

**Purpose of form:** Use these instructions with the December 31, 2014 TR1 form. Jobs filed under the 2008 code use the 2008 TR1 form and instructions. This Technical Report shall be filed to demonstrate compliance for all inspections/tests required for the related job, in accordance with the New York City Construction Codes. The design applicant must identify the inspections and/or tests necessary prior to job approval. The director of the Special Inspection Agency and/or Approved Agency must submit to identify responsibility for performing Special inspections prior to permit issuance. Upon satisfactory completion of special inspections/tests, the director of the Special Inspection Agency and/or Approved Agency must submit to certify completion, as well, any required supplementary Technical Reports shall be submitted.

### 1 Location Information

Fill in the house number, street name and the floors worked on.

### 2 Applicant Information

- Check (X) the appropriate box[es] to indicate Design Applicant, Special Inspections Applicant and/or Progress Inspections Appli.
- Provide the last name, first name, and middle initial, business name, telephone number, address, and fax number mobile number, address of applicant, check (X) the appropriate license type, and provide the license number.
- **Special inspection applicants only:** provide the agency's special inspection agency number.

### 3 Special Inspection Items

- 3A - Prior to Approval filing (Application Processing/Plan Examination): The P.E. or R.A. responsible for plans shall identify the required special inspections and/or tests prior to approval. Each inspection must be indicated definitively as required or not by checking (x) Yes or No.
- 3B - Prior to Permit filing: The Special Inspection Applicant (Director of the Special Inspection Agency) shall identify date and responsibility for performing the required special inspections at permit. A licensed concrete testing lab shall identify date and responsibility for Concrete Sampling & Testing and Concrete Design Mix and need not be performed by a Special Inspection Agency
- 3C - Prior to Sign-off: When all or a portion of the required special inspections have been satisfied, the Special Inspection Applicant shall date and certify completion of the specified items. **Do not complete this section if certifying partial completion or withdrawal.**
- 3D - Withdrawal: The Special Inspection Applicant shall identify date and withdrawal from inspection responsibilities  
**Note: where the following reports are required such report must be submitted prior to signoff: TR4, TR5, TR5H, TR7, and FEMA forms (Attach FEMA forms for New Buildings or when a structure is a substantially improved or substantially damaged per BC Appendix G)**

### 4 Progress Inspection Items

- 4A - Prior to Approval filing (Application Processing/Plan Examination): The P.E. or R.A. responsible for plans shall identify the required progress inspections and/or tests prior to approval. Each inspection must be indicated definitively as required or not by checking (x) Yes or No.
- 4B - Prior to Permit filing: The Progress Inspection Applicant shall identify date and responsibility for performing the required progress inspections at permit. However, for Energy Code Compliance the Progress Inspection Applicant must submit the TR8.
- 4C - Prior to Sign-off: When all or a portion of the required progress inspections have been satisfied, the Progress Inspection Applicant shall date and certify completion of the specified inspections. However, for Energy Code Compliance the Progress Inspection Applicant must submit the TR8. **Do not complete this section if certifying partial completion or withdrawal.**
- 4D - Withdrawal: The Progress Inspection Applicant shall identify date and withdrawal from inspection responsibilities. However, for Energy Code Compliance the Progress Inspection Applicant must submit the TR8.

### 5 Design Applicant's Identification of Responsibilities

Prior to Approval, the P.E. or R.A. responsible for plans must select the compliance statement for submission of the required special inspections, progress inspections and test items. Prior to Permit, the P.E. or R.A. must certify that the Special Inspection and Approved Agencies designated by the owner is acceptable (BC 1704.1)

### 6 Owner's Statement and Signature for Progress/Special Inspector

The Owner must provide name, title (if applicable) and signature indicating authorization of the Special Inspection or Approved Agency to perform the required inspections

### 7 Inspection Applicant's Identification of Responsibilities

Prior to Permit, the Special Inspection or Progress Inspection Applicant must select the appropriate statement(s) to identify responsibility for and to certify qualifications to conduct required inspections or tests. Provide name, signature and affix seal.

### 8 Inspection Applicant's Certification of Partial Completion (Note: When filing for Partial Completion do not complete section(s) 3c and/or 4c)

For certification of partial completion or inspection applicant withdrawal, the inspection applicant should fill out section 8. **Do not complete section(s) 3c and/or 4c.**

- **Partial Completion:** For certification of partial completion for special or progress inspections, the inspection applicant must perform the following in section 8: 1) check the appropriate certification statement; 2) sign, seal and date the form; and 3) attach signed and sealed report of inspection findings.
- **Withdrawal:** For withdrawal of special and/or progress inspection responsibilities, the inspection applicant must perform the following: 1) complete section(s) 3d and/or 4d as applicable; 2) check the appropriate certification statement in section 8; 3) sign, seal and date the form in section 8; and 4) attach report of inspection findings.

### 9 Inspection Applicant's Certification of Full Completion

Prior to Sign-Off, If the contents of the job folder have been scanned, the special or progress inspection applicant must print a copy of the specific form they submitted Prior to Permit. The applicant must select the appropriate statement(s) to certify completion or withdrawal fo responsibility of the progress inspections. Provide name, signature and affix seal