DOB NOW: Build
DECEMBER 2020 RELEASE
Tenant Protection Plan & Site Safety Plans
Updated 12/22/2020
AGENDA

- Ground Rules
- DOB NOW: Build – Tenant Protection Plan
  - Overview
    - Industry Process Demonstration
- DOB NOW: Build – Site Safety Overview
  - Industry Process Demonstration
- Questions & Answers
BEST PRACTICES FOR THE VIRTUAL CLASSROOM

- Chat Feature
- Mute Microphones
- Ask Questions
- Parking Lot
- Feedback
- Participate
Submit a Job Filing online
Customers do not have to travel to the DOB office for filings

Real time Job Filing information online
24/7 access to job status and information

Greater Transparency of the filing process
Job Filing status can be viewed at any time

Faster Processing time
Digital filing allows for quicker turnaround time for submitted Job Filings
DOB NOW: *Build*
Tenant Protection Plan

Industry Process Overview
At the end of this session, you will be able to:

- Learn about the new updates and how they differ from the current process
- Understand when a Tenant Protection Plan must be submitted
- Submit a Tenant Protection Plan Request
- Resubmit a Tenant Protection Plan Request in response to QA failure
- Update an approved Tenant Protection Plan
- View and print Occupant Notice
Tenant Protection Plan (TPP) Overview

1. Summary Overview
2. Current State vs. Future State
3. Lifecycle of a Tenant Protection Plan Request
   1. TPP Trigger
   2. TPP Request Process
   3. Approval or QA Failure
   4. Update an Approved TPP
   5. PW2 Impact
   6. Print Occupant Notice
A Tenant Protection Plan (TPP) must be prepared and submitted for buildings in which one or more dwelling units will be occupied during alteration, construction, or demolition.

Local Laws 106, 116 & 118 of 2019 require the TPP.

No Permit will be issued for work that requires a TPP unless the TPP is approved by DOB.

TPPs can apply to almost all Job Filings, that have or will have tenants.

Tenant Protection Plans DO NOT APPLY to Construction Equipment (Sidewalk Shed, Construction Fence, or Supported Scaffold) or Protection and Mechanical Methods Job Filings.
DOB NOW: Build – TPP CURRENT STATE

- The TPP1 Form (shown at left) is filled out by a registered Design Professional.
- The TPP1 Form is signed by the Owner and signed and sealed by the Design Professional.
- The TPP1 Form is submitted to DOB prior to review and approval of the Job Filing.
Use this form to notify the Department of Buildings at least 72 hours before starting work on a building in which any dwelling unit will be occupied during construction.

Building Code §207-10.2 requires the owner of a building to notify the Department of Buildings at least 72 hours before starting any work requiring a tenant protection plan (i.e., alterations of buildings in which any dwelling unit will be occupied during construction).

Section 26-103.27.2 of the New York City Administrative Code requires the owner of an occupied multiple dwelling with a valid permit for the alteration of 30 percent or more of the existing floor surface area or an addition to the occupied multiple dwelling to notify the Department at least 72 hours before starting any work pursuant to the permit.

### Tenant Protection Plan Information

- **Borough**:
  - Pick a borough

- **House Number**: __________

- **Street Name**: __________

- **State**: __________

- **Zip**: __________

### Owner Information

- **Owner Type**
  - Pick Owner Type

- **Last Name**: __________

- **First Name**: __________

- **E-mail**: __________

- **House Number**: __________

- **Street Name**: __________

  **Apt., Suite, Bldg, Unit, etc.**: __________

- **City**: __________

- **State**: __________

- **Zip**: __________

- **Primary Phone**: __________

### Job Information

- **Job Number**: __________

- **Date and Time of work commencing**: __________

  **Select Date & Time**: __________

**Send**

- **DOB must be notified electronically 72 hours before starting work on a building with a TPP.**
- **The notification will still be submitted on the DOB website in the same location.**
- **This notification process will not change with DOB NOW: Build.**

Notification URL: [https://a810-efiling.nyc.gov/eRenewal/tpp.jsp](https://a810-efiling.nyc.gov/eRenewal/tpp.jsp)
Current Release: Stakeholders of the Job Filing will be notified of the need for a Tenant Protection Plan when submitting the Job Filing via system alert and after the job filing has been Approved via email. The TPP review Request can be initiated/submitted only after the Job Filing is approved. The TPP review Request must be approved before a Work Permit may be requested.

