

# SERVICE UPDATE

## New Tenant Protection Plan Requirements and Updated TPP1 and PW2 Forms

Beginning November 10, 2020, as required by [Local Law 106 of 2019](#):

- The registered design professional (RDP) who prepares the Tenant Protection Plan (TPP) must be retained by the general contractor; and
- The permit holder must sign a statement certifying that the TPP submitted by the RDP coordinates with the scope of work intended.

For work on a one- and two-family home or work limited to an owner-occupied dwelling unit with no disruption to the essential services of other units, the applicant of record may prepare the TPP.

### New Required Item in BIS

Applications filed on or after November 10, 2020, will no longer receive the prior to approval Tenant Protection Plan and Notes Required Item. Instead, these applications will receive a new *prior to permit* TPP1 Tenant Protection Plan Required Item. The [TPP1 Tenant Protection Plan form](#) must be submitted to satisfy either of these Required Items.

### Revised TPP1 Form

The new TPP1 form includes a certification that, if applicable, the RDP was retained by the general contractor performing the work, and a Professional Certification Statement and Signature, as highlighted below. The new TPP1 form (Rev. 11/20) will be released on November 9, 2020. The current TPP1 form (Rev. 5/20) and the new TPP1 form will be accepted through December 4, 2020. Effective December 7, 2020, the new TPP1 form (Rev. 11/20) will be the only version accepted.

#### 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)	

