

SERVICE UPDATE

Inspection Ready: Building Pavement Plan (BPP) Signoff Procedures

To improve our BPP signoff process, beginning January 2016 requests to sign off BPP jobs will be completed by the NYC Development Hub's Inspection Services. This is now the standard process citywide.

Inspections Pre-Inspection Ready

Applicants:

- Applicant submits supporting documentation via email to BPPIR@buildings.nyc.gov

Inspection Hub:

- Creates an inspection request in Inspection Ready, accepts and adds documents to the permit and closes out the inspection
- Enters all Required Items
- Signs off BPP application in BIS

Inspections Post Inspection Ready

Applicants:

- Must request an inspection via Inspection Ready
- Uploads supporting documents through Inspection Ready as a Certifiable Objection

Inspection Hub will:

- Review uploaded documents for compliance
- Enter all Required Items
- Sign off BPP Application in BIS

For more information, email BPPIR@buildings.nyc.gov.