

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 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 Licensed Master Plumber (LMP) **must** maintain their work site in a safe condition during construction and **must** minimize the risk of accidents and fire.
  
- ✔ **Special Inspections.** Make sure to coordinate work schedule with the Special Inspection Agency to ensure these are completed as required by stage of work.
  
- ✔ **Department Inspections.** Make sure to request or self-certify the required inspections, by stage of completion, and obtained a sign-off for the completed work.
  
- ✔ **Utility Inspections.** Make sure to request, from DEP, Con Edison, National Grid, KeySpan, etc., the required utility inspections, by stage of completion, and obtain authorization for site connections.
  
- ✔ **Self-Certification.** If self-certifying the required inspections, make sure to submit a notice of intent to self-certify, which may be audited.