



ERIC L. ADAMS  
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES  
BUREAU OF EXAMINATIONS

DAWN M. PINNOCK  
Commissioner

## NOTICE OF EXAMINATION

**INSPECTOR (CONSTRUCTION)**  
Exam No. 3019

**WHEN TO APPLY: From: September 7, 2022**

**APPLICATION FEE: \$68.00**

**To: September 27, 2022**

**If you choose to pay the application fee with a credit/debit/gift card, you will be charged a service fee of 2.00% of the payment amount. This service fee is nonrefundable.**

**THE TEST DATE:** Multiple-choice testing is expected to begin on **Tuesday, December 13, 2022**

**YOU ARE RESPONSIBLE FOR READING THIS ENTIRE NOTICE BEFORE YOU SUBMIT YOUR APPLICATION.**

### WHAT THE JOB INVOLVES:

Inspectors (Construction) under general supervision, perform technical work in the inspection of construction, repair or alteration of structures to ensure conformance with building codes, standards, plans and specifications and issue summonses for non-compliance. They visit work locations and inspect structures under construction, alteration or repair, including structural components of one and two family dwellings to ensure compliance with laws, ordinances and approved plans and specifications; perform field surveys and sweeps of work sites and structures to check for conformance to codes, rules, laws, plans or specifications; using specified guidelines and standards, inspects structures under construction, alteration or repair for conformance to codes, rules, laws, plans or specifications; studies architectural and engineering drawings of buildings and structures to obtain details for inspection; inspect and issue violations for unsafe conditions found in buildings damaged by fires or accidents and in buildings prior to or after being moved; inspect manholes, trunk lines, and transformer vaults during construction; inspect job sites for compliance with zoning and labor laws; inspect demolition of structures; inspect theaters, hotels, hospitals, halls, amusement park structures and other places of assembly as to conditions of safety; check all material used as to quality, grade marks and identifying marks; investigate and report on complaints of violations of building codes and assist in prosecution of cases; issue violations and summonses; testify in court; explain and interpret building codes and regulations; prepare reports of inspections; may supervise and train Apprentice Inspectors (Construction); and operate a motor vehicle in the performance of assigned duties. All Inspectors (Construction) perform related work.

Some of the physical activities performed by Inspectors (Construction) and environmental conditions experienced are: walking to and from inspection sites and, during the course of inspections, climbing and descending ladders and stairs to get to areas to be inspected; standing on scaffolds to inspect work; standing for extended periods of time; working in confined areas; wearing hard hats; bending and stooping during inspections; climbing over and around various objects; walking in areas that may be damp, dark, dusty, smoky or acrid; and working outdoors in all kinds of weather.

#### Special Working Conditions:

Inspectors (Construction) may be required to work various shifts including nights, Saturdays, Sundays, and holidays.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

### THE SALARY:

The current minimum salary is \$53,563 per annum. This rate is subject to change. There are four assignment levels within this class of positions. Appointment will generally be made to Assignment Level I. After appointment, employees may be assigned to the higher assignment levels at the discretion of the agency.

### HOW TO QUALIFY:

You may be given the test before we verify your qualifications. You are responsible for determining whether or not you meet the education and experience requirements for this examination prior to submitting your application. If you are found "Not Qualified," your application fee will not be refunded and you will not receive an Admission Notice or score. (For more information see Exam Site Admission section.)

#### EDUCATION AND EXPERIENCE REQUIREMENTS:

1. Two years of full-time satisfactory experience working in the construction trades as a carpenter, mason, ironworker, plasterer, architect, engineer, building construction superintendent, or inspector of building construction, or in related work; **or**

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

2. A license as a professional engineer or registered architect issued pursuant to the New York State Education Law or a license as a Site Safety Manager issued by the NYC Department of Buildings; **or**
3. Sixty semester credits towards a degree in civil engineering, engineering technology, architecture, architectural technology, construction management, or a closely related field from an accredited college or university; **or**
4. One year of experience as described in "1" above and one year of formal training or education in an acceptable construction program given in an accredited college or university, technical school or trade school; **or**
5. Completion of an apprentice program, a minimum of two years in length, in a construction trade or building inspection; **or**
6. Education and/or experience which is equivalent to "1," "3," "4," or "5" above.

