

TR1: Technical Report Statement of Responsibility

This form must be typewritten

☒ Orient and affix BIS
job number label here ☒

1 Location Information *Required for all applications.*

House No(s)

Street Name

Work on Floor(s)

2 Applicant Information *Required for all applications.*

Choose all that apply: ☐ Design Applicant 3A, 4A, 5 ☐ Special Inspections Applicant 3B-D, 6-9 ☐ Progress Inspections Applicant 4B-D, 6-9

Last Name

First Name

Middle Initial

Business Name

Business Telephone

Business Address

Business Fax

City

State

Zip

Mobile Telephone

License Type choose one: ☐ P.E. ☐ R.A. ☐ Other:

License Number

Special Inspection
Agency Number

3 Special Inspection Categories *Required for all applications, continued on page 2; ■ indicates report required.*

3A Identification of Requirement			3B Identification of Responsibilities	3C Certificate of Complete Inspections / Tests	3D Withdraw Responsibilities
Y	N	Special Inspections	Initial & Date	Initial & Date	Initial & Date
<input type="checkbox"/>	<input type="checkbox"/>	Structural Steel – Welding	BC 1704.3.1		
<input type="checkbox"/>	<input type="checkbox"/>	Structural Steel – Details	BC 1704.3.2		
<input type="checkbox"/>	<input type="checkbox"/>	Structural Steel – High Strength Bolting	BC 1704.3.3		
<input type="checkbox"/>	<input type="checkbox"/>	Structural Cold-Formed Steel	BC 1704.3.4		
<input type="checkbox"/>	<input type="checkbox"/>	Concrete – Cast-In-Place	BC 1704.4		
<input type="checkbox"/>	<input type="checkbox"/>	Concrete – Precast	BC 1704.4		
<input type="checkbox"/>	<input type="checkbox"/>	Concrete – Prestressed	BC 1704.4		
<input type="checkbox"/>	<input type="checkbox"/>	Masonry	BC 1704.5		
<input type="checkbox"/>	<input type="checkbox"/>	Wood – Installation of High-Load Diaphragms	BC 1704.6.1		
<input type="checkbox"/>	<input type="checkbox"/>	Wood – Installation of Metal-Plate-Connected Trusses	BC 1704.6.2		
<input type="checkbox"/>	<input type="checkbox"/>	Wood – Installation of Prefabricated I-Joists	BC 1704.6.3		
<input type="checkbox"/>	<input type="checkbox"/>	Subgrade Inspection	BC 1704.7.1		
<input type="checkbox"/>	<input type="checkbox"/>	Subsurface Conditions – Fill Placement & In-Place Density	BC 1704.7.2 BC 1704.7.3		
<input type="checkbox"/>	<input type="checkbox"/>	Subsurface Investigations (Borings/Test Pits) ■ TR4	BC 1704.7.4		
<input type="checkbox"/>	<input type="checkbox"/>	Deep Foundation Elements ■ TR5	BC 1704.8		
<input type="checkbox"/>	<input type="checkbox"/>	Helical Piles (BB # 2014-020) ■ TR5H	BC 1704.8.5		
<input type="checkbox"/>	<input type="checkbox"/>	Vertical Masonry Foundation Elements	BC 1704.9		
<input type="checkbox"/>	<input type="checkbox"/>	Wall Panels, Curtain Walls, and Veneers ■	BC 1704.10		
<input type="checkbox"/>	<input type="checkbox"/>	Sprayed fire-resistant materials	BC 1704.11		
<input type="checkbox"/>	<input type="checkbox"/>	Mastic and Intumescent Fire-resistant Coatings	BC 1704.12		
<input type="checkbox"/>	<input type="checkbox"/>	Exterior Insulation and Finish Systems (EIFS)	BC 1704.13		
<input type="checkbox"/>	<input type="checkbox"/>	Alternative Materials - OTCR Buildings Bulletin # _____	BC 1704.14		
<input type="checkbox"/>	<input type="checkbox"/>	Smoke Control Systems	BC 1704.15		
<input type="checkbox"/>	<input type="checkbox"/>	Mechanical Systems	BC 1704.16		
<input type="checkbox"/>	<input type="checkbox"/>	Fuel-Oil Storage and Fuel-Oil Piping Systems	BC 1704.17		
<input type="checkbox"/>	<input type="checkbox"/>	High-Pressure Steam Piping (Welding)	BC 1704.18		
<input type="checkbox"/>	<input type="checkbox"/>	High Temperature Hot Water Piping (Welding)	BC 1704.18		
<input type="checkbox"/>	<input type="checkbox"/>	High-Pressure Fuel-Gas Piping (Welding)	BC 1704.19		
<input type="checkbox"/>	<input type="checkbox"/>	Structural Stability – Existing Buildings	BC 1704.20.1		
<input type="checkbox"/>	<input type="checkbox"/>	Excavations—Sheeting, Shoring, and Bracing	BC 1704.20.2		
<input type="checkbox"/>	<input type="checkbox"/>	Underpinning	BC 1704.20.3 BC 1814		
<input type="checkbox"/>	<input type="checkbox"/>	Mechanical Demolition	BC 1704.20.4		



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3 Special Inspection Categories (continued) Required for all applications, continued on page 2; ■ indicates report required.

