




DEPARTMENT OF BUILDINGS
EXECUTIVE OFFICES
60 HUDSON STREET, NEW YORK, N. Y. 10013
CHARLES M. SMITH, Jr., R.A. Commissioner

PETER FRANCONERI, P.E.
Assistant Commissioner/Operations

MEMORANDUM

To: Distribution
From: Peter Franconeri 
Date: January 25, 1990
Subject: TCO/CO Inspection Report Form

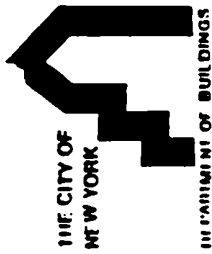
Effective: For all applications for a TCO or CO that have first inspection scheduled on or after February 5, 1990 (i.e., no objections issued previously).

Specifics: The TCO/CO Inspection Report Form (OP-8 Revised 1/90) will be used for recording objections on all TCO/CO inspections. Detailed instructions for using the TCO/CO inspection report form are enclosed.

This form is to be used by the Construction Division and Plumbing Division only.

Inspectors should list all objections at the time of first inspection, however, if an item is missed it may be added later.

PF:HG:mh



CERTIFICATE OF OCCUPANCY INSPECTION REPORT FORM

Borough _____ Division _____ Page _____ of _____
Location _____ Mail To _____
CO Application/Job # _____ Address _____
Date Inspection Requested _____

| OBJECTION CODES: N - New Objection R - Objection Removed O - Outstanding Objection | OBJECTION | | | INSPECTION 1 | INSPECTION 2 | INSPECTION 3 |
|--|-----------|------|---------|--------------|--------------|--------------|
| | Date | Name | Subject | | | |
| ENTER 'R' WHEN OBJECTION REMOVED | | | | | | |
| 1. | | | | | | |
| 2. | | | | | | |
| 3. | | | | | | |
| 4. | | | | | | |
| 5. | | | | | | |
| 6. | | | | | | |
| 7. | | | | | | |
| 8. | | | | | | |
| 9. | | | | | | |
| NO ACCESS/NO RESPONSIBLE PARTY AVAILABLE (ENTER 'NA') NO OBJECTION TO ISSUANCE OF CO PENDING OFFICE REVIEW (ENTER 'OK') SIGNATURE OF THE INSPECTOR | | | | | | |

REMARKS

NO OBJECTION TO ISSUANCE OF CO _____ Name of Supervisor _____ Signature of Supervisor _____ Date _____

NO CERTIFICATE OF OCCUPANCY WILL BE ISSUED UNTIL ALL OBJECTIONS HAVE BEEN REMOVED BY ALL DOB DIVISIONS

TCO/CO INSPECTION REPORT FORM INSTRUCTIONS

Upon receipt of a Certificate of Occupancy application (PW-6), the inspector completes the following sections on Form OP-8:

1. Borough
2. Division - Construction or Plumbing.
3. Location - Premises address where CO is to be issued.
4. CO Application/Job # - Number used for tracking application in borough office.
5. Date Inspection Requested - Enter the date on which the phone call is received from the applicant.
6. Mail To - The name as provided on Form PW-6.
7. Address - The address to mail objection list to, as provided on Form PW-6.

BEFORE WRITING THE OBJECTIONS, THE INSPECTOR MUST PRINT THE DATE OF THE INSPECTION, HIS OR HER NAME AND BADGE NUMBER IN THE APPROPRIATE INSPECTION COLUMN.

AFTER COMPLETING EACH INSPECTION, THE INSPECTOR MUST ENTER HIS OR HER SIGNATURE ALONG THE LINE MARKED "SIGNATURE OF THE INSPECTOR".

1. TO ENTER A NEW OBJECTION : The objections must be written clearly in the column marked "Objections". Enter objection code "N", for each new objection, in the appropriate inspection column.

2. TO REMOVE AN OBJECTION : To remove a previously raised objection, enter objection code "R", indicating removal of an objection, in the appropriate inspection column and in the far left column, titled "Enter 'R' When Objection Removed".

3. OUTSTANDING OBJECTIONS : For each old objection which has not been corrected, enter code "O" in the appropriate inspection column. Objection code "O" is for any outstanding objections.

4. NO ACCESS/NO RESPONSIBLE PARTY AVAILABLE : An inspection visit resulting in no access to the site is indicated by entering a "NA" in the appropriate inspection column, next to the line marked "No Access/No Responsible Party Available". Enter "NA" if there is no legitimate representative of the contractor at the time of the inspection.

5. SIGNING-OFF THE JOB : If there are no objections to the issuance of the CO or TCO, or all the outstanding objections have been corrected and removed, the inspector enters "OK" in row marked "No Objection To Issuance Of CO Pending Office Review". If the first inspection and office review result in no objections to the issuance of a CO or TCO, Form OP-8 does not need to be completed. The inspector should sign Form PW-6 only.

Instructions OP-8 (Rev 1/90)-1

6. ENTERING REMARKS : Any remarks, comments or special findings should be reported in the section marked "Remarks". To relate the remarks to a specific objection, enter the objection number in front of the remarks.

7. MORE THAN 3 INSPECTIONS : On the CO Inspection Report form there is space for three inspections and nine objections. If the number of CO inspections exceeds three or if there are more than nine objections to the issuance of the CO, a new form must be attached. Always write the page number on any additional form used.

8. NO OBJECTION TO ISSUANCE OF CO : After the inspector indicates "OK" in the row marked "No Objection To Issuance Of CO Pending Office Review", the division office researches the files and records to verify that no violations are pending and all reports and forms have been filed. If there are no outstanding violations and all reports and forms have been filed, the inspector's supervisor writes his or her name on the line for "Name of Supervisor" and signs and dates where "Signature of Supervisor" and dates are required. The inspector signs form PW-6, as required.

DISTRIBUTION OF COMPLETED FORM

After each inspection, 3 photocopies of this form are made, and distributed as follows:

CONTRACTOR/APPLICANT COPY One photocopy is mailed to the person indicated in the box marked "Mail to" in the top right section of this form.

CO SECTION COPY One photocopy is forwarded to the CO section.

DEPARTMENT COPY One photocopy of the form is forwarded to PMA (Attn:Sanjay Madan), 60 Hudson Street, 14th Floor.