

1 REQUESTOR (required)

Name _____

Primary Phone No. _____ Cell Phone _____

Email _____

2 LOCATION INFORMATION (required)

Address _____

Job No. # _____ Violation No. # _____

BIN # _____ CB # _____ BLOCK _____ LOT # _____

3 APPOINTMENT REQUEST (required)

STRUCTURAL/CONCRETE PLACEMENT: INSPECTION RE-INSPECTION

Stop Work Order: PARTIAL FULL

Select all that apply

Onsite Plans	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Updated/Amended drawings provided	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Special Inspection Report provided.....	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Signed/Sealed Technical Report forms provided.....	<input type="checkbox"/> YES	<input type="checkbox"/> NO
TR2 compression results provided.....	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Copies of violations onsite.....	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Updated/Amended drawings available onsite for Inspector	<input type="checkbox"/> YES	<input type="checkbox"/> NO
72-Hour Notice letter to Special Inspection Agency provided.....	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Concrete specimen Curing Box provided.....	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Watertight concrete Washout Box provided onsite	<input type="checkbox"/> YES	<input type="checkbox"/> NO

4 COMMENTS

5 APPOINTMENT REQUEST SUBMISSION (required)

Submit the completed **typewritten** form to CEU@buildings.nyc.gov. The form must be filled out correctly prior to emailing your request. Incorrectly filled forms will be rejected. All supporting documents must be attached. **Include the borough and address of the job in the subject line.**