



# 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, 6-8  Progress Inspections Applicant 4B-D, 6-8  
 Testing Lab Applicant 3B-3D, 6-8

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 \_\_\_\_\_

## 3 Special Inspection Items *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	Initial & Date
<input type="checkbox"/>	<input type="checkbox"/>	Flood Zone Compliance BC G105			
<input type="checkbox"/>	<input type="checkbox"/>	Fire Alarm Test BC 907, BC 1704.13			
<input type="checkbox"/>	<input type="checkbox"/>	Photoluminescent Exit Path Markings ■ TR7 BC 1026.11			
<input type="checkbox"/>	<input type="checkbox"/>	Emergency Power Systems (Generators) BC 1704.13, BC 2702			
<input type="checkbox"/>	<input type="checkbox"/>	Structural Steel - Welding BC 1704.3.1			
<input type="checkbox"/>	<input type="checkbox"/>	Structural Steel - Erection & Bolting BC 1704.3.2, 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"/>	Concrete Test Cylinders* ■ TR2 BC 1905.6			
<input type="checkbox"/>	<input type="checkbox"/>	Concrete Design Mix* ■ TR3 BC 1905.3			
<input type="checkbox"/>	<input type="checkbox"/>	Masonry BC 1704.5			
<input type="checkbox"/>	<input type="checkbox"/>	Wood - Off-Site fabrication of Structural Elements BC 1704.6			
<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 1704.6.3			
<input type="checkbox"/>	<input type="checkbox"/>	Wood - Installation of Prefabricated I-Joists BC 1704.6.4			
<input type="checkbox"/>	<input type="checkbox"/>	Soils - Site Preparation BC 1704.7.1			
<input type="checkbox"/>	<input type="checkbox"/>	Soils - Fill placement & In-Place Density BC 1704.7.2, BC 1704.7.3			
<input type="checkbox"/>	<input type="checkbox"/>	Soils - Investigations (Borings/Test Pits) ■ TR4 BC 1704.7.4			
<input type="checkbox"/>	<input type="checkbox"/>	Pile Foundations & Drilled Pier Installation ■ TR5 BC 1704.8			
<input type="checkbox"/>	<input type="checkbox"/>	Pier Foundations BC 1704.9			
<input type="checkbox"/>	<input type="checkbox"/>	Underpinning BC 1704.9.1			
<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"/>	Exterior Insulation Finish Systems (EIFS) BC 1704.12			
<input type="checkbox"/>	<input type="checkbox"/>	Smoke Control Systems BC 1704.14			
<input type="checkbox"/>	<input type="checkbox"/>	Mechanical Systems BC 1704.15			
<input type="checkbox"/>	<input type="checkbox"/>	Fuel-Oil Storage and Fuel-Oil Piping Systems BC 1704.16			
<input type="checkbox"/>	<input type="checkbox"/>	High-Pressure Steam Piping (Welding) BC 1704.17			
<input type="checkbox"/>	<input type="checkbox"/>	Fuel-Gas Piping (Welding) BC 1704.18			
<input type="checkbox"/>	<input type="checkbox"/>	Structural Safety - Structural Stability BC 1704.19			

\* these tests must be performed by a licensed concrete testing lab and need not be performed by a special inspections agency

**3 Special Inspection Items (continued)** *Required for all applications; ■ 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
	Code/Section			
<input type="checkbox"/>	<input type="checkbox"/> Mechanical Demolition BC 1704.19, BC 3306.6			
<input type="checkbox"/>	<input type="checkbox"/> Excavation - Sheeting, Shoring, and Bracing BC 1704.19, BC 3304.4.1			
<input type="checkbox"/>	<input type="checkbox"/> Soil Percolation Test - Drywell ■ BC 1704.20.1			
<input type="checkbox"/>	<input type="checkbox"/> Soil Percolation Test - Septic ■ BC 1704.20.1			
<input type="checkbox"/>	<input type="checkbox"/> Site Storm Drainage Disposal and Detention System Installation BC 1704.20			
<input type="checkbox"/>	<input type="checkbox"/> Septic System Installation BC 1704.20			
<input type="checkbox"/>	<input type="checkbox"/> Sprinkler Systems BC 1704.21			
<input type="checkbox"/>	<input type="checkbox"/> Standpipe Systems BC 1704.22			
<input type="checkbox"/>	<input type="checkbox"/> Heating Systems BC 1704.23			
<input type="checkbox"/>	<input type="checkbox"/> Chimneys BC 1704.24			
<input type="checkbox"/>	<input type="checkbox"/> Firestop, Draftstop, and Fireblock systems BC 1704.25			
<input type="checkbox"/>	<input type="checkbox"/> Aluminum Welding BC 1704.26			
<input type="checkbox"/>	<input type="checkbox"/> Seismic Isolation Systems BC 1707.8			

**4 Progress Inspection Items** *Required for all applications.*

4A ← Identification of Requirement		4B Identification of Responsibilities	4C Certificate of Complete Inspections / Tests	4D Withdraw Responsibilities
Y	N Progress Inspections	Initial & Date	Initial & Date	Initial & Date
	Code/Section			
<input type="checkbox"/>	<input type="checkbox"/> Preliminary 28-116.2.1, BC 109.2			
<input type="checkbox"/>	<input type="checkbox"/> Footing and Foundation BC 109.3.1			
<input type="checkbox"/>	<input type="checkbox"/> Lowest Floor Elevation (attach FEMA form) BC 109.3.2			
<input type="checkbox"/>	<input type="checkbox"/> Frame Inspection BC 109.3.3			
<input type="checkbox"/>	<input type="checkbox"/> Energy Code Compliance Inspections BC 109.3.5			
<input type="checkbox"/>	<input type="checkbox"/> Fire-Resistance Rated Construction BC 109.3.4			
<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 and BC 109.5 and Directive 14 of 1975			

**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.*

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.
- I certify that I am conducting **Small Building Inspections** and assume the responsibility for the special inspections specified in section 3 above. 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. All inspection and test reports shall be signed and made available to the Department. I understand that a qualified special inspection agency is required for Soils Investigation, Pier and Pile installation, Underpinning of structures and Protection of the sides of excavations greater than 10 feet in depth. 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, 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.

Upon completion of the work and after 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 Completion**

- I have completed the items specified herein and certify the following (check one only):
  - All work performed has been performed in accordance with applicable provisions of the New York City Construction Codes and other designated rules and regulations.
  - All work performed 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.

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

- 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.

Name (please print)

Signature \_\_\_\_\_ Date \_\_\_\_\_

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