



PARKING STRUCTURE DEFINITIONS

QPSI

A QPSI is a qualified parking structure inspector. These are the professionals who can perform and file inspections, submit first observations for Subcycles B and C in 2024, and help teams create an annual observation checklist.

The DOB has a list of active QPSI professionals on their website:

https://www.nyc.gov/assets/buildings/pdf/active_QPSI_list.pdf

CONDITION ASSESSMENT

The condition assessment is the name of the inspection filed with the DOB at least once every 6 years by the QPSI. Filing dates are determined by community district and grouped into subcycles - see the next page for more details. Specific steps must be taken in the case of Unsafe assessments. Additionally, late or missing assessments will result in penalties (\$1,000/month for late reports, and \$5,000/year for failure to file initial reports).

ANNUAL OBSERVATION

As of October 2023, in addition to filing inspections (condition assessments) based on subcycle, all parking structures must have annual observations performed in the years between submissions. These observations can be performed by the owner or someone working on behalf of the owner (with one exception - see below). They will be done using checklists prepared by the QPSI in the most recent condition assessment. Checklists must be kept onsite and made available upon request. They do not have to be filed with the DOB, barring the following:

EARLY ONE-TIME OBSERVATION

Parking structures in subcycles B and C are required to submit a one-time observation to the DOB by August 1, 2024. This observation, unlike annual observations, must be performed by a QPSI. If your property is in subcycle B, you may elect to submit a full inspection before August that fulfills both requirements (the Cycle 1 inspection and the early observation). Structures in subcycle C must file an observation by August, and submit their first full condition assessment during their 1/1/26 - 12/31/27 filing period.

Parking Garage - Cycle 1

Overview

NYC now requires parking structures to be inspected and filed by a QPSI at least once every six years. Additionally, owners are responsible for performing annual observations during off-years.

Here's a helpful guide for the first full cycle:

Subcycle A

First inspections were due **December 31, 2023**. As of the end of the year, no extensions have been announced. Structures in this group will have to perform (but not file) annual observations until the next filing cycle - estimated deadline 2029.

Manhattan
Community
Districts 1- 7

Subcycle B

Structures in this group have a due date of **December 31, 2025** for their first inspection filed with the DOB. That said, they're also required to submit a one-time observation to the DOB by **August 1, 2024**. It's worth speaking with your QPSI to determine whether filing a full inspection by the August due date is best for your property (to fulfill both requirements at the same time).

Manhattan
Community
Districts 8+, and
Brooklyn

Subcycle C

Structures in this group must do two things: file a one-time observation by **August 1, 2024**, and file a full inspection performed between **January 1, 2026 and December 31, 2027**. Like all other subgroups, annual observations besides this special early requirement must be performed (but not filed) in off-years.

All of Bronx,
Queens, and
Staten Island

Questions?

From the first required filings to the annual observation to the special requirement for Subcycles B and C, there's a lot to unpack here. If you have questions, we're here for you at support@sitecompli.com.