



Alteration Checklist: On-Going Project Work for the Creation & 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.

☒ **Post Permit(s)**

Make sure all active permits are conspicuously posted at the work site and visible to the public for the duration of the work.

☒ **Construction Drawings**

Make sure work conforms to approved drawings. However, minor variations are allowed – see minor variations memorandum. However, certain changes may require an amendment.

☒ **Scope Modifications**

Verify if changes need an amendment.

☒ **Site Safety**

The Contractor **must** maintain their work site in a safe condition during construction and **must** minimize the risk of accidents and fire.

☒ **Special Inspections**

Coordinate work schedule with the Special Inspection Agency to ensure these are completed as required by stage of work.

☒ **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.