

HPD BLDS Emergency Waiver Submission Checklist

PROJECT NAME _____

PROJECT ADDRESS _____

HPD PROGRAM(S) _____

Each submission shall include one multi-page PDF, compiling all required items (“Documents”) in the order outlined below, and two Excel files. All files must be submitted through the eBLDS process, and each file must be less than 50 MB in size.

Documents: [borough]_[block]_[project name]_EM-WAIVER.pdf

Cost Estimate Proposal: [borough]_[block]_[project name]_COST.xlsx

HPD Works Closing Report: [borough]_[block]_[project name]_ADDRESSES.xlsx

Select all applicable Emergency Waiver requests:

- Boiler
- Elevator
- Gas Piping
- Local Law 11 (Façade) / Masonry HPD
- Roof
- Other: _____

Documents:

- Submission Checklist (this document, filled-out)
- Owner’s Letter Requesting Waiver on equipment with issues
- Photographs showing conditions of equipment with issues
- Scope of Work describing the entire project. This should follow the HPD standard specifications for rehab projects.
- Cost Estimate Proposal as a PDF, along with a separate Excel file with all formulas intact.
- HPD Works Closing Report of just this project. BLDS will not accept projects with incomplete buildings/location information. Submit as an Excel file. To create a report: from the Report tab in HPD Works, select “Closing” from the Report dropdown, enter the Project ID/Name, click “Generate Report”, and save.

Include if applicable:

- Project Specifications for all construction materials and processes
- Asbestos Report by a certified asbestos investigator, including quantities on areas with required abatement; sample data log; lab test results; and diagram(s) on locations for samples taken from roof areas (including bulkheads and parapets), boilers, window caulking and piping, and other areas as specified by BLDS. Submit an ACP5 if no asbestos was found.
- Façade Inspection & Safety Program (FISP / Local Law 11 Façade) Report
- HVAC Consultant Report