Coming Soon (Date to be Determined): The TPP review request can be submitted at the same time as completing the Job Filing.
1. Job Filing
Plans are submitted by the applicant

2. Job Filing
Plans are reviewed / accepted by DOB

DOB NOW: Build determines if TPP needed

If no TPP needed

5. Permit request initiated

If TPP needed

3. TPP Request submitted

Applicant of Record emailed notification that TPP needed upon approval of the job filing

4. TPP Request reviewed / accepted by DOB
A Tenant Protection Plan (TPP) will be required to be submitted and approved for Job Filings in which any dwelling unit will be occupied during alteration, construction or demolition as specified in the Owner’s Statement and Signature section of the Job Filing, prior to requesting a Permit.

For Alteration Job Filings, information about tenant occupancy is required on all applicable filings.
The process for submitting a Tenant Protection Plan starts after the Job Filing has been approved. The status of a Job Filing can be seen on the Job Filings dashboard.

TPP requests can be initiated by any user with a license type of Professional Engineer/Registered Architect, even if they were not previously associated with the Job Filing.
There are two ways to begin the TPP request process:

- Hover over the **Requests** button on the Dashboard and select **Tenant Protection Plan**
- Enter the Job Filing number that the TPP will be associated with and click **Search** to begin the request process.
The second method begins by clicking the drop-down **Select Action** menu in the **Job Filings** Dashboard list and choose **Request TPP**.

Click **Yes** to continue.
To return to a TPP that has been saved (whether or not it was submitted), use the left navigation tab in the Job Filings Dashboard and click on Tenant Protection Plan. Double-click on a Request to see it.

TPPs have four tabs:
- General Information
- Tenant Protection Plan
- Documents
- Statements and Signatures
DOB NOW: *Build* will pull **Location Information** from the Job Filing.

- The Applicant of Record for the TPP must fill out their information in the **Stakeholders** section of the General Information tab, even if they were the Applicant of Record on the PW1.
- The **Owner Information** is also pulled from the Job Filing.
The Applicant must click **Save** before switching from the General Information tab to another tab.

A **Status Bar** will appear at the top of the TPP Request screen once the Request has been saved.

A **TPP Request number** will be assigned once the Request is saved. The number consists of the letters TPP before the Job Filing Number and a version number after the Job Filing Number.
The Tenant Protection Plan tab requires details about:

- Egress
- Fire Safety
- Health Requirements
- Lead and Asbestos
- Compliance with Housing Standards
- Structural Safety
- Noise Restrictions
- Maintaining Essential Services
- Other Requirements
The Statements and Signatures section requires both the Applicant of Record (AOR) for the TPP and the Owner to log into DOB NOW: Build and certify that the information on the TPP is correct.

Applicants may also upload any additional supporting documents.

If the Applicant for the TPP is not the Applicant of Record (AOR) for the Job Filing, they must upload their Seal and Signature (DPL-1).
The Applicant must **Submit** the TPP for DOB Review. The system will then confirm that the request has been submitted.

- DOB will review all TPP Requests for approval. The Applicant will be notified via email that their TPP has been approved or that the TPP has failed QA.
Once the TPP is submitted, a TPP tab will appear on the main Job Filing screen. View the TPP by double-clicking on the table row you wish to see.
The Applicant will receive an email notifying them of TPP Approval.

