

- I. A **Narrative Statement** must be prepared for all areas in the building in which work is necessary to obtain a residential certificate of occupancy including non-residential units and common areas.*

The description of the work to be performed should precisely and fully describe all work proposed in the filed alteration application and plans. For example, stating “refer to plans” is unacceptable. Do not omit any work to be performed and attach additional sheets, if necessary. The Location of Work must specify whether the unit described is residential or non-residential and must specify the location of all common area work. The description of the work may be completed in a different format than called for on the attached “Description of Work.” However, it must contain all the required information.

This statement must be served on all occupants in accordance with § 2-01(d)(1) of Title 29 of the Rules of the City of New York (“29 RCNY”). Within five (5) days of service, the owner must file with the Loft Board the original statement with proof of service, two (2) copies of the filed alteration application, the Department of Building’s acknowledgment of filing if applicable, and two copies of the submitted plans. The Loft Board will not accept plans larger than 14in x 17in. We also request that electronic copies of the filings be sent to [nycloftboard@buildings.nyc.gov](mailto:nycloftboard@buildings.nyc.gov).

Following service of the Narrative Statement, the Board will schedule an informal narrative statement conference with the tenants and owner to discuss the proposed legalization work. Protected occupants may raise concerns about the proposed work. If the owner and the protected tenants are unable to resolve their differences at the conference, after due notice, protected tenants will have an opportunity to file comments with the Loft Board or an alternate plan with the DOB. Tenants’ comments about the owner’s proposed work must comply with § 2-01(d)(2)(viii) and (ix) and explain how the owner’s proposed legalization plan unreasonably interferes with the use of the unit or diminishes services.

In detailing the materials and equipment which will be used, the owner is advised to refer to the description given in the Board’s schedule of costs, found at 29 RCNY § 2-01(p), whenever possible. Rent adjustments based on code compliance costs will be determined in accordance with 29 RCNY § 2-01.

- II. An **Amended Narrative Statement** must be prepared if it is necessary to amend the legalization plan for the IMD units or the common areas.*

The Amended Narrative Statement must list the new proposed work. The new proposed work on the legalization plan must be highlighted or otherwise identified as the new work. After due notice, an IMD tenant can raise concerns about the new proposed work. If tenants fail to timely raise claims of unreasonable interference and diminution of service, the claims may be deemed waived.

If code compliance review is required, tenants must file an alternate plan with the Department of Buildings. Tenants must comply with 29 RCNY § 2-01(d)(2)(viii) and (ix).