May 8, 2024

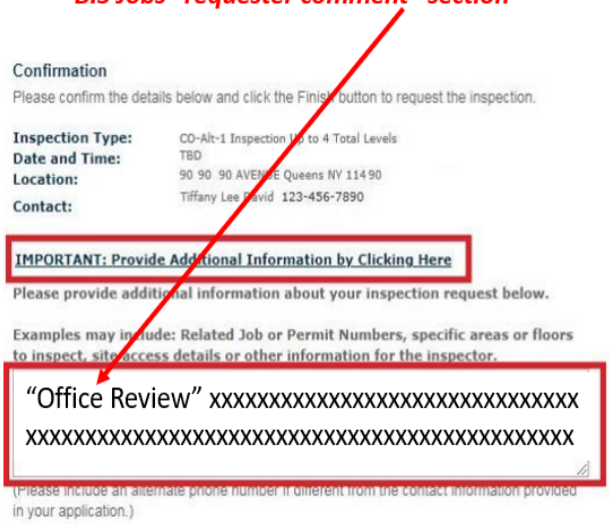
SERVICE NOTICE

NEW REQUIREMENT: Construction Inspection Sign Off Prior to Occupancy Requests in DOB NOW: *Inspections*

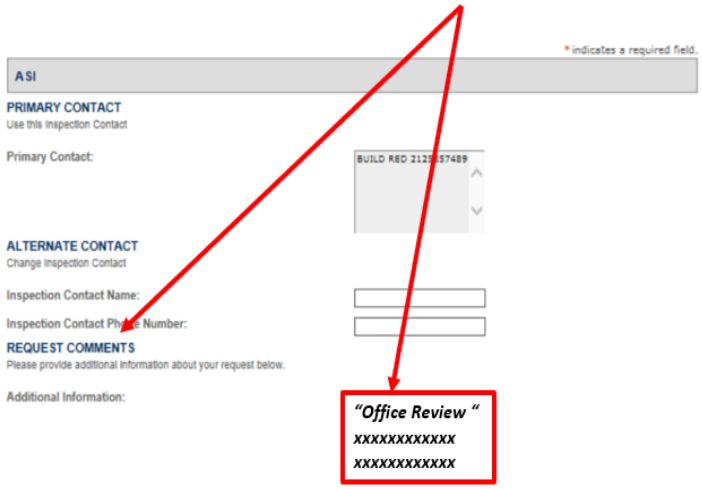
Effective Monday, May 13, 2024, all requests for construction sign off must be submitted in DOB NOW: *Inspections*. Requests sent by email to ConstructionIR mailboxes will not be processed.

Requests for construction sign off are submitted by selecting **Construction Sign Off Prior to Occupancy** via the Actions tab for DOB NOW: *Build* jobs and the **Request Inspection** selection for BIS jobs. Indicate **Office Review** in the beginning of the Requester Comments section for DOB NOW jobs or the Additional Information section for BIS jobs before stating any additional wording of the request.

BIS Jobs "requester comment" section



Build NB/ALT-CO "Requester's Comment" section



Requests submitted indicating Office Review will be reviewed by the Quality Assurance Team. **There are no changes to the existing process for requesting physical construction inspections**.

Visit the **DOB NOW: *Inspections* Resources** page for the **Construction Inspection Sign Off for DOB NOW: *Build* NB/ALT-CO Jobs** and **BIS Requesting, Cancelling and Viewing Results** guide and additional resources. For assistance, submit an inquiry to the **DOB NOW Help Form** at **nyc.gov/dobnowhelp**.

For general questions about the construction sign off request process, email **QAconstruction@buildings.nyc.gov** or call **(212) 323-7253**.