

SERVICE NOTICE

[Local Law 49 of 2019](#): Pilot Program for Alteration of Basement and Cellar Apartments in Certain Areas of Brooklyn CD 5

Beginning July 2, 2019, the Department of Buildings will accept applications for the creation and alteration of basement and cellar apartments in the [program area](#) of East New York and Cypress Hills, Brooklyn (Community District 5 with certain exclusions).

Existing one-family buildings located in the program area with either a basement or cellar level may be converted to two-family buildings. Existing two-family buildings located in the program area with an existing basement apartment may be altered to create an additional sleeping room for the apartment. All new or expanded apartments must be located entirely on the basement or cellar level, and the alteration must result in a two-family building.

These applications must be eFiled and processed in the Brooklyn Borough Office by January 2, 2021. HUB filings and manual filings will not be accepted for this program.

The Department of Housing Preservation and Development (HPD) is offering financial and technical assistance to property owners through [the HPD Basement Apartment Conversion Pilot Program](#) (BACPP). HPD will provide assistance to BACPP participants with their DOB filings. For more information about BACPP, visit HPD's website at <https://www1.nyc.gov/site/hpd/developers/development-programs/basement-conversion.page>.

Applicants that are not participating in HPD's program must:

- Include the following in the Job Description in Section 11 of the PW1
 - **Alteration per Local Law 49 of 2019**
 - A list of all open Class 1 (Immediately Hazardous) violations
- Notify Fast App that you are filing pursuant to Local Law 49 of 2019 when you come to the Brooklyn Borough Office.
- When you are ready for an inspection, call the Local Law 49 Inspection Request line at (212) 393-2999 and request a Local Law 49 inspection. You will need to provide your permit number.

[Project Guidelines for Local Law 49 of 2019: Basement Apartments](#) are available on the Department's website.

POST UNTIL: December 31, 2019