



Alteration Checklist: Project Completion & Close-out for Residential and Community Facilities

Project Checklists contain project-specific details as they apply to the scope of work of the project to provide compliance with the NYC Construction Codes and other regulations.

☒ **Department Inspections**

Request or self-certify the required inspections, by stage of completion, and obtained a sign-off for the completed work.

☒ **Self-Certification**

If self-certifying the required inspections, submit a notice of intent to self-certify, which may be audited.

☒ **Final Sign-off**

Complete all Department inspections and obtain a final sign-off of the completed work.