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Commissioner

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## MEMORANDUM

To: Department of Records and Information Services (DORIS)  
From: Department of Buildings (DOB)  
Date: January 1, 2021  
Re: Local Law 115 of 2019 - Report on Preliminary Inspections

The New York City Charter, Chapter 49, Section 1133, requires each agency to transmit to DORIS “each report, document, study and publication required by local law, executive order, or mayoral directive to be published, issued or[] transmitted to the council or mayor...within ten business days of each publication, issuance or transmittal to the council or mayor”.

Local Law 115 of 2019 (New York City Administrative Code Section 28-116.2.1) requires DOB to “conduct preliminary inspections of no less than 20 percent of buildings containing six or more units where (i) an application for construction documents is submitted to the department and (ii) the applicant has indicated that the building that is the subject of such application *is unoccupied*, in order to verify the occupancy status of such sites” (emphasis added). DOB is further required to report on the findings of those preliminary inspections.

During the reporting period of January 1, 2020 to December 31, 2020 DOB took steps to implement Local Law 115 of 2019, but did not conduct any preliminary inspections. In order to begin conducting preliminary inspections, DOB’s application for construction document approval needed to be updated to require the applicant to state whether the building was occupied at the time of the application, which is information DOB did not previously collect. This statement has now been added to the application and DOB will begin conducting preliminary inspections in 2021.

This information suffices for purposes of fulfilling DOB’s obligations under the Charter provisions above.