



Parapet Inspection Checklist

Report to be kept on file for 6 years.

Owners of NYC buildings must have their parapets inspected each year by January 1, and have a detailed observation report available to the Department of Buildings (DOB) upon request. While observation reports are not required to be filed with the DOB, they must be retained for a minimum of six years.

Those qualified to perform these inspections 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 expertise.

Address:	Inspector:	Date:
Item	Notes	
Parapet Plumb Check if the parapet is plumb by a horizontal distance within one-eighth of its cross-sectional thickness in any location.		
Displacement		
Cracks (vertical, horizontal, stepwise)		
Missing or loose bricks		
Missing or loose coping segments/covers		
Missing or deteriorated coping caulk		
Deteriorated mortar joints		
Spalling		
Rot		
Loose or otherwise disturbed flashing		
Signs of water penetration		
Appurtenances Check that appurtenances attached to or supported by the parapet are installed and maintained in a stable condition. This includes:		
Telecommunications equipment		
Railings		

Roof access rails	
Gooseneck ladders	
Handrail attachments for fire escapes	
Signs	
Cornices attached to parapet walls	
Other	

Unsafe Conditions

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

- Notify the Department of Buildings promptly.
- Install public protection measures, such as sidewalk sheds, fences, and safety netting, as required to ensure public safety.
- Remediate the unsafe condition within ninety (90) days from the notification to the Department.
- 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, or, if applicable, information about a principal of the owner including role
- 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

Contact RAND

If you have any questions or require guidance regarding parapet inspections, or structural or building envelope concerns, or if you would like to schedule an inspection, contact RAND at 212-675-8844 or info@randpc.com.

This Parapet Inspection Checklist is being provided as a general informational guideline only for conducting inspections in accordance with local regulations. Whereas it covers essential aspects of parapet safety, it is not an exhaustive list, and unique building conditions or parapet characteristics not listed may require inspection. Building owners are advised to exercise judgment and seek professional advice when necessary for a comprehensive assessment.