Experience not considered acceptable: working as a roofer, painter, sheet-metal worker, metal lather, sheetrock taper, glazier, or insulation installer.

**The education requirement must be met by January 31, 2023. The experience requirement must be met by the last day of the Application Period (September 27, 2022). The license requirement must be met by September 30, 2022.**

The trade or technical school or vocational high school must be approved by a State's Department of Education or a recognized accrediting organization. The college or university must be accredited by regional, national, professional, or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA).

If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. This is required only if you need credit for your foreign education in this examination. For more information see the Foreign Education Evaluation Guide in the Required Information section.

During the Education and Experience Exam (EEE), you may answer questions about your experience. If your experience was on a part-time basis working less than 35 hours per week, you will need to convert your part-time experience to full-time experience using the formula below. Once you have determined your full-time experience equivalent, use this amount to answer questions about your experience.

$(\text{number of hours worked per week}/35) \times (\text{number of months worked})$

For example, if you worked at a job for 21 hours per week for 12 months, you would make the following calculation:  $21/35 \times 12 = 7.2$  months.

**You have until midnight Eastern time on the last day of the Application Period (September 27, 2022) to clearly specify in detail all of your relevant education and experience and Final Submit your Education and Experience Exam in the Online Application System (OASys). Once you Final Submit your Education and Experience Exam in OASys, you will not be permitted to submit new or additional information on your Education and Experience Exam online.**

**If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (September 27, 2022), your examination will be considered incomplete, you will not receive a score, you will not be invited to subsequent portions of this examination (if applicable), and your application fee will not be refunded.**

**You will not receive credit for education which you obtain after January 31, 2023, experience which you obtain after the end of the Application Period (September 27, 2022), or license which you obtain after September 30, 2022.**

**Vaccination Requirement:** As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

**Driver License Requirement:** A Motor Vehicle Driver License valid in the State of New York may be required for certain assignments. This license must be maintained for the duration of the assignment.

**Drug Screening Requirement:** You must pass a drug screening in order to be appointed.

**Residency:** City residency is not required for this position, unless you accept an appointment after selective certification for Special Patrolman (see below).

**English Requirement:**

You must be able to understand and be understood in English.

**Proof of Identity:**

Under the Immigration Reform and Control Act of 1986, you must be able to prove your identity and your right to obtain employment in the United States prior to employment with an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services.

## HOW TO APPLY:

If you believe you meet the requirements in the "How to Qualify" section, apply using the Online Application System (OASys) at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs). Follow the onscreen application instructions for electronically submitting your application and payment and completing any required information. A unique and valid email address is required to apply online. Several internet service providers, including but not limited to Google, Yahoo!, AOL, Outlook.com, and Mail.com offer free email addresses. **All new OASys accounts require verification before a candidate can apply to ensure the accuracy of candidate information. Verification is instantaneous for most accounts and you will receive a confirmation email with instructions to activate your account. For any account creation issues, you will receive onscreen prompts to contact DCAS. This review may require up to two (2) business days to be reviewed and resolved. Please keep this information and the application period deadline in mind when creating your account.**

The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or a prepaid debit card with a credit card logo which you may purchase online or at various retail outlets. If you are receiving or participating in certain forms of public assistance/benefits/programs, or are a veteran, you may qualify to have the application fee waived. For more information on eligibility for a fee

waiver and documentation requirements visit the Fee Waiver FAQ on the Online Application System at: <https://a856-exams.nyc.gov/OASysWeb/Home/Faq>. **Effective January 2020, the Online Application System is no longer supported on Windows 7 or earlier versions of Windows operating systems.**

You may come to the DCAS Computer-based Testing & Applications Centers to apply for this examination online. However, you must schedule a customer service appointment prior to your visit. Due to the COVID-19 pandemic, DCAS no longer permits walk-ins at DCAS sites.

