

SERVICE UPDATE

Revision to the Construction Superintendent Rule Includes Expanded Scope of Work and Duties

The duties and jobs types requiring a Construction Superintendent (CS) have been expanded in the recently published [Rule 3301-02](#). The changes occur in two phases. Phase 1 outlines the duties of a CS and went into effect May 30, 2016. Phase 2 begins August 30, 2016 and outlines the job types requiring a Construction Superintendent.

Phase 2

- The Construction Superintendent must visit the jobsite each day work occurs
- Alteration permits issued or renewed on or after August 30, 2016 will require a CS if the work includes one of the following and the job does not fall within a Site Safety Program:
 - Vertical or horizontal enlargement
 - Demolitions of more than 50% of floor area of existing building
 - Alterations of more than 50% of floor area of existing building that require special inspection for structural stability
 - Complete removal of one or more floors (stories)
 - Any work requiring a special inspection for underpinning or support of excavation (SOE)

Alternate Construction Superintendent

- If the primary CS (listed on the PW-2) is unable to perform any of the required duties (e.g. out sick, on vacation), an alternate Construction Superintendent may substitute for up to two weeks. This does not have to be reported to the Department.
- However, the PW-2 must be amended to reflect any permanent change to the Construction Superintendent, and the Department must be notified whenever an alternate CS is to substitute for longer than two weeks.

Phase 1

- Assure compliance with Chapter 33 of the Building Code
- Assure work conforms to plans
- Designate a competent person to provide full-time safety supervision at the jobsite
- Notify the Department of accidents, damage to adjoining property, and certain other conditions by contacting the BEST- SSM/SSC/CS Hot Line (212) 393-2128
- Promptly correct any unsafe conditions discovered
- Upon each visit to the jobsite, inspect the entire work area and maintain a jobsite log
- One-, two-, or three-family new buildings (NB) will no longer require a CS
- All other jobs types requiring a CS will remain.

Updated eRenewal Process

- Under the new criteria, if a change to the renewal permit is required, online renewal is barred and the change **must** be renewed in a Borough Office.
- However, the Department **will not require removal of the CS** from the PW2 for a one-, two-, or three-family NB upon renewal.

For more information, email **BEST Squad** at CSQuestions@buildings.nyc.gov.