

For **BIS** New Building (NB) or Alteration 1 (ALT1) Job filings, the applicant of record requests a construction inspection in DOB NOW: *Inspections* using the **permit** record. During the inspection for the floor(s) inspected, the Construction Unit provides the inspection results and CO Recommendation.

For **DOB NOW: Build** New Building (NB) or Major Alterations (ALT-CO) Job filings, the applicant of record requests **Construction Inspection Sign Off Prior to Occupancy** in DOB NOW: *Inspections* using the **job** record. The requestor selects the floor/floor uses ready for inspection from the Schedule A (Schedule of Occupancy). The Construction Unit will conduct the construction inspection and at the same time provide the CO recommendation for the requested floor/floor uses. Once the inspection results are finalized, the CO recommendations provided by the Construction Unit will be made available in the Schedule of Occupancy in DOB NOW: *Build*.

Follow the directions below to request a **Construction Inspection Sign Off Prior to Occupancy** in DOB NOW: *Inspections* for DOB NOW: *Build* NB or ALT-CO jobs.

### Step 1. Job in Permit-Entire Status

The DOB NOW: *Build* job must be in **Permit-Entire** status for a Construction Inspection Sign Off Prior to Occupancy to be requested. A job will be in Permit-Partial status if a permit has not been issued for each work type. For example, if the job has work types General Construction (GC) and Structural (ST), a permit needs to be issued in DOB NOW: *Build* for both GC and ST work types for the status to be Permit-Entire.

### Step 2. Search for the Job Record in DOB NOW: *Inspections*

In DOB NOW: *Inspections*, search for the DOB NOW: *Build* job number and from the **Job Record** (not the Permit record) select the **Action** link.

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<input type="checkbox"/>	Open Date	ID Number	Record Type	Address	Status	Action	Related Records
<input type="checkbox"/>	11/10/2020	<a href="#">XAD379820</a>	NB Job Record	3320 PALMER AVENUE Bronx NY 10475	Permit-Entire	<a href="#">Action</a>	6
<input type="checkbox"/>	09/28/2020	<a href="#">XAD3798201GC</a>	GC Alt CO Permit	3320 PALMER AVENUE Bronx NY 10475	Permit Issued	<a href="#">Action</a>	6

If the Action link does not appear on the Job Record, check to see if the person logged in is delegated to the job. See the [Delegating Responsibilities](#) guide for more information.

### Step 3. Select Construction Inspection Sign Off Prior to Occupancy

After selecting on the Action link on the job number, select **Construction Inspection Sign Off Prior to Occupancy** and then **Continue Application**.

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**Select an Action**

Choose one of the following available actions to perform. Please be advised that licensees are responsible for the accuracy and completeness of any data provided, including uploads by such licensees' delegates.

- Construction Inspection Sign Off Prior to Occupancy**
- Electrical Sign Off Prior to Occupancy
- Manage Delegates
- Plumbing Sign Off Prior to Occupancy

[Continue Application »](#)

**Step 4. Select the Floors for Inspection**

The Schedule A (Schedule of Occupancy) for the job will be listed. **Select** the floor(s) that is ready for a Construction Inspection and CO recommendations and click **Edit Selected**.

**SCHEDULE A**

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<input type="checkbox"/> Req Floor	Requestor Comments	Occupancy Classification	Occupancy Group	Support Floor Flag	Description of Use	Description of Use Comments	Previous CO Recommendation	CO Exclusions	Maximum Persons Permitted	Zoning Use Group	Dwelling or Rooming Units
<input type="checkbox"/>	Pit	HIGH HAZARD	H-2	No	CLASS I, II OR IIIA FLAMMABLE OR COMBUSTIBLE LIQUIDS WHICH ARE USED OR STORED IN NORMALLY OPEN CONTAINERS OR SYSTEMS, OR IN CLOSED CONTAINERS OR SYSTEMS PRESSURIZED AT MORE THAN 15 PSI (103.4 KPA) GAG	Test	N/A		2	1	2
<input checked="" type="checkbox"/>	Roof	HIGH HAZARD	H-2	No	CLASS I, II OR IIIA FLAMMABLE OR COMBUSTIBLE LIQUIDS WHICH ARE USED OR STORED IN NORMALLY OPEN CONTAINERS OR SYSTEMS, OR IN CLOSED CONTAINERS OR SYSTEMS PRESSURIZED AT MORE THAN 15 PSI (103.4 KPA) GAG	Test	N/A		2	1	2
<input type="checkbox"/>	Stairwells 111	HIGH HAZARD	H-2	No	CLASS I, II OR IIIA FLAMMABLE OR COMBUSTIBLE LIQUIDS WHICH ARE USED OR STORED IN NORMALLY OPEN CONTAINERS OR SYSTEMS, OR IN CLOSED CONTAINERS OR SYSTEMS PRESSURIZED AT MORE THAN 15 PSI (103.4 KPA) GAG	Test	N/A		2	1	2

**Edit Selected**

**Continue Application »**

In the Schedule A pop up box, select **Request** and enter any comments including any exclusions in the **Requestor Comments** box. Click on the **Submit** button.

