How-to Guide:
TR-8 Inspections Reporting

In Compliance with

New York City Energy Conservation Code,
1 RCNY 5000-01 Progress Inspections
& 1 RCNY 101-07 Administration

- **GENERAL**
- BUILDING ENVELOPE
- MECHANICAL SYSTEMS
- LIGHTING & ELECTRICAL POWER
- OTHER REQUIREMENTS

NOTE: In this *How-To Guide: TR-8 Inspections Reporting* , selected Energy Code provisions have been generalized, summarized, rephrased, and/or highlighted. This guide is intended: 1) To provide general guidance to report compliance with the NYCECC; 2) Not to replace or represent the entire 2020 NYCECC, 1 RCNY 5000-01 and related regulations of the City of New York and the Department of Buildings; and 3) Not to provide complete solutions for any specific inspection or work type. Comprehensive mandates, applicability, exemptions, exceptions and options can be found in the 2020 NYCECC, 1 RCNY 5000-01 and related regulations or buildings bulletins of the City of New York and the Department of Buildings.

OVERVIEW

WHAT IS TR-8 PROGRESS INSPECTIONS REPORTING ?

1 RCNY §5000-01
1 RCNY §101-07
NYCECC

▪ A Requirement to Verify Compliance with NYCECC as described in 1 RCNY §5000-01

- TR8 Energy Code Progress Inspections are required for each DOB NOW filing as described in 1 RCNY §5000-01.

- Inspections must be conducted by a qualified Inspector employed by an Approved Agency in accordance with 1 RCNY §101-07.

- Reports shall be submitted in a timely manner, during the course of construction, in accordance with the requirements of the Rules of the City of New York, the New York City Energy Conservation Code, and any Department Rules or Buildings Bulletins in effect at the time of Inspection.

- Where sequencing requires multiple visits to inspect construction progress of specific assemblies or systems, the Progress Inspector shall require the Contractor to notify the Inspector prior to covering or concealing any portion of the Work.

▪Submission Requirements

- Send Reports to: TR8inspections@buildings.nyc.gov as required during construction at the three stages outlined in Buildings Bulletin 2025-xx

- **Drawings should be sent directly from the Special Inspection Agency to the TR8 email**, not via the filing representative or other intermediary. Additional supporting information shall be submitted to the Department for review upon request.

- Each report submitted must include Information Header, Observations & Comments, Supporting Documents, Photographs and Remarks & Remedy to provide complete evidence of inspected conditions.
(**Particular attention should be given to systems, assemblies, or testing necessary to meet the Mandatory requirements of NYCECC)**

- Each report must verify that all built energy design elements match or exceed the requirements set forth in the DOB approved permit documents in their quality, quantity, size, capacity, efficiency, performance, location, configuration, composition, etc.

- Any deviations from Approved plans, in any respect, shall be reported with a description & photographs of the specific discrepancy and a description & photograph of the alternative construction. (Should the deviation present a gross detriment to the total building performance, the Inspector shall submit the report immediately to alert the Department of the disparity)

HOW SHOULD TR-8 PROGRESS INSPECTIONS REPORTS BE PREPARED ?

Information Header - Formatting and Content

Information Header shall include:

- Inspection Agency name and contact information.
- DOB job number, related DOB job numbers (with suffix)
- Project name, complete building address, and BIN.
- General Contractor contact Information
- Owner contact information.
- Progress Inspectors name and registration number
- Inspection type (including TR8 numbers) with Date & Time of Inspection,
- Applicant of Record contact information.
- Inspection location(s) and Status
- Version of Energy Code & Analysis used to verify compliance.
- Construction Phase at time of inspection
- Weather conditions.

LETTER HEAD OF INSPECTION AGENCY

INCLUDE: PRINCIPAL CONTACT & NYC SIA NUMBER

PROGRESS INSPECTION NUMBER & DESCRIPTION:	DATE/TIME:
DOB JOB NUMBER:	APPLICANT OF RECORD:
OWNER:	APPLICANT ADDRESS:
PROJECT ADDRESS:	APPLICANT E-MAIL:
GENERAL CONTRACTOR:	CODE/ANALYSIS APPLIED:
CONTRACTOR ADDRESS:	CONSTRUCTION PHASE (STATUS)
INSPECTOR NAME & ID:	LOCATION OF INSPECTION(S)
WEATHER:	INSPECTION STATUS:
DRAWINGS REFERENCED FOR INSPECTION (INCLUDE PAA # IF APPLICABLE)	

Sample Title Page with DOB preferred layout

▪Observations & Comments

Observations & Comments must provide a clear description of all work inspected within the scope indicated on the PW-1 & Approved drawings.

Each observation and comment must include:

- Description of the construction progress (e.g. exterior cladding commenced, interior rough-in complete, mechanical install commenced)
- A list of relevant inspections performed during each site visit with concise description of work in progress at time of inspection.
- Documentation of most recent approved drawings referenced for inspection (note if PAA drawings are included),
- Description of locations including specific exposure(s) & floor(s) where conditions were observed. (referenced to plan & photographs)
- Clearly delineated key plans or elevations indicating specific location of inspection with view direction of each supporting photograph.
- Description of conditions found - Do the conditions comply? What is Required vs. installed? Can work be accepted or remediated?
- Indicate how compliance is verified per REScheck, COMcheck, or Tabular Analysis. Simply comparing installed conditions to construction details does not verify compliance per Analysis. EN drawings must be referenced.

