

SERVICE UPDATE

Filing Requirements for Applications Requiring Final Inspection by Registered Design Professional

Applications for most work types are required to have the final inspection performed by a Registered Architect or Professional Engineer (Registered Design Professional or 'RDP'). For more information, see [Buildings Bulletin 2018-008](#).

Filing Requirements

BIS: Applications submitted through BIS that are limited to any of the affected work types (see table below) are required to be final inspected by a RDP acting as an approved agency. Such applications will be processed according to the following options:

1. Applicants may select **Yes** in Section 5A of the PW1 form. **Final Inspection** must be indicated as a required progress inspection on section 4A of the TR1 Form.
2. Where an applicant is either unable, or elects not to select 'Yes' in section 5A of the PW1 form, the Department examiner or admin will add a 'Final Inspection' required item to the application.

DOB NOW: Applications submitted through DOB Now for any of the affected work types (see table below) must include 'Final Inspection' as a required progress inspection.

Applications for General Construction

General Construction (GC) applications resulting in a letter of completion may be final inspected by either the Department or Registered Design Professional, at the option of the owner.

Work that may be performed without a permit, pursuant to AC 28-105.4 (including for components associated with mechanical, structural, plumbing, or other building systems), may be performed as part of GC, without separate application or inspection.

Final Inspection

Final Inspection must be performed by a RDP in good standing with the Department, acting as an approved agency to perform such inspections. The approved agency responsible for the Final Inspection does not have to be the applicant of record who prepared the plans. Such approved agency must be identified prior to permit approval.

The following table lists the final inspection requirements by work type:

BIS Work Type		DOB NOW Work Type		Final Inspection by:	
				Registered Design Professional	Department of Buildings
OT/ANT	Antenna ^b	AN	Antenna	X	
BL	Boiler ^b	BE	Boiler Equipment		X
OT/BPP	Builders Pavement Plan ^c	BPP	Builders Pavement Plan		X
EQ	Chutes		Protection and Mechanical Methods	X	
EQ	Cocoons		Protection and Mechanical Methods	X	
EQ	Construction Hoists (Material Hoists/ Personnel Hoists)		Protection and Mechanical Methods	X	
CC	Curb Cut ^b	CC	Curb Cut		X
DM	Demolition		Demolition		X
EA	Earthwork <ul style="list-style-type: none"> • Excavation • Landscape • Sitework (grading, septic, backfill, waterproofing) • Soil Grouting/ Improvement • Rock/Soil Anchors 		Earthwork	X	
	Electrical	EL	Electrical		X
ELV	Elevators	VT	Elevators		X
EQ	(Construction) Fence	FN	(Construction) Fence	X	
FA	Fire Alarm ^d		–		
OT/FPP	Fire Protection Plan ^e		–		
FP	Fire Suppression				
FO	Foundations <ul style="list-style-type: none"> • Single- and Multi-Tier Underpinning • Shallow Foundations/Footings, including but not limited to those constructed with: <ul style="list-style-type: none"> – Timber – Wood – Masonry – Pier – Foundation Walls – Retaining Walls – Deep Foundations 		Foundation	X	

FB	Fuel Burning	BE	Boiler		X
FS	Fuel Storage	BE	Boiler		X
OT/GC	General Construction ^f (Alt-2, Alt-3)	GC	General Construction ^f	X^g	X^g
OT	Green Roof		Green Roof	X	
OT/MAR	Marquee		Special Construction		X
MH	Mechanical Systems ^b	MS	Mechanical Systems/HVAC	X	
PL	Plumbing ^b	PL	Plumbing		X
EQ	Sidewalk Shed ^b	SH	Sidewalk Shed	X	
OT	Solar		Solar	X	
SP	Sprinkler ^b	SP	Sprinkler		X
SD	Standpipe ^b	SD	Standpipe		X
EQ	Supported Scaffold ^b	SF	Supported Scaffold	X	

- ^a DOB NOW work types shall be effective upon applicable launch date.
- ^b Must be filed through DOB NOW. BIS filings no longer accepted.
- ^c Builders Pavement Plan (BPP) applications that are currently filed through BIS are not required to be filed or reviewed under D14 and do not require a Final Inspection to be indicated or performed by a Registered Design Professional.
- ^d Fire Alarm systems shall be inspected by the Fire Department.
- ^e Fire Protection Plans (FPP) shall not require a final inspection by the Registered Design Professional.
- ^f General Construction which does not result in a new or amended Certificate of Occupancy.
- ^g General Construction final inspection may be performed by either Department inspector or Registered Design Professional, at the option of the owner.

NOTES: Further information can be found in [Buildings Bulletin 2018-008](#).

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