

## SERVICE NOTICE

### NEW REQUIREMENT: Initial Observations of Parking Structures in Certain Community Districts

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A new Department of Buildings Rule ([1 RCNY §103-16](#)) requires owners of parking structures in certain Community Districts to have a one-time initial observation of the parking structure performed by August 1, 2024. This initial observation requirement applies to parking structures in Community Districts 8 through 12 in Manhattan, and all Community Districts in Brooklyn, Queens, Staten Island and the Bronx that are required by [Article 323 of Title 28 of the NYC Administrative Code](#) and [1 RCNY §103-13](#) to have periodic inspections performed by December 31, 2025 or December 31, 2027.

#### Manhattan Community Districts 8 through 12 & Brooklyn Community Districts

Owners of parking structures in Manhattan Community Districts 8 through 12 and Brooklyn Community Districts who submit a periodic inspection report by August 1, 2024, are not required to also have an initial observation performed.

#### Who Can Perform the Initial Observation

The initial observation must be performed by or under the direct supervision of a NYS-licensed professional engineer who is designated by the Department of Buildings as a **Qualified Parking Structure Inspector (QPSI)**. View the current [list of active QPSIs](#).

#### Initial Observation Report Submission

Beginning spring 2024, the initial observation report must be submitted in DOB NOW: *Safety* by August 1, 2024. A Service Notice will be posted prior to that time detailing how to file the report in DOB NOW.

#### Additional Information

Visit the [Parking Structures](#) page and view [Frequently Asked Questions: Periodic Inspection of Parking Structures \(PIPS\)](#) at [nyc.gov/buildings](https://nyc.gov/buildings). In addition, review the [July 2022 Service Update](#) and [March 2023 Service Notice](#) for more information.