



Alteration Checklist: Project Completion & Close-out for the Creation and Alteration of Habitable Apartments In Basements or Cellars of 1- and 2-Family Buildings (Local Law 49 of 2019)

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.