

HPD BLDS Project Lease-Up Inspection Requests

Instructions:

- Project Team: Fill out this form and submit required documents listed below to hp dintake@hpd.nyc.gov.
- HPD HAS: Please refer to the MS Form linked at the end of this document to submit the inspection request to BLDS.

For projects requiring on-site inspections, the Project Team must ensure the following:

- The site is inspection-ready, e.g., electrical circuits, boiler, hot water heaters, etc., are on.
- A lead contact is available for coordination/scheduling.
- A knowledgeable representative of the General Contractor or the Building Management is available to accompany the BLDS inspection team.
- All corrective measures to any objectionable items noted during BLDS' initial review of documents submitted with this form, listed below, have been taken prior to scheduling the inspection.

HPD PROJECT ID _____

PROJECT NAME _____

PROJECT ADDRESS(ES) _____

PROJECT TYPE _____

TOTAL DWELLING UNITS _____ TOTAL SUBSIDY/OVERLAY UNITS _____

SUBSIDY TYPE(S) CityFHEPS NYC 15/15 Project Based Vouchers (PBVs)

REVIEW PATHWAY REQUESTED _____

Project Team Lead Contact (for coordination/scheduling) _____

Email Address _____ Phone Number _____

GC/Building Management Representative (to accompany inspections) _____

Email Address _____ Phone Number _____

SUBMISSION MATERIALS

- ☐ Rent Roll or Attachment U correctly identifying all subsidy units requiring review/inspection.
- ☐ Temporary Certificate of Occupancy (TCO) issued by the NYC Department of Buildings (DOB).
- ☐ AIA G704 or AIA G734 Certificate of Substantial Completion issued by Project Architect or by the Construction Manager, respectively (must be the latest version).
- ☐ Punchlist, if separate from the G704/G734.
- ☐ Post-Construction Accessibility Statement of Architect/Engineer, for [New Construction](#) and [Preservation](#) projects, executed and notarized.