



DOB Sign-Off & Close-Out Checklist

NYC DOB • DOB NOW: BUILD • DOB NOW: INSPECTIONS • LETTER OF COMPLETION / CERTIFICATE OF OCCUPANCY

Finishing construction does not close a DOB job. Until every permit is signed off and the job receives a Letter of Completion (LOC) or a Certificate of Occupancy (CO), it stays open on the property record, where it can block future filings and come up at sale or refinance. Mark each item **Done**, **Open** or **N/A** for your job, with the date and any notes. Requirements vary by job type and work types; confirm them with your applicant of record.

Property address		BIN	
DOB job no(s).		Job type	
Owner		Applicant (PE / RA)	
General contractor		Permit expires	
Work completed on		Checklist date	

A. PERMITS & FILINGS

#	Item	Done	Open	N/A	Date	Notes
1	All jobs & work types listed — Every job filing, work type and permit for this project in DOB NOW: Build (and BIS for older jobs), including the separate electrical filing.	☐	☐	☐		
2	Permits active — A DOB NOW permit expires at the earliest of insurance expiration, license expiration or one year from issuance. Renew in DOB NOW: Build if needed.	☐	☐	☐		
3	Field changes amended — Work that differs from the approved plans filed as a Post Approval Amendment (PAA) and approved; PW3 updated for any cost change.	☐	☐	☐		
4	After Hours Variance (AHV) permits — Any AHV permits on the job are in approved status.	☐	☐	☐		

B. INSPECTIONS & TECHNICAL REPORTS

#	Item	Done	Open	N/A	Date	Notes
5	DOB inspections passed — All required DOB inspections requested and passed through DOB NOW; every permit on the job in Signed-off status.	☐	☐	☐		
6	Final inspection — Final inspection performed and passed: by DOB, or by the applicant of record where allowed (e.g. Directive 14 jobs, certified on the TR1).	☐	☐	☐		
7	TR1 special & progress inspections — Inspectors certified completion of each requirement on the TR1 tab; any other TR tabs on the job (e.g. TR2, TR3) certified too.	☐	☐	☐		
8	TR8 energy code progress inspections — TR8 certified complete by the progress inspector, plus the EN2 (Certification of Conformance with As-Built Energy Analysis).	☐	☐	☐		
9	Energy code commissioning — Commissioning completed and documented before sign-off, where the energy code requires it.	☐	☐	☐		

C. TRADE SIGN-OFFS — only the work types on your job

#	Item	Done	Open	N/A	Date	Notes
10	Plumbing & gas — Plumbing work type sign-off requested and passed in DOB NOW: Inspections; Gas Authorization granted before the utility turns on gas.	☐	☐	☐		
11	Electrical (separate DOB electrical sign-off) — Electrical permit passed final inspection (requested in DOB NOW: Inspections Plus) and fees paid; filing shows Complete.	☐	☐	☐		
12	Sprinkler, standpipe, mechanical & boiler — Each of these work types on the job inspected and signed off in DOB NOW.	☐	☐	☐		
13	Elevator — Acceptance test performed; test and inspection results submitted and final sign-off obtained in DOB NOW: Build.	☐	☐	☐		

Missing a TR or an inspection? We coordinate special and progress inspections through sign-off.

Free project review: (347) 470-5275
nycconstructionpermit.com/request-a-review



Sign-Off & Close-Out Checklist (continued)

OPEN ITEMS • VIOLATIONS • FEES • LETTER OF COMPLETION OR CERTIFICATE OF OCCUPANCY

D. OPEN ITEMS, VIOLATIONS & FEES

#	Item	Done	Open	N/A	Date	Notes
14	Required documents — All required documents uploaded and accepted in DOB NOW: Build; nothing shown as required or pending.	☐	☐	☐		
15	Objections cleared — No open plan-exam or inspection objections; certifiable objections certified with supporting documents.	☐	☐	☐		
16	Violations resolved — DOB and OATH/ECB violations tied to the work resolved and penalties paid (check BIS and DOB NOW). A CO cannot issue with open violations.	☐	☐	☐		
17	Fees paid — No outstanding DOB fees on the job or any of its permits.	☐	☐	☐		
18	Other agency approvals — Any approvals required from other City agencies received, e.g. LPC, FDNY, DEP, DOT / Builders Pavement Plan.	☐	☐	☐		
19	PW3 Cost Affidavit — Final cost of work verified or updated in DOB NOW: Build.	☐	☐	☐		

E. CLOSE-OUT

#	Item	Done	Open	N/A	Date	Notes
20	Letter of Completion (PW7) requested — Work not needing a new or amended CO: job in Permit Entire status, all permits Signed-off; owner or applicant requests the LOC in DOB NOW: Build.	☐	☐	☐		
21	Certificate of Occupancy (TCO / final CO) — New building or change in use, egress or occupancy: Schedule of Occupancy approved; construction, plumbing, electrical and elevator sign-offs; final survey and BPP where required.	☐	☐	☐		
22	Job closed & records saved — DOB NOW shows LOC Issued or the CO is issued. Save the LOC / CO, inspection results and TR sign-offs with the property records.	☐	☐	☐		

Job status: ☐ LOC issued ☐ CO issued ☐ TCO only ☐ Still open If open: list what is blocking sign-off below.

ITEMS BLOCKING SIGN-OFF & WHO IS RESPONSIBLE

PREPARED BY _____ PHONE / EMAIL _____ DATE _____

Sign-off stalled? We clear open items, TRs and violations to get your LOC or CO.

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