**Manhattan**

2 Lafayette Street  
17th Floor  
New York, NY 10007

**Brooklyn**

210 Joralemon Street  
4th Floor  
Brooklyn, NY 11201

**Queens**

118-35 Queens Boulevard  
5th Floor  
Forest Hills, NY 11375

**Staten Island**

135 Canal Street  
3rd Floor  
Staten Island, NY 10304

**Bronx**

1932 Arthur Avenue  
2nd Floor  
Bronx, NY 10457

To schedule a customer service appointment through OASys for an exam-related or eligible list-related inquiry, find **Exam #1889**, click **Apply**, and follow the instructions provided to reserve your appointment location, date, and time.

You must complete the entire examination by midnight, Eastern Time, of the last day of the application period. If you have questions about applying for this examination, you may contact DCAS at [OASys@dcas.nyc.gov](mailto:OASys@dcas.nyc.gov).

**Special Circumstances Guide:** This guide is located on the DCAS website at [https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/pdf\\_c\\_special\\_circumstances\\_guide.pdf](https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/pdf_c_special_circumstances_guide.pdf) and available at the DCAS Computer-based Testing & Applications Centers. This guide gives important information about requesting an alternate test date because of religious observance or a special test accommodation for disability, claiming Veterans' or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances Guide that pertain to you when you complete your "Application for Examination."

**REQUIRED INFORMATION:**

1. **Application for Examination:** Follow the online instructions, including those relating to the payment of fee and, if applicable, those found in the Special Circumstances Guide.
2. **Education and Experience Exam:** Fill out all the required sections displayed onscreen (if applicable). You will have until midnight Eastern time on the last day of the Application Period (**September 27, 2022**) to clearly specify in detail all of your relevant education and experience on your Education and Experience Exam and submit it in the Online Application System (OASys).

If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (**September 27, 2022**), your examination will be considered incomplete, you will not receive a score, you will not be invited to subsequent portions of this examination (if applicable), and your application fee will not be refunded.

3. **Foreign Education Evaluation Guide (Required only if you need credit for your foreign education in this examination):** If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. The services that are approved to make this evaluation are listed on the Foreign Education Evaluation Guide which is located on the DCAS website at <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/foreigneducation.pdf>. When you contact the evaluation service, ask for a **course-by-course** evaluation (which includes a "document-by-document" evaluation) of your foreign education. You must have one of these services submit its evaluation of your foreign education directly to the Department of Citywide Administrative Services no later than eight weeks from the last day of the Application Period (**September 27, 2022**).

**THE TEST:**

The multiple-choice test will be given at a computer terminal. Your score on this test will be used to determine your place on an eligible list. You must achieve a score of at least 70% to pass the test.

The multiple-choice test is designed to assess the extent to which candidates have certain knowledge and abilities determined to be important to the performance of the tasks of an Inspector (Construction). Task areas to be tested are as follows: Inspection Procedures, Communication and Education, and Administrative Duties.

The multiple-choice test may include questions on construction materials; construction, alterations and repairs done on structures by carpenters, masons, plasterers and iron workers; construction plans and specifications; standards of proper employee ethical conduct; and other related areas.

The multiple-choice test may also include questions requiring the use of any of the following abilities:

**Written Comprehension:** Understanding English words and sentences. Example: An Inspector (Construction) reads and understands work orders pertaining to the NYC Building Code.

**Written Expression:** Using English words or sentences in writing so that others will understand. Example: An Inspector (Construction) writes reports free of grammatical errors.

Certain questions may need to be answered on the basis of documents or other information supplied to the candidates on the date of the multiple-choice exam.

## EXAM SITE ADMISSION:

Your Admission Notice will be available on your Dashboard in OASys 14 days before the first date on which testing is expected to begin. You can print or display your Admission Notice on your phone or personal device to gain entry to the test site. Test site assignments will take your address into consideration, but nearness to your address cannot be guaranteed.

