

SERVICE NOTICE

Updates to Site Safety Plan Submissions, Construction Superintendent Job Limitations, and Site Safety Release and Sidewalk Shed Removal Requests

Beginning July 15, 2022, site safety plans can be submitted before the job is approved and are no longer required for subsequent filings in DOB NOW. In addition, the Department of Buildings will not issue a permit if the Construction Superintendent designated on the permit application is already designated on five or more active permits. Requests to release site safety and remove sidewalk sheds are also required to be submitted in DOB NOW.

Site Safety Plan Submission

Site Safety Plans can be submitted in DOB NOW: *Build* before the job is approved. Once the job is submitted, the plan examiner will review the site safety criteria that includes the building height, stories, footprint, and additional considerations for alteration and demolition. A banner will appear on the filing and an email will be sent to the stakeholders on the job indicating that the site safety criteria has been approved and that the site safety plans can be submitted. In addition, a separate site safety plan request is no longer required for subsequent filings. This replaces the temporary process outlined in the [April 2022 Service Notice](#).

Construction Superintendent Job Limitations

[Local Law 149 of 2021](#) provides that, beginning June 1, 2022, an individual may not be designated as the primary construction superintendent (CS) for more than five jobs. This is a change from the previous limitation of ten jobs. Construction superintendents who are designated on more than five active jobs can request to be withdrawn from the job, the permit applicant can renew the permit with change to issue the permit with a different CS, or a request can be submitted to release the site safety requirements from the job, which will also release the construction superintendent.

Withdraw a Construction Superintendent from a Job

For BIS jobs, the construction superintendent can request to be withdrawn from a permit by submitting a signed letter of intent to withdraw to the Borough Commissioner's Office. For DOB NOW jobs, the construction superintendent can submit a [Withdrawal Letter](#) to the help form at www.nyc.gov/dobhelp. The permit status will be changed to On Hold until the permit is renewed with a new construction superintendent.

Change the Construction Superintendent on a Permit

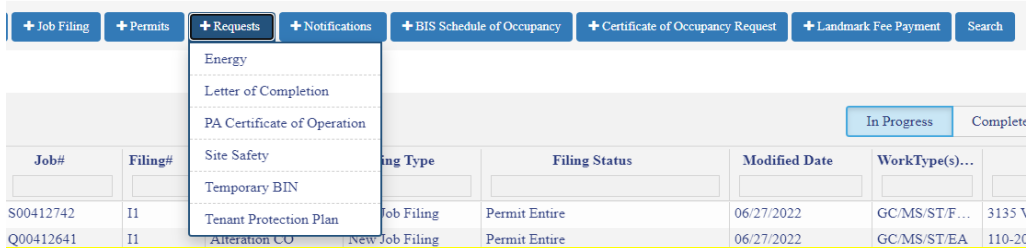
For BIS jobs, the permit applicant renews the permit with change by dropping off a PW2 at the Borough Office. Permit renewals with change cannot be processed in eFiling. For DOB NOW jobs, the permit applicant renews the permits with change in DOB NOW.

Release Site Safety Requirements (Release the Construction Superintendent)

See the following for the new process for requesting site safety release in DOB NOW: *Build*.

Site Safety Release and Sidewalk Shed Removal

For both BIS and DOB NOW jobs, any user associated to the job can request site safety release and sidewalk shed removal in DOB NOW: *Build*. From the dashboard, select **+Requests** and **Site Safety**:



Select **Site Safety Release and Sidewalk Shed Removal** and then the appropriate request type:

The screenshot shows the 'New Site Safety Request' form. Under 'Site Safety Request Type', three radio buttons are present: 'Site Safety Plans', 'Site Safety Waiver', and 'Site Safety Release and Sidewalk Shed Removal' (which is selected). Below this is a 'Request Type*' dropdown menu with a list of options: 'Select Type:', 'Sidewalk Shed Removal', 'Site Safety Release', and 'Site Safety Release and Sidewalk Shed Removal'. A 'Job Filing Number*' field is also visible with a placeholder 'Enter Job Filing Number'. 'Next' and 'Cancel' buttons are at the bottom right.

To request **Sidewalk Shed Removal**, provide a DOB NOW Sidewalk Shed (SH) job number and indicate whether it is a request for full or partial removal. After the Sidewalk Shed Removal request is submitted in DOB NOW, the Construction Safety Compliance Unit will schedule an inspection and once the inspection is in Pass/Final status, the Sidewalk Shed Removal request will be approved in DOB NOW: *Build* and the sidewalk shed can be removed from the site.

For Site Safety Release, options are provided to release a Construction Superintendent, Site Safety Coordinator or Site Safety Manager from a substantially completed job. To **release a Construction Superintendent**, an authorization letter and photographs are required to be uploaded in the Documents section. The authorization letter can be signed by one of the following:

- Applicant of Record of the specific job filing
- Progress Inspector identified on the Technical Report-Final associated to the job
- Permit Holder if the licensee is a Registered General Contractor including 1/2/3 family homes
- Construction Superintendent associated to the specific permit

Submit the Site Safety Release request in DOB NOW and once it is approved by the Construction Safety Compliance Unit, the site safety requirement will be removed from the job and the job Construction Superintendent will no longer be designated on the job.

To **release a Site Safety Coordinator or Site Safety Manager**, submit the Site Safety Release request in DOB NOW. The Construction Safety Compliance Unit will schedule an inspection and once the inspection is in Pass/Final status, the site safety requirement will be removed from the job and the request will be approved in DOB NOW. If the permit is renewed, a Site Safety Coordinator or Site Safety Manager will not be required.

A request to release site safety (site safety coordinator or manager) and the sidewalk shed at the same time requires full (not partial) removal of the sidewalk shed and the SH filing must be associated with the same BIN.

For assistance, submit an inquiry at www.nyc.gov/dobhelp.