

TPP1: TENANT PROTECTION PLAN USER GUIDE



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Buildings

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IMPORTANT INFORMATION

This guide is made available by the **NYC Department of Buildings** (the Department) as a courtesy to the public. It does not represent all the filing requirements for any given application. Though every effort is made to continuously update this guide, it in no way supersedes, or otherwise substitutes for, the Building Code, Zoning Resolution or any other applicable rules, regulations or policies.

This guide provides information for use when filling out the **TPP1: Tenant Protection Plan Form**. It includes general template information the Department forms follow as well specific instructions on certain TPP1 sections. New users are encouraged to read this prior to completing the TPP1.

For more information about the Tenant Protection Plan, visit the Department's [Tenant Protection Plan](#) page for more information.

The TPP1: Tenant Protection Plan Form

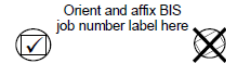
- The TPP1 form must be submitted for all jobs on buildings with occupied dwelling units
- The TPP1 must be prepared by a Registered Design Professional. (RDP)
- For buildings other than one- and two-family homes or where work is limited to the interior of an owner-occupied single dwelling unit that will not disrupt essential services of other units, the RDP who prepares the TPP1 must be retained by the contractor.
- The form must be signed and sealed by the RDP and signed by the building owner.
- The form must be submitted in the Buildings Information System (BIS) to satisfy two Required Items:
 - Tenant Protection Plan and Notes: This Required Item must be satisfied prior to job approval.
 - TPP1: Tenant Protection Plan: This Required Item must be satisfied prior to permit issuance.

TPP1 is broken up into 6 sections that are identified by bold boxes and section numbers.



TPP1: Tenant Protection Plan

Required if dwelling units will be occupied during construction. Owner must notify the Department at least 72 hours before commencing work in connection with the Tenant Protection Plan.



BIS JOB #: _____

1 LOCATION INFORMATION

House No(s) Street Name Number of dwelling units to remain occupied during construction:

Specific unit/apartment numbers to remain occupied:

Borough Block Lot BIN CB No.

2 TENANT PROTECTION PLAN

Required for all applications with occupied dwelling units (AC 28-120.1). Means and methods shall be described with particularity and in no case shall terms such as 'code compliant,' 'approved,' 'legal,' 'protected in accordance with law' or similar terms be used as a substitute for such description. The Tenant Protection Plan must be site specific. The elements of the Tenant Protection Plan may vary depending on the nature and scope of the work but at a minimum, must comply with all applicable laws and regulations, including the NYC Construction Codes, the NYC Housing Maintenance Code, the NYC Noise Control Code, and the NYC Health Code, and shall make detailed and specific provisions for:

- Egress** – Clarify how adequate egress will be maintained during construction.
- Fire Safety** – Identify safety measures to maintain fire safety of occupied dwelling during construction.
- Health requirements** – Specify methods to be used for control of dust, disposal of construction debris, noise control, maintenance of sanitary facilities during construction.
 - Lead and asbestos** – Statement of compliance with applicable provisions of law relating to lead and asbestos, such statement shall describe with particularity what means and methods are being undertaken to meet such compliance.
- Compliance with housing standards** – Demonstrate compliance with NYC housing maintenance code and NYS multiple dwelling law during construction.
- Structural safety** – Identify specific measures to maintain structural stability during construction.
- Noise restrictions** – Identify specific means and methods to be used for the limitation of noise to acceptable levels in accordance with the NYC Noise Control Code.
- Maintaining essential services** – Describe the means and methods to be used for maintaining heat, hot water, cold water, gas, electricity, or other utility services in accordance with the requirements of the New York City Housing Maintenance Code. Specify if a disruption of any such service is anticipated during the work, including the anticipated duration of such disruption and the means and methods to be employed to minimize such disruption, including the provision of sufficient alternatives for such service during such disruption. Notification of the disruption must be given to all affected occupants of occupied dwelling units.
- Other requirements** – Any additional requirements to assure tenant safety during construction.

Complete all sections that apply below.

If additional space is required, please complete and submit an AI1 form.

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3 TENANT PROTECTION PLAN ATTACHMENTS/DRAWINGS

Required for all applications where separate Tenant Protection Plan attachments/drawings are included. Please append legible 11" x 17" attachments/drawings to this document.

