

Project Checklists contain project-specific details as they apply to the scope of work of the project to provide compliance with the NYC Construction Codes and other regulations.

Post Permit(s)

Make sure all active permits are conspicuously posted at the work site and visible to the public for the duration of the work.

Construction Drawings

Make sure work conforms to approved drawings. However, minor variations are allowed – see minor variations memo. Certain changes may require an amendment.

Scope Modifications

Verify if changes need an amendment.

Site Safety

The Contractor **must** maintain their work site in a safe condition during construction and **must** minimize the risk of accidents and fire.

Special Inspections

Coordinate work schedule with the Special Inspection Agency to ensure these are completed as required by stage of work.

Department Inspections

Request or self-certify the required inspections, by stage of completion, and obtained a sign-off for the completed work.

Self-Certification

If self-certifying the required inspections, make sure to submit a Notice of Intent to Self-certify, which may be audited.