

# FREQUENTLY ASKED QUESTIONS

## Construction Safety Compliance (CSC) Unit

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**Q. What is the Construction Safety Compliance Unit?**

- A. The Construction Safety Compliance Unit is one of two new units created by the consolidation of the Building Enforcement Safety Team (BEST), Excavation and Interior Demolition Unit, and the Scaffold Safety Unit. The other new unit is the Construction Safety Enforcement (CSE) Unit. Both units work to significantly increase safety compliance monitoring at construction sites throughout the City pursuant to [LL196 of 2017](#) and better serve the construction industry and address community concerns throughout the five boroughs.

**Q. How does the consolidation of BEST, Scaffold Safety, Excavation and Interior Demo help the construction industry?**

- A. The consolidation of the units is integral to DOB better serving the industry by cutting red tape, wait times for inspections, improving customer service, increasing transparency, and making the business of building easier.

**Q. What does the Construction Safety Compliance Unit handle?**

- A. The CSC Unit performs proactive periodic inspections on all active sites, performing plan examination of site safety plans, and processing site safety-related waiver requests, including all functions but not limited to the following:
- proactive site safety inspections
  - full demolition (pre-demo, demo sign-offs, HPD ED/UB)
  - low rise inspections
  - excavation inspections
  - scaffold inspections
  - interior renovations
  - removal of SWS/Site Safety
  - Site safety plan examination:
    - Review and approval of Site Safety Plans
    - Full demolition (DM) plans
    - Alternative Safety Systems (cocoons and climbing formwork)
    - As-of-right waivers of SSP required items
    - Receipt of SSP required items for professionally-certified A3 façade SSP

**Q. How does the public file a complaint?**

- A. To file a complaint call 311. Your call will be directed to the appropriate unit within the Department.

**Q. What inspection appointment requests can be submitted to the CSC Unit?**

- A. The CSC Unit accepts the following appointment requests: pre-demolition inspections, demolition sign-off inspections, sidewalk shed removal inspections, site safety removal inspections, and scaffold inspections(all types).

**Q. How does the industry request an appointment for a CSC inspection type?**

- A. CSC appointment requests must be made by using the [Construction Safety Compliance Appointment Request Form](#), and submitting the completed form to [cscuappointments@buildings.nyc.gov](mailto:cscuappointments@buildings.nyc.gov).

**Q. How do I get a Stop Work Order (SWO) or Partial Stop Work Order (PSWO) rescinded?**

- A. SWOs and PSWOs are now scheduled and performed by the Construction Safety Enforcement Unit. A [Construction Safety Enforcement Appointment Request Form](#) must be completed. Submit the completed form to [CSEappointments@buildings.nyc.gov](mailto:CSEappointments@buildings.nyc.gov). The Construction Safety Enforcement Unit monitors this email account and will respond to your request.

**Q. What unit handles Full Demolition and Site Safety Plan Submittals?**

- A. The Construction Safety Compliance Unit handles Full Demolition and Site Safety Plan Submittal submission intake. The submissions are then reviewed by a CSC Unit plan examiner for compliance, located at 280 Broadway 4<sup>th</sup> Floor, Window 23. Submissions and plan pick-ups are processed from 9:00 am to 12:00 pm and 1:00 to 4:00 pm.

To request a CSC appointment for all demolition inspections, site safety removal requests, suspended scaffold inspections, sidewalk shed appointments that do not involve a SWO or a violation removal, please use the [Construction Safety Compliance Appointment Request Form](#).

**Q. How is a Pre-Demolition Inspection Handled?**

- A. You must fill out a CSC Appointment Request Form and submit the completed document to [cscuappointments@buildings.nyc.gov](mailto:cscuappointments@buildings.nyc.gov).

**Q. My pre-demolition/demolition sign-off inspection did not pass. What should I do?**

- A. If a pre-demolition or demolition sign-off inspection does not pass, or comply with the objections, correct the deficiencies noted and resubmit the CSC Appointment Request Form to [cscuappointments@buildings.nyc.gov](mailto:cscuappointments@buildings.nyc.gov) for a reinspection appointment.

**Q. How do I obtain a release of the Construction Superintendent requirement from my job?**

A. To request a release of the Construction Superintendent requirement, the following documents must be provided:

- The licensed design professional of record (P.E. or R.A.) must:
  - provide a letter stating based on his/her inspection, the job is **substantially completed**\* and no longer requires a Construction Superintendent. The design professional must sign and seal the required letter.
  - Interior and exterior photos of the job must be included with the the letter submission.
  - Forward the information to [csuper@buildings.nyc.gov](mailto:csuper@buildings.nyc.gov), providing the job number and address in the subject line

**\* A job is *substantially completed* when:**

- ALL exterior work is completed and structure is permanently enclosed, including windows.
- ALL exterior temporary construction equipment (scaffolding, cranes, hoisting equipment, sidewalk shed, etc.) has been removed from site.
- ALL roof/setback work is completed.
- ALL structural work is completed, including earthwork.
- ALL interior shafts (elevator, stair, utility, etc.) are permanently enclosed
- ALL required permanent egress is completed.

**Q. If I have additional questions how do I contact the Units?**

A. Both CSC and the Construction Safety Enforcement Unit (CSE) are located at **2 Lafayette Street, 12th Floor, New York, New York 10007**. If you have additional questions for the CSC, please contact the unit at:

- Construction Safety Compliance Unit  
Phone – (212) 393-2404, Press 2  
Email – *Inquiries:* [cseinquiry@buildings.nyc.gov](mailto:cseinquiry@buildings.nyc.gov)  
*Appointments:* [cscuappointments@buildings.nyc.gov](mailto:cscuappointments@buildings.nyc.gov)

*NOTE: CSC Unit Plan Examination is located at 280 Broadway, 4<sup>th</sup> Floor, Window 23. Submissions and plan pick-ups are processed from 9:00am to 12:00pm and 1:00pm to 4:00pm.*

- Construction Safety Enforcement Unit  
Phone – (212) 393-2404, Press 1  
Email – *Inquiries:* [cseinquiry@buildings.nyc.gov](mailto:cseinquiry@buildings.nyc.gov)  
*Appointments:* [cseappointments@buildings.nyc.gov](mailto:cseappointments@buildings.nyc.gov)