3A ← Identification of Requirement			3B Identification of Responsibilities	3C Certificate of Complete Inspections / Tests	3D Withdraw Responsibilities
Y	N	Special Inspections	Code/Section	Initial & Date	Initial & Date
<input type="checkbox"/>	<input type="checkbox"/>	Raising and Moving of a Building	BC 1704.20.5		
<input type="checkbox"/>	<input type="checkbox"/>	Soil Percolation Test - Private On-Site Storm Water Drainage Disposal Systems, and Detention Facilities ■	BC 1704.21.1.2		
<input type="checkbox"/>	<input type="checkbox"/>	Private On-Site Storm Water Drainage Disposal Systems, and Detention Facilities Installation	BC 1704.21.2		
<input type="checkbox"/>	<input type="checkbox"/>	Individual On-Site Private Sewage Disposal Systems Installation	BC 1704.22		
<input type="checkbox"/>	<input type="checkbox"/>	Soil Percolation Test - Individual On-Site Private Sewage Disposal Systems ■	BC 1704.22		
<input type="checkbox"/>	<input type="checkbox"/>	Sprinkler Systems	BC 1704.23		
<input type="checkbox"/>	<input type="checkbox"/>	Standpipe Systems	BC 1704.24		
<input type="checkbox"/>	<input type="checkbox"/>	Heating Systems	BC 1704.25		
<input type="checkbox"/>	<input type="checkbox"/>	Chimneys	BC 1704.26		
<input type="checkbox"/>	<input type="checkbox"/>	Fire-resistant Penetrations and Joints	BC 1704.27		
<input type="checkbox"/>	<input type="checkbox"/>	Aluminum Welding	BC 1704.28		
<input type="checkbox"/>	<input type="checkbox"/>	Flood Zone Compliance (attach FEMA elevation/dry floodproofing certificate where applicable)	BC 1704.29 BC G105		
<input type="checkbox"/>	<input type="checkbox"/>	Luminous Egress Path Markings ■ TR7	BC 1704.30 BC 1024.8		
<input type="checkbox"/>	<input type="checkbox"/>	Emergency and Standby Power Systems (Generators)	BC 1704.31		
<input type="checkbox"/>	<input type="checkbox"/>	Post-installed Anchors (BB# 2014-018, 2014-019)	BC 1704.32		
<input type="checkbox"/>	<input type="checkbox"/>	Seismic Isolation Systems	BC 1707.8		
<input type="checkbox"/>	<input type="checkbox"/>	Concrete Design Mix ■ TR3	BC 1905.3 BC 1913.5	Submit TR3 to complete this item	
<input type="checkbox"/>	<input type="checkbox"/>	Concrete Sampling and Testing ■ TR2	BC 1905.6 BC 1913.10	Submit TR2 to complete this item	

4 Progress Inspection Categories Required for all applications. ■ indicates report required.

4A ← Identification of Requirement			4B Identification of Responsibilities	4C Certificate of Complete Inspections / Tests	4D Withdraw Responsibilities
Y	N	Progress Inspections	Code/Section	Initial & Date	Initial & Date
<input type="checkbox"/>	<input type="checkbox"/>	Preliminary	28-116.2.1, BC 110.2		
<input type="checkbox"/>	<input type="checkbox"/>	Footings and Foundation	BC 110.3.1		
<input type="checkbox"/>	<input type="checkbox"/>	Lowest Floor Elevation	BC 110.3.2		
<input type="checkbox"/>	<input type="checkbox"/>	Structural Wood Frame	BC 110.3.3		
<input type="checkbox"/>	<input type="checkbox"/>	Energy Code Compliance Inspections ■ TR8	BC 110.3.5	Submit TR8 to complete this item	
<input type="checkbox"/>	<input type="checkbox"/>	Fire-Resistance Rated Construction	BC 110.3.4		
<input type="checkbox"/>	<input type="checkbox"/>	Public Assembly Emergency Lighting	28-116.2.2		
<input type="checkbox"/>	<input type="checkbox"/>	Final*	28-116.2.4.2, BC 110.5, Directive 14 of 1975, and 1 RCNY §101-10		

* For column 4C, indicate date when the actual final inspection was performed

5 Design Applicant's Statements and Signatures P.E./R.A. responsible for plans, choose both below and sign/seal.

☐ I have identified all of the special inspections, progress inspections and tests required for compliance.

