

SERVICE NOTICE

Follow-up #1: [HPD Pilot Program](#) Update

Per [Local Law 1 of 2018](#), applicants submitting for plan approval, Post Approval Amendments (PAA), work permits for demolition (DM) or Alteration Types 1, 2, and 3 (Alt1, Alt2, Alt3) for an address flagged as a HPD Pilot Program building will be required to submit certain documentation to the Department to obtain plan approval or a work permit for covered categories of work.

One of the following documents must be submitted to DOB:

- Certification of No Harassment (CONH) and a copy of the affidavit submitted to HPD; or
- CONH waiver or exemption; or
- Certification of Restrictive Declaration; or
- [Additional Information \(AI1\) Form](#) signed and sealed by a licensed design professional, that describes the proposed scope of work under the job application and attests that the proposed work is not within a **covered category of work**.*

**NOTE: Per Admin. Code §28-211.1, It is unlawful to knowingly or negligently make, or allow to be made, a material false statement in any document filed with the Department, including an AI1 form filing.*

Covered Categories of Work

Covered Categories of Work is defined in §28-505.3 of the Administrative Code as:

- 1) demolition of all or part of the building;
- 2) change of use or occupancy of all or part of a dwelling unit;
- 3) any alteration resulting in the addition or removal of kitchens or bathrooms, increase or decrease in the number of dwelling units, or any change to the layout, configuration, or location of any portion of any dwelling unit;
- 4) application for a new or amended certificate of occupancy, except when required for a correction for a typographical error or a correction unrelated to tenant harassment, such as metes and bounds correction; and
- 5) removal of a central heating system and replacement with individually metered heating systems (on and after September 1, 2019).

The **HPD Pilot Program List** can be found on the [HPD website](#). For questions about the application process, please contact a Department of Buildings [borough office](#).

POST UNTIL: April 30, 2019