



**Michael R. Bloomberg**  
Mayor

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Acting Commissioner

## Guidelines for New Forms

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To ease the transition to the New NYC Construction Codes, this service notice summarizes applicable requirements and changes for submitting PW1, Schedule A and Schedule B forms.

### **Application Processing: Beginning June 30, 2008**

If a job is suspended as a result of a required change on a PW1, Schedule A or Schedule B, the applicant must resubmit the application using the newly-revised version of the form.

Manual Filing: If data entry (DEAR) is not complete, a new PW1 must be submitted.

eFiling: If the job was pre-filed and uploaded prior to June 30, 2008, the applicant must revalidate the form online and submit it to pre-filing for data correction/upload. Any eFiling application that was not pre-filed prior to June 30 will not be accepted unless the application was revalidated.

### **The New 2008 TR1: Beginning June 30, 2008**

All jobs in prior-to-approval status must use the new 2008 TR1 and comply with 2008 Codes' Special and Progress Inspection requirements. An automatic required item will be applied and controlled Inspections already entered into BIS will automatically be waived.

Plan Exam Jobs: Applicants must make an appointment with a plan examiner. The plan examiner will process the new TR1 and add all required items.

Professional Certification: Applicants must bring the new TR1 to Application Processing, which will process and add all required items.

### **The New PW2**

Both versions of the PW2 may be accepted in the borough offices until August 1, 2008, unless a site safety coordinator is required. If a site safety coordinator is required on the job, only the new version of the form will be accepted.

For more information email us at [operationsredesign@buildings.nyc.gov](mailto:operationsredesign@buildings.nyc.gov)

Information You Need To Know!

Visit our website at [www.nyc.gov/buildings](http://www.nyc.gov/buildings) for more information.

Post: July 1, 2008

Remove: October 30, 2008