

Instructions for completing NC DOL Inspection Request Form

Form must be submitted to the Boiler Safety Bureau no less than ten (10) business days prior to operation. Rental or emergency requests must be submitted as soon as possible.

For a used boiler or pressure vessel without a North Carolina registration number, submit this form in a separate email to Boiler.safety@labor.nc.gov. Include the word "USED" in the email subject line and attach a copy of the original manufacturers data report, copies of any R forms for repairs and/or alterations, and the last jurisdictional inspection report if available. Copies of data reports and R forms may be obtained from the National Board of Boiler and Pressure Vessel Inspectors, Columbus, Ohio, using the National Board number, year built, and manufacturer's name found on the data plate affixed to the boiler or pressure vessel ([Order ASME BPV Manufacturers' Data Reports \(nationalboard.org\)](http://nationalboard.org)). If no repairs or alterations have been performed on the object, please state so in the email. If the last inspection report is not available, please state reason. **Used objects shall not be installed without prior written approval.**

Objects may be operated before inspection for testing purposes only. Contact the local NC inspector if installation is delayed. See the "Boiler Inspectors" tab from our website for a current map and listing of inspectors. Be sure to contact the city, and/or county of installation for any additional permitting requirements.

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- Check box for type of inspection request: NEW, USED, IN-STATE RELOCATION, RENTAL, RECURRING, FOLLOW-UP
- Enter the name and contact person information of the installing company performing the installation of the boiler or pressure vessel.
- Enter the date the boiler or pressure vessel **will be ready for inspection**, per the Boiler and Pressure vessel Administrative Rules.
- Enter the name, and mailing address of the owner of the boiler or pressure vessel. Include the point of contact information including name, phone number(s), and email address. (see note)
- Enter the name, and physical address of the location where the boiler or pressure vessel is installed (if different than owner). Include the location point of contact information with a name, phone number and email address. (see note).
- Check box for mailing invoice to owner or location.
- Check box for mailing certificate to owner or location.
- Enter any comments or notes about the installation request.

***NOTE:** This information is critical to ensure the invoice is sent to the correct contact for payment. A certificate will not be issued until payment of ALL inspection fees are paid. If owner and location are different, indicate which contact would receive the invoice and which would receive the certificate. It is required by the Boiler Safety Bureau for the certificate be at the physical location of the boiler or pressure vessel.

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Please reference the exemptions listed in [G.S 95-69.10\(b\)](#) to determine if a boiler or pressure vessel is exempt from inspection before submitting the request. This can be found under the "Uniform Boiler and Pressure Vessel Act of North Carolina" tab on our website main home page.

Use page 2 to enter specific boiler or pressure vessel information.

Reference the manufacturers data plate, markings or data report to complete page 2. Indicate ASME designator (S, U, H, HLW, etc.) and National Board registration number.

Indicate object size by square feet heating surface, pounds steam/hr., Btu/hr., Kw/hr., gallons storage capacity, cubic feet volume or diameter X length.

Include the specific location of the boiler or pressure vessel at the facility.

******This form must be saved as a file to your computer. Complete the form and email to boiler.safety@labor.nc.gov with the form as an attachment. The email will be sent to the Boiler Safety Bureau, and you will receive a confirmation email. The form can be printed, completed, and faxed to our office using the Fax number on the request form. Keep a copy of the request for your records. Contact the Boiler Safety Bureau main office at 919-707-7918 for any questions on completing and submitting the form. ******



N.C. Department of Labor

INSPECTION REQUEST FORM

Boiler Safety Bureau
 1101 Mail Service Center
 Raleigh, NC 27699-1101
 Phone: 919-707-7918
 Fax: 919-707-7960
 boiler.safety@labor.nc.gov

NEW INSTALLATION USED INSTALLATION IN-STATE RELOCATION RENTAL INSTALLATION RECURRING INSPECTION VIOLATION FOLLOW-UP

INSTALLERS NAME:	DATE INSPECTION REQUESTED:
INSTALLERS CONTACT PERSON:	INSTALLERS CONTACT PHONE:
OWNERS NAME AND MAILING ADDRESS:	LOCATION NAME AND PHYSICAL ADDRESS (IF DIFFERENT THAN OWNER):
OWNERS CONTACT PERSON:	LOCATION CONTACT PERSON:
OWNERS CONTACT PHONE:	LOCATION CONTACT PHONE:
OWNERS EMAIL ADDRESS:	LOCATION EMAIL ADDRESS:
INVOICE TO: <div style="display: flex; justify-content: space-around; width: 100%;"> OWNER LOCATION </div>	INSPECTION CERTIFICATE TO: <div style="display: flex; justify-content: space-around; width: 100%;"> OWNER LOCATION </div>

COMMENTS/NOTES:

