

NYC

BUILD IT BACK

PROGRAM



ACCELERATE

TRAINING GUIDE

JUNE 2016

Version 2.0
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Accelerate Build It Back Overview:

The leadership of the City of New York aims to **accelerate** the development process for the **Build It Back Program (BIB or the Program)** to ensure that homes are built correctly and expeditiously, through a series of waivers, variances, and other **creative solutions** that meet the requirements of all parties involved.

Accordingly, the City has developed the **“Accelerate Build It Back”** initiative where agencies will allow construction projects to proceed through the City’s pre-construction approval processes at an **accelerated rate**.

Special Instructions Guide:

The **Special Instructions** guide is to assist contractors participating in the **New York City Build It Back** program in navigating the plan approval, permitting, and construction standards of the NYC Department of Buildings.

This guide provides **assistance** and is **NOT** a replacement for existing codes, regulations, laws, rules, and standards governing all aspects of construction in **New York City**.

ACCELERATE BUILD IT BACK

GUIDE UPDATES AND CHANGES



The following sections have been updated or added to the Accelerate Build It Back Guide.

SECTION	DATE UPDATED	CONTENT CHANGES
BPP	6/30/16	UPDATE: Alt-2 filed projects do not require a BPP filing.
BSA GCL-35	6/30/16	UPDATE: All projects that have street widening lines must now submit the GCL-35 Cover Sheet to CMS.
Application Signoff	6/30/16	NEW: Direction on how to quickly secure Certificates of Occupancy and Letters of Completion.
Electrician Letters of Certification	6/30/16	NEW: Waiver of letters from electrical subcontractors.
Septic Approval	6/30/16	NEW: Streamlined process for obtaining septic design approvals, permits, and signoffs.
Soil Borings	6/30/16	UPDATE: All soil boring CCD-1s are approved and available online through CMS.
Cross Connection Controls	6/30/16	NEW: Streamlined process for obtaining DEP approvals for sprinkler water connections and the backflow prevention devices.
Utility Coordination	6/30/16	NEW: Process and contact information for coordinating utility disconnects and reconnections through HRO.
DEP Noise Violations	6/30/16	NEW: Warnings for DEP noise violations in lieu of immediate violations.
Full Demolition Process	6/30/16	NEW: Streamlined process for submitting and receiving full demolition approvals.
BSA GCL-35	3/14/2016	Revised the expedited GCL-35 process. Included new GCL-35 specific cover sheet.
BSA GCL-36	3/14/2016	Minor change: when there are plan objections, the new plans should be submitted through a new CMS GCL submission.

DOT Permit Information	3/14/2016	Revised instructions for approving DOT public right of way work permits, including applications made in bulk.
BPP	3/14/2016	Approved BPP now required prior to the CMS GCL-35 Audit Submission.
House Connection Proposal	3/14/2016	New HCP Variance form from DEP. Changed requirements as to when a full HCP is needed.
Wetlands Protection and Permitting	3/14/2016	NEW SECTION: Overview and directions on how to initiate wetlands permits.
Archaeological Resources	1/29/2016	NEW SECTION: Overview and instructions on how to properly handle federal and state archeological preservation laws.
Baiting	1/29/2016	NEW SECTION: Instructions to expedite the process for obtaining a pre-demolition rat extermination certificate.
BSA GCL-36	1/29/2016	New flow chart, new GCL 36 specific cover sheet, revised content regarding submission and approval process.
Hydrant Flow Tests	1/29/2016	Added information of how to access the hydrant flow test letters on CMS.
Special Permit Process	1/29/2016	Revised a prior error; section now properly identifies special permits as something that can be deferred to sign-off.

TABLE OF CONTENTS

I. Accelerate Build It Back

1.	Program-Supplied Required Items	
1.1	Tax Lot Verification	15
1.2	Historical Property Review	17
1.3	Hydrant Flow Tests	19
1.4	Soil Borings	21
2.	Deferred Required Items	
2.1	Forestry Application	25
2.2	Sprinkler Application	29
2.3	House Connection Proposal	31
3.	Required Items Variances	
3.1	Asbestos Inspections	41
3.2	Builder's Pavement Plan	61
3.3	BSA GCL-35	63
3.4	BSA GCL-36	75
3.5	Special Permit Process	91
4.	Plan Review	
4.1	Plan Examinations	95
4.2	Professional Certification of Plan Applications	97
4.3	Self-Certification of Plan Application Objections	99
4.4	Full Demolition Process	101
4.5	Septic Approval	107
4.6	Cross Connection Controls	111
5.	Construction	
5.1	Demolition Notifications	115
5.2	Construction Notifications	117
5.3	After Hours Work	121
5.4	After Hours Inspections	123
5.5	Electrician Letters of Certification	127
5.6	Utility Coordination	129
5.7	DEP Noise Violations	133
5.8	Water Disconnections	135

6.	Addendum	
6.1	Parking Regulations	137
6.2	Homeowner Authorization	139
6.3	DOT Permit Information	141
6.4	Archeological Resources	143
6.5	Baiting	145
6.6	Wetlands Protection and Permitting	149
6.7	Application Signoff	151

II. Build It Back Special Instructions & Quick Guides

7.	BIB Special Instructions	
7.1	Electrical Meter Placement	159
7.2	Zoning Text Amendment	161
7.3	Application and Permit Fee Waivers	165
7.4	Plumbing Self-Certification	167
8.	Health and Safety	
8.1	Clearance Examination	171
8.2	Customer Protection	173
9.	General Quick Guides	
9.1	Filing of a Post Approval Amendment	177
9.2	Build It Back Contacts	179

III. Helpful Links

IV. Definitions

ACCELERATE **BUILD IT BACK**





1 PROGRAM-SUPPLIED REQUIRED ITEMS



- 1.1 Tax Lot Verification
- 1.2 Historical Property Review
- 1.3 Hydrant Flow Tests
- 1.4 Soil Borings

TAX LOT VERIFICATION

PROFESSIONAL APPLICANTS OF RECORD WILL NOT BE REQUIRED TO CERTIFY INDIVIDUAL TAX LOTS

The Department of Finance has reviewed all Build It Back (BIB) properties' tax lots and has issued a bulk letter satisfying the Department of Buildings requirement for tax lot certification.

TIPS

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No DOF actions
required unless you are
contacted by BIB

HISTORICAL PROPERTY REVIEW

PROFESSIONAL APPLICANTS OF RECORD WILL BE CONTACTED IF A LANDMARK PRESERVATION COMMISSION REVIEW IS NEEDED

The Landmarks Preservation Commission (LPC) has reviewed all Build It Back (BIB) properties to identify designated landmarks, buildings in historic districts, and properties or areas calendared for designation prior to the Department of Buildings permitting.

BIB will contact the Professional Applicants of Record for properties that require LPC review. Only a very small number of properties will require LPC review.

All properties identified as a landmarked or historic property must follow the LPC process for review. Other properties will not be required to undergo LPC permitting or approvals.

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No LPC actions required
unless you are contacted
by BIB

HYDRANT FLOW TESTS

PROFESSIONAL APPLICANTS OF RECORD DO NOT NEED TO APPLY FOR HYDRANT FLOW TESTS

Build It Back (BIB) Professional Applicants of Record will receive letters from the Program with the results from Department of Environmental Protection (DEP) hydrant flow test results for each respective property. These hydrant flow test results should be submitted to the Department of Buildings as part of the sprinkler application.

Flow tests conducted by DEP are performed at a 500 GPM flow rate. DEP will conduct one hydrant flow test per block segment for all properties within the BIB Program. Hydrant flow test results provided by the Program are only applicable for permitting of BIB properties and are valid for two years.

How to Find Hydrant Flow Test Letters in CMS (For DDC Users only)

Hydrant Flow Test letters are found on CMS. In the “Articles” section of CMS, see the *“How to Find a Hydrant Flow Test Letter (Video)”* link, which has an overview of how to access the letters. To summarize:

1. Search the APP that you’re looking to secure the letter for.
2. In the “Design & Construction” entity, scroll down to the “Final Design” section where there’s a field titled “Hydrant Flow Test #.” Remember or write down this number.
3. Based on which borough the property is, go to the articles page and select the correct “Hydrant Flow Test Letters – Borough” article.
4. In the article, scroll down to where it says “Video link” and select the link that says “Article Video,” which is not a video but a link to the pdf of all the hydrant flow test letters for that borough.
5. In the pdf, search in the bookmarks for the correct “Hydrant Flow Test #” that you found in the “Design & Construction” entity.

For non-DDC users (HRO and HPD managed projects), see the CMS articles page for directions on how to locate the Hydrant Flow Test letters.

SOIL BORINGS

CONSTRUCTION MANAGERS FROM THE DEPARTMENT OF DESIGN AND CONSTRUCTION HAVE CONDUCTED SOIL BORINGS FOR BUILD IT BACK

The Department of Design and Construction (DDC) Construction Managers (CM) compiled a comprehensive list of neighborhood blocks that require soil borings for Build It Back (BIB) plan applications. The Department of Buildings (DOB) consulted with DDC CMs to ensure that the proposed soil borings would meet code requirements.

A Construction Code Determination Form (CCD-1) has been compiled for each applicable neighborhood, and are available for download through CMS, found at this link and using your CMS username and password:

https://media.cityofnyc.org/sites/Video/_layouts/15/start.aspx#/CMS%20Documents/Forms/AllItems.aspx

CCD-1s include the following:

- Statement of hardship
- Description of code sections 1802.4.1 and 1802.4.2
- Equally safe alternative that is being proposed
- List of all BIB properties for which the CCD-1 is applicable
- Soil boring location descriptions
- Soil boring reports

Professional Applicants of Record (PAR) on BIB designated projects must include the appropriate CCD-1 with the plan application. Data can be shared between other PARs and agencies involved with BIB.

Soil borings in or adjacent to freshwater wetlands require notification to the Department of Environmental Conservation (DEC) through a Notice of Intent form. The Program liaison for coordination with DEC can be reached for more information at:

Wetlands@recovery.nyc.gov.

2 DEFERRED REQUIRED ITEMS



- 2.1 Forestry Application**
- 2.2 Sprinkler Application**
- 2.3 House Connection Proposal**

FORESTRY APPLICATION

STREET TREES THAT MUST BE REMOVED REQUIRE A LETTER OF INTENT IN LIEU OF A COMPLETED P-A FORESTRY APPLICATION

P-A Forestry Applications are waived for Build It Back (BIB) plan applications.

All existing street trees must be protected according to the standards issued by the Parks and Recreation Department (Parks), but tree protection permits are not required for BIB projects. All efforts to protect existing street trees must be made (see footnotes for guidelines).

There are four scenarios that Professional Applicants of Record (PAR) may encounter with street trees.

Scenario 1: Street trees are healthy and not impacted by construction

- BIB Contractor protects street trees in accordance with Parks standards, such as specific protection of trees within 50' of construction zones¹
- Prior to sign-off, PAR completes an ST-1 checklist and submits to DOB via the eFiling system, indicating that no trees are to be removed
- Upon DOB receipt of the ST-1, DOB's Parks requirement is satisfied

Scenario 2: Street trees are diseased, dead, or structurally unsound and require removal

- Prior to sign-off, PAR notifies Parks of the diseased, dead, or structurally unsound trees in one of the following ways:
 - Request at [NYC Parks Website](#)²
 - Call 311

¹ Street tree protection guidelines, including photos of appropriate examples found at:
<http://www.nycgovparks.org/pagefiles/84/tree-protection-details.pdf>
<http://www.nycgovparks.org/pagefiles/84/standard-tree-protection-notes-for-permits-and-plan-review-spring-2015.pdf>

² <http://www.nycgovparks.org/services/forestry/request>

- [311 Online](#)¹
- Parks will evaluate to determine if the tree should be removed, and if removal is necessary
- PAR completes an ST-1 checklist and submits to DOB via the eFiling system, writing in that the tree(s) were removed due to being diseased, dead, or structurally unsound (restitution of trees removed for these reasons is not required)
- Upon DOB receipt of the ST-1, DOB's Parks requirements are satisfied

Scenario 3: Street tree needs removal due to unavoidable construction impact

- PAR completes and sends a "Tree Removal Letter of Intent" along with appropriate documentation in an email with subject line "Build It Back Letter of Intent" to Treeplanting.permits@parks.nyc.gov
- Parks approves the letter and issues a tree removal permit
- Trees may not be removed without express written approval from Parks, however, construction that does not impact the tree may proceed
- Upon DOB receipt of the ST-1 and a copy of the approved letter of intent, DOB's Parks requirements are satisfied
- See next page for the "Street Letter of Intent" form to be sent to Parks

Scenario 4: Street trees need to be planted

- BIB Contractor protects street trees in accordance to Parks standards, such as specific protection of trees within 50' of construction zones²
- Prior to sign-off, PAR completes an ST-1 checklist and submits to DOB via the eFiling system, indicating how many trees will be planted
- Upon DOB receipt of the ST-1, DOB's Parks requirement is satisfied
- Site plans do not need to show new tree locations
- Parks will fulfill the street tree planting after construction is completed

¹ <http://www.nyc.gov/311>

² Street tree protection guidelines, including photos of appropriate examples found at:
<http://www.nycgovparks.org/pagefiles/84/tree-protection-details.pdf>
<http://www.nycgovparks.org/pagefiles/84/standard-tree-protection-notes-for-permits-and-plan-review-spring-2015.pdf>



212-615-8329
housing@recovery.nyc.gov
nyc.gov/builditback

Street Tree Letter of Intent

BIB APP ID	Applicant Name
Property Address	
Borough	DOB Job Number
Licensed Tree Work Entity Name / Phone Number / Email Address	
<p>Street tree is unavoidably in conflict with proposed construction. Please see the attached following documents included with this letter of intent:</p> <ul style="list-style-type: none">• Site plan: Must be 11x17 architectural drawings with a scale bar including existing and proposed conditions. (Refer to NYC Parks Plan Review Checklist at https://www.nycgovparks.org/pagefiles/54/New-Plan-Review-Checklist.pdf)• Photos of the location:<ul style="list-style-type: none">These photos must be clear, date stamped, labeled, in color & include all trees within 50 feet of the property. Google map images will not be accepted.• 1 photo of each street frontage view (this photo preferred taken from across the street labeling proposed jobsite)• 1 photo of each sidewalk view parallel to the street <p>In addition to this Street Tree Letter of Intent, an ST-1 form must be filed by the Professional Applicant of Record to the Department of Buildings (DOB) prior to gaining sign-off.</p> <p>This form must be approved by Parks prior to any removal of trees. No trees within the public right of way may be removed without written permission from NYC Parks.</p>	
Date	Signature of Applicant
Date	Signature of Approver, NYC Department of Parks and Recreation
	Printed Name of Approver, NYC Department of Parks and Recreation

SPRINKLER APPLICATION

SPRINKLER APPLICATION MAY BE DEFERRED TO SIGN-OFF OR AN ISSUANCE OF TEMPORARY CERTIFICATE OF OCCUPANCY

Professional Applicants of Record (PAR) may defer sprinkler applications for Build It Back (BIB) properties. Additionally, the Department of Buildings (DOB) will expedite plan reviews for sprinkler applications to within two days of submission.

PAR may submit sprinkler applications as a separate Alt-2 filing or include the sprinkler scope of work as part of the primary job application.

Scenario 1: For sprinkler work filed as part of a separate Alt-2 application

DOB will issue approval of the primary permit that does not include the sprinkler scope of work. The sprinkler application and subsequent approval will still be required for the primary permit to receive sign-off or an issuance of Temporary Certificate of Occupancy (TCO). DOB will review sprinkler applications within two days of submission.

Process:

- PAR files the sprinkler work as a separate Alt-2 application at any point during the development process
- In the “Special Programs” section select “Yes” for “Is this a BIB job?” Then in the “Cost Information” section, select “Fee Exempt” when asked “What type of fees apply to this application?”
- The sprinkler application must have the BIB APP ID in the project description
- PAR is encouraged to have a licensed professional engineer or architect professionally certify the sprinkler application
- If the PAR does not professionally certify the sprinkler application, DOB will review and approve the sprinkler application within two days of submission
- When approved, PAR is permitted for the sprinkler work. Sprinkler applications, must be filed and approved before sign-off or an issuance of TCO
- DOB will audit 100% of all pro-cert applications

Scenario 2: If the sprinkler scope of work is filed as part of the primary application

If the BIB property's DEP hydrant flow test results are not available at the time when the PAR submits the permit application, DOB will issue a partial permit approval for construction.

When the hydrant flow test result is submitted to DOB, the sprinkler plans will be reviewed within two days of submission.

Process:

- PAR files full application including the sprinkler scope of work, pipe schedule or hydraulic calculations, but may not have the hydrant flow test results
- The application must have the BIB APP ID in the project description
- DOB will issue partial approval of the plan application and defer the sprinkler review until sign-off or an issuance of TCO
- PAR may pull the permit for approved work
- PAR receives the hydrant flow test letter from the Program and uploads the letter electronically to DOB [eFiling](#)¹
- The PAR emails the plan examiner and DOB (builditback@buildings.nyc.gov) to inform DOB that the job's hydrant flow test letter has been uploaded
- DOB will review the sprinkler scope of work within two days of submission
- PAR pulls the permit for the sprinkler work. Sprinkler work plans must be filed and approved before sign-off or an issuance of TCO

¹ <https://a810-efiling.nyc.gov/eRenewal/loginER.jsp>

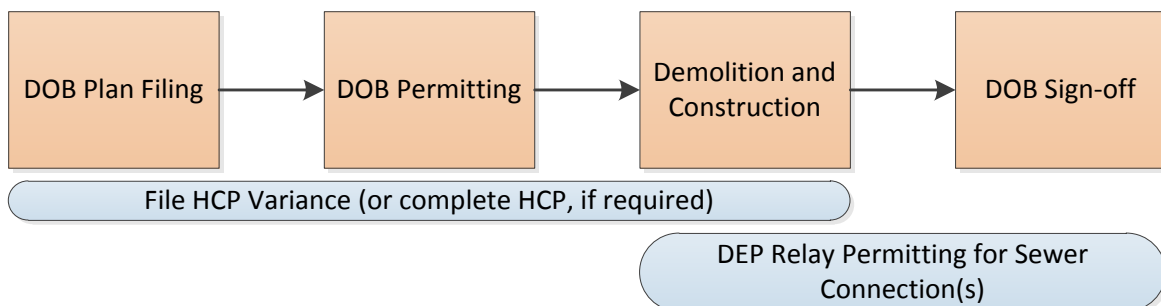
HOUSE CONNECTION PROPOSAL

THE HOUSE CONNECTION PROPOSAL REQUIREMENT IS DEFERRED OR WAIVED FOR BUILD IT BACK APPLICATIONS

For most Build It Back (BIB) properties, the Department of Environmental Protection (DEP) will issue a variance (titled “Build It Back House Connection Proposal Variance,” abbreviated as “HCP Variance”) for the House Connection Proposal (HCP, formerly known as SD-1 / SD-2). This is done through a simple, one-page form mailed to DEP.

HCP and HCP Variance

The HCP or the HCP Variance is a required item that typically would be required at the time of DOB Plan Filing, but is now deferred to DOB Sign-off, or issuance of a Temporary Certificate of Occupancy (TCO) or Certificate of Occupancy (CO). It certifies that sewer connections are made in accordance with the Department of Environmental Protection’s (DEP) rules and regulations.

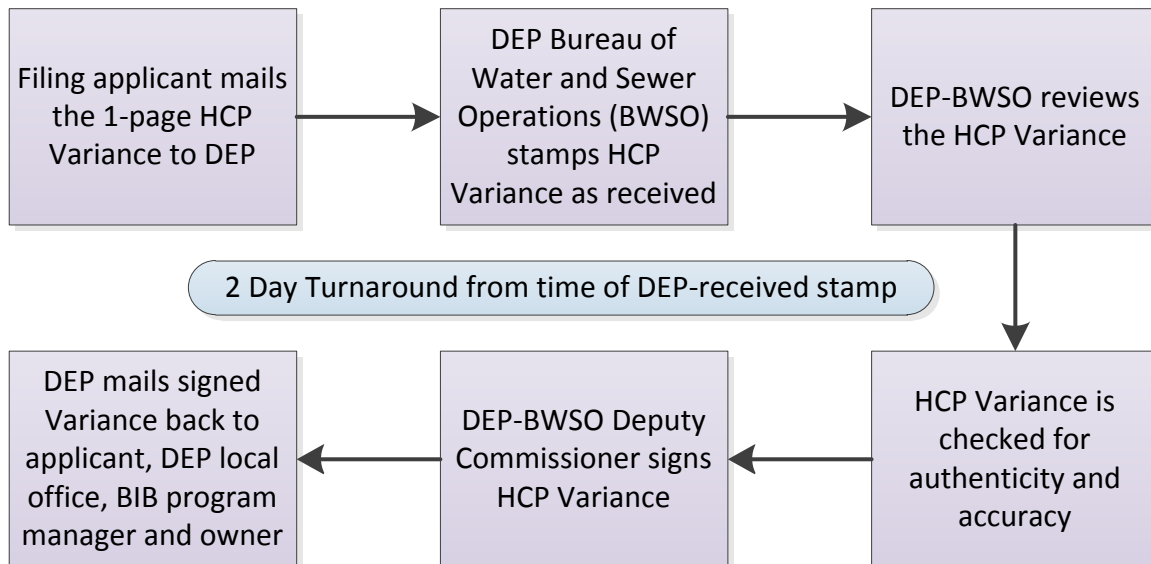


The HCP Variance must be filed by the Professional Applicant of Record (PAR), which is the filing Professional Engineer (PE) or Registered Architect (RA). The HCP Variance is valid only for Build It Back projects that are a “replacement in kind” in terms of the building footprint.

The HCP Variance form is attached to this guide, and is available online as well. HCP Variances should be signed, sealed, and mailed (not faxed) to the following address:

Bureau of Water and Sewer Operations
Attn: Build It Back Variance
96-05 Horace Harding Expressway, 3rd Floor Low-Rise
Flushing, NY 11373

Overview of HCP Variance Process



PARs may not file both an HCP and an HCP Variance; if the PAR wishes to use the HCP Variance and an HCP was already filed, the HCP must be formally rescinded in writing by the applicant before the HCP Variance will be completed by DEP.

Additionally, using the correct 1-page form (not the old 2-page form) will ensure quick processing time.

Complete HCP or HCP Variance?

BIB properties looking to make an entirely new connection to either sanitary or stormwater sewers (e.g. the property had septic but now has sanitary sewer access) must provide a complete HCP.

All other BIB properties must use the HCP Variance process, as the regular HCP process is considerably longer. PARs must still provide design guidance to contractors on how to construct the connections.

Sewer Frontage

While the property survey typically shows the type of sewer in front of a building, DEP has also provided information about the availability of sewer in front of each BIB property. This information has been arranged in a matrix, and is organized by borough and available for download from both CMS and the Accelerate Library.

Sewer Connections: City Sewer Relay Permits

The City requires a “relay permit” for connections (or reconnections) made to the sewer system. Through DEP’s Water and Sewer Permitting System (WSPS) a Licensed Master Plumber (LMP) may file for the relay permit at no cost. DEP’s website for online permitting is:

http://www.nyc.gov/html/dep/html/forms_and_permits/wsps_online_filing.shtml

Upon receiving the permit from DEP, the LMP may then connect to the sewer, under the oversight of the PAR, who will self-certify that the connection was done properly. Only the PAR may self-certify that the connection is done properly. The PAR may only self-certify after having been trained by DEP Staff. To sign up for the DEP training, the PAR must fill out a form online at the following webpage:

<http://tinyurl.com/relaypermitsselfcert>

It is recommended that the PAR enrolls in DEP training to self-certify connections, but may also contact DEP to schedule an inspection.

Stormwater Requirements

Many BIB properties do not have stormwater sewer access, and have practical difficulties in providing on-site stormwater drainage. This may be related to a shallow or narrow lot, where a drywell may not properly fit, or it may be related to a high water table, where groundwater is within three feet of rough grade.

Where there are on-site stormwater disposal practical difficulties, DOB has released a memo to provide relief, found both in this guide and in the Accelerate Library. The memo allows for less stringent measures of capturing stormwater.



Rick D. Chandler, PE
Commissioner

Gus Sirakis, PE
Executive Director
csirakis@buildings.nyc.gov

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New York, NY 10007
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Memo

To: Amy Peterson, Director NYC Housing Recovery Office

From: Gus Sirakis, PE 
Executive Director Technical Affairs and Code Development

CC: Lisa Amoia, RA, Director BIB;
Emily Newman, First Deputy Director, Mayor's Office of Operations

Date: October 16, 2015

Re: Stormwater Disposal in Sandy-Affected Areas

Executive Summary

This memorandum contains guidelines for the approval of on-site stormwater disposal for 1- and 2-family residences being reconstructed within areas affected by Hurricane Sandy where a practical difficulty prohibits compliance with the NYC Plumbing Code. Such practical difficulties include a water table level less than 3' below grade and/or a shallow or narrow lot. Where a practical difficulty exists, elevations and reconstructions where impervious surface is not being increased by more than 200 square feet may continue to use existing conditions of stormwater disposal in accordance with the procedures outlined herein.

Obtaining Approval

The applicant shall provide a statement on plans submitted to the Department that a practical difficulty exists. Calculations of the area (in square feet) of existing and proposed impermeable surfaces shall be provided. Additional existing and proposed site conditions shall also be documented including: connection to a public storm sewer; method of stormwater management i.e. gutters, leaders, splash blocks; etc. Once the practical difficulty has been established and the existing and proposed conditions documented, approval of an on-site stormwater disposal system shall proceed as follows:

1. Approval for On-site Stormwater Disposal, with partial volume or substandard setback

Where feasible an on-site stormwater disposal system shall be installed to contain all or a partial volume of stormwater. Partial volume containment may be approved where practical difficulties, documented in accordance with the above, make full containment not possible. Minimum setbacks may be waived

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when systems are to be installed on shallow or narrow lots. For approval of such a system, the following shall be provided:

- a. Design calculations for storage volume using the Rational Method per PC 1114.3.
- b. Plan and section details that locate system components and indicate sizes. For perforated pipe systems, the pipe diameter, pipe schedule, perforation spacing, depth of gravel bed and geotextile fabric shall also be indicated.
- c. The applicant shall perform and document a field investigation which determines soil classification and permeability on the site as per PC 1114.2. Field investigation and system installation shall be subject to special inspections in accordance BC 1704.21.1 and 1704.21.2.

2. Approval for continuance of existing On-site Stormwater Disposal

Where the Applicant of Record demonstrates existing stormwater disposal is not captured with a drywell and deems that site conditions prohibit compliance with section 1 above, continuance of the existing stormwater management shall be allowed provided:

- a. Stormwater collected from roofs, awnings, or canopies shall not flow over a public walking surface, public right of way, or an adjacent property.
- b. Stormwater collected shall be directed using compliant gutters, fittings, leaders, etc. from roofs, awnings, or canopies to pervious surfaces located on site.
- c. A qualified registered design professional determines that onsite soils have adequate storage capacity to hold gravitational water (stormwater).
- d. Site plans and building elevations shall be provided which demonstrate compliance with 2a, 2b and 2c above.



*Emily Lloyd
Commissioner*

James J. Roberts, P.E.
Deputy Commissioner
Bureau of Water and Sewer
Operations
jroberts@dep.nyc.gov

59-17 Junction Boulevard
Flushing, NY 11373
T: (718) 595-5330
F: (718) 595-5342

Date

Homeowner
Address
City, State, Zip Code

Re: Build it Back House Connection Proposal Variance

Dear Property Owner,

The property listed below, contingent upon acceptance and consent to the conditions herein and signed by the registered filing professional, is hereby granted a variance of the requirement to submit a "House Connection Application".

Property Details:

BIB Application #: _____
Borough: _____
Address: _____
Block/Lot: _____

Registered Professional:

Name: _____
License No.: _____
Address: _____
Phone: _____
Signature: _____
Date: _____

The City of New York, under its Build it Back program ("Program"), is reconstructing properties for homeowners who have been displaced by Hurricane Sandy and participating in the Program. Such homeowners have faced exceptional hardship and the Program seeks to re-establish their homes, as they existed prior to the devastation of Hurricane Sandy, as soon as possible. Based upon this extraordinary and unprecedented event, these "replacements in kind" for those properties that were damaged forms the basis for the determination that existing requirements related to sewer and water connections are deemed satisfied, provided that such sewer connections will be utilized to provide sanitary or sanitary and storm connections, as applicable. No separate application for a "House Connection Approval" (related to R.C.N.Y Title 15, Chapter 31) shall be required and this variance letter shall be utilized by the homeowner/applicant or his/her agents in seeking connection permits related to this Program. Notwithstanding the foregoing, this variance is solely for the reconstruction as approved and performed by the Program and shall be deemed revoked upon the homeowner's withdrawal from the Program or failure to comply with Program requirements.

Sincerely,

James J. Roberts, P.E.
Deputy Commissioner, BWSO

3 REQUIRED ITEMS VARIANCES



- 3.1 Asbestos Inspections
- 3.2 Builder's Pavement Plan
- 3.3 BSA GCL-35
- 3.4 BSA GCL-36
- 3.5 Special Permit Process

ASBESTOS INSPECTIONS

ASBESTOS PROCESSES ARE ACCELERATED OR WAIVED

When filing and requesting an application number at the Department of Buildings (DOB), the applicant must provide the correct Asbestos Control Process (ACP) number on the Plan/Work Approval Application (PW1).

Build It Back (BIB) recommends project designers be present during asbestos surveys and sampling to ensure survey is limited to the construction scope of work.

The Department of Environmental Protection (DEP) will treat Asbestos Containing Material (ACM) encountered during construction as emergency work and allow construction to continue in areas not affected by ACM abatement.

When ACM is encountered, to help expedite ACP forms and approvals, the Program will sign the Asbestos Project Notification (ACP7) and Asbestos Variance Application (ACP9) forms on behalf of the homeowner. To obtain the Program signature, email completed forms requesting a signature to the Accelerate ACP email: AccelerateACP@recovery.nyc.gov.

Certified Asbestos Investigators (CAI), Asbestos Remediation Contractors, and Air Monitoring Firms and Laboratories can be found at the [DEP website](#)¹.

The following pages serve as guidelines for Professional Applicants of Record (PAR) in managing ACM scenarios, including:

- When ACM **is not** encountered during survey and testing, or there is less than 10 square feet and/or 25 lineal feet of ACM
- When ACM **is** encountered during survey and testing
- When ACM **is** unexpectedly encountered during construction

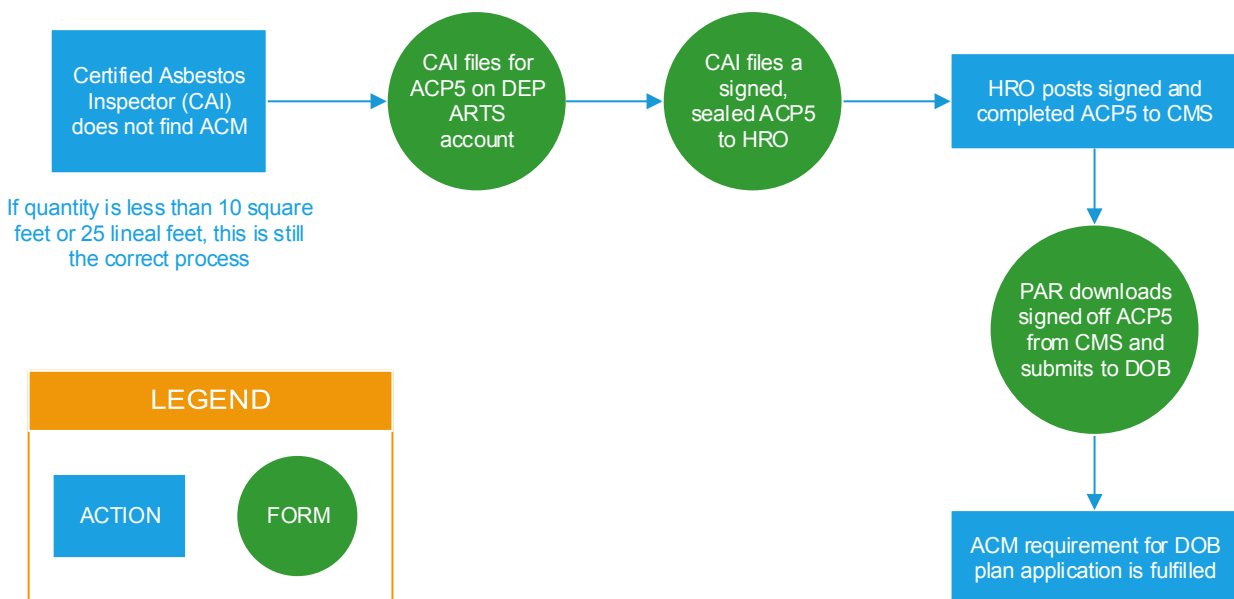
¹ http://www.nyc.gov/html/dep/html/asbestos/airfirms_wide.shtml

WHEN ACM IS NOT ENCOUNTERED IN INSPECTION

If the CAI inspects the home and ACM is not encountered, or the quantify identified is less than 10 square feet or 25 linear feet, the CAI will electronically file an Asbestos Assessment Report (ACP5) with the DEP Asbestos Reporting and Tracking System (ARTS). CAI must identify BIB APP ID on the ACP5, which waives the filing fee and assists with job tracking.

The CAI will print a copy of the ACP5, sign, seal, and submit to the Program. The Program will upload the ACP5 to CMS, which becomes available for the PAR to access and submit to the Department of Buildings (DOB) eFiling system. Upon receipt of the ACP5, DOB's ACM plan application requirement is fulfilled.

PROCESS FOR WHEN ACM IS NOT ENCOUNTERED



WHEN ACM IS ENCOUNTERED IN INSPECTION

If during the asbestos survey ACM is encountered in a quantity identified as more than 10 square feet or 25 lineal feet, the ACM will need to be abated. If the abatement required is greater than 260 lineal feet or 160 square feet, the contractor must be register the project with the New York State Department of Labor by emailing to asbestosnotification@labor.ny.gov their BIB APP ID, company name and contact information, license number, and project address.

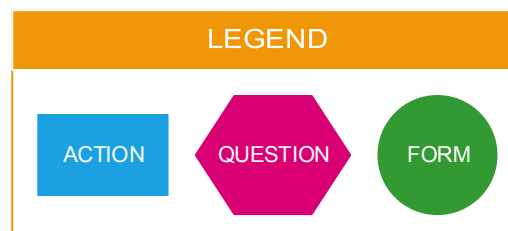
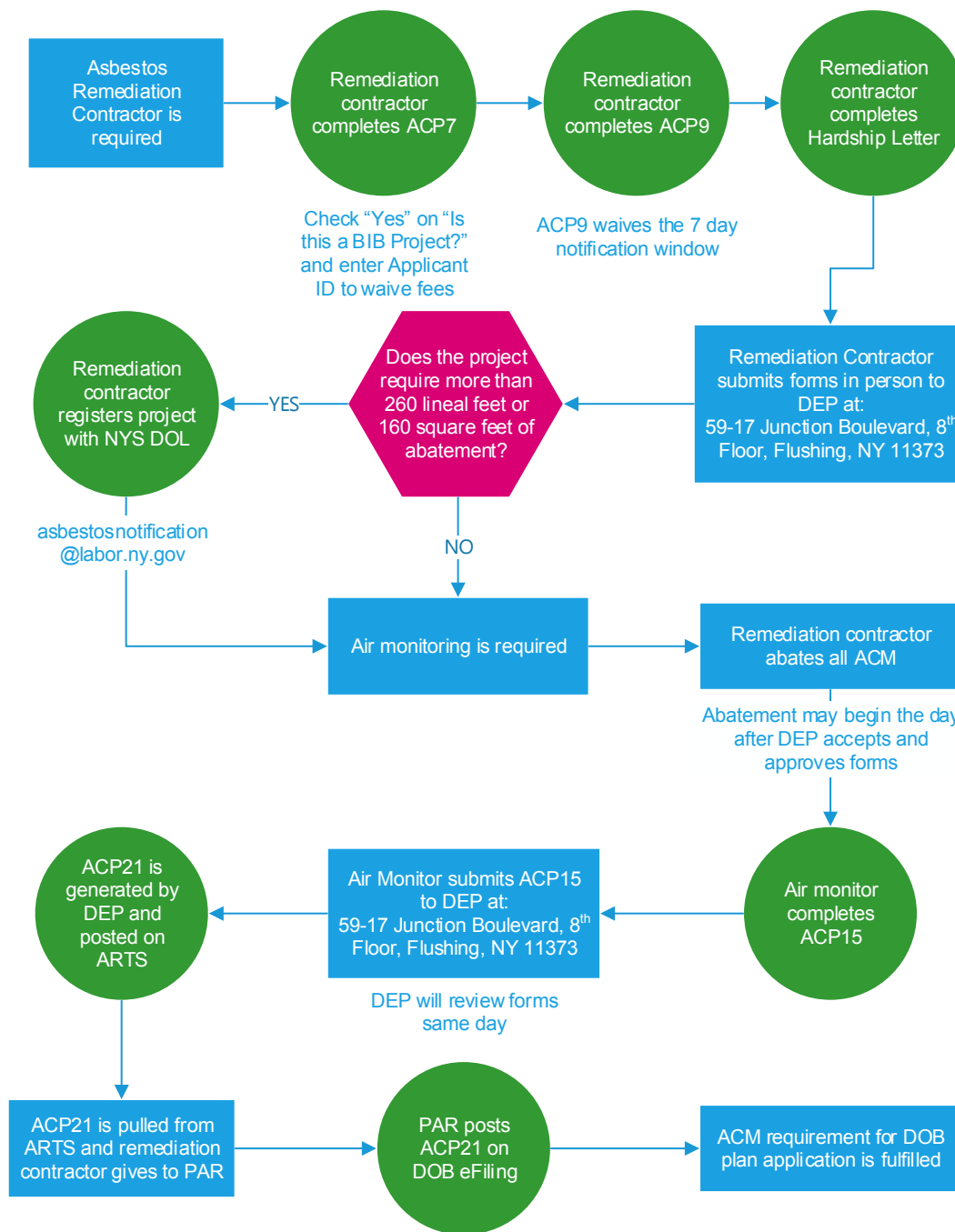
The following process outlines how to proceed:

1. The PAR will require the expertise of an asbestos remediation contractor who has an account on DEP's Asbestos Reporting and Tracking System (ARTS), which enables the remediation contractor to access DEP forms and submit appropriately
2. The remediation contractor will complete the ACP7 and ACP9 forms, along with a hardship letter which validates the waiver
 - The ACP9 will waive the seven day advance submission requirement
 - Remediation contractor must indicate BIB APP ID on the ACP7
 - Fees will be waived
 - ACP7 and ACP9 can be signed by the Program, in lieu of the homeowner
 - i. File ACP7 and ACP9 on DEP ARTS online system
 - ii. Send extra signature page of ACP7 / ACP9 forms to the Program at AccelerateACP@recovery.nyc.gov
 - iii. The Program will sign the forms for the homeowner and email to the contractor
 - iv. Complete the rest of the forms and sign, seal, and submit in person to DEP at:

Asbestos Control Program
59-17 Junction Boulevard, 8th Floor
Flushing, NY 11373
3. Provided the forms are completed correctly, DEP will accept the forms and the remediation contractor may begin abatement the following day
4. PAR will also need the expertise of an air monitoring firm, which will need to complete the Project Monitor's Report (ACP15) and submit in person to DEP at the address listed above
5. When DEP accepts the ACP15, an Asbestos Project Completion (ACP21) form will be available on the ARTS account within one day
6. The remediation contractor will supply the ACP21 to the PAR who will upload it to the DOB [eFiling](#)¹ system

¹ <https://a810-efiling.nyc.gov/eRenewal/loginER.jsp>

WHEN ACM IS ENCOUNTERED IN INSPECTION



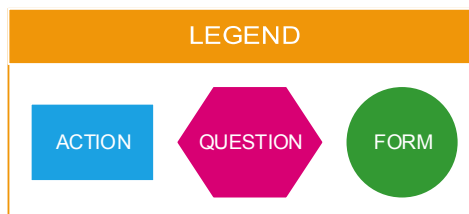
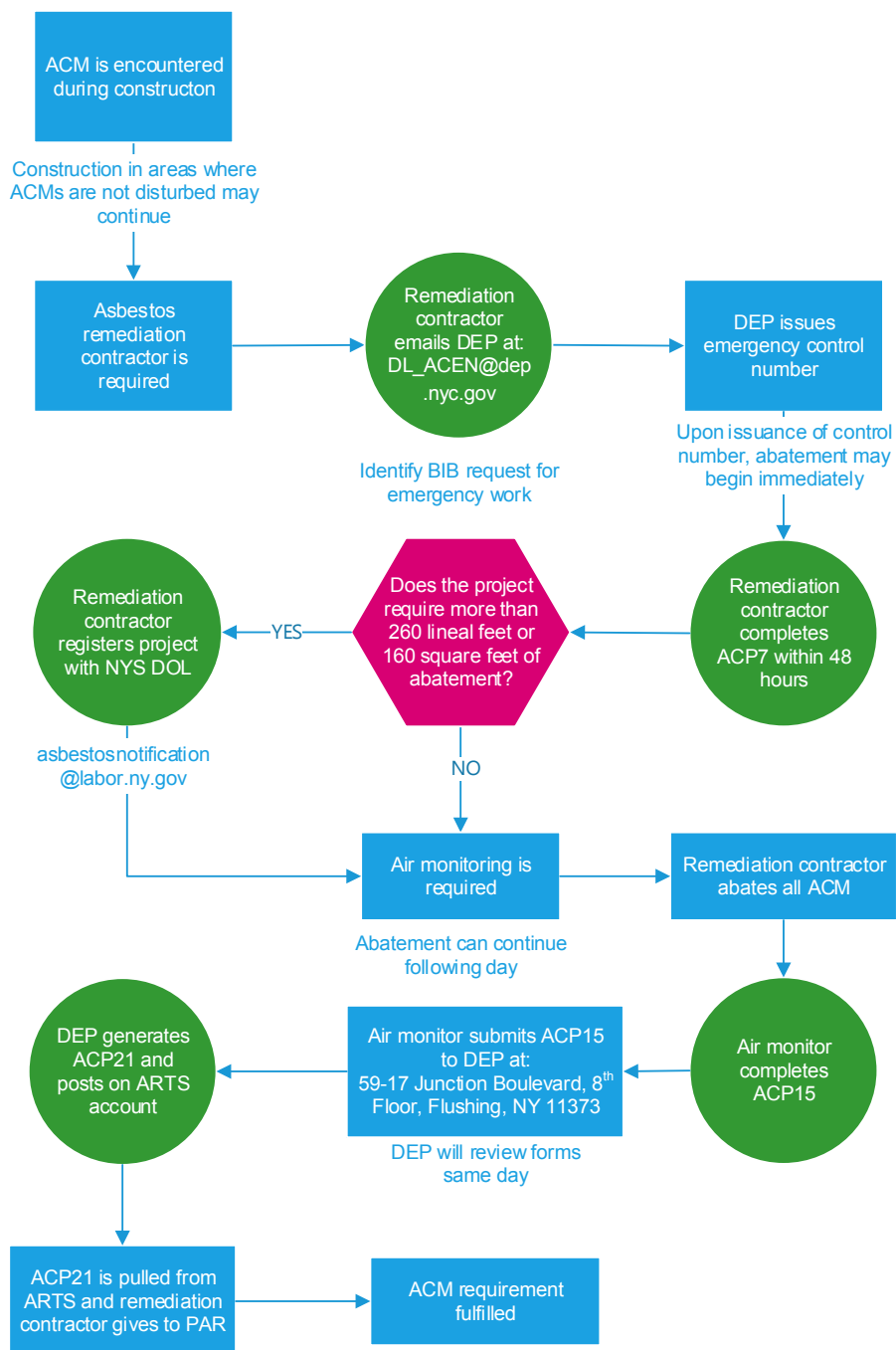
WHEN ACM IS ENCOUNTERED DURING CONSTRUCTION

If a project is in construction and the ACM abatement required is greater than 260 lineal feet or 160 square feet, the contractor must register the project with the New York State Department of Labor by emailing to asbestosnotification@labor.ny.gov their BIB APP ID, company name and contact information, license number, and project address.

The following process outlines how to proceed in this scenario:

1. When ACM is encountered during construction, the PAR will email DEP at DL_ACEN@dep.nyc.gov with subject line “Build It Back—Request for Emergency Work”
2. The email must include the following
 - PARs name, affiliation, and telephone number
 - Nature of the discovery and the emergency
 - Type and quantity of asbestos remediation that will need to be performed
 - Address and borough of the project
 - Asbestos remediation contractor’s name, address, and telephone number
 - Asbestos monitoring firm’s name, address, and telephone number
 - Expected remediation start and completion dates
3. Construction may continue at the property provided that ACMs are not disturbed
4. DEP will review the email and issue an emergency control number within a couple hours
5. When the PAR receives the emergency control number, a remediation contractor may begin ACM abatement immediately
6. Within 48 hours of receiving the emergency control number, the remediation contractor must file an ACP7 in person to:
 - Remediation contractor must indicate BIB APP ID on the ACP7
 - Fees will be waived
 - ACP7 can be signed by the Program, in lieu of the homeowner
 - i. File ACP7 on DEP ARTS online system
 - ii. Send extra signature page of ACP7 form to the Program at AccelerateACP@recovery.nyc.gov
 - iii. The Program will sign the forms for the homeowner and email to the contractor
 - iv. Complete the rest of the form and sign, seal, and submit in person to DEP at:
Asbestos Control Program
59-17 Junction Boulevard, 8th Floor
Flushing, NY 11373

WHEN ACM IS ENCOUNTERED DURING CONSTRUCTION



WHEN ACM IS ENCOUNTERED DURING CONSTRUCTION

Sample Request for Emergency Work Email

Send	To...	<input type="checkbox"/> DL_ACEN@dep.nyc.gov
	Cc...	
	Subject	Build It Back -- Request for Emergency Work

Attn: NYC DEP

To whom it may concern,

Please be advised that the following is Build It Back Emergency Request for asbestos abatement:

- **Facility Address:** 123 Brighton Road Brooklyn, NY 11235
- **Abatement/Cleanup location:** Basement Boiler Area
- **Amount of ACM:** Approximately 3 linear feet of elbow insulation and 60 square feet of boiler insulation
- **Scope of Work:** Removal using tent procedure
- **Start / Finish Date:** All work to be completed October 2, 2015 between the hours of 8:00 am & 8:00 pm
- **NYS Asbestos Abatement Contractor:** XYZ Abatement / contact Thomas 917-123-4567
- **NYS Third Party Air Monitor:** XYZ Air Monitoring / Contact Gerald 917-123-4576
- **Home Owner:** Dan Smith
- **Applicant:** XYZ Engineering and Design, 123 Fulton St Brooklyn, NY 11215, 646-123-4567

An ACP7 will be filed within 48 hours of receiving the control number, as outlined in Accelerate BIB initiative.

With questions, please call our office at 917-123-4568.

Thank you,

XYZ Abatement

When ACM is encountered during construction, the PAR will email DEP at DL_ACEN@dep.nyc.gov with subject line “Build It Back—Request for Emergency Work”

The email must include the following

- PARs name, affiliation, and telephone number
- Nature of the discovery and the emergency
- Type and quantity of asbestos remediation that will need to be performed
- Address and borough of the project
- Asbestos remediation contractor’s name, address, and telephone number
- Asbestos monitoring firm’s name, address, and telephone number
- Expected remediation start and completion dates



NYC DEPARTMENT OF ENVIRONMENTAL PROTECTION
Asbestos Control Program
59-17 Junction Boulevard, 8th Floor, Flushing, NY 11373
ASBESTOS ASSESSMENT REPORT



1. NYC DOB Job # (if applicable) _____ **Control Number: 4197528**
2. Premise No. 59-17 Street Name Junction Blvd Borough Queens Zip 11373
3. AKA DEP Type of Facility Other BIN 4047310 Block 01918 Lot 0001
4. Building Owner John Doe Real Estate Address 59-17 Junction Blvd.
5. City Flushing State NY Zip 11373 Contact Person John Doe
6. Tel. # (718) 000-0000 Fax # _____ Email _____
7. Description of the Entire Scope of Work
This is a test.

8. I, BIG BIRD, have conducted an asbestos investigation on
12/05/2011, 12/06/2011 in accordance
Name of Certified Asbestos Investigator Date(s)
with Sections 1-16 and 1-28 of the NYC DEP Asbestos Control Program Rules and declare that at said facility address, the
☒ a. portion(s) of the premises affected by the work is free of asbestos containing material (ACM).
☐ b. premise (or portions thereof) affected by the work contains 10 square feet or less or 25 linear feet or less of ACM.
Specify locations in section 9: Note: This material must be abated as a minor project in accordance with relevant provisions of the DEP Asbestos Rules.
☐ c. asbestos is present and will not be disturbed during construction activity. Specify the quantity and area where asbestos
is present. Specify amount: _____ sq. ft _____ linear ft.
Specify locations (attach additional documents as necessary): _____

☐ d. entire building is free of asbestos containing material (ACM).

9. RESULTS OF ASBESTOS BUILDING SURVEY:

FLOOR	DESCRIBE SECTION OF FLOOR	ALL MATERIALS ASSUMED TO CONTAIN ACM AND/OR SAMPLED	NUMBER OF SAMPLES ANALYZED	ASBESTOS PRESENT	ASSUMED ACM
1	kitchen	Floor tile	2	No	No

10. ANALYTICAL LABORATORY:

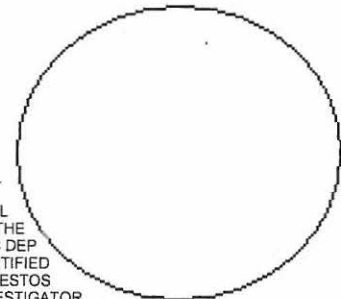
NAME	ELAP # (NYS DOH CERTIFICATION)	DATE(S) SAMPLES ANALYZED
AmeriSci New York	11480	12/7/2011

11. NYS DOL Asbestos Handling license # _____ Company Name _____ Inc. _____

I hereby declare the information provided herein is true and complete

BIG BIRD 8/4/2015 2
DEP Certified Asbestos Investigator's Signature Date Certificate Number Expiration Date
Tel. # (718) 595-3701 Fax # _____ Email atru@dep.nyc.gov

SEAL
OF THE
NYC DEP
CERTIFIED
ASBESTOS
INVESTIGATOR



The investigator shall assume that some or all of the areas investigated contain ACM, and for each area that is not assumed to contain ACM, collect and submit for analysis bulk samples in accordance with §§ 1-36, 1-37, and 1-44 of the DEP Asbestos Rules and EPA publications 560/5-85-024 and 560/5-85-030a and 40 CFR 763.86.

Is it a Build-It-Back project? ☒ Yes, App ID # App-123456 ☐ No



253857



NYC DEPARTMENT OF ENVIRONMENTAL PROTECTION

Asbestos Control Program
59-17 Junction Boulevard, 8th Floor, Flushing, NY 11373

ASBESTOS PROJECT NOTIFICATION (Form ACP7)

This form must be submitted to the DEP not less than one week in advance of the start of abatement activities.

I. FACILITY

1. Premise No. 456 Street Name Sleight Avenue Borough Staten Island Zip 10307
2. AKA _____ Type of Facility Residence BIN 5093181 Block 07889 Lot 0031
3. Is the abatement activity not associated with a building / structure (ie., a street activity job)? ☐ Yes ☒ No
4. If yes, specify location, on _____ between _____ and _____
5. Is this building a one-or-two family residence? ☒ Yes ☐ No Is the building height more than 75 feet? ☐ Yes ☒ No
6. Is the abatement activity conducted in a Government owned building? ☐ Yes ☒ No
- 6a. Is it a Build-It-Back project? ☒ Yes ☐ No App ID # App-123456

II. BUILDING OWNER

7. Name John Smith Address 456 Sleight Ave
8. City Staten Island State NY Zip 13456 Contact Person John Smith
9. Tel. # (718) 666-7788 Fax # 718 666 77 Email Jsmith@aol.com

III. APPLICANT

10. Applicant's Affiliation ☐ Owner ☐ Asbestos contractor ☐ Third Party Air Monitor ☒ Other Build It Back
11. Name Jane Jones Address 253 Broadway
12. City Manhattan State NY Zip 11007 Contact Person Jane Jones
13. Tel. # 2125555555 Fax # 2125555556 Email jjones@bib.org

IV. ASBESTOS ABATEMENT CONTRACTOR

14. Name Pal Environmental Safety Corp. DOL Lic. # _____ Address 11-02 Queens Plaza South
15. City Long Island Cty State NY Zip 11101 Contact Person Pal Environmental Safety Corp.
16. Tel. # 718-349-0900 Fax # 718-349-2800 Email _____

V. THIRD PARTY AIR MONITOR

17. Name Omega Environmental Services Inc. DOL Lic. # _____ Address 280 Huyler Street
18. City S. Hackensack State NJ Zip 07606 Contact Person Omega Environmental Services Inc.
19. Tel. # 201-489-8700 Fax # 201-342-5412 Email _____
20. Sample Analysis Laboratory Omega Environmental Services NYS DOH ELAP # 10504

VI. PROJECT INFORMATION

21. Start date 8/31/2015 Projected completion date 11/30/2015
22. Asbestos work schedule Monday 8:00AM - 5:00PM, Tuesday 8:00AM - 5:00PM, Wednesday 8:00AM - 5:00PM, Thursday 8:00AM - 5:00PM, Friday 8:00AM - 5:00PM

Access to inspect the premises must be provided during the work schedule indicated above.

ACP7 Fee	EN #
\$0.00	



1193902

23. Total amount of asbestos-containing material 175 Square Feet, and/or 100 Linear Feet

24. Is the area under containment on any single floor equal to or more than a. 15,000 sq.ft. ☐ Yes ☒ No b. 7,500 sq.ft. ☐ Yes ☒ No

25. TYPE OF ABATEMENT: Removal

26. ABATEMENT PROCEDURE: Interior Foam, Tent

VII. PROJECT DETAILS

27. DOES THE ASBESTOS PROJECT INVOLVE

(Checking "Yes" to any of the following subsections will require notice to FDNY as per Section 901.7 NYC Fire Code, Local Law 26 of 2008)

- A. Disengagement or obstruction of any component of exit signage or exit lighting system? ☐ Yes ☒ No
- B. Disengagement of any fire alarm system component including any fire alarm-initiating device? ☐ Yes ☒ No
- C. Shut-off of the sprinkler system water supply? ☐ Yes ☒ No
- D. Shut-off of any part of a standpipe system or standpipe system components, including valves or fire pumps? ☐ Yes ☒ No

28. DOES THE ASBESTOS PROJECT INVOLVE

(If you answer "Yes" to any of the following, you must submit a complete Work Place Safety Plan and obtain an Asbestos Abatement permit from DEP before commencing abatement activities. Please see section 1-26 of the DEP Asbestos Rules and the instructions for this form)

- A. Obstruction of an exit door leading to an exit stair or the exterior of the building? ☐ Yes ☒ No
- B. Obstruction of an exterior fire escape or access to that fire escape? ☐ Yes ☒ No
- C. Obstruction of a fire-rated corridor leading to an exit door? ☐ Yes ☒ No
- D. Removal of handrails in an exit stair or ramp within the work area*? ☐ Yes ☒ No
- E. Removal or dismantling of any fire alarm system component including any fire alarm-initiating device (e.g. smoke detectors and manual pull stations) within the work area*? ☐ Yes ☒ No
- F. Removal or dismantling of any exit sign, including directional signs, or any component of the exit lighting system, including photoluminescent exit path marking within the work area*? ☐ Yes ☒ No
- G. Removal or dismantling of any part of a sprinkler system including piping or sprinkler head within the work area*? ☐ Yes ☒ No
- H. Removal or dismantling of any part of a standpipe system, including valves or fire pumps within the work area*? ☐ Yes ☒ No

29. DOES THE ASBESTOS PROJECT INVOLVE

(If you answer "Yes" to any of the following, you must obtain an Asbestos Abatement Permit from DEP before commencing abatement activities. Please see section 1-26 of the DEP Asbestos Rules and the instruction form that will be generated once you submit this application)

- A. Removal of any fire-resistance rated portions of a wall, ceiling, floor, door, corridor, partition, or structural element enclosure including spray on fire-resistance rated materials within the work area*? ☐ Yes ☒ No
- B. Removal of any fire dampers, smoke dampers, fire stopping materials, fireblocking or draft stopping within fire-resistance rated assemblies or within concealed spaces? ☐ Yes ☒ No
- C. Removal of any non-load bearing / non-fire-resistance rated wall (greater than 45 sq.ft or 50% of a given wall) within the work area*? ☐ Yes ☒ No
- D. Any plumbing work other than the repair or replacement of plumbing fixtures within the work area*? ☐ Yes ☒ No

* (ie the designated rooms, spaces where asbestos activities take place)

ACP7 Fee	EN #
\$0.00	



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VIII. ASBESTOS HAULER

30. Asbestos Hauler Joe's Hauling NYS DEC Permit # 123456 TEL.# (311) 555-5555
 Disposal Site(s) Asbestos Site 123 Canyon Rd Queens NY 11373

IX. LOCATION OF ABATEMENT

Total amount of asbestos-containing material 175 Square Feet, and/or 100 Linear Feet

Floor	Entire Floor	Section of Floor	Type Of Abatement	Abatement Procedure	Type of Asbestos Containing Material	Amount of ACM		A-TRU Review/ Approval/Permit Required	Variance Required
						Square Feet	Linear Feet		
1st floor	No	living room	Removal	Interior Foam	VAT	175		No	No
Basement	No	boiler area	Removal	Tent	pipe insulation		100	No	No
TOTAL ACM						175	100		

ACP7 Fee	EN #
\$0.00	



1193902

Facility Address:

Premise No 456 Street Name Sleight Avenue Borough Staten Island Zip 10307

X. SIGNATURES

31. I hereby declare that the information provided herein is true and complete to the best of my knowledge. I am familiar with Federal, State and NYC laws and regulations applicable to asbestos-related work.

<u>Omega Environmental Services Inc.</u> Print Name of Air Monitor Signature Date	<u>Pal Environmental Safety Corp.</u> Print Name of Asbestos Contractor Signature Date	<u>Jane Jones</u> Print Name of Applicant Signature Date
--	---	---

32. I understand that as the owner of a building where asbestos abatement activity occurs, I am responsible for the performance of the asbestos abatement activities in accordance with the Asbestos Control Program Rules. I have contracted the third party air monitor who is completely independent of all parties involved in the asbestos project. I hereby declare that I have authorized the filing of this notification for the work specified herein.

John Smith
Print Name of Owner

Signature

Date

Please note:

1. The requirements of the Asbestos Control Program Rules may not be lawfully avoided or lessened through the performance of work in incremental or piecemeal fashion
2. Any modification of information provided on this form must be reported immediately in writing directly to the NYC DEP Asbestos Control Program

ACP7 Fee	EN #
\$0.00	



1193902

**NYC DEPARTMENT OF ENVIRONMENTAL PROTECTION**

Asbestos Control Program

59-17 Junction Boulevard, 8th Floor, Flushing, NY 11373

ASBESTOS VARIANCE APPLICATION**I. FACILITY**

Address _____ Borough _____ Zip _____

II. OWNER

Name _____ Tel# _____

Address _____ City _____ State _____ Zip _____

III. SPECIFY ALL NYC DEP OR NYS DOL (ICR56) ASBESTOS RULE PROVISIONS FROM WHICH A VARIANCE IS REQUESTED

SPECIFY FLOORS AND/OR AREAS WHERE WORK INVOLVING THIS VARIANCE IS TO OCCUR

REASONS FOR REQUEST AND DESCRIPTION FOR PROPOSED ACTION (Attachment(s) shall be submitted in TRIPLICATE)

Explain why the procedures required by Title 15, Chapter 1 of the Rules of the City of New York (RCNY) and/or Part 56 of Title 12 of New York Codes, Rules and Regulations (Subparts 56-4 through 56-17) cannot be used. (Attach Additional Sheets)

State the alternative procedures that will be employed to satisfy each requirement modified. (Attach Additional Sheets)

Provide color coded drawings identifying work area(s) and location of decontamination enclosure system(s).

IV. FEE SCHEDULE

Amount of ACM affected by this variance: _____ square feet + _____ linear feet = Total Amount of ACM _____ feet

	If total amount of ACM is less than 5000 feet.	If total amount of ACM is 5000 feet or more.	
First sub-section (per category)	\$400	\$600	See Section 1-03(e) of the NYCDEP Asbestos Rules for category definitions.
Each additional sub-section (per category)	\$200	\$300	
Maximum fee	\$1200	\$1800	

Enter applicable fee based on schedule above

Total Fees _____

Note: If you change ACM through amendment, then variance fee might change

Certification

I am currently certified as a Project Designer by the New York State Department of Labor. I certify that the information provided herein and in any and all accompanying attachments is true and complete to the best of my knowledge. I understand that failure to comply with conditions set forth by the Department in an approval of the application shall render this variance null and void.

Project Designer name _____

Certification Number _____

Expiration date _____

Project Designer's company name: _____

Address _____ City _____ State _____ Zip _____

Tel# _____ Fax# _____ Email _____

Project Designer Signature _____

Date _____

Print Name of Owner _____

Signature of Owner _____

Date _____

Work involving a variance may not commence prior to the receipt of the Department's approval of the application. Any violation of the terms of any variance issued pursuant to Title 15, Chapter 1 of the RCNY Section 1-03 is considered a violation of the lettered subdivision modified by the variance.

TRU #	VAR #	Fee

V. VARIANCE DETAILS

[illegible]

TRU #	VAR #	Fee



NYC DEPARTMENT OF ENVIRONMENTAL PROTECTION

Asbestos Control Program
59-17 Junction Boulevard, 8th Floor, Flushing, NY 11373

PROJECT MONITOR'S REPORT

This form must be submitted to NYC DEP within three weeks after completion of post-abatement clearance air monitoring

I. Project Information

Premise Address _____ Borough _____ Zip _____

Asbestos Project Notification TRU # _____ Date of Successful Clearance Air Monitoring: _____

This form is being filed for ☐ the entire project ☐ only the part(s) of the project indicated below.

II. Certification

I, _____, hereby certify as follows:

1. I am currently certified as a Project Monitor by the New York State Department of Labor.

2. On _____, I conducted an inspection of the asbestos work area(s) at the above-referenced premises, as follows:

Floor	Entire Floor	SECTION OF FLOOR	TYPE OF ASBESTOS CONTAINING MATERIAL	AMOUNT OF ACM	
				SQUARE FEET	LINEAR FEET

3. My inspection disclosed that the asbestos project (or part thereof) described above was completed and that all work areas were free of visible asbestos-containing debris or residue.

4. I have reviewed the post-abatement clearance air monitoring data for all work areas described above and attest that the results are within the threshold levels for re-occupancy as specified in section **1-43** of the DEP Asbestos Rules, or, if post-abatement clearance air monitoring was not required for this project, that the results of the air monitoring conducted during the project did not exceed 0.01 f/cc or the background levels.

5. I have reviewed the Asbestos Project Notification (ACP7) and the asbestos survey, and the ACM listed in the ACP7 Form for the above-referenced areas matches the ACM indicated to be present in those areas by the asbestos survey.

III. Signature

Name (please print): _____ Lic# _____ Expiration date: _____

Project Monitor Signature _____ Date _____



NYC Housing Recovery
212-615-8329
housing@recovery.nyc.gov
nyc.gov/builditback

To Whom It May Concern:

The property listed below received damage as a result of Hurricane Sandy and is part of New York City's Build it Back Program. Asbestos Containing Materials have been identified at the property.

Please find attached the ACP7 Form (Asbestos Project Notification Form) and the ACP9 Form (the Asbestos Variance Application) asking for a variance for the 7 day notification period.

Thank you.

Amy Peterson
Director, Build It Back
NYC Housing Recovery Office

BIB APP ID #: _____

Property Location: _____

Abatement Start Date: _____

BUILDER'S PAVEMENT PLAN

BUILDER'S PAVEMENT PLANS ARE WAIVED FOR BUILD IT BACK PROJECTS

The Builder's Pavement Plan (BPP) assures the Department of Buildings (DOB) and the Department of Transportation (DOT) that the Public Right of Way (ROW), including sidewalks and street infrastructure, will be built or maintained according to DOT rules. Formerly BPPs were deferred to signoff, and were only required for Alteration Type 1 and New Building filings with DOB.

The BPP is **no longer required** for Build It Back (BIB) projects, as DOT will be performing the necessary work at a later date.

If a BPP filing has already been filed and the applicant no longer wishes to complete the work, the existing BPP filing will need to be rescinded by filling out a PW1 form. In section 4, indicate "withdrawal," and in section 24, indicate "DOT to repair sidewalk."

BSA GCL-35

PROPERTIES THAT MEET SPECIFIC DESIGN GUIDELINES WILL QUALIFY FOR A BULK GCL-35 WAIVER AND WILL HAVE THE DEPARTMENT OF BUILDINGS REQUIREMENT DEFERRED TO SIGN-OFF

What is the GCL-35 Waiver?

The General City Law 35 (GCL-35) Waiver, which is issued by the Board of Standards and Appeals (BSA), allows for a building or other structure to be built on the bed of a mapped street. Buildings and other structures (other structures refer to staircases, landings, porches, piles, or otherwise) may need to be built on the bed of a mapped street when the city has designated street widening lines that are beyond where the improved street currently resides.

These street widening lines, which delineate where the mapped street is in relation to the improved street, sometimes cross onto private property. Streets are drawn this way to allow for the city to coordinate with property owners to prevent conflicts between the city's capital projects (such as street widening or sewer construction) which serve a public good, and construction projects that take place on private property.

As a result of this, all properties that include the bed of a mapped street must secure a GCL-35 Waiver from BSA that confirms that the proposed building or other structure does not conflict with the city's capital construction projects. Unique to Build It Back (BIB), this process has been drastically simplified to allow for quick approvals through a bulk waiver, provided that Professional Applicants of Record (PAR) follow the accelerated process.

Bulk Waiver Methodology

BIB has performed an analysis of properties identifying those which are substantially damaged (rehabilitation, rehabilitation with elevation, or rebuild) and are in the bed of a mapped street. As a result, three lists have been prepared, grouping BIB homes into each of three categories:

- **Category A:** City Capital Projects are not current planned for the bed of the mapped street at the particular property, and no conflicts are foreseen.

- **Category B:** City Capital Projects are potentially in conflict with BIB properties in this category, but the capital projects are in “predesign,” which is to say that the capital project has not yet developed enough to determine exact locations.
- **Category C:** City Capital Projects are in conflict with BIB properties in this category, and the capital projects are developed to the point that Damages and Acquisitions maps are prepared by the City, outlining where the City will need to purchase private property (including at BIB properties).

Each property that is included in any category must fill out a “GCL-35 Cover Sheet,” which delineates how to comply with the bulk waiver process, and include the cover sheet in the Department of Buildings (DOB) plan filing. Even if the siting of the proposed building or other structure does not encroach on the bed of the mapped street, the cover sheet must still be filled out and included in the DOB plan filing.

Properties that site buildings or other structures that encroach on the bed of a mapped street must also submit the same plan filing that is made to DOB to BIB, through BIB’s Case Management System (CMS), where the plans will be audited for conformance to the requirements listed on the cover sheet. A city Project Manager or Construction Manager can help with submitted plans through CMS.

Properties that do not appropriately meet the requirements in the GCL-35 Cover Sheet, or are rejected through audit findings, must resolve the observed issues before DOB will grant sign-off, Temporary Certificate of Occupancy (TCO) or Certificate of Occupancy (CO). As a rule, all properties that are categorized on a list must follow the process correctly and accurately, or will be at risk of not passing final approval by DOB.

Properties that require a GCL-35 waiver must apply for the BPP as part of the initial plan filing, so as to avoid siting the building incorrectly.

Plan Submission and Audit Process

1. PAR reviews and completes the GCL-35 cover sheet, which can be found on the CMS article page, and also later in this section, to confirm that the building is meeting the bulk waiver requirements.
2. PAR includes the GCL-35 cover sheet with the DOB plan filing.
 - DOB will issue plan approval / objections per the normal accelerated process; DOB plan approval is not contingent on GCL waiver and audit.

3. If the building or other structure is sited on the bed of a mapped street, the PAR submits the same plan filing made to DOB into CMS (see the CMS article “DOB – GCL 35 Submission Job Aid” after this section for directions on how to submit on CMS).
 - If not sited on the bed of a mapped street, the GCL-35 cover sheet attached to the DOB plan filing is sufficient.
4. New York City Fire Department (FDNY), the Department of Environmental Protection (DEP), and the Department of Transportation (DOT) will audit the plans submitted to CMS within 10 business days.
 - If the audit produces objections from FDNY, DEP, or DOT, the PAR is expected to address concerns and appropriately modify the drawings. This may lead to a Post Approval Amendment (PAA) to DOB. Properties that are not approved by audit will not be able to gain DOB sign-off, TCO, or CO.
 - When objections have been addressed in the drawings, the PAR must make a new GCL submission in CMS. When there is a final approved submission, the project will have secured the waiver.
 - If the audit is approved, the approval will be communicated to the managing agency, the PAR through their City Project Manager, and DOB.
5. Upon BIB project completion, DOB will grant sign-off (or TCO / CO) for the GCL-35 waiver, if the audit is passed, and/or the coversheet is submitted.

GCL Process Requirements	Property on GCL-35 List		Property on GCL-36 List	Property Not on GCL-35 or GCL-36 List
	Using bed of mapped street	Not using bed of mapped street		
No Cover Sheet Required				✓
GCL-35 Cover Sheet Required	✓	✓		
GCL-36 Cover Sheet Required			✓	
CMS Submission Required	✓		✓	

Plan Submission and Audit Process Flowchart

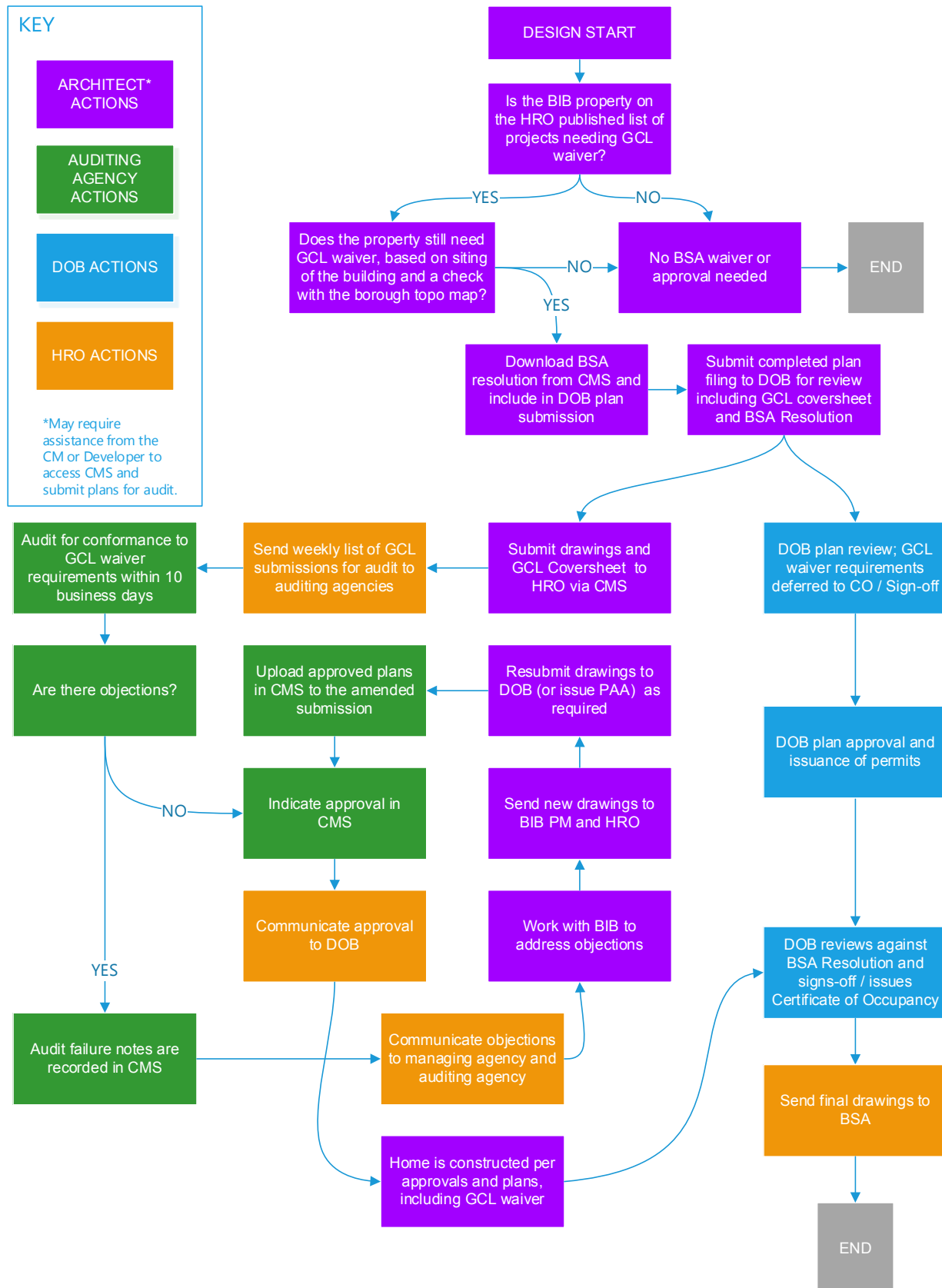
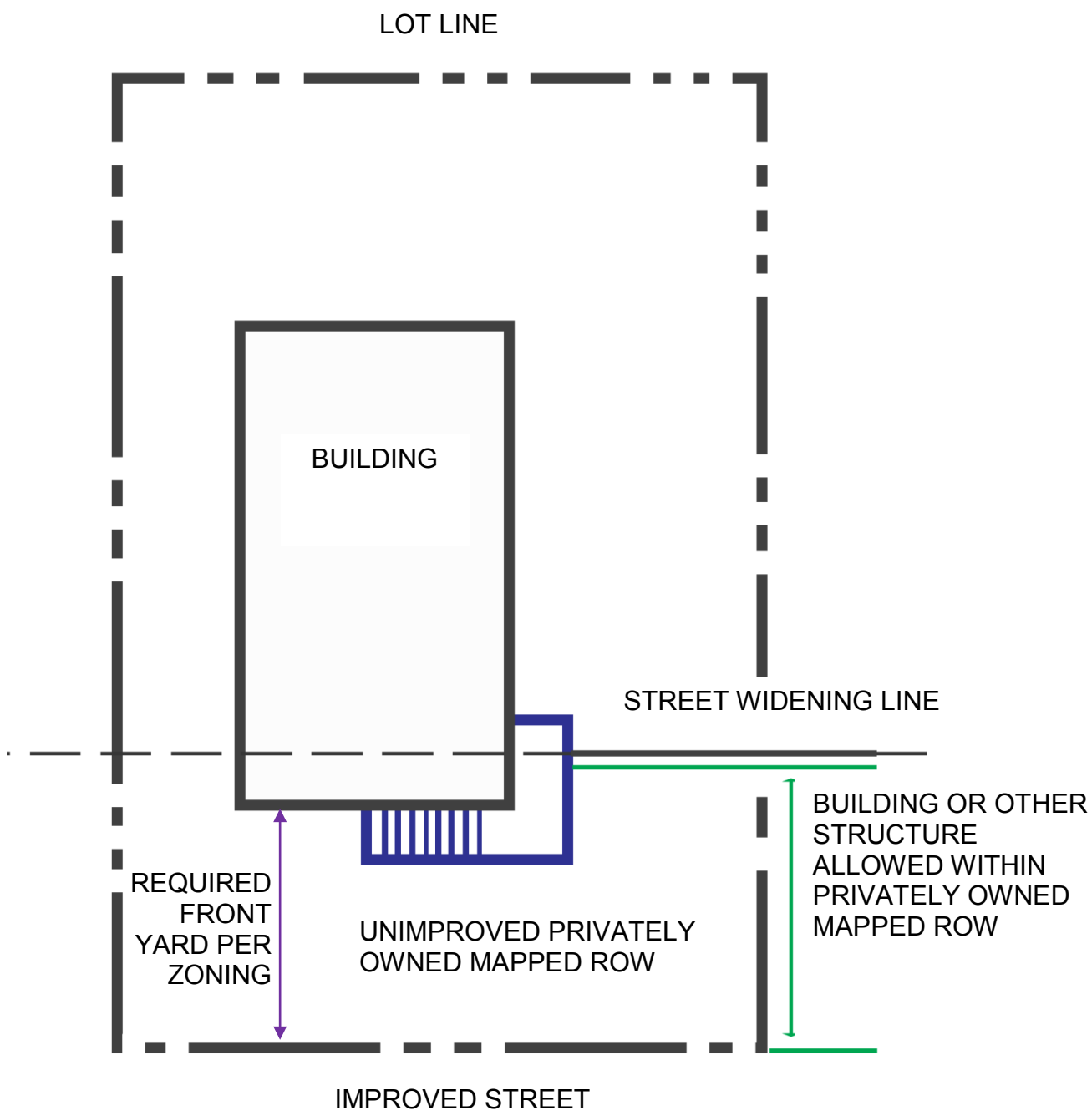


Figure A (Category A):

GCL-35 Approval for building in bed of mapped street.

A. Use of Privately Owned Mapped Right-of-Way (ROW)

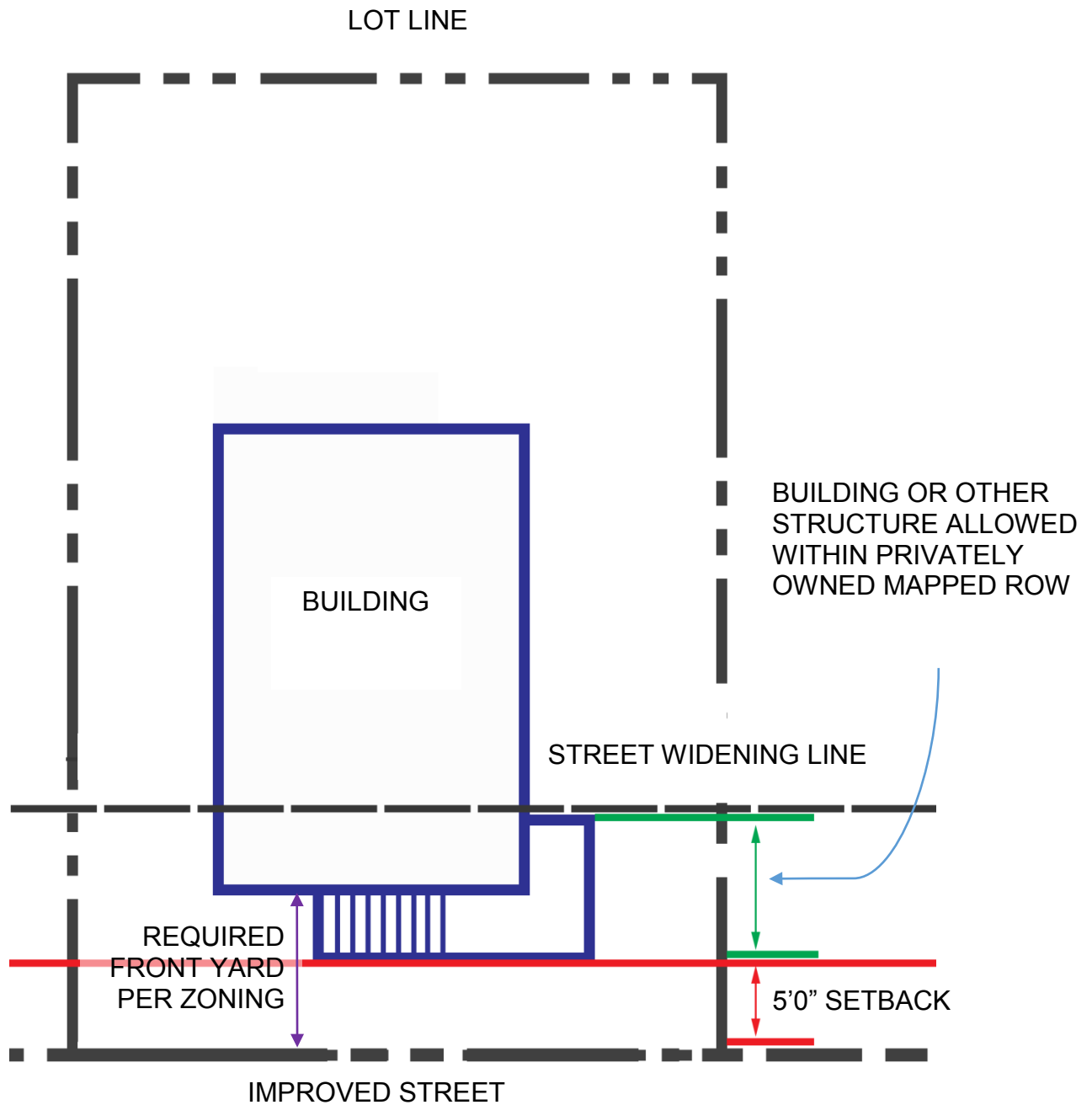


NOT TO SCALE

Figure B (Category B):

GCL-35 Approval for building in bed of mapped street.

B. Use of Right-of-Way (ROW) with 5'0" set back from lot line

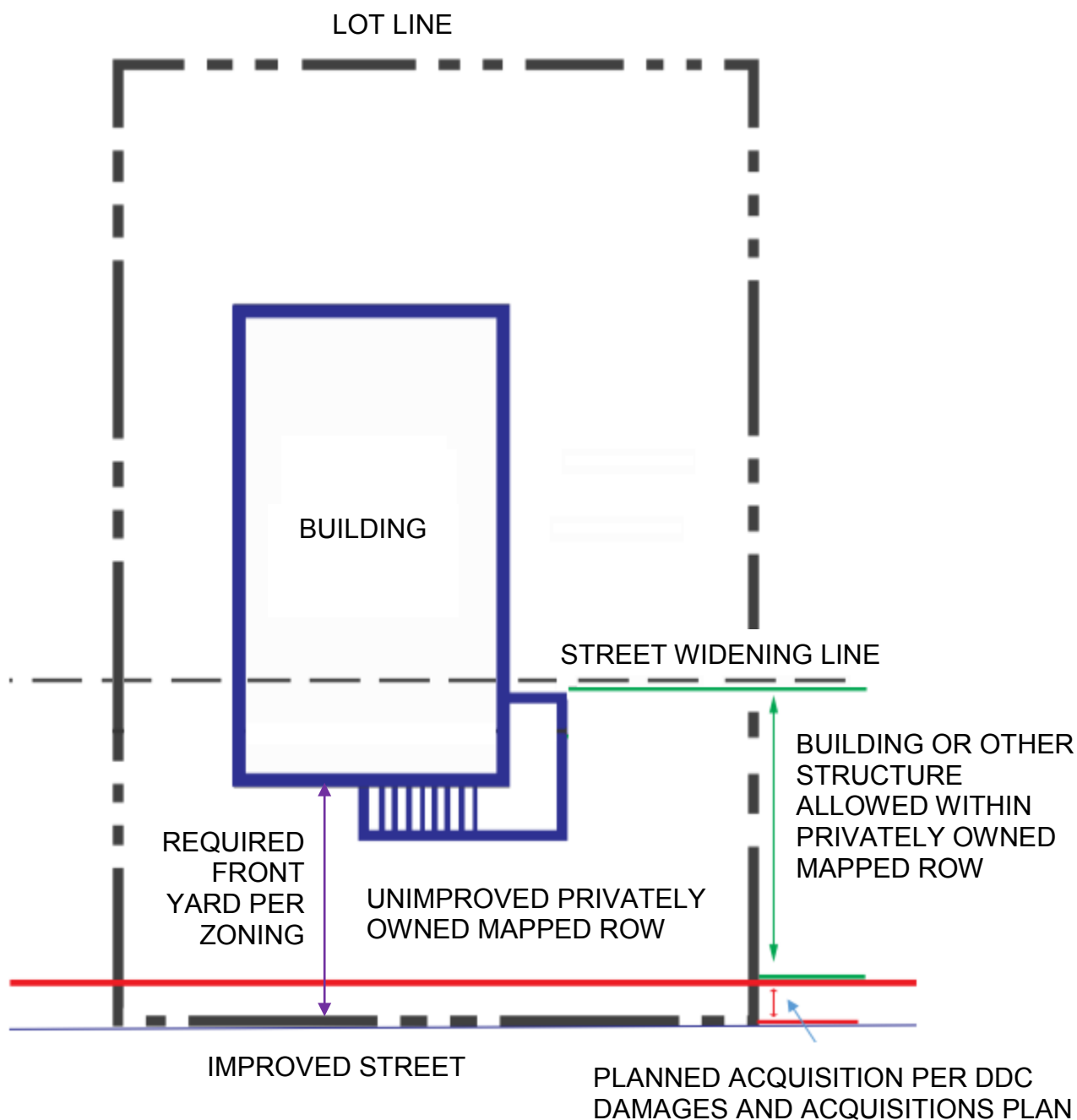


NOT TO SCALE

Figure C (Category C):

GCL-35 Approval for building in bed of mapped street.

C. Use of Right-of-Way (ROW) up to planned acquisition



NOT TO SCALE



General City Law 35 (GCL-35) Waiver Cover Sheet

Any property that intersects with the bed of a mapped street must complete this cover sheet, which must be included in the plan filing to the Department of Buildings (DOB), regardless of whether or not the building or other structure will be in the bed of a mapped street.

This should be completed by the Professional Applicant of Record (PAR), which is the Professional Engineer (PE) or Registered Architect (RA) sealing the plans. Lists of properties that encroach the bed of the mapped street are available from your City Project Manager, or from Build It Back's (BIB) Case Management System (CMS). Please see the ABIB Guide for more information on the GCL-35 Waiver process.

Date:	DOB Primary Job Number:
Property Address:	Build It Back Applicant ID:
Borough:	BIB Pathway:
BSA Calendar Number:	PAR Name:
PAR Business Name:	PAR Phone Number:
PAR Email Address:	

1. On which of the three lists does the property reside?

For the list of property designations into categories, please contact your city project manager, or find on CMS.

List / Categories:

Siting Requirements (based on conflict with City Capital Projects):

1.1	Category A. Capital Projects are not close enough to interfere with the property	No front lot requirements, except for any other requirement as dictated by the New York City Building Code.
1.2	Category B. Capital project is close by and is in "predesign," meaning the project is not developed enough to determine the exact siting of the project.	No building or other structure may be built within 5 feet of the front lot line of the property.
1.3	Category C. Capital project is close by and the project is substantially designed or in construction.	No building or other structure may be built within the planned capital project, whether from DEP or DOT, as indicated on the Department of Design and Construction's damages map and/or acquisitions plan as of September 15, 2015. Information on how to acquire Damages and Acquisitions plans and maps to determine building siting can be found in the Accelerate Build It Back Guide.

2. Will the GCL-35 Waiver be required?

2.1	NO , the building or other structure will not be sited in the bed of a mapped street. This cover sheet is still required for the DOB plan filing. (move to section 5.1).
2.2	YES , building or other structure will be sited in the bed of a mapped street, and an audit performed through CMS is required. (move to section 3.1).

3. Fire Protection Requirements

Please answer the following questions to determine if your project requires fire protection beyond what may be required in the New York City Building Code. Elevation projects that have already completed the majority of repairs may be also be exempt from such requirements (see section 3.2 and 3.3).

3.1	Do either of the following conditions of the street fronting the property exist? - The street width is less than 34 feet curb to curb. - The building is setback more than 40 feet from the curb. YES (move to section 3.2) NO (move to section 4)	
3.2	Is this project primarily a structural elevation? YES (move to section 3.3) NO (move to section 3.5)	
3.3	Has the property been mostly repaired, except for work associated with the three work descriptions below (i.e. a basis for exception)? - Planned mechanical, electrical, or plumbing work related directly to the structural elevation of the home - Roof work - Minor work YES (move to section 3.4) NO (move to section 3.5)	
3.4	Your property is exempt from installing sprinklers, contingent upon FDNY audit. However, even if exempted for the purpose of a GCL-35 Waiver, all other Department of Buildings requirements are still required, which may necessitate fire sprinkler installation. EXEMPT (select and move to section 3.7)	
3.5	Your property is NOT exempt from installing sprinklers, based on GCL-35 requirements. NOT EXEMPT (select and move to section 3.6)	
3.6	The building must have a fire sprinkler system in accordance with Chapter 9 and Appendix Q of the New York City Building Code. Professional Applicant of Record Confirmation of Performance INITIAL: (move to 3.7) Reference Page:	
3.7	The underside of the building exterior, for those buildings not utilizing a closed foundation, shall have an exterior assembly that provides a 2-hour fire resistance rating. Professional Applicant of Record Confirmation of Performance INITIAL: (move to 3.8) Reference Page:	
3.8	The height from grade plane to the highest window-sill leading to a habitable space may not exceed 32 feet. Professional Applicant of Record Confirmation of Performance INITIAL: (move to 3.9) Reference Page:	
3.9	The building will be provided with interconnected smoke and carbon monoxide alarms, designed in accordance with Section 907.2.11 of the New York City Building Code. Professional Applicant of Record Confirmation of Performance INITIAL: (move to 4) Reference Page:	

4. Siting Requirements

Please answer the following questions (4.1-4.2) and/or initial to confirm the necessary statements (4.3-4.5) as directed by the questions. All locations of pre-existing buildings and Department of Environmental Protection (DEP) managed sewer and water mains must be confirmed by a survey prepared by a New York State licensed land surveyor.

4.1 Is the proposed building or other structure within 5 feet of a DEP-managed sewer or water main?

YES (move to section 4.2)

NO (move to section 5)

4.2 Will the building be sited on the exact pre-Hurricane Sandy footprint (not including stairs or any other structure)?

YES (move to section 4.3)

NO (move to section 4.4)

4.3 The building may continue to be within 5 feet of DEP-managed sewer or water main. Other structures (including stairs and landings) may not be within 5 feet of DEP-managed sewer or water main.

Professional Applicant of Record Confirmation of
Performance

INITIAL: (move to 4.5)

Reference Page: _____

4.4 The building must be more than 5 feet from DEP-managed sewer or water mains. Other structures (including stairs and landings) may be within 5 feet of DEP-managed sewer or water mains, but only if they are within the footprint of the pre-Hurricane Sandy building.

Professional Applicant of Record Confirmation of
Performance

INITIAL: (move to 4.5)

Reference Page: _____

4.5 Neither the building nor other structures may be constructed over an existing DEP-managed water or sewer main.

Professional Applicant of Record Confirmation of
Performance

INITIAL: (move to 5.1)

Reference Page: _____

5. Professional Applicant of Record Certification of Accuracy

5.1 I certify that the documents contained in this plan application package conform to the design requirements issued by the Office of Housing Recovery of the above sections in conjunction with the Department of Buildings, the Department of Environmental Protection, and New York City Fire Department.

SIGNATURE:

DATE:

(move to 5.2)

5.2 I understand that if the design requirements are not met and approved by agency audit, that this property will not have legal waiver from GCL-35, and will not be able to have the permit signed off, be granted a Certificate of Occupancy, or granted a Temporary Certificate of Occupancy.

SIGNATURE:

DATE:

(complete)

Appendix: Definitions

Building (from Zoning Resolution section 12-10):

A "building" is any structure which:

- (a) is located within the lot lines of a zoning lot;
- (b) is permanently affixed to the land;
- (c) has one or more floors and a roof;
- (d) is bounded by open area or fire walls
- (e) has at least one primary entrance;
- (f) provides all the vertical circulation and exit systems required for such building by the New York City Building Code without reliance on other buildings, including required stairs and elevators; and
- (g) contains all the fire protection systems required for such building by the New York City Building Code without reliance on other buildings, including fire suppression or fire alarm systems.

Building or other structure:

As defined above, including required stairs, elevators, piles, etc.

Survey:

All surveys for the purposes of the GCL-35 waiver must be a prepared by a New York State licensed land surveyor.

BSA GCL-36

PROPERTIES THAT MEET SPECIFIC DESIGN GUIDELINES WILL BE INCLUDED IN A BULK GCL-36 APPROVAL AND WILL HAVE THE DEPARTMENT OF BUILDINGS REQUIREMENT DEFERRED TO SIGN-OFF

What is the GCL-36 Waiver?

The General City Law 36 (GCL-36) Waiver, which is issued by the Board of Standards and Appeals (BSA), allows for a building to be built on an unmapped street. Unmapped streets are not contained on the New York City Charter official map; they may be narrow or have some other attribute that would compromise the capability of emergency personnel to access the building.

In the event that the proposed placement of a Build It Back (BIB) property building is on an unmapped street, the Professional Applicant of Record (PAR) will need to secure a General City Law Section 36 (GCL-36) waiver, which is issued by the Board of Standards and Appeals.

Bulk Waiver Methodology

In order to expedite the GCL-36 process, the Program has developed specific design requirements, listed in this document, for BIB Applicants to be granted a bulk waiver. BIB Properties which use the bulk waiver must follow the specific design requirements.

The Program has performed an analysis of properties identifying those which are substantially damaged (elevation or rebuild) and are on an unmapped street. Reviewing the “Accelerate Build It Back Lists of Properties Needing GCL 35 and GCL 36 Waiver” spreadsheet will allow applicants to identify if a GCL waiver is required.

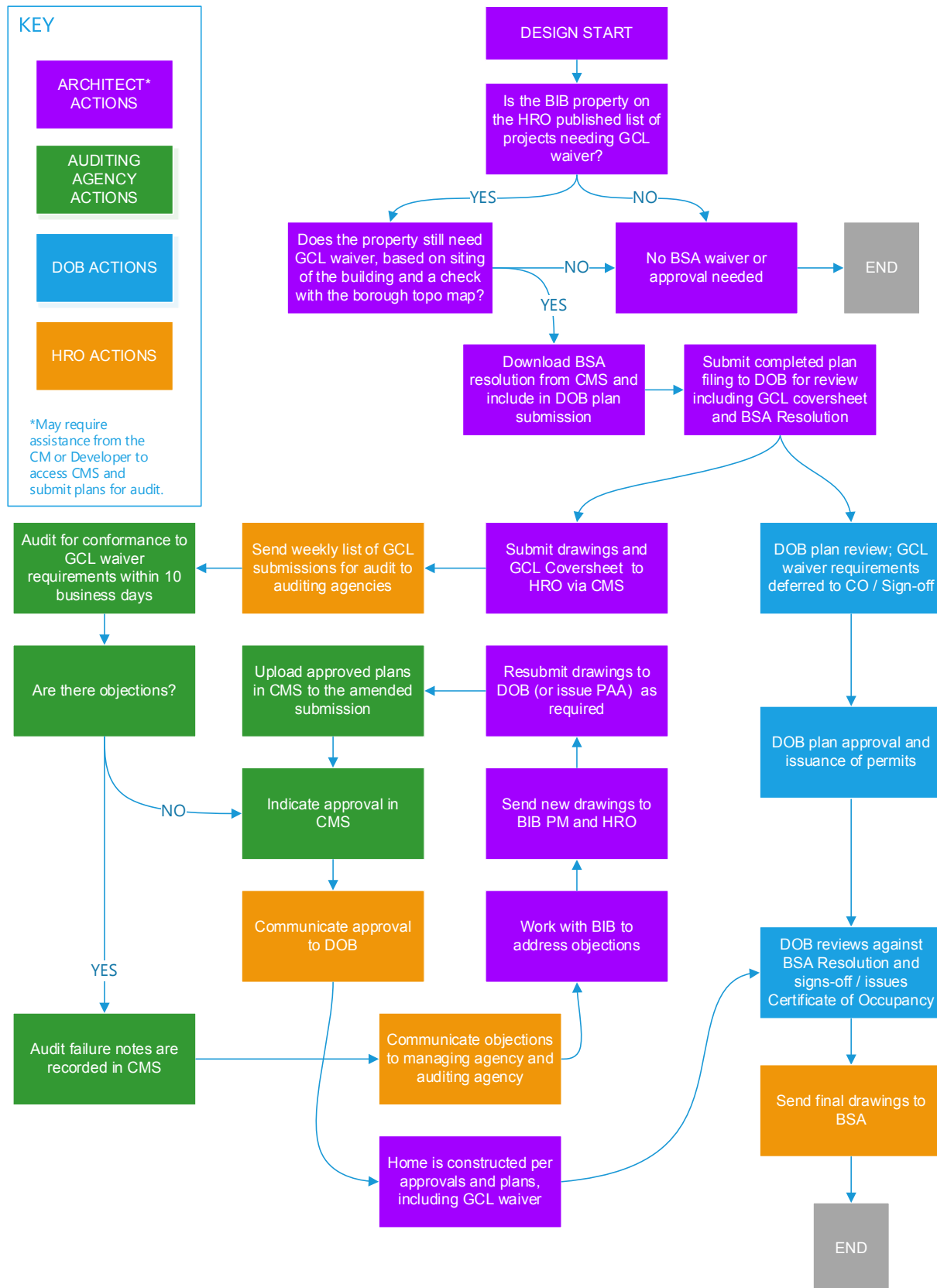
Plan Submission and Audit Process

1. PAR reviews and completes the GCL-36 coversheet (can be found on CMS Article page) to confirm that specific design requirements are fulfilled and noted in architectural drawings.
2. PAR applies for DOB Plan Approval with completed set of plans which conform to the design requirements (as required in the GCL-36 coversheet) and includes the GCL-36 Coversheet, as well as a copy of the BSA Resolution specific to the

property that is applying for GCL-36 waiver approval. The BSA Resolution can be obtained by the managing city agency project manager, or will be available to download from CMS.

3. PAR submits the same set of plans that were submitted to DOB, along with the GCL Coversheet and BSA resolution to CMS (see the CMS “DOB – GCL 36 Submission Job Aid” after this section for directions on how to submit). If you do not have access to CMS, please contact your CM or developer, who will have access.
4. DOB will issue plan approval / objections per the normal accelerated process; DOB plan approval is not contingent on GCL waiver and audit.
5. FDNY will audit plans submitted to CMS within 10 business days
 - a. If the audit produces objections from FDNY, the PAR is expected to address concerns and appropriately modify the drawings. This may lead to a Post Approval Amendment (PAA) to DOB. Properties that are not approved by FDNY will not have BSA waiver and will not be able to gain DOB sign-off. Revisions should be approved through a new GCL submission on CMS.
 - b. If there are no objections, FDNY approval will be communicated to the PAR, through their managing agency city PM.
6. After project construction completion, DOB will grant sign-off for the GCL-36 waiver, provided that the FDNY audit is passed.

Plan Submission and Audit Process Flowchart



General City Law 36 (GCL-36) Waiver Cover Sheet

All projects that require a GCL-36 Waiver must complete this 2-page cover sheet, which must be included in the plan filing to DOB, as well as included in the GCL-36 plan audit, which is completed on Case Management System (CMS). Please see the GCL CMS submission instructions.

This form may only be filled out by the Professional Applicant of Record (PAR), which is the Professional Engineer (PE) or Registered Architect (RA) sealing the plans.

Date:	DOB Primary Job Number:
Property Address:	Build It Back Applicant ID:
Borough:	BIB Pathway:
BSA Calendar Number:	PAR Name:
PAR Business Name:	PAR Phone Number:
PAR Email Address:	

1. Fire Sprinkler Exemption (1A-1D)

Some projects, while requiring GCL-36 waiver, may be exempt from installing fire sprinklers. The following section determines the possibility of an exemption, along with an FDNY audit.

1A Is this project primarily a structural elevation?

YES (move to question 1B)

NO (move to question 1D)

1B Has the property been mostly repaired, except for work associated with the three work descriptions below?

- Planned mechanical, electrical, or plumbing work related directly to the structural elevation of the home
- Roof work
- Minor work

YES (move to question 1C)

NO (move to question 1D)

1C Your property is exempt from installing sprinklers, contingent upon FDNY audit. All Department of Buildings requirements are still required, and may necessitate fire sprinkler installation.

EXEMPT (this does not exempt 2B, 2C, or 2D)

1D Your property is NOT exempt from installing sprinklers, based on GCL-36 requirements.

NOT EXEMPT

2. Fire Protection Requirements (2A-2D)

All projects seeking GCL-36 waiver (unless exempted above) are subject to the following fire protection requirements.

2A The building shall have a fire sprinkler system in accordance with Chapter 9 and Appendix Q of the New York City Building Code.

Professional Applicant of Record
Confirmation of Inclusion

INITIAL:

Reference page(s) in the project drawings:

2B The building will be provided with interconnected smoke and carbon monoxide alarms, designed in accordance with Section 907.2.11 of the New York City Building Code.

Professional Applicant of Record
Confirmation of Inclusion

INITIAL:

Reference page(s) in the project drawings:

2C The underside of the building exterior, for those buildings not utilizing a closed foundation, shall have an exterior assembly that provides a 2-hour fire resistance rating.

Professional Applicant of Record
Confirmation of Inclusion

INITIAL:

Reference page(s) in the project drawings:

2D The height from grade plane to the highest window-sill leading to a habitable space may not exceed 32 feet.

Professional Applicant of Record
Confirmation of Inclusion

INITIAL:

Reference page(s) in the project drawings:

3. Professional Applicant of Record Certification (3A-3B)

3A I certify that the documents contained in this plan application package conform to the design requirements issued by the Office of Housing Recovery of the above "Section 2 - Fire Protection Requirements," in conjunction with the Department of Buildings, and New York City Fire Department.

SIGNATURE:

DATE:

3B I understand that if the design requirements are not met and approved by agency audit, that this property will not have legal waiver from GCL 36, and will not be able to have the permit signed off, be granted a certificate of occupancy, or granted a temporary certificate of occupancy.

SIGNATURE:

DATE:

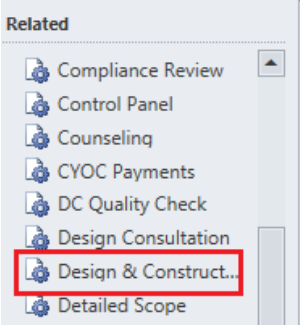

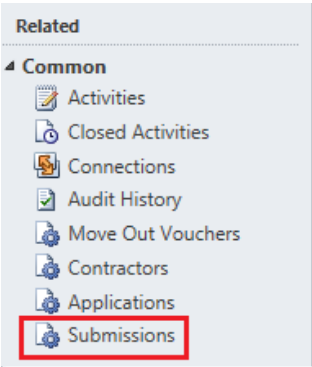


Title: GCL Waiver – DOB Plan CMS Functionality For DDC Users

OVERVIEW

This GCL Waiver – DOB Plan functionality will include the entire process of submitting the DOB plans that needs GCL Waiver and meeting the agencies (DOT, DEP, and FDNY) design requirements.

Step	Action																								
Submitter																									
1	<p>Login to the Case Management System (CMS) using the assigned Username and Password and click on ‘Sign-In’.</p> <div><div>Sign In</div><div>recadfs2.cityofnyc.org</div><div><div>Type your user name and password.</div><div><div>User name:</div><div><div></div></div><div>Example: Domain\username</div></div><div><div>Password:</div><div><div></div></div></div><div><div>Sign In</div></div></div></div>																								
2	<p>Create the GCL Waiver - DOB Plan submission for DDC applications by entering the application number in the search field.</p> <div><div><div>Applications</div><div>Applications not scheduled ▾</div><div>Search for records <div></div></div></div><table><tr><th><input type="checkbox"/></th><th>Application ID</th><th>Applicant</th><th>Application Priority ▲</th><th>311 Registration...</th><th>Daytime Phone (...)</th><th>Cell Phone (Appl...</th><th>Translation Servi...</th></tr><tr><td><input type="checkbox"/></td><td>APP-004396</td><td>ALFRED MITCHELL</td><td>Priority 1B</td><td>6/5/2013 12:28</td><td>7183751119</td><td></td><td>No</td></tr><tr><td><input type="checkbox"/></td><td>APP-009188</td><td>MICHAEL DUNN</td><td>Priority 1C</td><td>6/20/2013 7:36</td><td>9178089388</td><td></td><td>No</td></tr></table></div>	<input type="checkbox"/>	Application ID	Applicant	Application Priority ▲	311 Registration...	Daytime Phone (...)	Cell Phone (Appl...	Translation Servi...	<input type="checkbox"/>	APP-004396	ALFRED MITCHELL	Priority 1B	6/5/2013 12:28	7183751119		No	<input type="checkbox"/>	APP-009188	MICHAEL DUNN	Priority 1C	6/20/2013 7:36	9178089388		No
<input type="checkbox"/>	Application ID	Applicant	Application Priority ▲	311 Registration...	Daytime Phone (...)	Cell Phone (Appl...	Translation Servi...																		
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<input type="checkbox"/>	APP-009188	MICHAEL DUNN	Priority 1C	6/20/2013 7:36	9178089388		No																		
3	<p>Select the application from search results.</p> <div><div><div>Applications</div><div>Search Results ▾</div><div>APP-007161 <div></div></div></div><table><tr><th><input type="checkbox"/></th><th>Application ID ▲</th><th>Applicant</th><th>Home ID</th><th>Neighborhood</th><th>Daytime Phone (...)</th><th>Email Address (A...</th><th>Managing Agen...</th><th>Eligibi</th></tr><tr><td><input type="checkbox"/></td><td>APP-007161</td><td>The Estate of M...</td><td>19 EAST 10 ROA...</td><td>Broad Channel</td><td></td><td></td><td>DDC</td><td></td></tr></table></div>	<input type="checkbox"/>	Application ID ▲	Applicant	Home ID	Neighborhood	Daytime Phone (...)	Email Address (A...	Managing Agen...	Eligibi	<input type="checkbox"/>	APP-007161	The Estate of M...	19 EAST 10 ROA...	Broad Channel			DDC							
<input type="checkbox"/>	Application ID ▲	Applicant	Home ID	Neighborhood	Daytime Phone (...)	Email Address (A...	Managing Agen...	Eligibi																	
<input type="checkbox"/>	APP-007161	The Estate of M...	19 EAST 10 ROA...	Broad Channel			DDC																		

4	<p>Select the 'Design and Construction' entity from the list of related entities.</p> 
5	<p>Select the application from the 'Design and Construction' view.</p> 
6	<p>Select a 'Submissions' sub-entity within the 'Design & Construction' entity from the list of related entities.</p> 

7 Select 'Add New Submissions' on the Submission entity.

Submission ID	Type of Submissi...	Submission Date...	DEP Review Deci...
Submission-1448381...	GCL 35	11/24/2015	Approved
Submission-1448390...	GCL 35	11/24/2015	

8 Make sure you are under the 'Submitter Form'.

9 Select the 'Type of Submission' either GCL 35 or GCL36.

Note: Application ID, BIN, and BBL fields will auto populate when submitter selects the 'Type of Submission'.

10

Upload the documents (PDF only) by clicking on the 'Upload File'.

Submissions
Submission-1448989473009

4 Submitter

Submission ID: Submission-1448989473009 Submission Date: [Calendar Icon]

Type of Submission: GCL 35 Submitted by: [Search Icon]

Application ID: APP-007161 BIN: 4297476

BBL: 4154610027

Upload File

Files Submitted

11

Click on 'Browse'.

File Upload -- Webpage Dialog

https://recstageasp.cityofny.org/SPD/FileUpload.aspx?APPid=APP-007161&SubmissionID=4154610027

Upload File to CMS

Browse...

Upload

Close Window

12

Select the documents to be uploaded and click on 'Upload'.

File Upload -- Webpage Dialog

https://recstageasp.cityofny.org/SPD/FileUpload.aspx?APPid=APP-007161&SubmissionID=4154610027

Upload File to CMS

C:\Users\svallabhaneni\Documents

Upload

Close Window

13 The uploaded documents will be displayed in 'Files Submitted'

Files Submitted				
ApplicationId	DDCSubmissionId	DocName	SubmittedBy	SubmittedOn
View APP-007817	f8a6d31d-cf78-e511-a0d7-00155d47ec98	APP-007817_APP-007817_Holder_Scoping_10-14-2015_F1_20151022111207127.PDF	Habeeb Adekoya	10/22/2015 11:12:07 AM

Please select a file to display here.

14 Enter the comments in the 'Submitter Comments' if necessary.

Submitter
Comments

15 Select 'Submit for Review'.

Submitter
Comments

Submit for Review ☐

16 Select 'Save & Close' or 'Save'.

File Submissions Add

Save Save & Close Deactivate

Connect Assign Sharing Copy a Link E-mail a Link Run Workflow Start Dialog Run Report

Submitter Form

- Submitter
- DEP Reviewer Section
- DOT Reviewer Section
- FDNY Reviewer Section
- Notes

Related

Submissions
Submission-1448989473009

Submitter

Submission ID Submission-1448989473009

Type of Submission GCL 35

17 You can review your submitted record in 'Other Submissions' grid under the 'Design and Construction' entity.

Other Submissions

<input type="checkbox"/>	Submission ID ▾	Type of Submission	Submission Date ▾	DEP Review Deci...	DOT Review Dec...	FDNY Review De...	Submitted by
<input type="checkbox"/>	Submission-1448381046458	GCL 35	11/24/2015	Approved			Swathi Vallabhaneni
<input type="checkbox"/>	Submission-1448390763062	GCL 35	11/24/2015				Swathi Vallabhaneni
<input type="checkbox"/>	Submission-1448989473009	GCL 35					

18 All the submitted records that are GCL Waiver categories will display under the 'Ready for Review/Pending Review' view on the 'DOB Plan – GCL Waiver' dashboard.

Dashboard: DOB Plan - GCL Waiver ▾

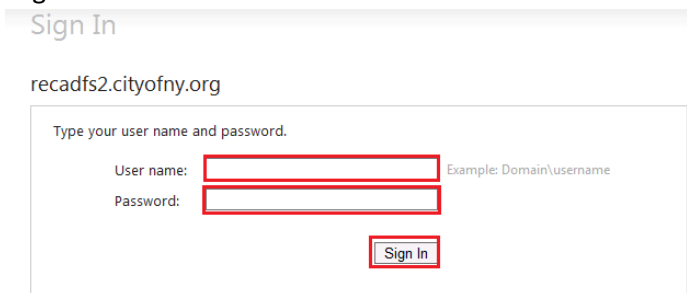
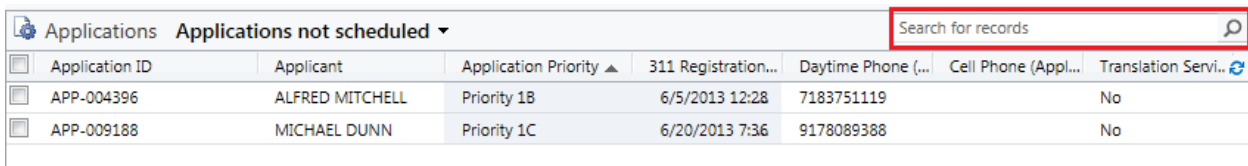
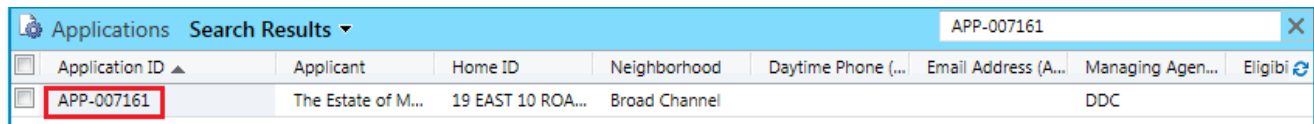
Submissions DOB Plan - GCL Waiver - Ready for Review/Pending Review ▾										Search for records
<input type="checkbox"/>	Submission ID ▲	Application ID	Type of Submission	Aging	Submission Date	Submitted by	DEP Review Complete	DOT Review Complete	FDNY Review Complete	
<input type="checkbox"/>	Submission-1447881813291	APP-000203	GCL 35	13	11/18/2015	Emily Li	No	No	No	
<input type="checkbox"/>	Submission-1447949961272	APP-012627	GCL 36	12	11/19/2015	Sid Harkawat	No	No	No	
<input type="checkbox"/>	Submission-1448046887684	APP-021907	GCL 36	11	11/20/2015	Sid Harkawat	No	No	No	
<input type="checkbox"/>	Submission-1448057510079	APP-000024	GCL 36	11	11/20/2015	Saravanan Rang...	No	No	No	

Title: GCL Waiver – DOB Plan CMS Functionality – For HPD and HRO Users

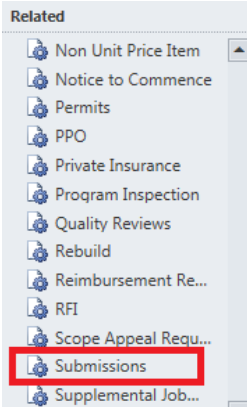
OVERVIEW

This GCL Waiver – DOB Plan functionality will include the entire process of submitting the DOB plans that needs GCL Waiver and meeting the agencies (DOT, DEP, and FDNY) design requirements.

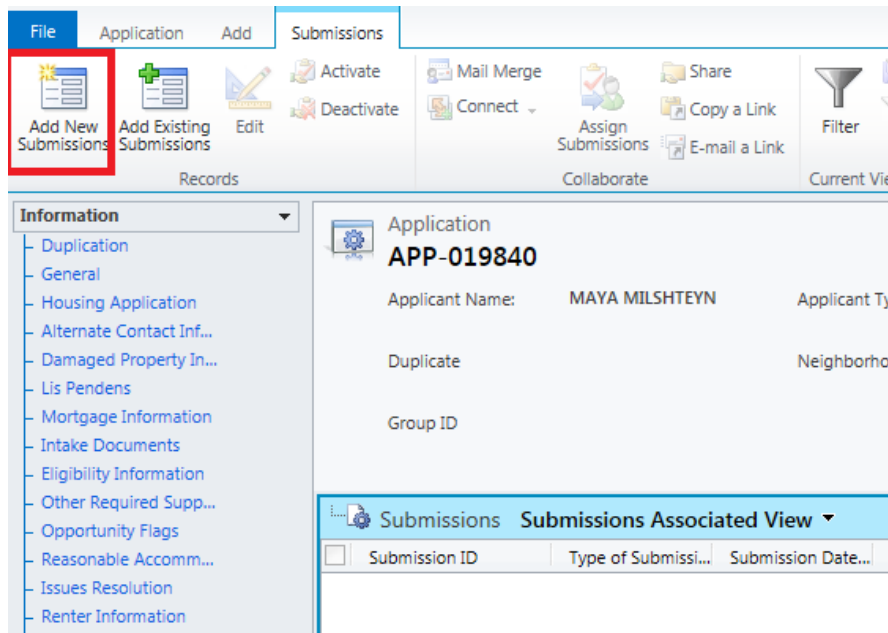
APPLICATION PROCESS STEPS:

Step	Action
Submitter	
1	<p>Login to the Case Management System (CMS) using the assigned Username and Password and will click on 'Sign-In'.</p> 
2	<p>Enter the application number in the search field.</p> 
3	<p>Select the application from search results.</p> 

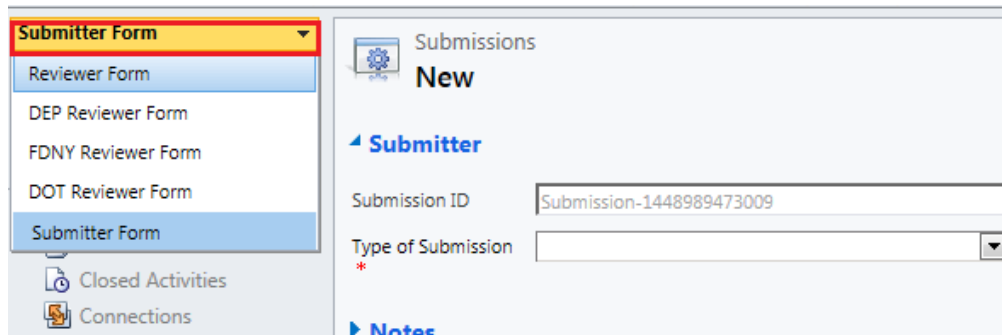
4 Select the 'Submissions' entity from the list of related entities.

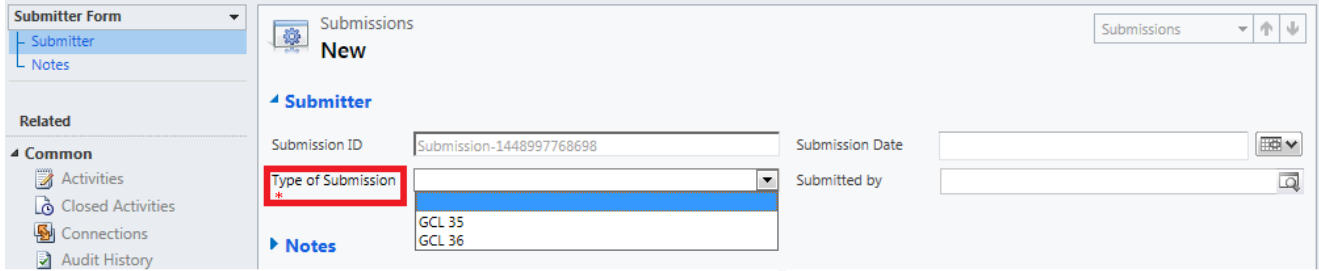
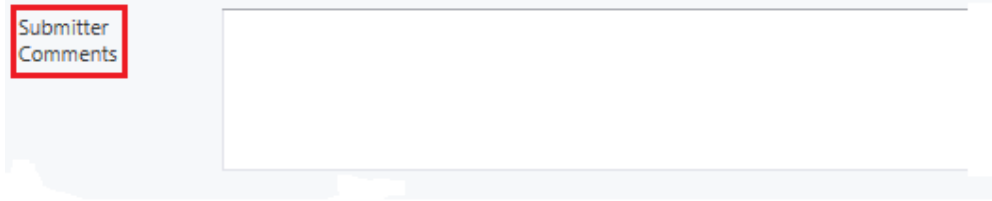
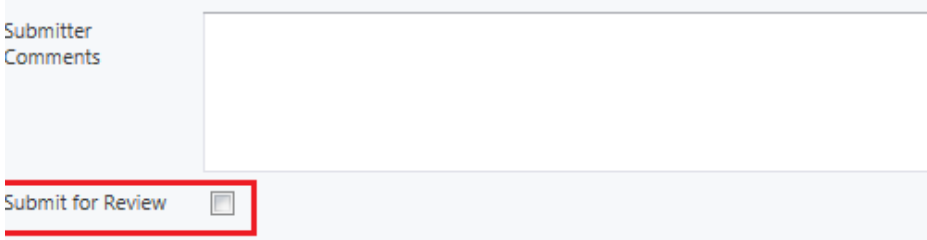


5 Select 'Add New Submissions' on the Submission entity.



6 Confirm that you are on the 'Submitter Form'.



7	<p>Select the 'Type of Submission' - either GCL 35 or GCL 36. <i>Note: Application ID, BIN, and BBL fields will auto populate when submitter selects the 'Type of Submission'.</i></p> 
8	<p>Upload the plans (PDF only) by clicking on the 'Upload File'.</p>
9	<p>Enter any comments in the 'Submitter Comments' if necessary.</p> 
10	<p>Select 'Submitter for Review'.</p> 

11 Select 'Save & Close' or 'Save'.

The screenshot shows the 'Submissions' interface. The 'File' tab is active, and the 'Save' and 'Save & Close' buttons are highlighted with red boxes. The 'Submissions' section shows a submission with ID 'Submission-1448989473009' and Type of Submission 'GCL 35'.

12 You can access the submitted record via Application through Submission entity.

The screenshot shows the 'Submissions Associated View' dropdown menu. The dropdown is open, showing a list of submission records. The first record is highlighted.

Submission ID	Type of Submission	Submission Date	DEP Review Decl...	DEP Amendmen...	DOT Review Dec...	DOT Amendmen...	FDNY Review De...	FDNY Amendme...
Submission-1448997...	GCL 35	12/1/2015						

13 All the submitted records will display in the 'Ready for Review/Pending Review' view on the 'DOB Plan – GCL Waiver' dashboard.

Dashboard: DOB Plan - GCL Waiver ▼

The screenshot shows the 'DOB Plan - GCL Waiver - Ready for Review/Pending Review' view. The view is a table with columns for Submission ID, Application ID, Type of Submission, Aging, Submission Date, Submitted by, DEP Review Complete, DOT Review Complete, and FDNY Review Complete. The table contains four rows of submission records.

Submission ID	Application ID	Type of Submission	Aging	Submission Date	Submitted by	DEP Review Complete	DOT Review Complete	FDNY Review Complete
Submission-1447881813291	APP-000203	GCL 35	13	11/18/2015	Emily Li	No	No	No
Submission-1447949961272	APP-012627	GCL 36	12	11/19/2015	Sid Harkawat	No	No	No
Submission-1448046887684	APP-021907	GCL 36	11	11/20/2015	Sid Harkawat	No	No	No
Submission-1448057510079	APP-000024	GCL 36	11	11/20/2015	Saravanan Rang...	No	No	No

SPECIAL PERMIT PROCESS

BOARD OF STANDARDS AND APPEALS SPECIAL PERMITS ARE DEFERRED BY DOB TO SIGN-OFF (OR TCO / CO) AND WILL BE COORDINATED BY BUILD IT BACK ON AN AS-NEEDED BASIS

For Build It Back (BIB) properties that are not covered by the July 23, 2015 Zoning Text Amendment, the Board of Standards and Appeals (BSA) Special Permit 64-92 is available to provide zoning relief.

As Professional Applicants of Record (PAR) on BIB projects beyond the Neighborhood Recovery Areas encounter design challenges related to zoning code, the PAR should contact the Program for help with the BSA Special Permit by emailing GCLMail@recovery.nyc.gov. If the property is identified as a candidate for the special permit, the PAR should note on the plan application that BSA Special Permit is being procured.

Special permits are required for properties that need them, but the requirement for the special permit will be deferred by the Department of Buildings (DOB) from plan approval to sign-off (or issuance of Temporary Certificate of Occupancy or Certificate of Occupancy).

BIB will work to identify groupings of BIB properties with similar design challenges related to the zoning code to receive special permits in bulk from BSA.

4 PLAN REVIEW



- 4.1 Plan Examinations**
- 4.2 Professional Certification of Plan Applications**
- 4.3 Self-Certification of Plan Application Objections**
- 4.4 Demolition Process**

PLAN EXAMINATIONS

DEPARTMENT OF BUILDINGS WILL BE STREAMLINING PLAN EXAMINATIONS FOR BUILD IT BACK PROPERTIES

The Professional Applicant of Record (PAR) should continue to submit Build It Back (BIB) projects electronically to HUB as per the directions on the Department of Buildings (DOB) website.

DOB has stationed plan examiners in Staten Island, Queens, and Brooklyn borough offices to make pre-filing or other in-person meetings more convenient. PAR will have the choice between virtual meetings with the examiner or in-person meetings at a borough office.

DOB has committed a team of plan examiners specifically assigned to BIB reviews and will make best efforts to assign re-exams to the same examiner. When the same examiner is not available for re-exam, another BIB examiner will be assigned.

Requesting a Plan Examiner Appointment

To request an in-person or virtual appointment with an examiner or other member of the Build it Back (BIB) Team, email BuilditBack@buildings.nyc.gov requesting an appointment. The email must include the following information:

- The name of the examiner/ person with whom you are requesting an appointment
- DOB application number
- Preferred date and time for a 30 minute appointment
 - Availability is Monday-Friday 9:00 AM to 1:00 PM
- Indicate virtual or in-person meeting
 - Maximum two people for in-person meetings
- Names of all attendees.
 - Must be attended by the Professional Applicant of Record (PAR) or the filing representative (provide filing rep ID number that is on the application)
- Telephone contact number
- Email address

You will be contacted, within 24 hours with a receipt of your request. All meetings will be scheduled via SharePoint. Applicants should not schedule in PENS.

Borough Office Addresses		
Staten Island 10 Richmond Terrace Borough Hall, 2nd Fl. Staten Island, NY 10301	Queens 120-55 Queens Blvd. Kew Gardens, NY 11424	Brooklyn 210 Joralemon St., 8th Fl. Brooklyn, NY 11201

PROFESSIONAL CERTIFICATION OF PLAN APPLICATIONS

THE PROFESSIONAL APPLICANT OF RECORD MAY PROFESSIONALLY CERTIFY BUILD IT BACK PLANS TO EXPEDITE PLAN APPROVALS

Plan applications that are professionally certified will be approved by Department of Buildings (DOB) one day after submission, without DOB plan examiner review. The Professional Applicant of Record (PAR) may elect to “pro-cert” at plan application pre-filing.

DOB will audit 100% of Build It Back (BIB) plans that are professionally certified within five days of plan submission. Auditors will review for zoning, life safety, egress, fire code, and flood zone requirements and will identify any major objections (similar to a plan examiner review) to the PAR. The PAR must respond to the objections within 15 days of issuance or the permit may be revoked.

If there are any DOB objections, the PAR will adjust plans accordingly and submit a Post Approval Amendment (PAA), which must also be professionally certified. PAAs dealing with objections will be reviewed within five days of submission to ensure they addressed the major objections that were found. PAAs unrelated to the objections (i.e. a change in construction) may also be professionally certified and will be audited.

Registered Architects (RA) and Professional Engineers (PE) may utilize the BIB professional certification process only after one plan has gone through the plan exam process and is approved without any major objections from DOB.



Professional Applicants of Record are encouraged to “pro-cert” plan applications to expedite the plan approval process

SELF-CERTIFICATION OF PLAN APPLICATION OBJECTIONS

PROFESSIONAL APPLICANTS OF RECORD MAY SELF-CERTIFY OBJECTIONS ON PLAN APPLICATIONS

When Department of Buildings (DOB) issues plan objections, Professional Applicants of Record (PARs) may immediately address the objections and self-certify to the City that the objections have been satisfied. PAR does not need to pre-register for self-certification with DOB.

Upon self-certification, DOB review the filing to verify that the objections are satisfied. The PAR may then request and pull permits.

DOB will audit 20% of self-certified objections to ensure that objections are appropriately satisfied.

FULL DEMOLITION PROCESS

FULL DEMOLITION IS EXPEDITED FOR BUILD IT BACK PROPERTIES

The Department of Buildings (DOB) is providing expedited full demolition (DM) plan reviews, pre-demolition inspections, and post-demolition sign-offs for Build It Back (BIB) properties. This does not apply to partial demolition plans, which follow the regular plan review and inspection process.

While full demolition filings still need to be initiated at the borough offices, Professional Applicants of Record (PAR) no longer need to file the full demolition plans in person to the BEST Squad at 280 Broadway. To initiate DM plan review with the BEST squad, send the required items via email to BIBdemo@buildings.nyc.gov.

The subsequent pages in this section specifically outline the step-by-step process to filing and approving, along with detailing how to self-certify the pre-demolition inspection.

Review Times

DOB will conduct BIB demolition plan reviews within four business days of plan submission. DOB will conduct BIB pre-demolition inspections and post-demolition sign-offs within five business days of request.

Demolition Plans

A demolition plan is NOT required if:

- The property is a fully detached one or two story private dwelling
- Demolition will be done completely by hand
- Demolition will be done by mechanical means for the foundation only and by hand for the portion of the structure above grade

Pre-demolition Inspections

Pre-demolition inspections by DOB are not required for the following structure types:

- Fully detached, one story garages, accessory private dwellings (one and two family dwellings)
- Fully detached, one and two story private dwellings (one and two family)

Self-Certification of Pre-Demolition Inspections

In lieu of the DOB inspection, the PAR may perform the pre-demolition inspection themselves. The report must be signed and sealed, with a recent signed and sealed land survey, as well as documentary photographs. The photographs must depict each exposure of the structure and its relation to adjoining property with sufficient clarity to establish that the structure is indeed detached. Photos must be date and time stamped.

The pre-demolition inspection report must also include the following:

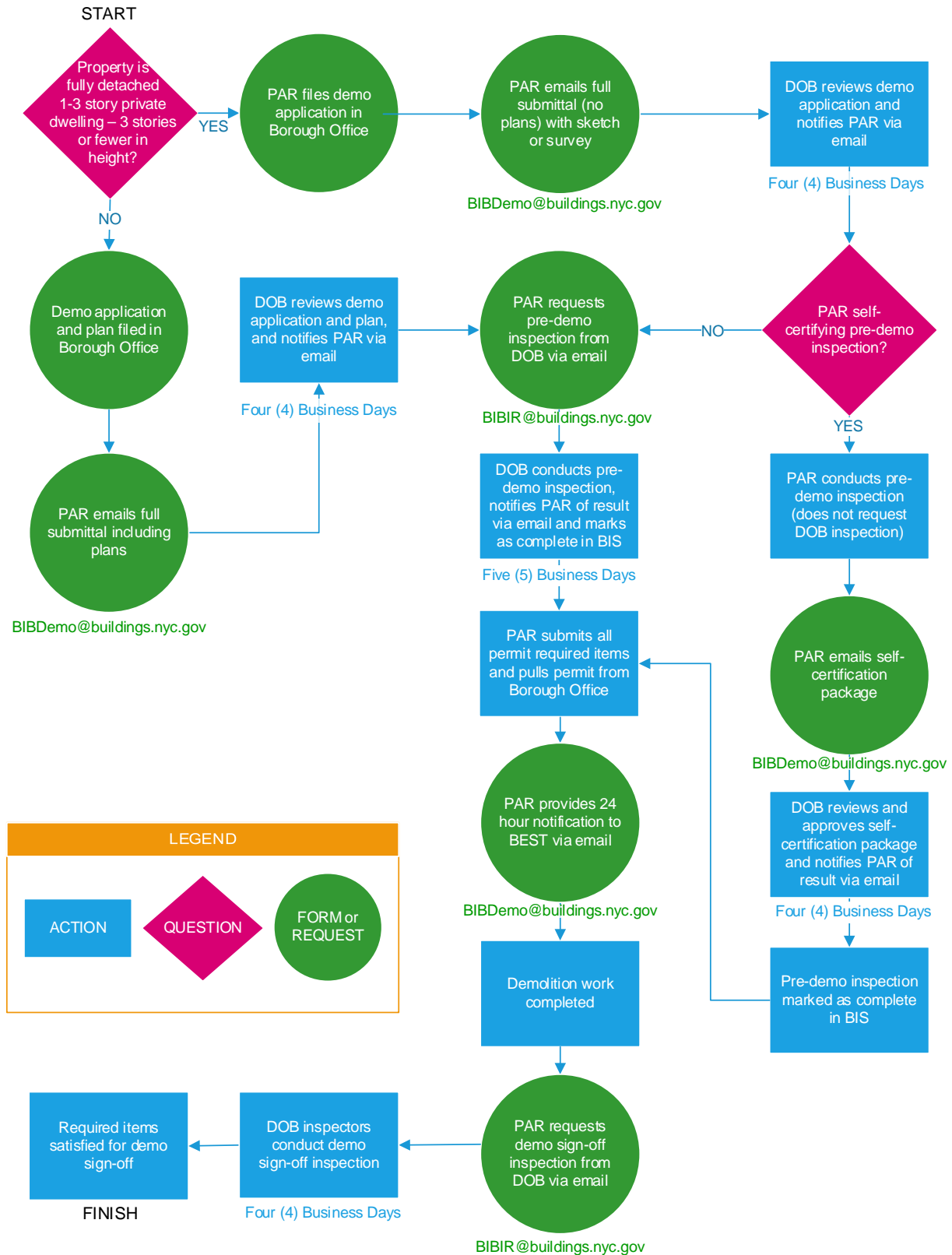
- Filing address of structure
- Community board, block and lot numbers
- Demolition application number
- Date and time of inspection
- Number of stories of the structure
- Height of the structure
- Statement that the structure is vacant
- Statement that the structure is detached
- Statement that the full demolition (DM) filing is NOT a legalization of a demolition performed without a permit
- Signature of the person performing the inspection, and the seal of the professional (if inspection is performed by a licensed professional)
- BEST-4 and BEST Form 2A

The entire pre-demolition inspection package shall be submitted via email to the BEST Squad at BIBdemo@buildings.nyc.gov. The BEST squad supervisor will review, and if all requirements are met, will enter the pre-demolition “pass” in Building Information System (BIS). Upon passage, demolition permits may be obtained from the borough office.

Process Flows and Step-by-Step Guides

The demolition process plan and inspection overview is on the next page. Following the process plan, there are detailed step-by-step processes along with all required items. Please refer to these before filing for demolition and obtaining permits.

Demolition Process Plan and Inspection Overview



Build it Back Demolition Plan & Inspection Processes

Fully Detached 1, 2 or 3 Story Private Dwelling – 3 Stories or Fewer in Height	
Process	Required Documents
1. PAR files demo applications in respective Borough Office	<ul style="list-style-type: none"> • Photos of all 4 elevations • BEST 2A • BEST 4 (unless demolished by hand) • DS1 • TR1 (if required) • PW1 • Asbestos (ACP 5, 7 or 21)
2. PAR emails full submittal to: BIBDemo@buildings.nyc.gov	<ul style="list-style-type: none"> • Photos of all 4 elevations • BEST 2A • BEST 4 (unless demolished by hand) • DS1 • TR1 (if required) • PW1 • Asbestos (ACP 5, 7 or 21) • Sketch or survey
3. DOB notifies PAR via email of approval or objections	
4. PAR requests pre-demo inspection from BIBIR@buildings.nyc.gov	
5. DOB inspectors conduct pre-demo inspection	
6. DOB Inspector notifies PAR of pass or fail result via email	
7. PAR submits all required items and pulls permits in the Borough Office 8. PAR provides 24 hour notification to BEST	<ul style="list-style-type: none"> • Pre-Demo Inspector's Report • Workmen's Compensation Insurance • Disability Benefits Insurance • Street Obstruction Bond • Rodent Control (Copy is sufficient) • Gas Cut-Off • Electric Cut-Off • Sewer Cut-Off • Water Cut-Off • SRO Intake Form/HPD Checklist • 5 Day Notice to Adjoining Owners • Community Board Notification • Asbestos Report (ACP5/ASB4) • Photographs • PW1 for Fence or NB • Landmark Letter (HRO List) • Title Search • Deed for Transfer of Unimproved Property
9. Demolition work completed	
10. PAR requests demo sign off from DOB via email: BIBIR@buildings.nyc.gov	
11. Demo sign off inspection conducted by BIB	
12. Required items satisfied for demo sign off	

Fully Detached 1 or 2 Family (Self-Certifying)	
Process	Required Documents
1. PAR files demo applications in respective Borough Office	<ul style="list-style-type: none"> • Photos of all 4 elevations • BEST 2A • BEST 4 (unless demolished by hand) • DS1 • TR1 (if required) • PW1 • Asbestos (ACP 5, 7 or 21)
2. PAR emails full submittal to: BIBDemo@buildings.nyc.gov	<ul style="list-style-type: none"> • Photos of all 4 elevations • BEST 2A • BEST 4 (unless demolished by hand) • DS1 • TR1 (if required) • PW1 • Asbestos (ACP 5, 7 or 21) • Sketch or survey
3. DOB notifies PAR via email of approval or objections	
4. PAR conducts inspection themselves (does not request from DOB)	
5. PAR submits self-certification package to: BIBDemo@buildings.nyc.gov	<ul style="list-style-type: none"> • Filing address of structure • Community Board, block and lot numbers • DM application number • Date and time of inspection • Number of stories of the structure • Height of the structure • Statement that the structure is vacant • Statement that the structure is detached • Statement that the DM filing is NOT a legalization of a demolition performed without a permit • Signature of the person performing the inspection and the deal if the professional (if inspection is performed by a licensed professional) • BEST 2A • BEST 4 • Sketch or survey
6. BEST reviews & approves self-certification package	
7. DOB Inspector notifies PAR of pass or fail result via email	
8. Pre-demo inspection marked as complete in BIS	
9.	
10. PAR submits all required items and pulls permits in the Borough Office 11. PAR provides 24 hour notification to BEST	<ul style="list-style-type: none"> • Pre-Demo Inspector's Report • Workmen's Compensation Insurance • Disability Benefits Insurance • Street Obstruction Bond • Rodent Control (Copy is sufficient) • Gas Cut-Off • Electric Cut-Off • Sewer Cut-Off • Water Cut-Off • SRO Intake Form/HPD Checklist • 5 Day Notice to Adjoining Owners • Community Board Notification • Asbestos Report (ACP5/ASB4) • Photographs • PW1 for Fence or NB • Landmark Letter (HRO List) • Title Search • Deed for Transfer of Unimproved Property
12. Demolition work completed	
13. PAR requests demo sign off from BIB Inspections: BIBIR@buildings.nyc.gov	
14. Demo sign off inspection conducted by BIB Inspections	
15. Required items satisfied for demo sign off	

SEPTIC APPROVAL

THE SEPTIC SYSTEM PROCESS HAS BEEN SIMPLIFIED TO HELP EXPEDITE APPROVALS, PERMITS, AND SIGNOFF FOR BUILD IT BACK

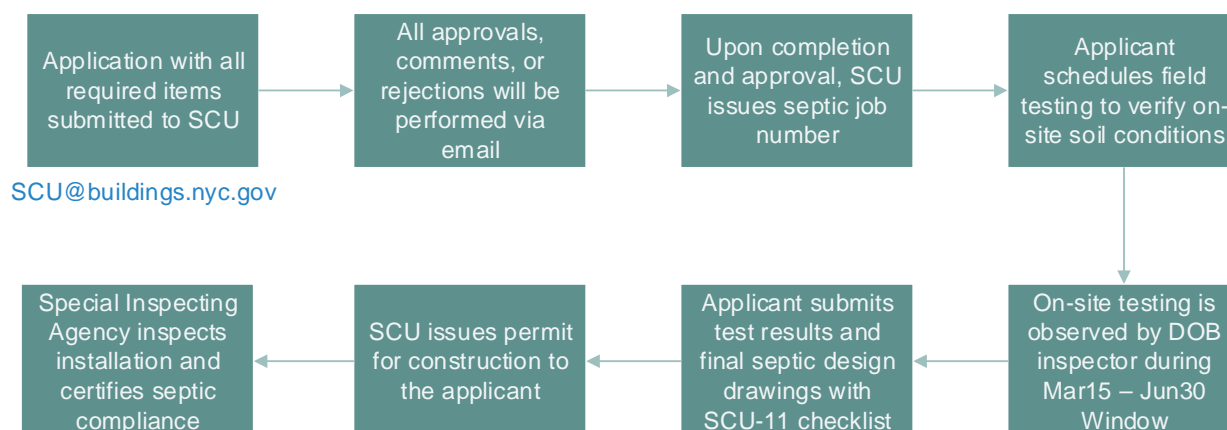
Overview

Where there is not available sanitary sewer infrastructure for Build It Back (BIB) projects, septic systems will need to be either maintained or installed. The Septic Compliance Unit (SCU) at the Department of Buildings (DOB) reviews septic designs and issues approvals and permits (see OPPN #6/99, issued May 24, 1994). Septic approvals and best practice sewer designs are necessary to maintain purity of water and reduce negative environmental impacts.

