



Pre-Permit & On-going Project Work: Creation and Alteration of Habitable Apartments In Basements or Cellars of 1- and 2-Family Buildings (Local Law 49 of 2019)

As the Owner of the building/property is ultimately responsible for the project, and their signature/consent is required for submission of the project application by their Design Professional, and Department approval. The Owner may attend plan examination appointments only if accompanied by the Applicant of Record or the Filing Representative.

Pre-Permit Project Work

Licensed Contractor

Hire NYC Licensed/Registered Contractor to obtain work permit(s) in order to begin work.

Special Inspections

If the scope of work requires, hire the required Special Inspection Agency for performing Special/Progress Inspections.

Notify the Department

Prior to permit issuance, provide the name(s) of the SIA(s) contracted to do the Special Inspections, using an online submission.

Commissioning

If commissioning is required, it must be completed prior to sign-off.

On-going Project Work

Site Safety

Property Owners **must** maintain their properties in a safe condition during the course of work.