



LL152 EXTENSION REQUESTS

- Owners may request extensions for filing initial certifications at any point prior to their sub cycle end date.
- Extensions grant an **extra 180 days past the end of the sub-cycle** to file the initial certification.
- Hover over the **Extension Request** button and select **+Initial Certification Extension Request**.



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General Information

Gas Piping System Search*

Search for Gas Piping System by: *

☒ Address ☐ BIN ☐ Gas Piping System ID

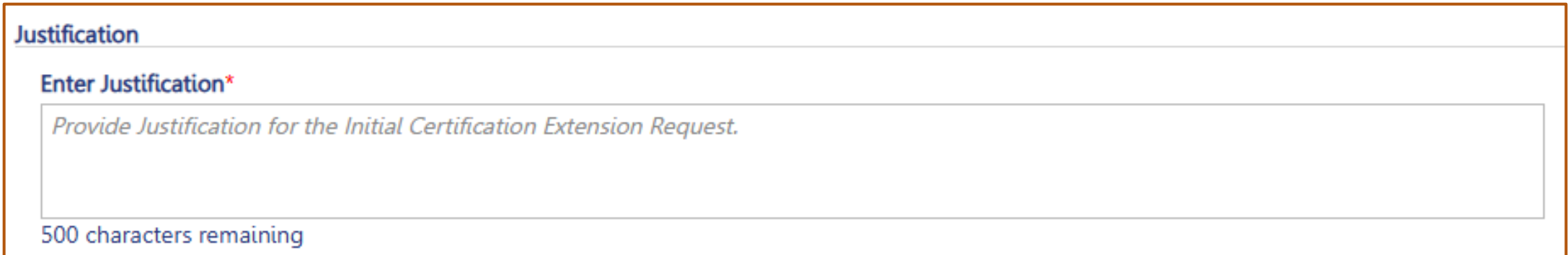
House Number*

Street Name*

Borough*

- Search for your building by **Address**, **BIN**, or **Gas Piping System ID**.
- Click **Search & Add**.
- Confirm the location on the pop-up window.

- Enter **Applicant**, **Owner** and **Owner Representative** information as described in the Initial Certification section.
- Enter the **Justification** for the request in the text box at the bottom of the General Information tab.

A screenshot of a web form section titled 'Justification'. It features a label 'Enter Justification*' in blue text. Below the label is a large, empty text input area. At the bottom left of the input area, there is a placeholder text 'Provide Justification for the Initial Certification Extension Request.' in a light blue, italicized font. At the bottom left of the entire section, below the input area, it says '500 characters remaining' in blue text.

- Save the request.
- Pay the **fee** if the Owner Type is **Private**.
- Complete the **Documents** and the **Statements & Signatures** tabs before Submission.

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Initial Certification

Certification of Correction

Initial Certification Extension Request

Certification of Correction Extension Request

Property Verification

Inspection Notification

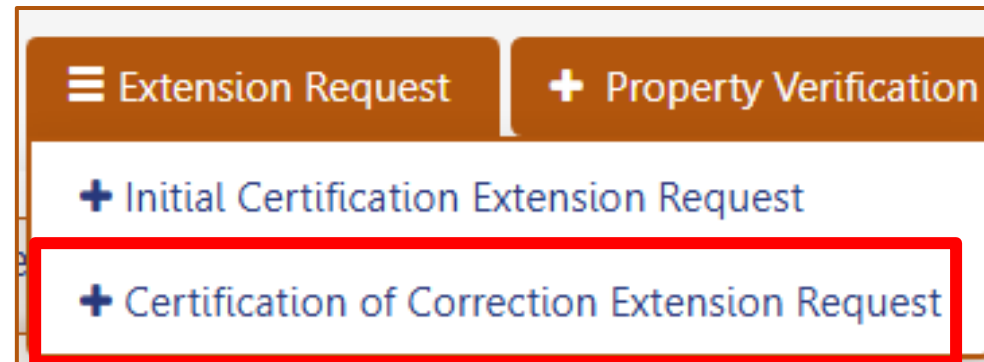
Unsafe or Hazardous Conditions Notification

Refresh

View...	Filing Action	Request Number	Gas Piping System ID ...	Address	Borough	Request Status	Payment Status	Applicant	Owner
	Select Action:	GPSEXT-BGPS0009847-2C-002	BGPS0009847	768 UNION STREET	BROOKLYN	Pre-filing	No Fee	PE TRAINER	HMO License

- These requests will appear on the **Initial Certification Extension Request** tab of the dashboard.

- As part of reporting conditions on the Initial Certification, the applicant is asked how long will be needed to correct the condition. The options are 120 days or 180 days from the date of inspection.
- If the applicant indicates 120 days to correct the condition, users may request an extension up to the 180-day deadline.
- Hover over the **Extension Request** button and select **+Certification of Correction Extension Request**.



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Justification*

Enter Justification*

Provide Justification for the Initial Certification Extension Request.

500 characters remaining

- Search for the property as shown above.
- Stakeholder information will be auto filled from the initial certification.
- Enter **Justification** in the text box.
- Upload any required **documents** and complete the **Statements & Signatures** tab before submission.
- Applicants must also pay the fee if the owner type is Private.

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DOB
NOW

Initial Certification	Certification of Correction	Initial Certification Extension Request	Certification of Correction Extension Request	Property Verification	Inspection Notification
Unsafe or Hazardous Conditions Notification					

View...	Filing Action	Request Number	Gas Piping System ID ...	Address	Borough	Request Status	Payment Status
☐	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Select Action: <input type="text"/>	GPSCEXT-BGPS0009893-2C-002	BGPS0009893	238 5 AVENUE	BROOKLYN	Pre-filing	No Fee

- These requests will appear on the **Certification of Correction Extension Request** tab of the dashboard.