Any BIB project that has more than 1000 gallons of expected septic output per day requires separate approval by the NYC Department of Health (DOH). It is expected that the majority of BIB projects do not fall into this category, meaning that the SCU will issue approvals and permits.

Application Process Overview

While before the septic approval process was accomplished through a multitude of papers and documents, the process for BIB is now digitized. All SCU applications must be made through email to SCU@buildings.nyc.gov, where they will be processed and issued approvals or objections within three days.



Detailed Septic Process

1. Applications must be filed electronically by scanning and sending the required documents listed below to SCU@buildings.nyc.gov.
 - ***For homes inside Breezy Point, Queens:***
 - SCU-3 checklist (see Appendix)
 - Topographical survey with visible seal
 - Site plan showing the following information:
 - Lot dimensions and clearances
 - Building footprint
 - Proposed location of the septic system, test hole #1, seepage pits and drywells (no test hole or wellpoint required for existing homes with no increase in hydraulic loading)
 - Location of water bodies, water courses or wetlands in relation to the septic system
 - One affidavit co-signed by the applicant and the owner (homeowner authorization form will also be accepted) detailing the below information. See appendix for forms.
 - Main application # (NB, A1)
 - Existing number of bedrooms
 - Proposed number of bedrooms
 - Number of residents (household size)
 - Stating the waiver requirement
 - Signed by owner and applicant
 - Sealed by applicant
 - ***For homes outside of Breezy Point:***
 - SCU-3 checklist (see Appendix)
 - Topographical survey with visible seal
 - Site plan showing the following information:
 - Lot dimensions and clearances
 - Building footprint
 - Proposed location of the septic system, test hole #1, seepage pits and drywells
 - Location of water bodies, water courses or wetlands in relation to the septic system
 - Pre-1968 Deed of lot area for <10,000 square feet and/or <100 feet frontage OR Restrictive Deed for lot area >10,000 square feet
 - One affidavit co-signed by the applicant and the owner (if owner has given permission for HRO to sign on their behalf, that will be accepted) detailing the below information. A sample is provided in the Appendix

- Main application # (NB, A1)
 - Special District Name
 - Existing number of bedrooms
 - Proposed number of bedrooms
 - Number of residents (household size)
 - Stating the waiver requirement
 - Signed by owner and applicant
 - Sealed by applicant
2. All approvals or comments/rejections will be communicated to the applicant via email, and all reviews will be made by the SCU within three business days.
 3. Once the submittal is deemed complete, SCU will issue a job number.
 4. Upon receipt of septic job number, field testing with SCU inspection of on-site soil conditions may commence.
 5. Schedule field testing with inspecting agency and the SCU inspector, who must be present. The field test consists of the following requirements:
 - Excavate a test hole and sample soil at the bottom of the test hole. Test hole is backfilled with clean sand (ASTM C33). Registered Design Professional (“RDP”) documents the excavation on the SCU-6, Test Hole Report form.
 - Install wellpoint, in accordance with within the test hole and a minimum of 72 hours after installation measure the depth of the water table below ground surface within the well point. Water level must be verified during the rainy season between March 15th and June 30th. RDP documents the installation of the wellpoint on the SCU 6 form (Test Hole Report form) and documents the water table reading on the SCU 9 (Wellpoint Reading form).
 - Perform absorption/percolation tests. The RDP documents the absorption/percolation test on the SCU-10, AT/PT Report, form
 - Should test results require, excavate second test hole.
 - Documents all testing results on applicable department forms.
 - DOB’s SCU unit role is the following:
 - Observe the excavation of test hole and backfilling with clean sand meeting the requirements of ASTM C-33.
 - Verify the depth of the water table below ground surface within the well point.
 - Water level is determined during the rainy season between March 15th and June 30th, and a minimum of 72 hours after installation. DOB executes a portion of the SCU-6 (Test Hole Report form) and the SCU-9 (Wellpoint Reading form).

- Observe absorption/percolation tests.
 - Should test results require, observe excavation of second test hole.
- 6. Following field testing the applicant electronically submits the following to the department to initiate final review:
 - Results of field testing
 - Final septic plans
 - All design requirements listed on the SCU-11 (Final Design Compliance Checklist)
- 7. Applications that are compliant with the interim procedures are issued a permit and proceed to construction. The permit is issued to the applicant of record and not the contractor; the contractor's construction permit includes the septic scope of work.
- 8. Septic construction and verification of design compliance is performed by the applicant's special inspection agency, with compliance submitted to DOB through the TR-1 special inspection forms. There is no closeout process with the SCU.

SCU Contact Information

SCU can be reached at SCU@buildings.nyc.gov. All applications must be done using the electronic process. If an in-person meeting is desired, coordinate with the SCU through the email above.

CROSS CONNECTION CONTROLS

WATER CONNECTIONS FOR SPRINKLER SYSTEMS HAS A STREAMLINED PROCESS WITH THE DEPARTMENT OF ENVIRONMENTAL PROTECTION FOR APPROVALS

Overview

In order to gain approval from the Department of Buildings (DOB) for plan applications that include fire sprinkler scope of work, DOB requires written approval from the Department of Environmental Protection (DEP) that the cross connection controls (CCC) are engineered in accordance to the 2008 NYC Plumbing Code.

DEP accepts applications for CCC, where they review engineered designs and issue approvals. This DEP approval is required by DOB.

Where the CCC application and approval process was completely analog, for Build It Back (BIB) applicants will now be able to seek approval online. DEP will review and provide feedback and approvals within days.

DEP Application Overview

1. A Professional Engineer (PE) or Registered Architect (RA) prepares and submits plans and applications for the installation of Backflow Prevention Device(s) to the Bureau of Water and Sewer Operations, Division of Permitting and Inspections, for approval. The PE or RA can sign the homeowner authorization on behalf of the homeowner, in accordance to the grant agreement and the homeowner authorization letter. Plans and applications must be corrected and resubmitted as necessary until acceptable. The AutoCAD format that is available at the following link should be used: <http://www1.nyc.gov/assets/operations/downloads/misc/bib-file-library/DEP-Cross-Connection-Controls-Guide.zip>
1. When the plans are approved, DEP's Division of Permitting and Inspections issues a plan approval letter to the customer and returns a copy of the approved plans to the PE or RA of record. This plan approval can be used with DOB.
2. The device(s) must be:
 - i. Installed by a New York City Licensed Master Plumber in accordance with the approved plans.

- ii. Tested by a State Certified Backflow Prevention Device Tester who is either a Licensed Master Plumber or employed by one.
 - iii. Inspected by a PE or RA and certified that they have found the installation to be in accordance with the approved plans.
3. A completed “Report on Test and Maintenance of Backflow Prevention Device” (form GEN-215B), certifying the job, must be submitted to DEP within thirty days of installation of the device.

How to File

BIB properties will have access to the online Water and Sewer Permitting System, which will allow the PE or RA to submit their plans and required documentation digitally. The online system will be available as of June 13, 2016, and is accessible at this link: https://a826-amr.nyc.gov/mydepaccount/default_wsps.aspx.

A fully detailed, step-by-step guide complete with screenshots, is available here: <http://www1.nyc.gov/assets/operations/downloads/misc/bib-file-library/DEP-Cross-Connection-Controls-Guide.zip>

To use the online application, the PE/RA must register for the Water and Sewer Permitting System by completing the authentication form in its entirety. The completed form must be signed and sealed by the PE/RA and attested to by a Notary Public. *Only original notarized and sealed forms will be accepted.*

The email address provided on the authentication form will be used for all notifications and correspondence to the user. A Customer Information System (CIS) account will be created for the users once they submit their registration. A CIS account is the only way to pay for WSPS applications.

PEs and RAs can submit the original, signed, sealed, and notarized authentication form by mail to the following address:

NYC Department of Environmental Protection
Water & Sewer Permitting System (WSPS)
ATTN: Registrations, 3rd Floor, Low-Rise
59-17 Junction Blvd, Flushing, NY 11373

PEs and RAs can also submit in person to DEP’s main office at 95-05 Horace Harding Expressway – 3rd Floor. Deposit the form in the 3rd floor drop box located by the security guard in the lobby.

5 CONSTRUCTION



- 5.1 Demolition Notifications**
- 5.2 Construction Notifications**
- 5.3 After Hours Work**
- 5.4 After Hours Inspections**

DEMOLITION NOTIFICATIONS

DEMOLITION NOTIFICATIONS CAN BE ISSUED UP TO THREE MONTHS IN ADVANCE

Demolition Notification and Affirmation Process

- Build It Back (BIB) Contractors must notify the residents of adjoining properties of the planned demolition work; notifications must include:
 - Description of work to be performed
 - Work's timeframe and schedule
 - Contact information for the BIB Contractor (email address and telephone number)
- BIB Contractors should notify adjoining residents by certified mail or door hangers
- BIB Contractors should update specific details of notification as needed. If the notification details change (e.g. the start date has changed), the BIB Contractor must issue updated notifications within 48 hours of work commencing
- When requesting a demolition permit from DOB, the Professional Applicant of Record must provide one of the following:
 - Certified mail documentation of letters sent to each adjacent property
 - A written affirmation for each adjacent property address that neighbors have been properly notified
- Affirmation must have a copy of the notification attached or it will not be accepted
- Proof of notification must be presented at time of permitting at the Borough Office; permits will not be granted without
 - See page following "Construction Notifications" for the required notification affirmation form

CONSTRUCTION NOTIFICATIONS

CONSTRUCTION NOTIFICATIONS FOR EXCAVATION CAN BE ISSUED UP TO THREE MONTHS IN ADVANCE

Construction Notification and Affirmation Process

- Build It Back (BIB) Contractors must notify the residents of adjoining properties of planned excavation work; notifications must include:
 - Description of work to be performed
 - Work's timeframe and schedule
 - Contact information for the BIB Contractor (email address and telephone number)
- BIB Contractors should notify adjoining residents by certified mail or door hangers
- BIB Contractors should update specific details of notification as needed. If the notification details change (e.g. the start date has changed), the BIB Contractor must issue updated notifications within 48 hours of work commencing
- When requesting a construction permit from DOB, the Professional Applicant of Record must provide one of the following:
 - Certified mail documentation of letters sent to each adjacent property
 - A written affirmation for each adjacent property address that neighbors have been properly notified
- Affirmation must have a copy of the notification attached or it will not be accepted
- Proof of notification must be presented at time of permitting at the Borough Office; permits will not be granted without
 - See notification affirmation form located after this page



212-615-8329
housing@recovery.nyc.gov
nyc.gov/builditback

Affirmation of Proper Demolition / Excavation Notification

Application Number	Applicant Name
Dwelling Address	
Notification Date	Contractor Name
Notification Type <input type="checkbox"/> Excavation <input type="checkbox"/> Demolition	
Address(es) Notified	
<p>Instructions:</p> <p>As set forth in the New York City Building Code sections 3304.3.2 and 3306.3, Contractors must notify the owners of adjoining properties of any upcoming excavation or demolition work. Build it Back contractors may provide written notification to the owners of adjoining properties by either certified mail or by placing a door hanger at each adjoining property.</p> <p>The notification shall contain a description of the work to be performed, the timeframe and schedule, and the contact information of the construction management firm and the Department of Buildings.</p> <p>The Contractor shall submit a copy of the certified mail receipt or a copy of this affirmation form to the Department of Buildings in order to satisfy the permit's required item.</p> <p>CERTIFICATION</p> <p>The undersigned Contractor certifies under penalty of perjury that to the best of the Contractor's knowledge, information and belief, adjoining property owners have been satisfactorily notified in accordance with the New York City Building Code sections 3304.3.2 and 3306.3.</p>	
Date	Signature
<p style="text-align: center;">IMPORTANT</p> <p>You must attach a copy of the notification to this document. If you do not attach a copy of the notification, the code requirement will not be satisfied.</p>	

AFTER HOURS WORK

BUILD IT BACK CONTRACTORS MAY PERFORM AFTER HOURS WORK

The Department of Buildings (DOB) is allowing Build It Back (BIB) Contractors to conduct work at the following times:

- Exterior work: seven days a week, from 7:00 AM to 8:00 PM
- Interior work: seven days a week, from 7:00 AM to Midnight

Non-disruptive tasks such as taping, sanding, painting, finish work, creating punch lists, and performing close out are allowed at all hours of the day.

After Hours Variance (PW5) applications allowing for consecutive workdays, after hours work, and weekend work are not required. As the PW5 is waived, there are no required fees.

When following these guidelines for after hours work, DOB inspectors will not issue after hours violations for BIB properties, unless these guidelines are not followed. If BIB Contractors experience any problems in the field with DOB inspectors for after hours work, contact a BIB Project Manager immediately, or contact housing@recovery.nyc.gov.



Make sure to post a Build It Back construction sign on the property

AFTER HOURS INSPECTIONS

AFTER HOURS INSPECTIONS ARE AVAILABLE FOR BUILD IT BACK PROPERTIES

Build It Back (BIB) Contractors may request after hours inspections for plumbing, construction, Builder's Pavement Plan (BPP), and electrical work. Elevator and boiler inspections will be expedited but will not be available for after hours inspections.

Plumbing, construction, BPP, and electrical inspections can now be performed during the following hours:

- Monday through Friday between 8:00 AM – 7:00 PM
- Saturday and Sunday between 8:00 AM – 5:00 PM

See below for guidance on requesting after hours and expedited DOB inspections.

QUICK GUIDE AND SAMPLE EMAIL

Requesting a Plumbing Inspection

For all plumbing inspection requests, please call (212) 393-2550 to schedule an appointment; provide the BIB APP ID. BIB Contractors will be given a confirmation number which must then be included in an email to BIBinspections@buildings.nyc.gov. In the email:

- In the subject line, indicate the type of inspection (e.g. Plumbing) and include "after hours request"
- Include the following information in the email body
 - Contact Information: name, telephone number, email address
 - Location Information: borough, job address, BIN number
 - Job number or plumbing application number
 - BIB APP ID
 - Request for after hours inspection

Inspections will be performed within five days of request.

Requesting a Construction, Electrical, or BPP Inspection

Construction, BPP, and electrical inspections for BIB Contractors can be scheduled by sending an email to BIBinspections@buildings.nyc.gov. In the email:

- Indicate in the subject line the type of inspection (e.g. Electrical) and include “after hours request”
- Include the following information in the email body
 - Contact Information: name, telephone number, email address
 - Location Information: borough, job address, BIN number
 - Job number or electrical / BPP application number
 - BIB APP ID
 - Request for after hours inspection

Inspections will be performed within five days of request.

Requesting a Boiler Inspection (Monday – Friday 7:00 AM – 3:30 PM)

Boiler inspections for BIB Contractors can be scheduled by sending an email to BIBinspections@buildings.nyc.gov. After hours inspections are not available for boiler inspections. In the email:

- Indicate in the subject line the type of inspection (e.g. Boiler)
- Include the following information in the email body
 - Contact Information: name, telephone number, email address
 - Location Information: borough, job address, BIN number
 - Job number or boiler application number
 - BIB APP ID

Inspections will be performed within five days of request.

Requesting an Elevator Inspection (Monday – Friday 8:00 AM – 4:30 PM)

Elevator inspections for BIB Contractors can be scheduled by sending an email to BIBinspections@buildings.nyc.gov. After hours inspections are not available for elevator inspections. In the email:

- Indicate in the subject line the type of inspection (e.g. Elevator)
- Include the following information in the email body
 - Contact Information: name, telephone number, email address
 - Location Information: borough, job address, BIN number
 - Job number or elevator application number
 - BIB APP ID

Inspections will be performed within five days of request.

Sample email for plumbing, construction, electrical, and BPP inspections:

The screenshot shows an email composition window. The 'To' field contains BIBinspections@buildings.nyc.gov. The 'Subject' field contains 'After Hours Request - Plumbing Inspection'. The email body text is as follows:

ATTN: Department of Buildings

My name is John Smith from XYZ Company. I am requesting an after hours construction inspection for the following property:

Borough:	Queens
Job Address:	1234 Cross Road, Far Rockaway, NY 11693
BIN:	5040000
DOB Job Number:	5201000
BIB Applicant ID:	APP-000001

Sincerely,

John Smith
Title
XYZ Company
(212)123-4567
johnsmith@xyzcompany.com

ELECTRICIAN LETTERS OF CERTIFICATION

ELECTRICIAN LETTERS OF CERTIFICATION FOR SMOKE DETECTORS AND CARBON MONOXIDE MONITORS ARE NOT REQUIRED.

The City has waived the requirement for letters of certification from electrical subcontractors for both smoke detectors and carbon monoxide monitors. Typically these would be required to obtain either a Certificate of Occupancy or Letter of Completion.

The operability and function of the detectors and monitors will be tested at the final building inspection according to traditional protocol, but the letters are no longer required.

The waiver of these letters does not waive the requirement that these important devices function as intended.

UTILITY COORDINATION

ALL UTILITY DISCONNECTIONS AND RECONNECTIONS ARE EXPEDITED THROUGH BUILD IT BACK

Overview

Utility disconnections and reconnections through National Grid, ConEdison, and PSE&G are coordinated and expedited by the Mayor's Office of Housing Recovery Operations (HRO).

Where utility disconnections and reconnections may have significant time in the past, HRO is able to coordinate and complete the utility work far more quickly.

For overhead utility lines, gas and electric can be reconnected at the same time. This efficiency should be made, and is coordinated through HRO.

DEP water bills will not be sent during construction for BIB projects. While the minimum bill will continue to accrue, the 9% annual interest rate will not be applied.

Contact Information

All forms and procedural guidance are available through HRO. Contact Ty Garvin, at tgarvin@recovery.nyc.gov.

Disconnection Procedure

1. Job is assigned to the contractor.
2. Requests for disconnection are submitted.
 - a. National Grid
 - i. Rockaways: Disconnection Form and Utility Authorization Form is submitted.
 - ii. Non-Rockaways: Utility Authorization is submitted.
 - b. ConEdison
 - i. Online filing is made through ConEd's portal.
 - ii. Homeowner phone call is made to close their account.
 - c. PSE&G
 - i. Disconnection Form is submitted.

- ii. Homeowner phone call made to close their account.
- 3. Home is filed in Utility Tracker and added to the Master Utility Request and Forecast List and send to the utility companies.
- 4. Homes are discussed on a Monday coordination call and throughout the week to schedule the disconnections.
 - a. National Grid
 - i. Rockaways: Homes are assigned to crews to take the meter out and cut the line at main at the same time.
 - ii. Non-Rockaways: A meter removal is scheduled and completed. A case is then created and sent to the field crews to cut the line at the main.
 - b. ConEdison
 - i. Staten Island: The meter is removed and the job is sent to the field crew to disconnect the overhead lines from the home.
 - ii. Non-Staten Island: A specific date is scheduled based on the date given homeowner phone call to close the account, and the meter and line removal happen at the same time.
 - c. PSE&G
 - i. Request is sent to a planner/inspector who visits the home to ensure that
- 5. Field crews report back the clerical teams to generate a confirmation letter for disconnection that is sent to the HRO Utility POC.
 - a. Letter is sent to the contractor/CM and uploaded into CMS
 - i. HRO: Control Panel>Documents
 - ii. DDC: Design and Construction>Documents

Reconnection Procedure

*If the home has underground electric service lines, the electricity must be installed before the gas is reconnected

ConEd Reconnection

1. Shortly after the Midpoint inspection, the contractor files online through the ConEd portal, and notifies the HRO Utility POC
2. Upon installing the meter platform and finishing electrical work in the home, the electrical completes a reconnection checklist and contacts ConEd.
 - a. The contractor may also notify the HRO Utility POC, who notifies ConEd or the inspector directly.
3. ConEd performs an initial inspection to ensure home is to code and ready for electricity restoration.

4. Upon a successful initial inspection, the job is sent to ConEd's engineering team for processing.
 - a. In situation where a home has been disconnected for a long period of time, a driver's license will be required to establish the new account service.
5. The job is scheduled, and electricity is restored.

PSE&G Reconnection

1. Shortly after the midpoint inspection, the contractor submits the residential application to the customer fulfillment office at PSE&G
 - a. The contractor may also submit the paperwork to the HRO Utility POC to forward it along.
2. Upon completing the platform and electrical work inside the home, PSE&G is notified by the electrician.
 - a. The contractor may also notify the HRO Utility POC, who will notify PSE&G.
3. PSE&G performs an initial inspection to ensure home is to code and ready for the electrical reconnection.
4. Upon a successful inspection, the job is processed by the clerical team and sent to the construction team.
5. The construction team assigned to the job completes the reconnection as soon as possible, with no specific scheduled date.

National Grid Reconnection

1. Shortly after the Midpoint Inspection, the contractor submits the reconnection paperwork to the HRO Utility POC
 - a. Rockaway:
 - i. Two (2) Rockaway Reconnection Forms
 - ii. Utility Service Authorization Form (only if not already signed for disconnection)
 - iii. Photographs of planned installment area.
 - b. Non-Rockaway
 - i. Commitment Letter
 - ii. Load Letter
 - iii. Utility Service Authorization Form
 - c. Staten Island
 - i. Residential Service Agreement
 - ii. Utility Service Authorization Form
2. Once the home is ready for reconnection, the contractor notifies the HRO Utility POC, who notifies National Grid

3. DOT permit is pulled by National Grid
4. Inspector from National Grid marks out the location of the main location for the reconnection to take place
5. Three (3) day waiting period takes place to allow other utilities to indicate the location of their service lines.
6. The field crew from National Grid opens the street, performs the reconnection at the main, and replaces the permanent street paving.
7. The contractor's licensed plumber obtains the Gas Authorization from DOB and notifies the HRO Utility POC
8. The HRO Utility POC schedules the meter reset with National Grid
 - a. If there is no Utility Service Authorization on file, the homeowner will have to call National Grid and request the meter reset personally.
9. The meter team resets the meter, and gas restoration is complete.

