this is not the year of expiration, if the form is being filed by an insurance company, or fee exempt. **Do not leave blank.**
- Indicate the sum of the two filing fees on line c, "Grand Total".
- Make check or money order payable to NYC Department of Buildings for the "Grand Total" amount.
- Submit completed form with payment to: Department of Buildings, 280 Broadway, 6th Floor, New York, New York 10007 Attention: CFB - Boilers