



Alteration Checklist: Pre-Permit 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.

Construction Drawings

Make sure Department-approved drawings clearly convey the project scope and the contracted work reflects the approved and full scope of work.

If the scope is modified after approval, verify if changes need an amendment – refer to [AC Section 28-104](#).

Insurance Requirements

Verify compliance with the insurance requirements for general liability insurance, workers compensation and disability insurance. If necessary, update the general liability insurance when required.

Special Inspections

Check that the owner has hired the Special Inspection Agency and their details are submitted – a requirement for obtaining a permit.