

PARAPET INSPECTION CHECKLIST

As of January 1, 2024, all buildings in NYC are required to conduct an annual inspection of their parapet wall(s). Reports must be developed based on the inspection and be available to the Department of Buildings (DOB) upon request. The reports must be retained by the Owner for a minimum of 6 years but are not required to be submitted to the DOB.

Unlike the Façade Inspection & Safety Program (FISP) these inspections can be conducted by a broader list of people. These include, but are not limited to, bricklayers, building superintendents, handymen, masons, architects, engineers, inspectors from New York State authorized insurance companies, New York State authorized building inspectors and individuals with relevant experience.

To assist building owners and representatives with conducting the inspection and documenting the results, Duffy Engineering has developed the attached checklist.

DATE:		
OWNER ADDRESS:		
OWNER NAME:	OWNER PHONE:	
COMPANY:	OWNER EMAIL:	
INSPECTOR NAME:	INSPECTOR EMAIL:	
PARAPET ITEMS	NOTES/OBSERVATIONS	PHOTO #
MATERIAL		
HEIGHT		
THICKNESS		
REPAIRS MADE SINCE PRIOR INSPECTION		
PARAPET PLUMB Check to see if the parapet is plumb by a horizontal distance within one-eighth of its cross-sectional thickness in any location.		
DISPLACEMENT		
CRACKS		
MISSING OR LOOSE BRICKS		

MISSING OR LOOSE COPING COVERS/STONES		
DETERIORATED SEALANT		
DETERIORATED MORTAR JOINTS		
SPALLING/SCALING		
DELETERIOUS FLASHING		
SIGNS OF WATER INFILTRATION (EFFLORESCENCE, ETC.)		
DAMAGED E.I.F.S/STUCCO		
OTHER:		
APPURTENANCE ITEMS	NOTES/OBSERVATIONS	PHOTO #
TELECOMMUNICATIONS EQUIPMENT		
RAILINGS		
ROOF ACCESS RAILS		
LADDERS		
ATTACHMENTS FOR FIRE ESCAPES		
SIGNS/BILLBOARDS		
OTHER:		

UNSAFE CONDITIONS

If the parapet exhibits any hazardous or unsafe conditions, you must take immediate action:

- Notify the DOB immediately (within 24 hours).
- Install public protection measures, such as sidewalk sheds, fences, and safety netting, to ensure public safety.
- Remediate the unsafe condition within ninety (90) days from the notification to the DOB.
- Maintain the public protection measures until the unsafe condition is resolved.

REPORTING

A detailed inspection report that includes the following information must be prepared annually:

- Building address and associated addresses
- Owner's name, contact information, and, if applicable, information about a principal of the owner
- Inspector's name, contact information, affiliation with the building or owner, and business name (if applicable)
- Date(s) of the observation
- Location plan of the observed parapet(s)
- Parapet construction details, including material, height, and thickness
- General conditions noted, including any unsafe conditions found and actions taken to address them
- Documentation of any repairs made to the parapet since the previous report
- Dated photos documenting the conditions at the time of observation (use a time stamp)