

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.

☑ Construction Drawings

Make sure Department approved drawings clearly convey project's scope and that the contracted work reflects the approved and full scope of work. *If the scope is modified after approval, verify if changes need an amendment – refer to [BC section 903.1.2](#).*

☑ Insurance Requirements

Make sure to comply with the insurance requirements for General Liability insurance, workers compensation and disability insurance. If necessary, update the General Liability insurance when required.

☑ Special/Progress Inspections

Make sure to check that the owner has hired the Special Inspection Agency and their details are submitted – a requirement for obtaining a permit. Notify Special Inspection Agency of work progress to maintain schedule.