

SERVICE UPDATE

Filing Requirements for Applications Requiring Final Inspection by Registered Design Professional

Applications for most work types are required to have the final inspection performed by a Registered Architect or Professional Engineer (Registered Design Professional or 'RDP'). For more information, see [Buildings Bulletin 2018-008](#).

Filing Requirements

BIS: Applications submitted through the borough office or eFiling that are limited to any of the affected work types (see table below) are required to have a final inspection performed by an RDP acting as an approved agency. These applications will be processed according to the following options:

1. Applicants may elect to file under Directive 14 (D14) of 1975 by selecting '**yes**' in section 5A of the PW1 form. '**Final Inspection**' must be indicated as a required progress inspection on section 4A of the TR1 Form.
2. When an applicant is either unable to, or elects not to, file under D14, the Department plan examiner or professional certification (pro-cert) administrative staff will add a '**Final Inspection**' required item to the non-D14 application.

DOB NOW Requirements

As of July 1, 2019, applications submitted through DOB NOW for any of the affected work types (see table below) will include '**Final Inspection**' as a required progress inspection.

Final Inspection Requirements

The Final Inspection must be performed by an RDP who is acting as an approved agency and is in good standing with the Department to perform such inspections. The approved agency responsible for the Final Inspection does not have to be the applicant of record who prepared the plans. Such approved agency must be identified prior to permit approval.

The following table lists the final inspection requirements by work type:

BIS Work Type		DOB NOW Work Type ^a		Final Inspection by	
				Registered Design Professional	Department of Buildings
OT/ANT	Antenna ^b	AN	Antenna	X	
BL	Boiler	BL	Boiler		X
OT/BPP	Builders Pavement Plan ^c	BPP	Builders Pavement Plan		X
EQ	Chutes		Protection and Mechanical Methods	X	
EQ	Cocoons		Protection and Mechanical Methods	X	
EQ	Construction Hoists (Material Hoists/Personnel Hoists)		Protection and Mechanical Methods	X	
CC	Curb Cut ^b	CC	Curb Cut		X
	Demolition		Demolition		X
FO/ EA	Earthwork Excavation Landscape Sitework (grading, septic, backfill, waterproofing) Soil Grouting/Improvement Rock/Soil Anchors		Earthwork	X	
	Electrical ^b		Electrical		X
ELV	Elevators ^b		Elevators		X
FN	Fence ^{bg}	FN	Fence ^g	X	
FA	Fire Alarm ^d				
OT/FPP	Fire Protection Plan ^e				
FP	Fire Suppression				X

BIS Work Type		DOB NOW Work Type ^a		Final Inspection by	
				Registered Design Professional	Department of Buildings
FO	Foundations Single- and Multi-Tier Underpinning Shallow Foundations/Footings, including but not limited to those constructed with: Timber Wood Masonry Pier Foundation walls Retaining Walls Deep Foundations		Foundation	X	
FB	Fuel Burning	BL	Boiler		X
FS	Fuel Storage	BL	Boiler		X
OT/GC	General Construction^f (Alt-2, Alt-3)		General Construction ^f	X	
OT	Green Roof		Green Roof	X	
OT/MAR	Marquee		Special Construction		X
MH	Mechanical Systems	MS	Mechanical Systems/HVAC	X	
PL	Plumbing	PL	Plumbing		X
SH	Sidewalk Shed^b	SH	Sidewalk Shed	X	
OT	Solar		Solar	X	
SG	Sign^g		Sign ^g	X	
SP	Sprinkler	SP	Sprinkler		X
SD	Standpipe	SD	Standpipe		X

BIS Work Type		DOB NOW Work Type ^a		Final Inspection by	
				Registered Design Professional	Department of Buildings
OT	Structural Superstructure Temporary Shoring and Bracing Support of Adjacent Buildings	ST	Structural	X	
OT	Support of Excavation Shoring - sheet piles, soldier piles, lagging Slurry Walls Ground Freezing Tangent/Secant Piles Berming/ Sloping / Benching		Support of Excavation	X	
SF	Supported Scaffold^b	SC	Supported Scaffold	X	
EQ	Suspended Scaffold Systems Swingstage Outrigger Beam C-Hook Single- and Multi-point Adjustable		Suspended Scaffold	X	

NOTES

- a **DOB NOW** work types shall be effective upon applicable launch date
- b Work applications must be filed through DOB NOW. BIS filings no longer accepted.
- c Builders Pavement Plan (**BPP**) applications that are currently filed through BIS are not required to be filed or reviewed under D14 and do not require a final inspection to be indicated or performed by a registered design professional.
- d Fire Alarm systems shall be inspected by the Fire Department.
- e Fire Protection Plans (**FPP**) shall not require a final inspection by the Registered Design Professional.
- f General Construction which does not result in a new or amended Certificate of Occupancy
- g Applications submitted by individuals other than Registered Design Professionals are to be final inspected by the Department.

Further information can be found in [Buildings Bulletin 2018-008](#).

POST UNTIL: December 31, 2019