

Project Checklists contain project-specific details as they apply to the scope of work of the project to provide compliance with the NYC Construction Codes and other regulations.

**Post Permit(s)**

Make sure all active permits are conspicuously posted at the work site and visible to the public for the duration of the work.

**Construction Drawings**

Make sure work conforms to approved drawings. However, minor variations are allowed – see minor variations memo. Certain changes may require an amendment.

**Scope Modifications**

Verify if changes need an amendment.

**Site Safety**

The Contractor **must** maintain their work site in a safe condition during construction and **must** minimize the risk of accidents and fire.

**Special Inspections**

Make sure to coordinate work schedule with the Special Inspection Agency to ensure these are completed as required by stage of work.

**Department Inspections**

Make sure to request or self-certify the required inspections, by stage of completion, and obtain sign-off for the completed work.

**Self-Certification**

If self-certifying the required inspections, make sure to submit a Notice of Intent to Self-certify, which may be audited.