Approval is also visible in the TPP Request Dashboard and in the status bar for that Request.
If the TPP fails the QA approval process, it is visible in multiple places:

- On the TPP list

  ![Tenant Protection Plan](image1)

- On the status bar inside the TPP Request

  ![Status Bar](image2)

- In the Tenant Protection Plan tab inside the job filing

  ![Tenant Protection Plan Tab](image3)
The Applicant will receive an email notifying them of the QA failure, including details about the reason for failure.

From: DOBNOW daemon <CRMBuildNYCdev@buildings.nyc.gov>
Date: Tue, Nov 3, 2020 at 3:12 PM
Subject: QA Failed Tenant Protection Plan PAA Request TPP-000381277-41-02 for Job/Filing/Address reference
To: JOE ADAM <AJOETEST@gmail.com>
Cc: TESTING123 DOB <DOBTESTING123@gmail.com>

This email references Tenant Protection Plan PAA Request TPP-000381277-41-02 for Job/Filing/Address reference.

A Quality Assurance (QA) Admin has identified the following errors that need to be corrected in this filing:

The current DPLI submitted has expired; it's been more than one year from the signature and date. Please submit an updated DPLI form.

Please resubmit the request after addressing the QA failed reason.

Log into DOB NOW: Build to resolve the issue(s). After the issue(s) has been resolved, the applicant needs to complete the Statements and Signatures section and then select the Resubmit button. The QA Admin will not review the application again until it has been resubmitted.

This is an automated message. Please do not reply. If you have any questions, submit an inquiry at www.nyc.gov/DOBnowhelp.
QA Failed Reasons will also appear as a new tab in the TPP Request.
If an uploaded document is rejected, that will be visible in the Documents tab of the TPP.

The Applicant can re-upload any rejected documents by clicking on the upload button.
The Applicant for the TPP must address the issues raised by QA before resubmitting their TPP request.

In addition to re-uploading documents, all other tabs of the TPP Request can be updated.

The Applicant (but not the Owner) will need to re-sign the Request.

Save the Request and click Resubmit.
If the Applicant needs to update the TPP after approval has been granted, the Action can be found in the TPP Request dashboard accessed from the left menu bar or in the TPP tab in the main Job Filing window.

- Click the drop-down menu in the Filing Action column to select **Update TPP**.
- Click **Yes** to confirm that you wish to Amend the TPP.

You will be brought into the main TPP Request screen. Make changes as appropriate, and then **Save** and **Submit**. The Update must be approved by DOB.
- The Work Permit (PW2) may not be requested until the TPP is approved.
- When a TPP is submitted, the wording of the Applicant attestation is changed on the Permit request.
- The paragraph circled only appears when a TPP has been submitted and approved on the Job Filing.
The Work Permit that will be printed and displayed on-site notes the number of dwelling units that will be occupied during construction.
There is an Occupant Notice which must be printed and displayed at the Job site.

The Occupant Notice can be printed by the Permit holder after the Permit is issued from the select actions of the respective permit.

If the Permit is amended or the Permit holder changes, a new Occupant Notice must be printed.

Any questions may be submitted electronically at http://nyc.gov/dobhelp.
You are now able to:

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- Understand when a Tenant Protection Plan must be submitted
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DOB NOW: Build
Site Safety Plan

Industry Process Overview
At the end of this section, you will be able to:

- Learn about the new updates and how they differ from the current process
- Understand when a Site Safety Plan must be submitted
- Submit a Site Safety Plan Request or a Site Safety Waiver Request
- Respond to Objections and schedule Appointments
- Resubmit Site Safety Plan or Site Safety Waiver Requests
- Update an approved Site Safety Plan/Site Safety Waiver
- Request a Work Permit with Site Safety Personnel
Site Safety Plan (SSP) Overview

1. Summary Overview
2. Current State vs. Future State
3. Lifecycle of an SSP Request
   1. Site Safety Rules and Triggers
   2. SSP Process
   3. Approval or Objection and Appointment
   4. Update Approved SS Plan/SS Waiver
   5. PW2 Impact
DOB NOW: Build – SITE SAFETY PLAN OVERVIEW

- Site Safety Plans (SSPs) can be triggered by the following work types: GC, ST, FO, SOE, and EA.
- Applicability of the SSP is determined by the system based on answers given to certain questions on the Job Filing after it is Approved.
- **The system will not allow Users to file Professional Certification with PW2 until the Site Safety requirement has been determined.**
- SSPs will exist at the Job Filing level.

