

THE CITY OF NEW YORK
HOUSING AND DEVELOPMENT ADMINISTRATION
DEPARTMENT OF BUILDINGS

DIRECTIVE NO. 3 of 1975

DEPARTMENTAL MEMORANDUM

DATE: February 21, 1975
Revised - May 15,

TO: Borough Superintendents

FROM: Commissioner Jeremiah T. Walsh, P.E.

SUBJECT: INSPECTION OF CONSTRUCTION AND PLUMBING

INTRODUCTION

The procedure for inspection of construction and plumbing established herein will provide notice to builders, contractors and plumbers, that an inspector of the Department of Buildings has inspected a designated part of the construction or plumbing and has found it to conform to the approved plans and to applicable laws, or has found it not to conform. In the latter case, the extent of non-compliance will be described, with the remedy.

This procedure will be followed for each inspection, so that the builder or plumber will be aware of the portion of the work inspected and whether any unlawful conditions have been found.

Also, the procedure will provide better records of inspections made so that in the event of absence of an inspector, another inspector can continue the inspection process without repeating inspections previously made.

PROCEDURE

The procedure shall be as follows:

A. INSPECTION REPORTS

1. It shall be required that each construction and plumbing inspector, at the time he visits a new building under construction or a building in which an alteration is in progress, including those filed under Building Notice applications, leave a report of his inspection with the person in charge of the construction at the site. The original copy of his report shall be submitted to the Senior Construction Inspector or the Chief Plumbing Inspector. The report shall be on the forms established by the department and shall contain the address of the building, the application number, the date of inspection,

and the time of arrival and departure, and the name and employer of the person to whom delivered. Construction inspectors include steel inspectors and plastering inspectors.

2. The inspector shall state in his report, the progress of the construction at the time of inspection, the conditions which do not comply with law, and, in the absence of any such conditions, shall provide a statement that the work at the site at the time of inspection complied with applicable laws insofar as observation of the construction was visible at such time. He shall specify briefly, the areas and the work inspected by him. Where non-compliance with the approved plans is found and where work in violation of applicable law is discovered, appropriate violation orders shall be filed.
3. A report shall be made only when inspection of the premises is possible. Where there is no access, no such report shall be made. Also, for inspections on complaints and on violations that do not relate to construction, or place of assembly inspections, and for all other inspections where there is no alteration or construction work in progress, no such report shall be required. The present practice of completing route sheets shall be continued and each inspection shall be noted in accordance with the current practice.

B. REVIEW OF REPORTS

1. The copies of the reports of inspection of construction and plumbing that are submitted shall be reviewed by the supervisors, and shall be filed with the P.I.R. card.

C. BUILDERS OR PLUMBERS COPY OF REPORT

1. The copy of the report left at the construction site shall be left with the person in charge of the job at the time of inspection. His name and title and employer shall be noted on the report. He shall be advised to retain such reports to show approval or disapproval of work inspected at the time of the report.

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D. INSPECTION PROCEDURE

1. An inspector shall inspect that part of the construction or plumbing which was not inspected previously by himself or other inspectors formerly assigned to inspection of the building. He shall inspect the construction or plumbing that is visible at the time of his inspection and which was not previously reported as inspected. He shall not be responsible for inspection of work covered over by other construction work. He must ascertain to the extent possible, whether the construction or plumbing conforms to the approved plans. His report shall show that all work inspected by him conforms to the approved plans or he shall state that the work does not conform to the approved plans for the items and reasons set forth in his report. He shall require compliance with Article 19 of Part II of Chapter 26 of the Administrative Code, relating to safety of public and property during construction operations. Plumbing inspectors shall require compliance with applicable provisions of the Administrative Code and with the provisions of the reference standards relating to plumbing and gas piping.
2. The inspector shall determine whether there has been compliance with violations on file and shall recommend dismissal of the violation where there has been compliance or shall report failure to comply and recommend appropriate action. This shall be noted in his report. New violation orders filed shall also be noted in the report.

E. PROCESSING REPORTS

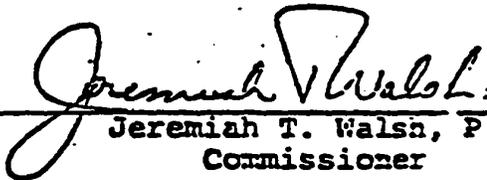
1. The original of the report shall be returned to the office and the copy shall be left with the person in charge at the construction site, or may be left with a responsible assistant in charge, or on small jobs, may be left with an owner or lessee of the area under alteration or construction. Where no responsible person may be found, the copy shall be returned to the office with a note that no responsible person was found at the site, and shall be subsequently mailed to the person to whom the permit was issued.

2. Senior or supervising inspectors shall check to make certain that a report is filed for each inspection of construction and plumbing.
3. The inspector shall place a summary of his report on the P.I.R. card for the job. The summary shall be sufficiently detailed to permit another inspector to determine what was previously inspected and accepted or disapproved.

F. FINAL INSPECTION

1. Upon completion of a job, the inspector who makes the final inspection shall review the reports so that work previously inspected will not be re-inspected, except where deficiencies were noted which required remedial action, and to determine compliance with any violations that may be pending. This procedure for final inspection shall apply whether or not a certificate of occupancy is required or requested. A copy of the final report shall be left at the site.

This directive shall become effective on March 3, 1975, in the Borough of Brooklyn - and on May 16, 1975 City-Wide.



Jeremiah T. Walsh, P.E.
Commissioner

JTW/TVB/JL:rnr

cc : Executive Staff
Engineers; Architects,
Builders Societies
Plumbing Associations
ABI UNION