

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.

Construction Drawings

Work defined in the Construction Documents must conform to the scope of work approved in the permit application documents. Minor variations, however, are allowed – see *Minor Variations Memorandum*. Please note certain changes may require an amendment.

Scope Modification

Verify if changes need an amendment.

Site Safety

To minimize the risk of accidents and fire during construction, the LME/Contractor **must** maintain his/her work site in a safe condition.

Special and Progress Inspections

Coordinate the work schedule with the SIA to assure inspections are completed as required for each stage of the work.

Department Inspections

Request or self-certify the required inspections, by the completion of each stage of construction and obtain DOB sign-off for the completed work.

Self-Certification

If self-certifying the required inspections, be sure to submit a Notice of Intent to Self-certify. Self-certification inspection may be audited and inspected.