

**Purpose of form:**

The OP49 form shall be filed at the Department of Buildings (DOB) in order to fulfill the DOB boiler removal or discontinuance notice set forth in Article 303 of Title 28 of the Administrative Code along with the appropriate processing fee as indicated in the Agency Fee Rule set forth in Section 101-03 of Title 1 of the Rules of the City of New York. All payments should be sent to:

Department of Buildings  
Attention CFB – Boilers  
280 Broadway, 6<sup>th</sup> Floor  
New York, New York 10007

**Reason for Filing:****Applicant:**

Property owners who own 6 or more families; and/or have a commercial establishment in property, or who operates Single Room Occupancy's (SRO) or have an active boiler device in the Buildings Information System must submit an OP49. All other property owners are not required to submit an OP49.

**Reason:**

Property owners required to file an OP49 are responsible for informing the department by submitting a completed OP49 within 30 days of disconnection or removal of a boiler as set forth in the Building Administrative Code. An OP49 can also be submitted to attest the safe removal of a boiler prior to the inspection date or for non-existing boilers.

**Corrections:**

Property owners can submit an affidavit to correct any errors on boiler information in BIS that is not required to submit an OP49.

**Note: Incomplete OP49 forms will be rejected and stamped with a new due date. It is the Applicants' responsibility to submit the corrected and completed form by the indicated due date. Failure to do so will result in a refilling fee and/or late filing penalties.**

**1 Location Information** *Always Required* (if any information is missing OP49 will not be processed)

- Location refers to the actual property where the proposed self certification of an OP49 will take place. The property section must reflect the filed location exactly listed in our Buildings Information System Online Database (BISWEB).
- Occupancy refers to how the property is being occupied, by either multiple dwellings (residential), commercial, mixed-use or other.
- Based on occupancy type the total number of residential units and/or commercial space must be indicated for appropriate processing.

**2 Owner / Representative Information** *Always Required* (if any information is missing OP49 will not be processed)

- Required property owner contact information must be filled out for all applications.
- If a property owner has a representative (Building Management and/or Superintendent) this section must be completed.

**3 Authorized Inspector Information** *Always Required* (if any information is missing OP49 will not be processed)

- Complete contact information of the authorized inspector conducting the inspection of OP49.
- The following licensed authorized inspectors are allowed to conduct and attest to the actual removal or disconnection of a boiler - Oil Burner Equipment, Master Plumber, High Pressure Boiler Operator, RA Registered/Licensed Architect, and PE (Licensed Professional Engineer).
- Authorized Insurance Company's may only attest to the safe removal, disconnection, post disconnected/removed and for non-existing boilers and are not authorized to conduct the actual removal or disconnection of a boiler.

**4 Boiler Disposition Information** *Always Required* (if any information is missing OP49 will not be processed)

- 4A. Provide "Boiler Number", "Serial Number", and "Date of inspection" of the boiler. If the device information provided is not consistent or is incomplete with the device information in the Buildings Information System the application will not be processed.
- 4B. Place an (X) in the box of the type of inspection conducted: "Disconnect", "Removal", "Post Disconnect/Removal Inspection" and "Non-Existing".
  - **Disconnect:** is a boiler still present at site but has no fuel, power, flue or heating piping. Proceed to 4C and 4E.
  - **Removal:** is a boiler that was once there and has been physically taken out completely. Proceed to 4C and 4E.
  - **Post Disconnect/Removal Inspection:** inspecting the site for a boiler that was previously disconnected or removed by a different entity. Proceed to 4C, 4D and 4E.
  - **Non-Existing:** authorized inspector attesting there was never an active boiler at the site as indicated in our records. Proceed to 4E.

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**4 Boiler Disposition Information (Continued)** *Always Required* (if any information is missing OP49 will not be processed)

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- 4C. Place an (X) in the box, attesting the site is completely safe from the removal and/or disconnection of the boiler in accordance to all NYC Administrative Code and other applicable laws and rules. Section must be checked in order to process request.
- 4D. Property Owner must provide the actual date of disconnect or removal of the boiler and must complete Section 5 and provide documentation as indicated in Section 5 of these instructions.
- 4E. Place an (X) on the Yes or No box to indicate if there are active boilers at location. If "Yes" is selected, complete section 4F. If "No" is selected, complete section 4G.
- 4F. List all the number of active boiler numbers and serial numbers. Check box if devices are heating individual residential units and are 100,000 BTU's or less.
- 4G. Describe how the property is being heated and provide job (permit) number(s) used to install alternative device.

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**5 Owner's Statements and Signatures** *Required ONLY if filed after 30 days of removed or disconnected boiler*

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- In order to process request, property owner must provide one of the following documentations: receipt of previous work, a cancelled check, credit card statement, or permit number for the disconnection and / or removal of the boiler unit.
- All statements should be reviewed in detail prior to signature. By signing, the property owner agrees to all the terms and conditions set forth on the OP49 for post disconnection or removals.

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**6 Authorized Inspector Statements and Signatures** *Always Required* (if any information is missing OP49 will not be processed)

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- All statements should be reviewed in detail prior to signature. By signing, the authorized inspector performing inspection attests to the information submitted on the OP49 form.
- Affix seal of licensed NYC boiler inspector who performed inspection in space provided. (Seal not required by Authorized Insurance Entities and High Pressure Operators HPO / Stationed Master Plumbers; but must indicate license number issued by state or city).
- Note: by signing, the authorized inspector attests to the information submitted on OP49.