**Warning:** After gaining entry to the test site, you are not permitted to enter the testing area with electronic devices. Electronic devices include, but are not limited to, cellular phones, smart watches, recording devices, beepers, pagers, cameras, or portable media players. You are not permitted to use any type of headphones or ear buds. Calculators are not permitted. Electronic devices with an alphabetic keyboard or with word processing or data recording abilities such as planners, organizers, etc. are not permitted. If you use any of these devices anywhere at any test site, whether in the testing area, restroom, hallway, or other location, at any time before, during or after the test or Protest Review Session, your test score will be nullified, you will be disqualified from taking any civil service tests for up to five years, and your application fee will not be refunded.

You may not have any other person, including children, present with you while you are being processed for or taking the test, and no one may wait for you inside of a Computer-based Testing & Applications Center while you are taking the test.

**Required Identification:** You are required to bring one (1) form of valid (non-expired) signature and photo bearing identification to the test site. The name that was used to apply for the exam must match the first and last name on the photo ID. A list of acceptable identification documents is provided below. **If you do not have an acceptable ID, you may be denied testing.** Acceptable forms of identification (bring one) are as follows: State issued driver's license, City or State issued identification card, IDNYC, US Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, Employer ID with photo, or Student ID with photo.

**Leaving:** You must leave the test site once you finish the test. If you leave the test site after being fingerprinted but before finishing the test, you will not be permitted to re-enter. If you disregard this instruction and re-enter the test site, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

## CHANGE OF MAILING ADDRESS, EMAIL ADDRESS, AND/OR TELEPHONE NUMBER:

It is critical that you promptly notify DCAS of any change to your mailing address, email address and/or phone number. If we do not have your correct mailing address, email address and/or phone number, you will not receive information about your exam(s), consideration for appointment and/or important information that may require a response by a specified deadline. If you need to update your Mailing Address, Email Address, and/or Telephone Number, read below:

- City Employees - update this information in NYCAPS Employee Self-Service (ESS) at [www.nyc.gov/ess](http://www.nyc.gov/ess)
- All Others - update this information on your Profile page in the Online Application System (OASys) by logging into your OASys account and navigating to your Dashboard, then your Profile tab at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs)
- Submit a written request by email at [OASys@dcas.nyc.gov](mailto:OASys@dcas.nyc.gov), by fax (646) 500-7190, or by regular mail: DCAS, 1 Centre Street, 14th Floor, New York, NY 10007. Your written request must include your full name, social security number, exam title(s), exam number(s), previous mailing and/or email address, and your new mailing and/or email address, and/or new telephone number.

## CHANGE OF NAME AND/OR SOCIAL SECURITY NUMBER:

Use the Data Correction Form and follow all instructions for changing your name and/or social security number with DCAS. The following link will provide you with the DCAS Data Correction Form: <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/dp148a.pdf>.

## THE TEST RESULTS:

If you meet the education and experience requirements and pass the multiple-choice test, your name will be placed in final score order on an eligible list, you will be given a list number and you will be notified by email of your test results. The eligible list determines the order by which candidates will be considered for appointment. If you meet all requirements and conditions, you will be considered for appointment if your name is reached on the eligible list. Once a list has been established, it will typically remain active for four years. To learn more about the civil service system go to: <https://www1.nyc.gov/site/dcas/employment/civil-service-system.page>.

If you believe that your test part was rated incorrectly, you may submit an appeal of your score to DCAS, Committee on Manifest Errors, through the Online Application System (OASys). Your appeal must give specific reasons why your score should be higher. Your appeal may result in a higher or lower rating.

To access the appeal portal of OASys, please log into your OASys account at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs) and use the following steps:

1. Navigate to the Dashboard for the Appeals tab.
2. Click the NEW APPEAL button to create and submit your appeal.
3. Select the exam from the Exam drop-down list, and
4. Select the exam part from the Exam Part drop-down list.
5. Select the reason for your appeal from the Appeal Reason drop-down list (if applicable).
6. Enter the details of your appeal by providing specific reasons why your score should be higher.

Note: You may attach up to 5 documents to support your appeal by using the attachment functionality.