☐ I certify that the Special Inspection and Approved Agencies engaged by the owner to supervise the work specified above are acceptable. (BC 1704.1)

Name (please print)

Signature

Date

P.E. / R.A. Seal (apply seal, then sign and date over seal)

6 Owner's Statement and Signature for Progress/Special Inspector *Required when inspection applicant identifies responsibilities.*

I have reviewed the information provided herein and, to the best of my knowledge and belief, attest to its accuracy. I approve the identification of the responsible inspector. Falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. It is unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Violation is punishable by a fine or imprisonment, or both. I understand that if I am found after hearing to have knowingly or negligently made a false statement or to have knowingly or negligently falsified or allowed to be falsified any certificate, form, signed statement, application, report or certification of the correction of a violation required under the provisions of this code or of a rule of any agency, I may be barred from filing further applications or documents with the Department.

Name (print)

Title

Signature

Date

7 Inspection Applicant's Identification of Responsibilities

Check all that apply below:

- ☐ For the **special inspections** indicated above in section 3, I certify that I am the principal/director of the special inspection agency accepting responsibility for conducting the inspections. I further certify that I have read the applicable sections of the New York City Construction Codes in connection with special inspections as well as 1 RCNY 101-06 Rule, which specifies the qualifications required for each inspection and that this agency meets those qualifications for each and every special inspection for which I/we take responsibility. I agree that both I and the agency will comply with all provisions of the New York City Construction Codes and the Rule. I am aware of the additional sanctions imposed on false filings by §28-211.1.2 of the Administrative Code.
- ☐ For the **progress inspections** indicated above in section 4, except energy code inspections on the TR8 form, and/or **concrete test items** indicated in section 3, I assume the responsibility and I personally, or where permitted by the New York City Construction Codes, qualified personnel under my direct supervision, will perform the required inspections and tests on such forms and in such matter as the Department requires or requests. I am aware of the additional sanctions imposed on false filings by §28-211.1.2 of the Administrative Code.

Final Inspection:

I will make final inspection of the construction work, including those inspections during its progress necessary to my certification upon final inspection that all work substantially conforms to approved construction documents and applicable laws and rules. I will confirm that the performance of progress inspections and other inspections has been documented before I report the work complete. As prescribed by 1 RCNY 101-10, I will perform the final inspection within 1 year from the expiration of the last valid permit of the work.

Upon completion of the work and within 30 days of my final inspection, I will file a certification attesting to the fact that all work was performed and completed in accordance with the approved construction documents, laws and rules, except as reported otherwise.

- ☐ I understand that my failure to file a certification of completion or to notify the Department of my withdrawal of responsibilities within one year from expiration of the last valid permit may result in the loss of my privileges to file under Directives 2 and 14 of 1975 or issuance of a violation, or both. I am aware of the additional sanctions imposed on false filings by §28-211.1.2 of the Administrative Code.
- ☐ **Change of Applicant:** I am a newly designated individual responsible for the items specified herein and I hereby state that:
- ☐ None of the inspections/tests indicated herein have been performed to date by the previously designated individual.
- ☐ Some of the inspections/tests indicated herein have been performed by the previously designated individual, as indicated in the attached report.

I am aware of the additional sanctions imposed on false filings by §28-211.1.2 of the Administrative Code.

Name (please print)

Signature

Date

P.E. / R.A. Seal (apply seal, then sign and date over seal)

8 Inspection Applicant's Certification of Partial Completion

- ☐ I have completed the items specified herein and certify that the all work performed substantially conforms to approved construction documents and has been performed in accordance with applicable provisions of the New York City Construction Codes and other designated rules and regulations, except as indicated in the attached report.
- ☐ **Withdrawal of Applicant:** I am withdrawing responsibility for the items of special/progress inspections and/or tests indicated herein and herewith submit the results or status of the work performed to date.

I am aware of the additional sanctions imposed on false filings by §28-211.1.2 of the Administrative Code.

Name (please print)

Signature

Date

P.E. / R.A. Seal (apply seal, then sign and date over seal)

9 Inspection Applicant's Certification of Full Completion

All work performed substantially conforms to approved construction documents and has been performed in accordance with applicable provisions of the New York City Construction Codes and other designated rules and regulations.

I am aware of the additional sanctions imposed on false filings by §28-211.1.2 of the Administrative Code.

Name (please print)

Signature

Date

P.E. / R.A. Seal (apply seal, then sign and date over seal)