  - The Site Safety Plan can be waived. Waivers must be approved by DOB.
The SSP or SS Waiver is submitted to DOB as a PDF email attachment.

DOB reviews the SSP or the Waiver and either approves it or raises objections to be met before approval.
Current Release: An SS Plan or SS Waiver can only be submitted after the Job Filing has been Approved. The determination of the need for an SSP may take up to 24 hours after Job Filing approval. The SSP or SS Waiver can be submitted via DOB NOW: Build.

Coming Soon (Date to be Determined): Users will be able to submit SS Plans or SS Waivers at the same time as they are submitting the Job Filing, without needing to wait for approval.
Site Safety personnel will hold the following license types: Construction Superintendent (CS), Site Safety Coordinator (SSC), or Site Safety Manager (SSM). A “higher” level role can substitute for a “lower” level role.

If the Site Safety trigger calls for an SSC or SSM, either is acceptable. If more than one trigger is applicable, the more stringent requirements are applied.

If the required role is Construction Superintendent, the Site Safety Plan does not need approval. However, Site Safety Waivers always need approval.

Construction Superintendents can supervise a maximum of 10 Job Sites.
### DOB NOW: Build – Site Safety Requirement Triggers Alteration Job Type

<table>
<thead>
<tr>
<th>Condition</th>
<th>Building Stories (Existing or Proposed)</th>
<th>Building Height (Existing or Proposed)</th>
<th>Structural Footprint</th>
</tr>
</thead>
<tbody>
<tr>
<td>suppress</td>
<td>1-9</td>
<td>10-14</td>
<td>≥15</td>
</tr>
<tr>
<td>Horizontal Enlargement</td>
<td>CS</td>
<td>N/A</td>
<td>SSC or SSM</td>
</tr>
<tr>
<td>Vertical Enlargement</td>
<td>CS</td>
<td>N/A</td>
<td>SSC or SSM</td>
</tr>
<tr>
<td>Façade Alteration</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Demolishing more than 50% of floor area of building</td>
<td>CS</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Altering more than 50% of the floor area of the building</td>
<td>CS</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Removing one or more floors</td>
<td>CS</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Partial Demolition work limited to interior components of the building and no mechanical demolition equipment, other than handheld devices, is used</td>
<td>N/A</td>
<td>N/A</td>
<td>SSC or SCM</td>
</tr>
<tr>
<td><strong>TR1 Inspection:</strong> Underpinning RC1022</td>
<td>CS</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>TR1 Inspection:</strong> Excavations-Sheeting, Shoring, and Bracing RC1033</td>
<td>CS</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>
### IF THEN

<table>
<thead>
<tr>
<th>IF</th>
<th>THEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>I1 triggered the SSP</td>
<td>S2 can also trigger the need for an SSP</td>
</tr>
<tr>
<td>I1 did NOT trigger the SSP</td>
<td>SSP can get triggered by S2</td>
</tr>
<tr>
<td>SSP was waived in I1</td>
<td>SSP can get triggered by S2</td>
</tr>
<tr>
<td>A PAA was filed on a GC filing</td>
<td>The applicability of the SSP can be impacted</td>
</tr>
<tr>
<td>I1 triggered the need for a CS stakeholder</td>
<td>S2 can trigger the need to “upgrade” the stakeholder to SSC/SSM</td>
</tr>
</tbody>
</table>
Once the Job Filing has been approved, if an SSP is needed before the Work Permit (PW2) can be submitted, the system will flag the PW2 application.

If the Site Safety determination has not been made, you will see a notice to that effect when you attempt to start the PW2 process, and will not be able to proceed.

The PW2 may not be requested until the relevant SSP approval process is complete and approval is granted.
1. PW1 Plans are submitted by the applicant

2. PW1 Plans are reviewed / accepted by DOB

DOB NOW: *Build* determines if SSP needed

If no SSP required

5. Permit request initiated

If SSP required

3. SSP or SS Waiver submitted

4. SSP or SS Waiver reviewed / accepted by DOB
5. Permit request initiated

Contractor identifies stakeholder for SSP (if applicable)

6. Site Safety Personnel displayed and must attest to duties on Permit

The Site Safety Personnel shall have the ability to view the entire Job Filing record in DOB NOW: Build, including any/all documents from the Job Filings Dashboard.

7. Permit is reviewed / accepted by DOB

Permit request is now submitted to DOB

8. Permit can be pulled and printed

Permit status now becomes “issued.”
The process for submitting a Site Safety Plan or Site Safety Waiver starts after the Job Filing has been approved. The status of the Job Filing can be seen on the Job Filings dashboard.

Any User can upload the SSP or the SS Waiver.
An SSP or SS Waiver request can be initiated in two ways:

- On the Job Filings Dashboard screen, hover over the +Requests button and choose Site Safety

- From the Job Filings list on the main dashboard, click Select Action and then click Request Site Safety

Request Site Safety will not appear in the Select Action drop-down list until the system has determined that a Site Safety Plan is needed.
First, the Applicant must specify if they are entering a **Site Safety Plan** or a **Site Safety Waiver**. They are working from the **+Requests button**, they will also need to specify the Job Number for the Request.

This presentation will start with how to request Site Safety Plans and then review the differences when requesting Site Safety Waivers.

For **Site Safety Plans**, there are three tabs that must be completed:

- General Information
- Documents
- Statements & Signatures
To return to an SSP or SS Waiver that has been saved (whether or not it was submitted), use the left navigation tab in the Job Filings Dashboard screen and click on-site Safety Requests to show all SSPs and SS Waivers associated with that User. Double-click on a Request to see it.
DOB NOW: *Build* – SSP PROCESS – GENERAL INFORMATION

- DOB NOW: *Build* will pull location information from the Job Filing.
- The Applicant entering the Site Safety Plan must be identified in the Stakeholders information section. Owner information will be pulled from the PW1.
- There is also an optional Comments field in this tab.
- The Site Safety Request must be saved before moving to the next tab.
Once the Request is saved, a **Site Safety Request Number** will be assigned. It consists of SS (for Site Safety) followed by the Job Number, followed by an number indicating how many times the Site Safety Plan has been updated.

Only one document is required to be uploaded in the **Documents** tab: **Plans/Sketch**. Press the Upload button to add the document to the Site Safety Request.

No additional documents can be uploaded.
In the **Statements & Signatures** tab, only the **Applicant of Record** needs to attest. They do so by clicking in the checkbox. The Site Safety Personnel will need to attest to their duties in the Work Permit, but **do not need to do so here.**
• You need to **Save** before you can **Submit** the Site Safety Request.

• Click Yes to confirm your submission.

• You will see a pop-up noting that you will be emailed when the Site Safety Request review is completed.

• The Status Bar also allows tracking of the submission.
Now … let’s go back to the beginning of the Safety Request Process and see what changes when we choose **Site Safety Waiver**.

Site Safety Waivers have the same three tabs as Site Safety Plans: General Information, Documents, and Statements & Signatures.

