

SERVICE UPDATE

Construction Superintendent Rule Revision: Expanded Scope of Work and Duties

1 RCNY 3301-02, effective May 30, 2016, expands the duties and changes the types of jobs requiring a Construction Superintendent (CS). Implementation of these changes will occur in two phases:

Phase 1: Beginning May 30, 2016

- Construction Superintendent duties include:
 - Assure compliance with Chapter 33 of the Building Code
 - Assure work conforms to plans
 - Designate a competent person to provide full-time safety supervision at the jobsite
 - Notify the Department of accidents, damage to adjoining property, and certain other conditions by contacting the **BEST-SSM/SSC/CS hotline at (212) 393-2128**
 - Promptly correct any unsafe conditions discovered
 - Upon each visit to the jobsite, inspect the entire work area and maintain a jobsite log
- 1-, 2-, or 3-family NBs will no longer require a Construction Superintendent
- All other job types requiring a Construction Superintendent will continue to do so

eRenewals of Permits

- If the new criteria requires a change to a renewal permit, it **cannot** be renewed online and **must** be renewed in a Borough Office.
- The Department will not require **removal** of the Construction Superintendent from the PW2 for a 1-, 2-, or 3-family NB upon renewal.

Phase 2: Beginning August 30, 2016

- The Construction Superintendent must visit the jobsite each day work occurs
- Alteration permits issued or renewed on or after August 30, 2016 will require a Construction Superintendent if the job is not a site safety job under a Site Safety Program and the work includes one of the following:
 - Vertical or horizontal enlargement
 - Demolitions of more than 50% of floor area of the existing building

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- Alterations of more than 50% of floor area of the existing building that require special inspection for structural stability
- Complete removal of one or more floors (stories)
- Any work requiring a special inspection for support of excavation (SOE) or underpinning

Alternate Construction Superintendent

- If the primary Construction Superintendent (listed on the PW-2) is unable to perform any of the required duties (e.g. out sick, on vacation), an alternate Construction Superintendent may substitute for up to two weeks. This does not have to be reported to the Department.
- The PW-2 **must** be amended to reflect any permanent change to the Construction Superintendent, and the **Department must be notified** whenever an alternate Construction Superintendent is to substitute for longer than two weeks.

For additional information, please email the BEST Unit at CSQuestions@buildings.nyc.gov.

POST UNTIL: December, 2016