

## SAFE CONSTRUCTION BILL OF RIGHTS

The Safe Construction Bill of Rights provides a wealth of information regarding construction work in your building, including a description of the work being conducted, hours of construction, a timeline for the completion of work, and contact information for the building owner. The Safe Construction Bill of Rights must be posted in the building and any complaints concerning the Safe Construction Bill of Rights, or lack thereof, can be made by calling 311.

### Safe Construction Bill of Rights

This Notice and a Tenant Protection Plan are required to be distributed to each occupied dwelling unit or posted in a conspicuous manner in the building lobby and on every floor within 10 feet of every elevator bank, or, in a building with no elevator, within 10 feet of or inside every main stairwell and shall remain posted until the completion of the described permitted work because:

- The property owner has filed an application for a permit for work not constituting minor alterations or ordinary repairs with the Department of Buildings (DOB).
- The property owner has notified the DOB that an emergency work permit is being sought.
- The property owner has filed for a temporary certificate of occupancy,

Description of the type of work being conducted and the locations in the multiple dwelling where the work will take place \_\_\_\_\_

Description of the amenities or essential services anticipated to be unavailable or interrupted during the work and how the owner will minimize such unavailability or interruption \_\_\_\_\_

Hours of construction \_\_\_\_\_

Projected timeline for the completion of the work \_\_\_\_\_

Agent or employee of the owner who can be reached for non-emergency matters pertaining to the work being performed

Name: \_\_\_\_\_ Contact number: \_\_\_\_\_

Agent or employee of the owner who can be reached for emergency matters pertaining to the work being performed 24 hours a day, 7 days a week during the period of construction:

Name: \_\_\_\_\_ Contact number: \_\_\_\_\_

To file a complaint about the work being performed or ask questions about the work being performed, contact the Department of Buildings at 311.

### When is posting of the Safe Construction Bill of Rights required?

A Safe Construction Bill of Rights must be posted whenever there is construction in an occupied building that requires a DOB permit.

### Where can I find the Safe Construction Bill of Rights in my building?

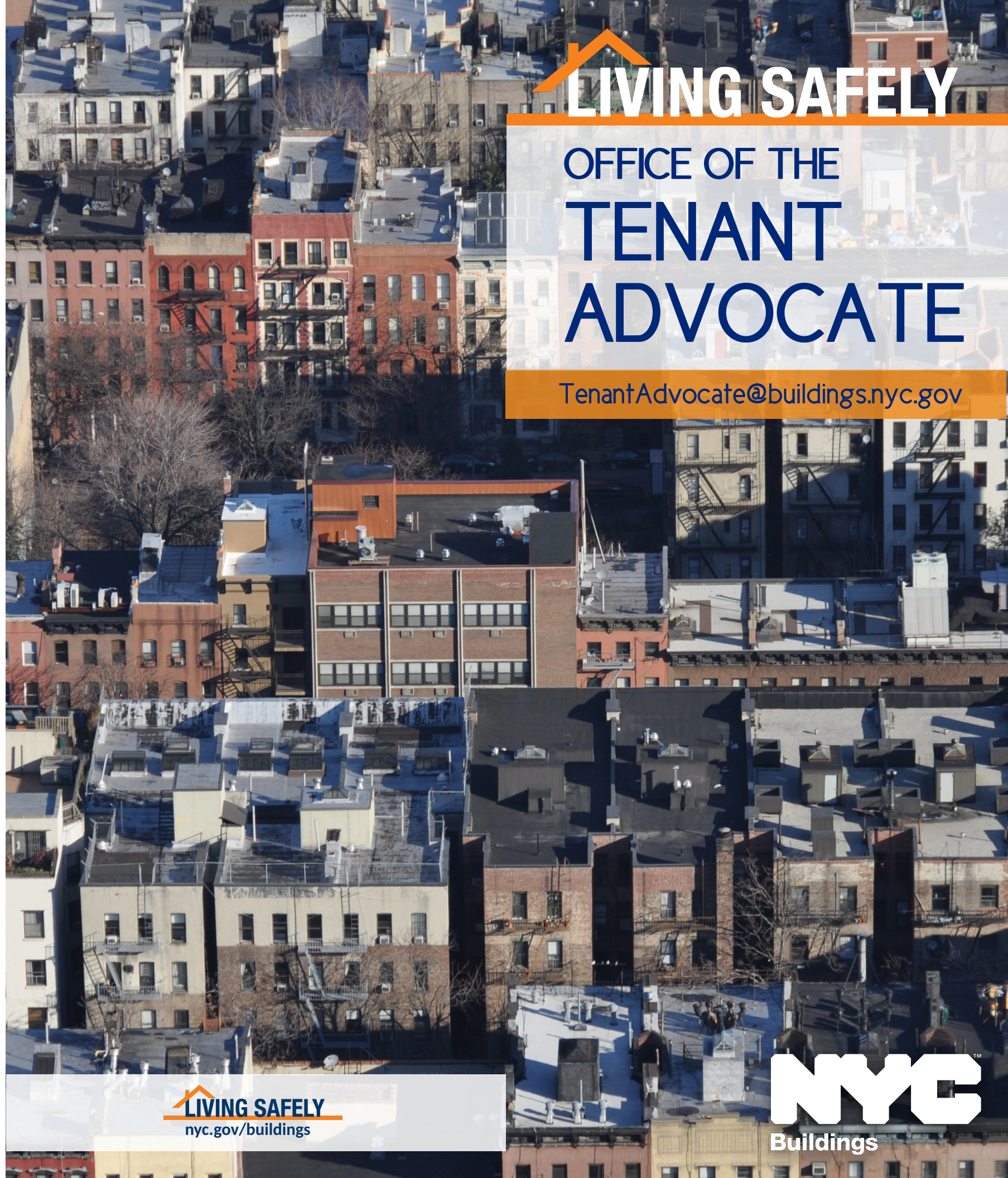
The Safe Construction Bill of Rights must be distributed to tenants or posted in the building lobby and on every floor of the building.



# LIVING SAFELY

## OFFICE OF THE TENANT ADVOCATE

TenantAdvocate@buildings.nyc.gov





Are building owners required to notify tenants when the building has a Tenant Protection Plan?

YES. A notice regarding the TPP must be distributed to tenants or posted in the building lobby and on every floor of the building. See below for a sample TPP notice that must be posted.

Complaints concerning TPPs, or lack thereof, can be made by calling 311 or using 311 ONLINE.

The NYC Department of Buildings' Office of the Tenant Advocate (OTA) serves as a resource to help tenants understand the laws governing construction. OTA assists tenants by monitoring the contractor's compliance with Tenant Protection Plans and by investigating complaints of construction as harassment.

## HARASSMENT

Harassment can come in several forms. Construction-related harassment includes but is not limited to:

- work solely intended to harm a tenant's quality of life, rather than improve the building
- missing or insufficient Tenant Protection Plans
- performing off-hours construction work that can otherwise be done during normal construction hours; or
- failure to correct conditions that led to Department of Buildings (DOB) violations or vacate orders.

If you experience any of the above forms of harassment, please notify OTA by calling 311 or using 311 ONLINE.

If your landlord is withholding basic services, like heat or hot water, or your building is poorly maintained, please contact the NYC Department of Housing Preservation and Development (HPD) by calling 311 or using 311 ONLINE.

In buildings with rent-controlled or rent-stabilized apartments, tenants with harassment complaints should also contact the NYS Homes and Community Renewal (HCR) at (718) 739-6400. HCR enforces the state's rent-regulated apartment housing laws.

To learn more about tenant harassment and how to find help, request a copy of HPD's ABCs of Housing by calling 311 or using 311 ONLINE.

## TENANT PROTECTION PLAN

### What is a Tenant Protection Plan?

A Tenant Protection Plan (TPP) describes how the safety and health of tenants will be protected during construction work in an occupied building. The TPP must address how the landlord plans to maintain proper emergency exits, fire safety, health standards, safe housing standards, structural safety, noise restrictions, and essential services like heat and hot water.

For more TPP information, visit DOB's website at [nyc.gov/buildings](http://nyc.gov/buildings) and select the Tenant tab.

### When is a Tenant Protection Plan required?

A TPP is required whenever there is construction in an occupied building that requires a DOB permit. Most construction work requires a DOB permit. However, minor work like painting, or replacing kitchen cabinets or windows, does not require a DOB permit and does not require a TPP.

### Where can I find the Tenant Protection Plan?

You can request a copy of the TPP for construction work in your building from your landlord, or by entering your address in DOB's Buildings Information System (BIS) at [nyc.gov/bis](http://nyc.gov/bis).



**NOTICE**

**RE: TENANT PROTECTION PLAN FOR OCCUPANTS**

The NYC Department of Buildings has issued a permit for work in this building that requires a **Tenant Protection Plan (TPP)**. Building occupants may obtain a paper copy of the TPP from the owner and may access the plan on the Department's website at [www.nyc.gov/buildings](http://www.nyc.gov/buildings).

Address:

Below is the contact information for the (check one):

Site Safety Manager     Site Safety Coordinator     Superintendent of Construction     Owner/Owner's Designee

Name:  Phone Number:

**Building occupants may call 311 to make complaints.**

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NYC Administrative Code § 28-104.8.4.3 requires the Owner to:

- Distribute this notice to each occupied dwelling unit; or
- Post this notice in a conspicuous manner in the lobby and
  - on each floor within ten feet of the elevator
  - if the building does not have an elevator, within ten feet of or in the main stairwell of each floor.

Who can I contact if I have questions about ongoing construction in my building?

- If the issue involves a life threatening situation, call 911.
- If the issue involves repairs or general maintenance, call 311.
- If the issue concerns ongoing construction in your building, contact OTA at (212) 393-2949 or email by [TenantAdvocate@buildings.nyc.gov](mailto:TenantAdvocate@buildings.nyc.gov).