1. Do attachments/drawings accompany this TPP1? YES NO
2. If YES, how many pages?

4 OWNER'S STATEMENTS AND SIGNATURE

I hereby certify that I have reviewed the information provided herein and, to the best of my knowledge and belief, attest to its accuracy. Falsification of any statement is a misdemeanor under §§28-211.1, 28-201.2.1(2), and 28-203.1(1) of the NYC Administrative Code and is punishable by a fine or imprisonment, or both. I understand that if I am found after hearing to have knowingly or negligently made a false statement or to have knowingly or negligently falsified or allowed to be falsified any certificate, form, signed statement, application, report or certification of the correction of a violation required under the provisions of the New York City Administrative Code or of a rule of any agency, I may be barred from filing further applications or documents with the Department. It is unlawful to give to a City employee, or for a City employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Violation is punishable by imprisonment or fine or both.

Name (print): _____

Relationship to Owner: _____

Business Name/Agency: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____ Fax: _____

Email Address: _____

Signature and Date _____

5 APPLICANT'S STATEMENTS AND SIGNATURE

I hereby certify that:

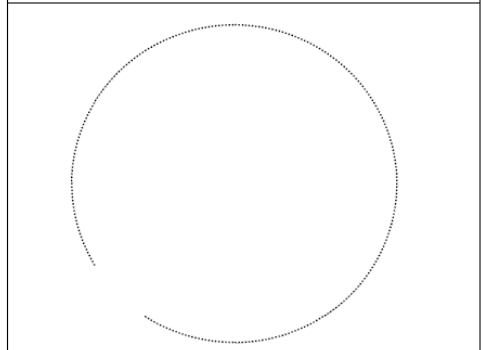
If applicable, I have been retained by the general contractor performing the alteration, construction, or partial demolition work.

I have reviewed the information provided herein and, to the best of my knowledge and belief, attest to its accuracy. Falsification of any statement is a misdemeanor under §§28-211.1, 28-201.2.1(2), and 28-203.1(1) of the NYC Administrative Code and is punishable by a fine or imprisonment, or both. I understand that if I am found after hearing to have knowingly or negligently made a false statement or to have knowingly or negligently falsified or allowed to be falsified any certificate, form, signed statement, application, report or certification of the correction of a violation required under the provisions of the New York City Administrative Code or of a rule of any agency, I may be barred from filing further applications or documents with the Department. It is unlawful to give to a City employee, or for a City employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Violation is punishable by imprisonment or fine or both.

I hereby state that I have exercised a professional standard of care in certifying that this Tenant Protection Plan is complete and in accordance with applicable laws, including the rules of the Department of Buildings, as of this date. I am aware the Commissioner will rely upon the truth and accuracy of this statement. I have notified the owner that this document has been professionally certified. If an audit or other exam discloses non-compliance, I agree to notify the owner of the remedial measures that must be taken to meet legal requirements. I further realize that any misrepresentation or falsification of facts made knowingly or negligently by me, my agents or employees, or by others with my knowledge, will render me liable for legal and disciplinary action by the Department of Buildings and other appropriate authorities, including termination of participation in the professional certification procedures at the Department of Buildings.

Name (please print) _____

Signature _____ Date _____



P.E./R.A. Seal (apply seal, then sign and date over seal)

SECTION 1: Location Information

Location refers to the place where the proposed work will be taking place. Enter the property information as it appears in BIS. Enter the number of dwelling units that will remain occupied during construction and specify which unit or apartment numbers will remain occupied (e.g., Unit 2 Front or Apartment 14G, 14H, 14I, etc.).

SECTION 2: Tenant Protection Plan

This section should include the description of the Tenant Protection Plan (TPP) which is required for all applications with occupied dwelling units. The sections here correspond to the requirements in NYC Administrative Code Section 28-120.1. In the space provided, add the appropriate section heading and then provide detail. If you require more space, continue a separate A11 form and submit that with the job filing.

IMPORTANT: If a disruption of any essential service is anticipated during the work, notification of the disruption must be given to all affected occupants of occupied dwelling units.

SECTION 3: Tenant Protection Plan Attachments/Drawings

This section should include any attachments/drawings that are being included with the TPP1 form. First acknowledge if attachments/drawings are being submitted. Next identify the number of additional pages. Please append legible 11 x 17 drawings/attachments to the TPP1 form.

SECTION 4: Owner's Statement and Signature

The owner's signature is required for all applications.

SECTION 5: Applicant's Statement and Signature

The RDP who prepared the TPP1 must sign and seal this section.