Service Change Effective April 5, 2004:
Certificate of Occupancy (CO) Module in Manhattan

About the CO Module in Manhattan
Effective Monday, April 5, 2004

Effective Monday, April 5, 2004, the Manhattan borough office will begin processing Certificate of Occupancy (CO) applications using the **CO Module**. This Fact Sheet explains how the CO Module will change how you apply for a CO and how you track the progress of your application.

What is the CO Module?

The CO Module is a part of the Buildings Information System (BIS) that computerizes the CO process. The CO Module will make it easier and faster to obtain your CO. You will be able to track your CO application process from start to finish, online via **BIS-on-the-Web (www.nyc.gov/buildings)**.

The CO Module has been in use in Brooklyn, Queens and Staten Island for nearly 10 years, and in the Bronx since August 2002.

Key Features of the CO Module

1.   **Records CO applications.** Creates a computer record of your CO application. Enables you to verify whether the Department has your CO application on file and what items remain outstanding.

2.   **Schedules Construction inspections.** Schedules Construction inspection appointments and generates printed work orders. Enables you to verify whether a construction inspection is scheduled or has been conducted.

3.   **Tracks completed inspection results.** During inspection, the inspector will complete the work order and leave a copy with the applicant's on-site representative. Enables you to view detailed inspection results after the Department processes the work order.

4.   **Tracks each inspection division's signoff.** Each inspection division (Construction, Electrical, Plumbing, Elevator and Builder's Pavement Plan) will enter its signoff directly into BIS. Enables you to view signoffs as soon as they are entered**.**

Key Changes Effective April 5, 2004
Applying for a temporary or final CO

Submit only **one** CO application (form PW-6) to the CO Unit when your job is ready for CO inspections. Do not submit duplicate copies.

Your job number will be your CO application number. The CO Unit will not assign a separate CO application number.

Within 24 hours, your CO application information will be available online. You will then be ready to schedule your Construction CO inspection.

The CO Unit will no longer record CO applications and signoffs in the docket book. Look for this information online.

Scheduling a CO Construction inspection
To schedule an inspection, call the Construction Division at (212) 566-5232, request in-person at 280 Broadway, 4th floor or submit an e-mail request.

Call back the day before the inspection to confirm the approximate appointment time.

Note: You can schedule Construction inspections up to two weeks in advance.

Undergoing the Construction inspection
The inspector will use a printed work order, specifically itemized for your job, to indicate compliance, non-compliance, or unable to inspect.

Your on-site representative will receive a copy of the completed work order.

After the work order is processed, look online for inspection results, including any objections. The job will either have been approved for a temporary CO (with outstanding objections), a final CO, or neither because of outstanding objections.

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Checking for inspection signoffs

All inspection divisions will enter their inspec-tion signoffs directly in BIS. **They will no longer use the PW-6 form to sign off the job.** Look for all inspection signoffs online. See below for other changes in specific divisions.

Construction Division: To request a Construction signoff, submit the job folder to the Construction Division for folder review.

Elevator Division: The Elevator Search Sheet (form ELV-9) will be eliminated. You must inform the Elevator Division Clerk that you are seeking a CO or TCO for a particular building and indicate the CO Application Number (now the Job Number). The clerk will review the inspection and violation status to determine whether a (T)CO may be issued.

Plumbing Division: To request a Plumbing signoff, submit a completed "Request for Plumbing Signoff" form.

Requesting CO or TCO from CO Unit

When you have obtained all inspection signoffs and satisfied all necessary administrative requirements, request the CO by submitting the job folder to the CO Unit for review.

The CO Unit will issue the TCO or CO if all necessary items have been satisfied. If not , you may identify the outstanding requirements by accessing the C/O application status online.

Renewing a Temporary CO

To renew a temporary CO, continue to submit your written request to the CO Unit.

Note: You must have an active CO application (PW-6) on file **BEFORE** you pay the $100 fee at the Cashier.

Frequently Asked Questions about the CO Module in Manhattan

I submitted a PW-6 form before the CO Module went into effect. Do I have to resubmit it? What will happen to my application?

No. You do not have to resubmit a PW-6. PW-6 applications submitted between January 1, 2002, and April 2, 2004, will be entered into the CO Module and processed accordingly. Check for your CO application online via BIS-on-the-Web to confirm that your PW-6 has been entered.

My job currently has a temporary Certificate of Occupancy. How will this affect my ability to renew or get a final CO?

There should be no effect on your ability to renew the temporary CO or convert to a final CO. Look for the job's current status online.

Does this new system affect the job filing process?

No. The CO Module only affects the CO application and Construction inspection process. There is no change to the job filing, plan review or permit process.

How do I know the status of an inspection signoff if there is no docket book?

Each inspection division (Construction, Electrical, Plumbing, Elevator, and Builder's Pavement Plan) will enter its respective signoff in BIS. You will see the signoff online as soon as it is entered.

Checking the status of a Certificate of Occupancy (CO)

Start by going to NYC Buildings' website at nyc.gov/buildings. Follow the links to the Buildings Information System (BIS) and the Building Information Search until you see the *Building Information Search* screen.

1. Click the <u>Applications</u> link on the *Building Information Search* screen to do a search by CO application number.

2. Enter the CO application number (job number). Click "GO".

3. View the status of your application on the *C/O Application Summary Inquiry* screen.

A Check the *Application Status* field to see if the Certificate of Occupancy has been issued. If no CO has been issued, the Summary screen indicates which items remain outstanding.

B Click the <u>All Requirements</u> link to view the job's Required Items on the *List of Required Items* screen. Click "Next" to view additional screen(s).

You may specify criteria to view only certain Required Items. Select "Open Items Only" and click "Redisplay" to view only those Required Items that remain outstanding.

C Click the <u>Inspection History</u> link to view the job's Construction inspection history.

D Click on a specific work order number to view inspection details on the *Inspection Work Order Query* screen.

Click the <u>All Objections</u> link to view objections cited during previous inspections on the *Outstanding Objections Query* screen.