

SERVICE NOTICE

BIS Update: Occupied/Rent-Regulated Buildings and PW1 Owner's Statements

Beginning December 18, 2018, applications in the [Buildings Information System \(BIS\)](#) will be stopped if data obtained from NYS Homes and Community Renewal (HCR) indicates the building contains at least one rent-regulated unit and the owner checks 'No' in response to either statement in Section 26 of the PW1. If the answer to either statement is 'No,' the applicant must submit supporting documentation, such as an order or letter from HCR, to proceed with the application.

Section 26 of the PW1

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Owner's Certifications Regarding Occupied Housing The site of the building to be altered or demolished, or the site of the new building to be constructed, contains one or more occupied dwelling units that will remain occupied during construction. These occupied dwelling units have been clearly identified on the submitted construction documents.
<input type="checkbox"/>	<input type="checkbox"/>	The site of the building to be altered or demolished, or the site of the new building to be constructed, contains occupied housing accommodations subject to rent control or rent stabilization under Chapters 3 and 4 of Title 26 of the New York City Administrative Code.

Applicants are reminded they **must** certify occupied units on the PW1 and identify the occupied units on the construction documents. If units are occupied, the applicant must submit a [Tenant Protection Plan](#).

Plans approved before December 18, 2018

The permit application will be stopped if the owner answered 'No' to either statement on the PW1. The applicant should review the answers to confirm the answer is correct. The applicant **must** submit a Post Approval Amendment (PAA) to change the owner's answers to 'Yes' – submit a Tenant Protection Plan if not previously submitted – or submit documentation to support the 'No' answer(s).

Permit Renewals

If the owner answered 'No' to either statement on the PW1, the renewal application must be filed **in-person** at a [borough office](#). The applicant will be required to submit a PAA to change the owner's answers to 'Yes' – submit a Tenant Protection Plan if not previously submitted – or submit documentation showing the 'No' answer was correct at the time the application was filed.

The Department will review all documentation submitted in support of a 'No' answer and will seek to revoke the plan approval and/or permit if it is determined the answer was false.

To see if your building has filed records with HCR and may contain one or more rent regulated apartments, please visit HCR's website at www.nyshcr.org and enter the building address in the [Rent Regulated Building Search](#).

POST UNTIL: June 2019