

SERVICE NOTICE

NEW REQUIREMENT: Initial Observations of Parking Structures in Certain Community Districts

A new Department of Buildings Rule ([1 RCNY §103-16](#)) requires owners of parking structures in certain Community Districts to have a one-time initial observation of the parking structure performed by August 1, 2024. This initial observation requirement applies to parking structures in Community Districts 8 through 12 in Manhattan, and all Community Districts in Brooklyn, Queens, Staten Island and the Bronx that are required by [Article 323 of Title 28 of the NYC Administrative Code](#) and [1 RCNY §103-13](#) to have periodic inspections performed by December 31, 2025 or December 31, 2027.

Manhattan Community Districts 8 through 12 & Brooklyn Community Districts

Owners of parking structures in Manhattan Community Districts 8 through 12 and Brooklyn Community Districts who submit a periodic inspection report by August 1, 2024, are not required to also have an initial observation performed.

Who Can Perform the Initial Observation

The initial observation must be performed by or under the direct supervision of a NYS-licensed professional engineer who is designated by the Department of Buildings as a **Qualified Parking Structure Inspector (QPSI)**. View the current [list of active QPSIs](#).

Initial Observation Report Submission

Beginning spring 2024, the initial observation report must be submitted in DOB NOW: *Safety* by August 1, 2024. A Service Notice will be posted prior to that time detailing how to file the report in DOB NOW.

Additional Information

Visit the [Parking Structures](#) page and view [Frequently Asked Questions: Periodic Inspection of Parking Structures \(PIPS\)](#) at nyc.gov/buildings. In addition, review the [July 2022 Service Update](#) and [March 2023 Service Notice](#) for more information.