▪Supporting Documentation – (required for unlabeled assembly components)

- **If an assembly component cannot be verified provide additional information as necessary.**

These may include:

- Where insulation cannot be verified by label, provide Installers Certificate or field measured evidence of type and thickness installed. (Manufacturers data sheets may only be submitted as supporting documentation and will not be accepted alone to indicate as-built compliance.)
- Where manufacturers fenestration labels are not present, provide report for each unit type installed in the specific project, certifying fenestration assembly values rated in accordance with NFRC. (Fabrication labels with glass performance only (COG value) will not be accepted.)

(Mathematical conversion (from W/m2K) of non-NFRC rated units will not be accepted)

- To verify Air Barrier continuity, provide infiltration testing reports with sampling rate(s) as required per standard applied.
- Shipping manifests with specifications of type, size, and values typically found on manufacturers labels or equipment stickers.

▪Photographs

- **Photographs must clearly identify the specific project site conditions and assemblies being inspected.**
- **All photos must be date/time stamped, labeled to indicate viewpoint and keyed to plans or alpha-numeric reference description.**

Each report must include:

- An establishing photograph documenting the project street view at exposure #1 on date of inspection.
- Each photo must include all relevant information to clearly describe location, field measured value, or manufacturers labeled value for any assembly or equipment being documented.
- Photographs documenting insulation assemblies must include a standard ruled reference tool showing insulation depth or clear representation of manufacturer's label printed on installed materials.
- Photographs documenting fenestration assemblies must show full frame of unit with legible close-up of label adhered to unit.

▪ Remarks & Remedy

- Status of each Inspection: *Conformance per plans, Work in progress, Pending re-inspection, Non-compliant built conditions identified, Conflict with drawings identified*, etc.
- Recommendations for remedial actions to be completed should include description of non-conformance and recommended action to remedy work prior to moving to next phase of construction.
- Indicate additional information needed from Contractor, Installer, Design Applicant, or Owner.
- Provided Inspection Applicant seal, signature, and attestation on each submittal.

KEY PRINCIPLES

▪ Identify the Correct Code Version to Follow

NYCECC, 1RCNY §5000-01
1 RCNY §101-07

- Job applications filed on and after May 12, 2020 must comply with the 2020 NYCECC and 1 RCNY 5000-01 (Current Version)
- Job applications filed before May 11, 2020 must comply with the 2016 NYCECC and 1 RCNY 5000-01 (Superseded Version)
- **Progress Inspectors and Approved Inspection Agencies must comply with the administration set forth in 1 RCNY 101-07**

▪ Verify all Mandatory Provisions

- ***Mandatory* provisions must be satisfied by *all* applications**, whereas *Prescriptive* provisions must be satisfied by applications that seek to prove compliance *prescriptively*.
- Applicable Code sections must be carefully inspected and verified according to the job application/project type.
  - For Residential building application, the NYCECC compliance path on PW1–Section 10 must be referenced throughout to verify that all mandatory requirements have been furnished whether indicated on the construction documents or as dictated by the provisions of this code.

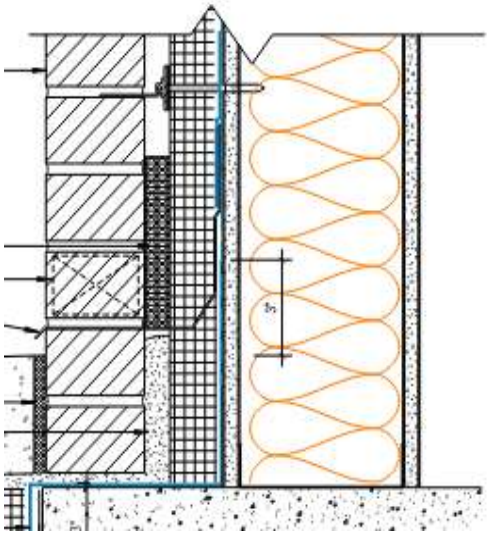
▪ List of Progress Inspections on EN- Sheet

- **All *applicable* progress inspections required for Energy Code compliance must be listed on an EN- labeled sheet in tabular format as shown in 1 RCNY §5000-01(h), and must match those identified on the TR8.**

- For each progress Inspection listed on the EN sheet, the Applicant must indicate the specific assembly, equipment or control requiring inspection based on unique design requirements for each building. The EN table specification should describe the location where an inspection should take place along with a description of the inspection procedure & reference to specification or details.

▪Values and Attributes Must Match

- Specifications (in values and attributes) of energy design elements reported in the Progress Inspection Report must be validated through Supporting Documentation. For example, Energy-Code-relevant specifications (e.g., insulation type, R-value, U-factor, luminaire type, luminaire wattage, equipment size, equipment efficiency, etc.) declared in the COMcheck energy analysis, but not identified in the construction documents will *not* be accepted for Energy Code compliance.
- Total numbers reported in Energy Analysis must be validated through Supporting Documentation. For example, the gross values such as exterior wall/fenestration areas, roof/floor areas, luminaire/equipment counts, area-weighted average values, etc. listed in the Tabular energy analysis must be easily identified in the drawings, schedules, and/or diagrams provided in the construction documents.



Inspector shall verify, in all cases, that the proposed materials are the correct type, thickness and value, installed in the specified location as indicated in the manufactuers installation specifications and/or as detailed on the Approved Plans.