## SPECIAL ARRANGEMENTS:

### Make-up Test:

You may apply for a make-up test if you cannot take the test on the regular test date(s) for any of the following reasons:

1. compulsory attendance before a public body;
2. on-the-job injury or illness caused by municipal employment where you are an officer or employee of the City;
3. absence from the test within one week after the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner where you are an officer or employee of the City;
4. absence due to ordered military duty;
5. a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible; or
6. a temporary disability, pregnancy-related, or child-birth-related condition preventing you from taking the test.

To request a make-up test, contact Administration, Customer, and Exam Support by mail at 1 Centre Street, 14th Floor, New York, NY 10007, or by email at [testingaccommodations@dcas.nyc.gov](mailto:testingaccommodations@dcas.nyc.gov), as soon as possible, and include documentation of the special circumstances that caused you to miss your test.

## ADDITIONAL INFORMATION:

**Selective Certification for License, Certification and/or Special Experience:** If you have a license, certification or special experience listed below, you may be considered for appointment to positions requiring this license, certification or special experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this license, certification or special experience. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. Your license, certification and special experience will be checked by the appointing agency at the time of appointment. If you are appointed through Selective Certification based on possessing a license, this license must be maintained for the duration of your employment.

**Selective Certification for Positions Requiring NYC Construction Codes Experience (CCE):** At least two (2) years of full-time, satisfactory experience in the inspection of construction in accordance with the NYC Construction Codes.

**Selective Certification for Experience in Energy Conservation and Efficiency (ECE):** At least one (1) year of full-time, satisfactory experience in New York City Energy Conservation Code (NYCECC), analysis of property's energy usage, and/or building energy audits.

**Selective Certification for Positions Requiring Energy Management (Foundational) (EMF):** Possession of a valid Certified Energy Manager ("CEM") certification from the Association of Energy Engineers ("AEE").

**Selective Certification for Positions Requiring Energy Management (Extensive) (EMX):** Possession of a valid Certified Energy Manager ("CEM") certification from the Association of Energy Engineers ("AEE") and at least one of the following valid certifications from AEE: Certified Energy Auditor ("CEA"), Certified Building Commissioning Professional ("CBCP"), or Certified Measurement and Verification Professional ("CMVP").

**Selective Certification for Positions Requiring Energy Auditing (ENA):** Possession of at least one of the following valid certifications: Certified Energy Manager ("CEM") certification from the Association of Energy Engineers ("AEE"), Certified Energy Auditor ("CEA") certification from AEE, High Performance Building Design Professional ("HBDP") certification from the American Society of Heating, Refrigerating and Air Conditioning Engineers ("ASHRAE"), Building Energy Assessment Professional ("BEAP") certification from ASHRAE, or Multi-Family Building Analyst ("MFBA") certification from the Building Performance Institute ("BPI").

**Selective Certification for Positions Requiring Building Commissioning (BDC):** Possession of at least one of the following valid certifications: Existing Building Commissioning Professional ("EBCP") certification from the Association of Energy Engineers ("AEE"), Certified Building Commissioning Professional ("CBCP") certification from AEE, or Certified Commissioning Authority ("CxA") certification from AABC Commissioning Group ("ACG").

**Selective Certification for Positions Requiring Sustainability (SUS):** Possession of at least one of the following valid credentials: LEED Green Associate ("LEED GA") accreditation from the U.S. Green Building Council ("USGBC"), LEED Accredited Professional accreditation from the USGBC with specialization in Building Design + Construction or Operations + Maintenance ("LEED AP BD+C" or "LEED AP O+M"), or Environmental Sustainability Professionals ("ENV SP") certification from the Institute for Sustainable Infrastructure.

**Selective Certification for Positions Requiring Energy Management (Foundational) and Sustainability (EFS):** Possession of a valid Certified Energy Manager ("CEM") certification from the Association of Energy Engineers ("AEE") and at least one of the following valid credentials: LEED Green Associate ("LEED GA") accreditation from the U.S. Green Building Council ("USGBC"), LEED Accredited Professional accreditation from the USGBC with specialization in Building Design + Construction or Operations + Maintenance ("LEED AP BD+C" or "LEED AP O+M"), or Environmental Sustainability Professionals ("ENVSP") certification from the Institute for Sustainable Infrastructure ("ISI").

