

FREQUENTLY ASKED QUESTIONS

Q. Where can I find additional information on the Directive?

- A. The text of Directive #14 of 1975 may be viewed on the Department's website at <https://www1.nyc.gov/assets/buildings/pdf/di7.pdf>.

In addition, a Code Notes document which includes helpful references and further clarification is available on the Department's website at https://www1.nyc.gov/assets/buildings/pdf/code_notes_directive-14of1975-alterations.pdf.

Q. Who can file a job under Directive 14 (D14)?

- A. Only a registered design professional (RDP) may file an application under Directive 14. As per the Administrative Code, an RDP is either a registered architect or professional engineer. BPP's are not required to be filed as Directive 14 applications, and can continue to be filed by Landscape Architects.

Q. What does the Department review during plan exam of a D14 project?

- A. Work filed under D14 is subjected to limited plan examination. The documents will be reviewed against the requirements of the Administrative Code and Zoning Resolution. Additionally, the plan examiner will verify that there is no change to occupancy, fire protection, accessibility, the NYC Energy Conservation Code, or Flood Hazard.

Q. What work must receive a final inspection by the Department?

- A. Department of [Buildings Bulletin 2018-008](#) provides a listing of all of the work types that require the Final Inspection to be performed by the Department. In addition, New Buildings applications and applications that will end with the issuance of a new or amended Certificate of Occupancy will also require Final Inspection by the Department.

Q. What work must be final inspected by a registered design professional?

- A. Department of Buildings [Bulletin 2018-008](#) provides a listing of all of the work types that require the final inspection to be performed by a Registered Design Professional.

Registered design professionals are not required to perform final inspections for Builders Pavement Plan (BPP) currently filed through BIS, or for Fire Protection Plan (FPP) applications

Q. How are final inspections impacted by multiple applications?

- A. Each application for work is subject to final inspection in accordance with §28-116.2.4.

Q. What impact does ‘D14’ have on an R-3 building with a single application?

- A. Directive 14 is not limited according to building use group.

Q. What impact does ‘D14’ have on an Alt-1 filing?

- A. An Alt-1 filing will require an amendment to the certificate of occupancy and cannot be filed according to Directive 14, or be final inspected by a registered design professional.

Q. Will my job be audited if filed as ‘D14’?

- A. As a means of ensuring compliance, the Department does audit a percentage of Directive 14 filings.

Q. If my project was already filed, do I have to submit a PAA?

- A. [Buildings Bulletin 2018-008](#) outlined the requirements for applications filed on or after August 9, 2018. Work filed prior to that date may be diligently pursued to completion, with final inspection performed by the Department.

Q. Must all Alt-2 filings be final inspected by the registered design professional?

- A. The complete list of work types for which the registered design professional must perform the final inspection may be found in [Buildings Bulletin 2018-008](#).

Q. Must the applicant and individual performing the final inspection be the same registered design professional?

- A. The Code does not require the final inspection to be performed by the applicant of record who filed the plans. Whether the initial applicant, or another, the design professional is bound to the same duties and responsibilities to perform the inspection on behalf of the Department.

Q. My job has already been filed as non-Directive 14 for a work type now requiring a Final Inspection by the design professional. Will the Department still perform the Final Inspection?

- A. For any application filed after the effective date of [Buildings Bulletin 2018-008](#), and for a work type now required to be final inspected by the applicant, the Department will no longer perform the final inspection. The applicant must re-file the job.

Q. Are New Building (NB) and Alteration Type 1 (Alt-1) Applications required to follow the procedures outlined in Buildings Bulletin 2018-008?

- A. No, NB and Alt-1 applications do not need to follow the procedures outlined in [Buildings Bulletin 2018-008](#).

Q. What is the impact of Buildings Bulletin 2018-008 on registered design professionals who previously surrendered his or her Directive 14 filing privileges?

- A. An RDP who previously surrendered D14 filing privileges may file applications and select Directive 14 as the method of plan review, but must first contact the [Special Enforcement Unit](#). Note, such professional is still prohibited from performing the required final inspection. The building owner must retain the services of another Architect or Engineer to perform the required Final Inspection.

Q. What is the impact of Buildings Bulletin 2018-008 on buildings for which Local Law 49 of 2017 requires the final inspection be performed by the Department?

- A. [Local Law 49 of 2017](#) included provisions for plan examination and final inspection of work in some multiple dwellings, including affordable housing and/or rent regulated units. The Department will still require the registered design professional to complete the final inspection, as specified in Buildings Bulletin 2018-008. The Department will perform its own final inspection as required by the local law. Both inspections must be performed.

Q. Are special inspections impacted by Buildings Bulletin 2018-008?

- A. Special inspections are of selected materials, equipment, installation, fabrication, erection or placement of components and connections, meant to ensure compliance with the approved construction documents and referenced standards. Special inspections are required by chapter 17 of the New York city building code. Such inspections are separate from final inspections, and are not impacted by Buildings Bulletin 2018-008.

Q. What is the impact of Buildings Bulletin 2018-008 on sales offices and similar temporary uses?

- A. The construction of a sales office in a new or altered building or other similar temporary uses cannot be submitted in accordance with Directive 14. Therefore Buildings Bulletin 2018-008 has no impact on such facilities.

Q. What application would be filed for a change of egress which does not affect occupancy or use?

- A. D14 stipulates that there be no change with respect to egress. The Department has previously clarified that this relates to major alterations to existing exits, including replacement of stairs or fire escapes, or a modification to the egress path or travel distance. However, the relocation of exit door in small ground floor retail establishments does not constitute a change of egress.

Even where there is no change to the use or occupancy of a building, a major alteration to existing exits must be filed as a Type 1 alteration in accordance with [§28-118.3.3](#). The final inspection will be performed by the Department.