

Facts You Should Know about the  
***Required Items Reference Guide***  
and the BIS Required Items Conversion

**Required Items Reference Guide available Tuesday, January 18, 2005**

The Required Items Reference Guide (the "Guide") is a tool for filing professionals, applicants, owners and Department staff to establish a clear, concise and uniform standard for when a Required Item applies and how and when it must be satisfied.

The Guide is available on-line at [http://www1.nyc.gov/assets/buildings/pdf/reg\\_items\\_ref\\_guide.pdf](http://www1.nyc.gov/assets/buildings/pdf/reg_items_ref_guide.pdf). A limited supply may be obtained at the Customer Service counter in each borough office.

**Changes to Required Items in BIS effective January 25, 2005**

Effective Tuesday, January 25, 2005, the Required Items system in BIS will change. Most existing jobs and all prospective jobs will be effected. The changes will impact the text of certain Required Items on existing jobs but *will not impact the substantive requirement*. You may refer to the Guide for more information about each Required Item.

**Other Important Information**

**New PC-1 form for professionally-certified and PC-filed jobs**

Effective January 25, 2005, a new PC-1 form will be introduced. The new form will be consistent with the changes to the Required Item descriptions. Refer to the *Guide* for more information about each individual Required Item.

As in the past, the PC-1 form must be completed in its entirety. Note that the Controlled Inspection items have been combined into one section. Indicating "Y" for one of the Controlled Inspection Items requires submission of both the "Identification of Responsibility" and the "Certification of Completeness."

**IMPORTANT NOTE:** Effective March 1, 2005, all applications using a PC-1 form must be submitted on the new version dated January 2005. The Department will no longer accept old versions of the PC-1 form after February 28, 2005.

**New TR-1 form for Controlled Inspections**

Effective December 8, 2004, a new TR-1 form was introduced (version dated 11/12/04). Previous versions of form TR-1 are no longer accepted with initial application submission. "Identification of Responsibility" and/or "Certification of Completion" sections that were completed before December 8, 2004, will be accepted.