The only difference from Site Safety Plans is that rather than uploading a Plan document, you will put your Waiver request in the Comments field, which is now required. Otherwise, the process is exactly the same as before.
DOB NOW: *Build* – SSP PROCESS – APPROVAL

- When the SSP or SS Waiver is Approved, the Applicant will get an email notifying them.
- The approval can also be seen:
  - In the SSP Request Dashboard
  - On the status bar in the SSP Request
  - In the Job Filing SSP tab
If an objection is raised to the SSP, it will be visible in multiple places:

- On the SSP Request list

- On the status bar inside the SSP Request

- In the Site Safety Plan tab inside the job filing
In the Site Safety Plan Request, there is now a new tab: **Objections/Appointments**

This tab contains two sections:

- **Objections**
- **Schedule Appointments**

### Objections

<table>
<thead>
<tr>
<th>Objection</th>
<th>Code</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1368 BC 27-280 Classification</td>
<td>27-280</td>
<td>Open</td>
<td>Edit</td>
</tr>
</tbody>
</table>

### Schedule Appointment

[+ Appointment]
DOB NOW: Build – SSP PROCESS – OBJECTION CON’T

- Click the Edit button in the Action column of the Objection to see details of the Objection.

<table>
<thead>
<tr>
<th>Objection</th>
<th>Code</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1968 BC 27-280 Classification</td>
<td>27-280</td>
<td>Open</td>
<td>[Edit]</td>
</tr>
</tbody>
</table>

- Enter any Comments for the Plan Examiner and update the Objection Status if appropriate.

  Work Type: Code Type
  Plumbing: Building 68PL
  Created Date: 10/01/2009
  Created By: BUILDINGS Plan Examiner

  Details:
  The walls, eaves, shafts, structural members, floors, and roofs are contrary to the requirements of combustible construction materials detailed in 1968 BC 27-280.

  Objection Status:
  - Open

  Comments:

  255 characters remaining
  Objection History
To schedule an Appointment, click +Appointment.

- The New Appointment pop-up window will appear where Applicants can enter:
  - Required Attendees
  - Appointment Date
  - Appointment Time
  - Meeting Intent
- Click Schedule.
DOB NOW: Build – SSP Process – Objection Con’t

- Confirm the Appointment date and time.

- Click OK on Notification.

- Make sure to Save the updates to your Site Safety Plan.

- You will not be able to resubmit the Site Safety Plan Request until all Objections are marked Resolved and the update saved. If the Appointment is Mandatory, you will not be able to resubmit your SSP until the Appointment date and time, even if the Objections are marked Resolved.

- The Applicant will also need to re-sign the Request.
DOB NOW: **Build – SSP – OBJECTIONS & SCHEDULING APPOINTMENT**

**PROCESS FLOW**

1. **Locate**
   - The SSP/SS Waiver Request on the SSP Dashboard

2. **Open**
   - The Site Safety Request

3. **Select**
   - The Objection/Appointments tab

4. **Click**
   - The Edit button

5. **Update**
   - Objection Status and add Comments

6. **Click**
   - The Update button

7. **Click**
   - +Appointment (If Applicable)

8. **Select**
   - Attendees, Date and Time and click Schedule (If Applicable)

9. **Upload**
   - Documents (If applicable)

10. **Review**
    - Filing and make any necessary revisions

11. **Complete**
    - Applicant Statement and Signature

12. **Click**
    - Resubmit
An Approved Site Safety Plan can be updated. In the Site Safety Request list, click on the Select Action drop-down and select Update Approved Site Safety.

Click Yes to create a Site Safety Update.

You will be taken back into the SSP Request process to make changes.

Save and Submit the updated Site Safety Plan for approval.
- If there is an SSP, the Site Safety Personnel must be identified on the PW2.
- Click on the Site Safety tab in the Permit Request Form.

- Make sure the correct role is selected.
- Enter the email of the Site Safety Personnel and their license type.
- The Site Safety Personnel must log into DOB NOW: Build to attest to their duties.
The PW2 can now be requested. Once the PW2 is approved by DOB, the Permit can be downloaded and printed.

The printed Work Permit identifies the Site Safety Personnel and must be displayed on-site.

The Site Safety Plan must also be stored on-site.

Any questions may be submitted electronically at http://nyc.gov/dobhelp.
You are now able to:

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QUESTIONS?
THANK YOU!