

## Construction Inspection Requirements for TCO for Residential Alteration Type 1 or New Building

- CURB APPEAL:** Building Envelope must be enclosed, Sidewalk clear & unobstructed.  
Entrance must be clearly visible, Address Posted (Temp. Sign O.K.)  
Entrance Door must have functioning Hardware
- LOBBY:** Fully accessible and unobstructed with hardware installed Entry Doors  
Intercom operational; Mail Boxes installed.
- ELEVATOR:** Fully operational Elevator (Unless it is a Walk-Up).
- STAIRS:** Interior Exit Stair - Clear & Unobstructed passage top to bottom  
Interior Tenant Stair(s) - Balusters openings no more than 4"  
Floor # Designation on each Floor landing (Temporary Sign O.K.)  
Functioning Emergency Lighting.  
Functioning Directional Exit Signs at Cellar & First Floor
- ROOF:** Parapets and / or Railings must be 3'-6" ( 42" ) high  
'Protected' Skylights over Stairwell.  
Elevator Machine Room, Labeled, Secured, Air Conditioned / Vented.
- HVAC UNITS:** HVAC Units require Equipment Use Permits & Use Cards  
Contractor / Owner to confirm that Equipment installed.  
If different from Plans, Full Specs must be provided for Amendment  
(This is not a must for 1st Inspection, though preferable)
- BALCONIES:** Railings must be 3'-6" ( 42" ) high with Balusters / Openings no more than 4"
- FIRE STOPPING:** No Open Penetrations in Floor Assemblies or Rated Walls  
All Vent Grills / Louvers in place.  
All Electrical Outlets & Switches in place.
- FINISHES:** Walls & Ceilings must have at least a Prime Coat of Paint
- HOUSEKEEPING:** All floor surfaces swept clean, No loose Hardware, Tools, Boxes, etc.  
Must have appearance of Readiness.
- APARTMENTS:** Entry Doors to have Unit Designation and must be Self Closing.  
Functioning Hardware to include Locks, Peep Holes and Night Chains.  
Layouts according to DOB Approved Plans.
- KITCHENS:** Functioning Appliances & Cabinets installed.
- PLUMBING:** Bathroom & Kitchen Fixtures must have running water.
- WINDOWS:** Opening function to be limited to 4"
- CELLAR:** All Mechanical Rooms must be Labeled (Temp Signs O.K.) & have Self-Closing  
Doors.

**Functioning Directional Exit Signs MUST be in place.**

*Focus on Underlined Headings is the key to a Good Passing Inspection.  
Contractor is to notify Level of Readiness for inclusion in TCO Inspection.*