**Selective Certification for Positions Requiring Greenhouse Gas Emissions Analysis Experience (GHG):** At least one (1) year of full-time satisfactory experience conducting analysis, inventories, and/or verification of greenhouse gas emissions.

**Selective Certification for Special Patrolman (SPP):** If you meet the following qualifications, you may request preferred consideration for appointment to positions requiring Special Patrolman status (a status given by the New York City Police Department pursuant to Title 38, Chapter 13 of the Rules of the City of New York) through a process called Selective Certification:

- must be twenty-one years of age or older,
- a citizen of the United States,
- a resident of New York City,
- have no record of convictions for any felony or serious offense as enumerated in §265.00 (17) of the New York Penal Law. An applicant with any conviction who has a Certificate of Good Conduct providing relief from that conviction may be eligible for appointment. An applicant with a misdemeanor conviction or violation for a serious offense enumerated in Penal Law §265.00 (17), who has a Certificate of Relief from

Disabilities providing relief from that conviction, may also be eligible for appointment,

- if discharged from military service, the discharge must not have been dishonorable, and
- be of good moral character.

All candidates who are appointed through this Selective Certification will undergo a background check conducted by the New York City Police Department to verify the above qualifications, including character. Any individual appointed through this Selective Certification who fails to successfully pass this background check will be terminated from the position. Additionally, if you are appointed through this Selective Certification, **you must maintain your Special Patrolman status (including your New York City residency)** for the duration of employment.

**Selective Certification for Assignment Level II positions (CM2):** If you meet one of the following requirements, you may be considered for appointment to Assignment Level II positions requiring these qualifications through a process called Selective Certification.

**Requirements:** You must have:

1. A license as a professional engineer or registered architect issued pursuant to the New York State Education law; or
2. A license as a Site Safety Manager issued by the NYC Department of Buildings; or
3. In addition to meeting the minimum education and experience requirements on page 1 and 2 for Inspector (Construction), you must have either (a) at least three additional years of experience as described in "1" in the minimum education and experience requirements on page 1 and 2 or (b) a baccalaureate degree in civil engineering, engineering technology, architecture, architectural technology, construction management, or a closely related field from an accredited college or university and at least one year of experience as described in "1" in the minimum education and experience requirements

**The above Selective Certification requirements may be met at anytime during the duration of the list.** If you meet the Selective Certification requirements at some future date, please submit a request by mail to: DCAS Bureau of Examinations - Exam Development Group, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number, your social security number and the specific selective certification on your correspondence.

**Investigation:**

The position is subject to investigation before appointment. At the time of investigation, you will be required to pay an \$88.25 fee for fingerprint screening. At the time of investigation and at the time of appointment, you must present originals or certified copies of all required documents and proof, including but not limited to proof of date and place of birth by transcript of record from a Bureau of Vital Statistics or other satisfactory evidence, naturalization papers if necessary, proof of any military service, and proof of meeting educational requirements, if applicable. You may be disqualified if your statements are found to be false, exaggerated, or misleading or if you fail to provide required documents. Investigation must be completed prior to appointment.

**Application Receipt:**

You will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, check "Junk", "Trash", or "Spam" folders for the primary email linked to your Online Application System (OASys) account. If you are unable to locate the email, you can view a summary of the notification email to you on your OASys Dashboard, then Notifications. If you are still unable to find the email, please email DCAS via the Contact feature available in OASys with a description of the issue and include the exam number and your profile number located on your Profile page. While on your Profile page, check that the email addresses you provided are correct and/or updated.

**PENALTY FOR MISREPRESENTATION:**

Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.

---

The General Examination Regulations of the Department of Citywide Administrative Services (DCAS) apply to this examination and are part of this Notice of Examination. They are posted at [nyc.gov/dcas](http://nyc.gov/dcas) and copies are available at the DCAS Computer-based Testing & Applications Centers.

The City of New York is an Equal Opportunity Employer.  
Title Code No. 31622; Building and Construction Inspection Occupational Group.

**For information about other exams, and your exam or list status, call 212-669-1357.  
Internet: [nyc.gov/dcas](http://nyc.gov/dcas)**