

## SERVICE UPDATE

### Construction Superintendents: Limit of Ten Jobs

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Effective April 30, 2018, the Department will not issue or renew a permit if the designated Construction Superintendent is already designated on ten (10) or more active jobs.

#### Change the Construction Superintendent

Renew the permit to change the construction superintendent. The permit cannot be renewed online and must be renewed in a Borough Office.

#### Withdraw the Construction Superintendent

A Construction Superintendent can be withdrawn from a project by submitting a signed letter of intent to withdraw to the Borough Commissioner's Office in the borough in which the work is occurring.

#### Release the Construction Superintendent

Submit a request to release a Construction Superintendent from a substantially completed job by sending an email to [CSuper@buildings.nyc.gov](mailto:CSuper@buildings.nyc.gov).

Construction Superintendents and Contractors are encouraged to visit any [borough office](#) on Tuesday, April 24, 2018 between 4:00 to 7:00pm to renew permits related to the removal of a Construction Superintendent.

For more information about the Construction Superintendent Rule, please refer to the New Construction Superintendent Rule Industry Notice:

[http://www1.nyc.gov/assets/buildings/pdf/cs\\_industry\\_notice\\_02-06-17.pdf](http://www1.nyc.gov/assets/buildings/pdf/cs_industry_notice_02-06-17.pdf)

If you have questions about this notice, please contact [CSuper@buildings.nyc.gov](mailto:CSuper@buildings.nyc.gov).

**POST UNTIL: December 31, 2018**