**SCHEDULE A**

Request

Occupancy Classification: HIGH HAZARD

Description of Use: CLASS I, II OR IIIA FLAMMA

CO Exclusions:

Dwelling or Rooming Units: 2

Floor: Roof

Occupancy Group: H-2

Description of Use Comments: Test

Maximum Persons Permitted: 2

Live Load (lbs per sq ft): 2

Requestor Comments:

Support Floor Flag

Previous CO Recommendation: N/A

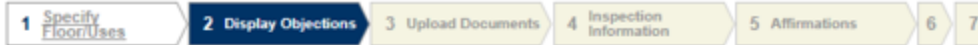
Zoning Use Group: 1

**Submit** Cancel

**Step 5. Display Objections**

If a CND-Occupancy Inspection(s) has already been conducted on the requested floor/floor use(s) with outstanding objections, they will be displayed on the Display Objections tab. If all objections have been resolved or if there are no objections select **Continue Application**.

**Construction Inspection Sign Off Prior to Occupancy**



**Step 2: Display Objections > Objections**

Review objections opened for the selected floor/use(s) and for the entire building.

If no objections exist for the selected floor/use(s), no objections will display.

Click Continue Application.

\* indicates a required field.

**ASI Table**

**OBJ DESC**

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Objection Description	Comments	Certifiable?
No records found.		

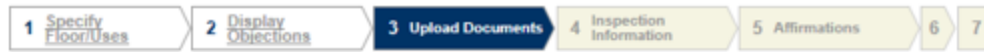
**Continue Application »**

### Step 6. Upload Documents (optional)

If there are any supporting documents associated to the sign-off request, from the Upload Documents tab select **Upload Attachment** and select the document(s) stored on your computer.

Once all supporting documents are uploaded or if there are no supporting documents necessary to be reviewed by the Department select **Continue Application**.

**Construction Inspection Sign Off Prior to Occupancy**



**Step 3: Upload Documents > Supporting Documentation**

Please upload all necessary supporting documentation for this sign-off request.

Please note: documents are optional.

Click Continue Application.

\* indicates a required field.

**Attachment**

- Only logged in users can click the **Upload Attachment** button to upload additional or supporting attachments for this record. Use the **Actions** button in the **Record Details** section above to certify objections.
- Click the **Actions** link in the Action column below to view attachment details for this record.

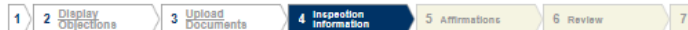
Name	Type	Size	Latest Update	Action
------	------	------	---------------	--------

No records found.

### Step 7. Inspection Information

On the Inspection Information tab, the Primary Contact field will be auto populated with the information of the person making the request. If there needs to be an alternate contact, complete the Alternate Contact fields. Additional information can also be added in the Request Comments text box. Select **Continue Application** to proceed.

**Construction Inspection Sign Off Prior to Occupancy**



**Step 4: Inspection Information > Insp Contact & Comments**

The Inspection Contact will be the person onsite to meet the Inspector.

If the Inspection Contact information displayed as the primary is incorrect, provide the alternate Inspection Contact information in the 'ALTERNATE CONTACT' section.

Provide information regarding Site specific information in the 'Additional Information' text box.

Click Continue Application.

\* indicates a required field.

**ASI**

**PRIMARY CONTACT**

Use this Inspection Contact

Primary Contact:

BUILD REQ 2125857489

**ALTERNATE CONTACT**

Change Inspection Contact

Inspection Contact Name:

Inspection Contact Phone Number:

**REQUEST COMMENTS**

Please provide additional information about your request below.

Additional Information:

## Step 8. Affirmations

Select the **checkbox** on the Affirmations tab and then **Continue Application**.

### Construction Inspection Sign Off Prior to Occupancy



#### Step 5 : Affirmations > Affirmation Statements

Please complete the appropriate affirmation statement below.

Click Continue Application.

\* indicates a required field.

ASI

#### AFFIRMATION

\* Falsification of any statement is a misdemeanor punishable by fine and/or imprisonment. It is unlawful to give to a city employee, or for a city employee to accept a benefit, as a gratuity or for special consideration. Violation is punishable by imprisonment and/or fine. I understand that if I am found after hearing to have knowingly or negligently made a false statement or allowed to be falsified any document required under this code or of a rule of any agency, I may be barred from further Department filings. I affirm that all required inspections have been completed for this request and the information herein is accurate to the best of my knowledge. I confirm that by personally checking the below checkbox and then clicking "Continue Application >>" I am electronically signing this affirmation. I understand that the electronic signature has the same effect as a hand-written signature.:

Continue Application >

## Step 9. Review

Review the floor/floor use(s) selected, open certifiable objections, documents uploaded, inspection information and affirmations before submitting a Construction Inspection Sign Off Occupancy Request. On the Review tab, select **Continue Application** when you are ready to submit your request.

### Construction Inspection Sign Off Prior to Occupancy



## Step 10. Record Issuance

Once your request is submitted, a Record Number is provided on the Record Issuance tab. A construction inspection will be scheduled upon review of the request by the Construction Unit. At the inspection, the inspector will conduct the inspection on the floor/floor use(s) selected and determine CO recommendations. Once approved by the Construction Unit, the results will be made available in the Schedule of Occupancy in DOB NOW: *Build*.

### Construction Inspection Sign Off Prior to Occupancy



#### Step 7 : Record Issuance



Your record has been successfully submitted.  
Please print your record and retain a copy for your records.

Thank you for using our online services.

Your Record Number is REQ-CND-COFO-21-000056.

You will need this number to check the status of your record or to schedule/check results of inspections where applicable.

Choose "View Record Details" below to view the information submitted for your record.

View Record Details >