DEP NOISE VIOLATIONS

NOISE MITIGATION PLANS ARE REQUIRED AT ALL CONSTRUCTION SITES

Construction projects are required to have a “Construction Noise Mitigation Plan” (CNMP) easily available, per RCNY Chapter 28. The CNMP document template can be found here: http://www.nyc.gov/html/dep/pdf/noise_mitigation.pdf.

If there are noise complaints, DEP Inspectors will come and inspect for a CNMP. If there is not a CNMP correctly completed and easily available at the construction site, DEP would typically issue a violation.

However, for BIB, DEP will issue a written 3-day warning instead of immediately issuing a violation. After three days and the inspector returns to find violable offenses, a violation will be issued. Violations issued following a 3-day warning will not be waived.

DEP recommends that all contractors laminate and post their CNMP to their construction site fencing; this will avoid the issuance of a 3-day notice or violation.

WATER DISCONNECTIONS

DEPARTMENT OF ENVIRONMENTAL PROTECTION WATER DISCONNECTIONS CAN NOW BE SELF-CERTIFIED BY LICENSED MASTER PLUMBERS FOR BUILD IT BACK

Overview of Water Disconnections

For when water needs to be disconnected at the tap in preparation for demolition and/or construction, Licensed Master Plumbers (LMP) can now self-certify the disconnection without a Department of Environmental Protection (DEP) inspection or permit.

LMPs taking advantage of this process will be able to use a “Tap Shut-Off Affidavit” (see next page) in lieu of a DEP-issued “Tap Disconnect Letter.” The “Tap Shut-Off Affidavit” can be used for Full Demolition (DM) applications to the Department of Buildings (DOB).

Use the following process for self-certifying water tap disconnections:

1. LMP pulls a Department of Transportation (DOT) street opening permit.
2. LMP shuts off the water at the tap. **Separate DEP permits for water turnoff are not required.**
3. Either the LMP, the General Contractor (GC), or the Construction Manager (CM) emails the “Tap Shut-Off Affidavit” with company letterhead to the following entities:
 - a. DEP Inspections Unit (Connections@dep.nyc.gov)
 - b. DEP Bureau of Customer Service (DL_BCS_Permits@dep.nyc.gov)
 - c. HRO (utilities@recovery.nyc.gov)

HRO will upload the “Tap Shut-off Affidavit,” along with gas and electrical disconnect letters to the Case Management System (CMS), which can be used for DM applications to DOB.

Sprinkler Water Connections

If a sprinkler system will be needed as part of construction, permitting for the service line plug and other requirements will be addressed at a later phase. This allows properties to proceed with demolition or elevation prior to plug and tap process changes.

AFFIDAVIT

<LMP or GC Company letterhead here>

Date: _____

Department of Environmental Protection
Bureau of Water and Sewer Operations
59-17 Junction Blvd
Flushing, NY 11373

To Whom It May Concern:

We are certifying that our Licensed Master Plumber (LMP) License # _____
on the date above shut a tap controlling a service pipe connected to a City water main
at the following location in conjunction with the Build it Back program:

Address _____

Borough _____ Block # _____ Lot # _____

All work was performed according to the City of New York's codes and DEP Rules and Regulations. We accept full responsibility for the work done at the above mentioned location. A Licensed Master Plumber will secure a permit to open the tap.

Sincerely,

<Name, Title, Signature>

6 ADDENDUM



***** Please use this section for future Build It Back guidance.***

- 6.1 Parking Regulations**
- 6.2 Homeowner Authorization**
- 6.3 DOT Permit Information**
- 6.4 Archaeological Resources**
- 6.5 Baiting**
- 6.6 Wetlands Protection and Permitting**
- 6.7 Fee Waivers**

PARKING REGULATIONS

BUILD IT BACK PROPERTIES WILL NOT NEED TO ADD PARKING UNLESS THE BUILDING IS AN ENLARGEMENT OR DEVELOPMENT

For Build It Back (BIB) properties that are within a Neighborhood Recovery Area

If the Build It Back property is located within a Neighborhood Recovery Area, pursuant to the recent zoning text amendment (Text Amendment 64-A00), properties which did not previously provide off-street parking do not need to come into compliance with parking requirements.

Parking spots which would otherwise satisfy parking requirements, which are shown on the survey of existing conditions (prepared by a licensed land surveyor, and required of all Special Regulations for Neighborhood Recovery Department of Buildings (DOB) submissions) must continue to be provided. These pre-existing parking spots cannot be removed as this would increase the degree of “non-compliance”. An exception is made for lots which are less than 25’ in width, and have an FRCE which is less than 6’ above curb level: these properties can eliminate off-street parking even if it was previously provided, per ZR 64-A41.

Existing parking spaces can be moved, but if moving existing spaces requires a new curb cut, and that curb cut does not comply with existing curb cut spacing regulations, then two off-street parking spaces will be required per ZR 64-52.

For BIB properties that are not located in a Neighborhood Recovery Area

Properties which did not previously provide off-street parking do not need to come into compliance with parking requirements, unless they trigger DOB’s threshold for considering BIB projects as “enlargement” or “development” in which case they must come into compliance with the parking requirements of ZR 25-00.

Properties cannot remove existing parking spaces if it will increase the degree of “non-compliance” with parking requirements. (If the property is required to have two spaces, but has three, it is allowable to eliminate one space).

HOMEOWNER AUTHORIZATION

FORMS THAT REQUIRE THE HOMEOWNER'S SIGNATURE MAY BE SIGNED BY THE APPLICANT OF RECORD

The Applicant of Record may sign forms and applications required by the Department of Buildings (DOB) in lieu of the homeowner, where the homeowner's signature is required. This applies to Build It Back (BIB) applicants that have signed a grant agreement dated after October 1, 2015.

For BIB applicants that have signed a grant agreement dated prior to October 1, 2015, the Applicant of Record may complete a Homeowner Authorization letter that has the homeowner's signature. The Applicant of Record will then be authorized to sign in lieu of the homeowner, where the homeowner's signature is required, but must also include a copy of the Homeowner Authorization Letter with applications and forms that require the homeowner's signature.

DOT PERMIT INFORMATION

REGISTERED CONTRACTORS NEED TO FILE FOR DEPARTMENT OF TRANSPORTATION CONSTRUCTION PERMIT WHEN THEY WORK WITHIN THE NYC RIGHT OF WAY

Registered Contractors must apply for Department of Transportation (DOT) Construction Permit online at [NYCStreets Permit Management System](https://www.nycstreets.net/public/signin/index)¹. Permit requests should not be mixed with non-Build It Back (BIB) work requests.

Permit requests should be filed within two weeks before work start date and may be submitted at any time of day or week. BIB permits will typically be processed and stipulated within 2 days. Some permits may be held for additional review by DOT or by other agencies. The status of all permits (including held permits) may be checked in real time at the NYCStreets Permit Management System.

Permit fees are waived for contractors doing work under a government contract. Contractors must first register with NYC DOT Permit office. To register, the contractor must submit a contract Notice to Proceed (NTP) on letterhead from the BIB managing agency (e.g. DDC). During the permit application process, the contractor selects “Permittee Type” as “Government” and then selects an appropriate contract from the list.

One application may include on average 15 -20 (up to 50 if needed) permit requests for the same borough in one batch. To expedite processing permit requests submitted within one application should be geographically grouped. Contractors are required to list house address and BIB application number (in the specific fields as outlined on the slides below) where the work is occurring on each permit request.

The details of permit application process specific to “Build It Back” program are shown on the next page.

¹ <https://www.nycstreets.net/public/signin/index>

1. Type Build It Back in the Purpose field.

NYCStreets Permit Management System Version 4.1.0

Permits Permittee Confirmations Welcome RYVKIN,

Permit Application Form

1) Permittee Information

2) Select Location(s)

3) Select Permit Types (Check All That Apply)

4) Enter Permit Specific Work Information

0122 REPAIR GAS

OCMC #

Purpose
Build It Back Projects

Work Start Date*

Max Linear FT.* Estimated No. of Cuts Estimated Sq. Ft.

2. Select BIB from the drop down list "Related Permits from Other Agencies" and enter related App Number(s), which should match permit request address.

Work On*
☒ Sidewalk ☐ Roadway ☐ Both

Sidewalk Type*
Select

Related Permits From Other Agencies

BIB APP-12345 + -

Work Description/ Stipulation Requests

ARCHAEOLOGICAL RESOURCES

ANY MOVEMENT OF THE BUILDING FOOTPRINT BEYOND FIVE FEET OF THE ORIGINAL FOOTPRINT MUST FOLLOW ARCHAEOLOGICAL REGULATION

Federal and State Requirements

Under Section 106 of the National Historic Preservation Act and Section 14.09 of the New York State Historic Preservation Act, any homes or projects located in an **archeological sensitive** zone that require ground disturbance or activity beyond 5 feet of the existing building/project footprint, consultation with local and state agencies, the Landmarks Preservation Commission (LPC) and the State Historic Preservation Office (SHPO) are required in order for the project to be compliant in accordance to Federal and State environmental regulations.

Build It Back Consultation Criteria

Dewberry, the Mayor's Office of Housing Recover Operations' (HRO) environmental consultants, will perform the consultation on behalf of the Build It Back (BIB) program. Projects that fit into this criteria include, but are not limited to, shifting the building footprint, excavation, expansion of existing building footprint, installing staircase footings, piles, and the installation of new utility lines **all beyond 5 feet** of the existing building footprint. Merging or the combining of two lots in an archeological sensitive zone that resulted in a relocation of the existing building footprint would also require consultation with SHPO and LPC.

Projects that would result in disturbance only in areas that have already been recently excavated for other purposes, such as basements, concourses, sunken plazas, etc. would **NOT** require consultation. However, if the area proposed to be excavated *exceeds the previous disturbance in depth or footprint*, consultation will be needed.

Next Steps for Archaeological Review

To identify if a home is located in an archeological sensitive zone, please refer to the "Historical Preservation - Archeological" section of the Tier II site-specific environmental assessment (see next page):

Archaeology

Does the project involve ground disturbance?

☒ Yes.
☐ No.

Is the property located within an OPRHP archaeological sensitivity zone?

☒ Yes.
☐ No.

Is the proposed ground disturbance greater than five feet from the existing or former building footprint?

☐ Yes.
☒ No.

If all three answers are "Yes," then submit the proposed undertaking to LPC for archaeological review. If any of the three answers is "No," then archaeological review is concluded.

Comments/Review Results/Special Circumstances (as necessary):

Ground disturbances associated with the proposed Undertaking are limited to within five feet of the footprint of the former structure. Should the designs change to include additional areas of new ground disturbance greater than five feet from the former footprint, then per consultation with OPRHP and LPC, and as addressed within the Tier I EA, the Undertaking will require further consultation for compliance with Section 106.

If your project results in ground disturbance beyond the 5 feet of the existing footprint, the following must be submitted via email to HRO_Env@recovery.nyc.gov.

1. A site drawing the existing footprint and new proposed building footprint,
OR a detail schematic showing depth and dimensions of the staircase footings or ground disturbance activity and the location in relation to the existing building footprint;
OR a site drawing showing the existing lots and new lot with the proposed new building footprint all clearly labeled with the block lot numbers.
2. The email should include a brief description of the proposed ground disturbance activity. Responses should be received 20 days after submitting the request. This will stop a project from receiving Department of Buildings approvals or permitting.

Please email questions to the HRO Environmental compliance team at HRO_Env@recovery.nyc.gov.



For more information please visit:
<http://nysparks.com/shpo/archeology/>

BAITING

THE PRE-DEMOLITION RAT EXTERMINATION CERTIFICATE PROCESS (BAITING) HAS BEEN EXPEDITED FOR BUILD IT BACK PROJECTS

Pre-Demolition Rat Extermination Certificate

The City requires that prior to demolition, buildings must be inspected and baited by a licensed rat exterminator. The New York City Department of Health and Mental Hygiene (DOHMH) oversees rodent baiting, and typically issues a certificate stating that the building has been inspected and baited appropriately. The Department of Buildings (DOB) requires the pre-demolition rat extermination certificate before a demolition permit can be issued.

This certificate can now be self-certified, specifically for Build It Back (BIB) properties. When the licensed exterminator goes to the demolition site, they can complete and sign the “Demolition Rodent Inspection Self Certification Application,” which can be used as part of the full demolition application and permit. Scanned or emailed versions of this form are acceptable.

Expedited Baiting Process

1. Licensed exterminator inspects the demolition site, either certifying that the site is free of rodents, or in need of a rodent extermination. When needing a rodent extermination, the exterminator installs tamper-resistant rat bait station(s) in accordance to (chosen) rodenticide rules. DOHMH recommends the use of Bromadiolone rodenticide.
2. Licensed exterminator completes and signs the “Demolition Rodent Inspection Self Certification Application,” which is included in this section.
3. Licensed exterminator gives the completed and signed form to the design professional filing the Full Demolition (DM) application at DOB, and emails a copy of the completed form to DOHMH, at DOHMHDemolition@health.nyc.gov.



DEMOLITION RODENT INSPECTION SELF CERTIFICATION APPLICATION

LICENSED EXTERMINATOR RODENT ABATEMENT DECLARATION AS REQUIRED BY SECTION 3306.9.13. OF THE NYC BUILDING CODE

LICENSED EXTERMINATOR INFORMATION TYPE OR PRINT CLEARLY					
For official use only:		Log #		Docket#	
Business Name:					
NYS DEC Pesticide Business Registration Number:				Business Registration Expiration Date:	
Address:		Street Address			
				Apt./Unit	
		City		State	Zip Code
Phone:		()		Alternate Phone: ()	
Email:					
Exterminator Name:					
Commercial Applicator ID #		Last		First	M.I.
Applicator ID Expiration Date:		MM/DD/YYYY		Categories/Subcategories of Certification: <i>(Note: The Exterminator performing this self certification must hold a subcategory 7A Structural & Rodent credential)</i>	
Site Information TYPE OR PRINT CLEARLY					
Street Address:		Borough/Block Lot:			
City:		Zip Code:			
Contact Person:		Email:			
Work Phone:		()		Cell Phone: ()	
Proposed Demolition Date:		Structure to be demolished:			
Contractor Information TYPE OR PRINT CLEARLY					
Full Name:		Last /Business Name		First	M.I.
Address:		Street Address			
				Apt./Unit	
		City		State	Zip Code
Primary Phone:		()		Alternate Phone: ()	
Contact Person:					

Statement (1) The aforementioned property/structure/ premise to be demolished has been inspected and certified to be free of rodents.

Licensed Exterminator Signature: _____

OR

Statement (2) The aforementioned property/structure to be demolished contains active rodent conditions and therefore has been inspected and properly treated for the eradication of all rodents in and about the property/structure/premise. In addition only EPA registered products approved and registered to be used in NYS were used to treat the aforementioned property/structure/premise in strict accordance to label rules and regulation. Furthermore, extreme care was undertaken to avoid poisoning of non-target species/wildlife/ pets and children.

Licensed Exterminator Signature: _____

WETLANDS PROTECTION AND PERMITTING

ALL BUILD IT BACK APPLICANTS LOCATED WITHIN OR IN ADJACENT TO WETLAND PROTECTED AREAS MUST ABIDE BY ALL REGULATIONS

Under Executive Order 11990 “Protections of Wetlands” and the “Clean Water Act,” homes or projects located in a wetland protected area must abide by all regulations. This helps avoid the long and short-term adverse impacts associated with the destruction or modification of wetlands, and to avoid direct or indirect support of new construction in wetlands wherever there is a practicable alternative.

Projects located within or in the adjacent wetland protected areas require authorization through a permitting process in order to perform regulated construction activities. Projects under the Build It Back program that fall into this category are often located near or within New York State Department of Conservation (DEC) Regulation Wetlands. Therefore these projects will need to seek authorization to perform this activity through DEC. DEC and the Build It Back program developed a General Permit (GP-14-002 and GP-15-001) in order to streamline and accelerate the permitting process.

DEC defines “regulated activity” as any form of draining, dredging, excavation, or mining (either directly or indirectly); any form of dumping or filling (directly or indirectly); erecting any structures, constructing roads, driving pilings, or placing any other obstructions whether or not changing the ebb and flow of the water; any form of pollution, including but not limited to installing a septic tank, running a sewer outfall, discharging sewage treatment effluent or other liquefied wastes into or so as to drain into a wetland; or any other activity which substantially impairs any of the several functions or benefits of wetlands.

To identify if a home is located in and/or wetland adjacent regulated and protected area, please refer the Department of Buildings Building Information Search page (DOB BIS) which identifies “yes/no” if the property will require a wetlands permit:

Environmental Restrictions:	N/A	Grandfathered Sign:	NO
Legal Adult Use:	NO	City Owned:	NO
Additional BINs for Building:	NONE		
<hr/>			
Special District:	UNKNOWN		
<hr/>			
This property is located in an area that may be affected by the following:			
Tidal Wetlands Map Check:	Yes		
Freshwater Wetlands Map Check:	No		Click here for more information
Coastal Erosion Hazard Area Map Check:	No		
Special Flood Hazard Area Check:	Yes		

If there is a “YES” flag for Tidal Wetlands Map Check, Freshwater Wetlands Map Check, and/or Coastal Erosion Hazard Area Check then a wetlands permit is required or letter from DEC stating that this property is NOT within DEC’s jurisdiction. These DEC jurisdictional letters are located in BIB’s Case Management System (CMS) under the Environmental Analysis Record document section. All jurisdictional determinations requests must be sent to wetlands@recovery.nyc.gov. Please send all requests in the following format:

APP #	Address	Borough	Block	Lot	TIDAL	FRESHWATER	CEHA

The Tier II environmental assessment will also identify whether a property is within the wetland or adjacent area under the Wetland Protection section.

<p>3. Wetlands Protection (EO 11990 and Clean Water Act, especially Section 404)</p> <p>Are coastal or freshwater wetlands on or adjacent to the site?</p> <p><input type="checkbox"/> No. See comments below. (Analysis complete)</p> <p><input checked="" type="checkbox"/> Yes. Would the activity affect the wetlands?</p> <p><input checked="" type="checkbox"/> No. Outside wetland or no effect on wetlands. See comments below. Compliance met. (Analysis complete)</p> <p><input type="checkbox"/> Yes. Possible adverse effect associated with constructing in or near wetlands. Would the effect be permanent or temporary?</p> <p><input type="checkbox"/> Permanent. See comments below. Activity not in compliance. (Analysis complete)</p> <p><input type="checkbox"/> Temporary. Temporary impacts are described below. Compliance met. (Analysis complete)</p> <p>Has an 8-Step Process been completed?</p> <p><input type="checkbox"/> No. Activity not in compliance.</p> <p><input type="checkbox"/> Yes. Identify the location of the 8-Step Process Review.</p> <p><input type="checkbox"/> Activity in compliance with EO 11990 and the Clean Water Act. See comments below. (Analysis complete).</p> <p><input type="checkbox"/> Activity not in compliance with EO 11990 and the Clean Water Act. See comments below. (Analysis complete).</p> <p>Comments:</p> <p>An onsite wetland field determination performed within the parcel determined that wetlands were not present within the property boundary (see attachment E). However, based upon close proximity to off-site Freshwater Wetlands, the structure is within the regulated Adjacent Area, and will require application to NYSDEC and receipt of permit approval prior to the start of construction. This work is eligible for issuance of a NYSDEC General Permit GP-2-14-002 (Hurricane Sandy Build It Back+BIB Acquisition for Redevelopment), provided the work meets the conditions stipulated within this permit. This assumes: no work is proposed within a wetland; rebuilt residential structures must be located either above the footprint of the prior structure or as close as possible to the limits of the footprint of the original structure (but not closer to the wetland); structures will be elevated on pilings (without fill); and no new impervious surfaces may be constructed (with the exception of an access stairway meeting limitations defined by the permit). GP-2-14-002 does not cover properties whereby sanitary disposal is to a septic system. If the project cannot meet the permit conditions, a NYSDEC Freshwater Wetlands Permit will be required. Equipment/materials storage/staging and construction activities are prohibited in regulated wetlands and/or Adjacent Areas without prior permit approval.</p>

If you have any questions or concerns please feel free to email the wetlands compliance team at wetlands@recovery.nyc.gov.

APPLICATION SIGNOFF

CERTIFICATES OF OCCUPANCY AND LETTER OF COMPLETION TURNAROUND IS 24 HOURS WITH COMPLETE AND CORRECT PAPERWORK

Certificate of Occupancy

A Certificate of Occupancy (CO) states a building's legal use and/or type of permitted occupancy. New buildings must have a CO, and existing buildings must have a current or amended CO when construction will change their use, egress or type of occupancy. This corresponds with projects filed as a New Building (NB) or Alteration Type 1 (Alt1) project with the Department of Buildings (DOB), which for Build It Back (BIB) means projects in the Rebuild pathway. Rehabilitations with Elevation that file using an Alt1 will also need to secure an amended CO.

No one may legally occupy a building until the DOB has issued a Certificate of Occupancy or Temporary Certificate of Occupancy. DOB issues a final Certificate of Occupancy when the completed work matches the submitted plans, and all paperwork, fees, violations, inspections, and approvals have been completed.

In situations where there is not an existing CO, Alt1 projects will need to obtain one.

Letter of Completion

For minor alteration projects (Alt2), DOB issues a Letter of Completion (LOC) for affected properties. This document confirms that the work complies with all applicable laws, all paperwork has been completed, all fees owed to the Department have been paid, all relevant violations have been resolved and all necessary approvals have been received from all city agencies.

Projects in the elevation pathway will typically only require a LOC, and not a CO. DOB issues LOCs when work is completed appropriately. BIB will decide on an individual basis of when homeowners can move back in.

Required Items

To apply for either the CO or LOC, the Professional Applicant of Record (PAR) must have submitted all required items and signed off the appropriate job filings. PARs can easily check the remaining required items by visiting DOB’s Buildings Information System (BIS), and inputting the DOB Job Number.

1. Visit BIS at www.nyc.gov/bis
2. Select “A – Building Information Search”
3. Enter the primary job filing number in field 9.

4. Select “Items Required” which is found immediately under the address in light blue.

5. Listed are all required items for approval, permit, and signoff for the particular job filing. Scroll to the bottom and deselect “Approval” and “Signoff” and then select the radio button that says “Open Items Only.” Select “Redisplay.”

6. Displayed are the remaining open items that would need to be addressed prior to CO issuance for each job filing, or would be waived as part of Accelerate Build It Back (ABIB). Items waived or covered as part of ABIB may still show up on this display, but would be corrected upon visitation of the DOB borough office and working with a BIB trained DOB staff member.
7. PAR files the PW6 form which authorizes inspections for the project scope of work (e.g. construction, plumbing, etc.).
8. Inspections are requested and scheduled through Inspection Ready, while also emailing BIBIR@buildings.nyc.gov.
9. After completing all required inspections, the PAR completes the PW7 form and brings it, along with all other required and completed paperwork to the appropriate DOB borough office.
10. CO and LOCs must be applied for at DOB borough offices. DOB borough offices will review the filing within 24 hours of application and either issue a CO or LOC, or will request that additional documentation be provided.

Temporary Certificate of Occupancy

In some circumstances, DOB may determine that a property is safe to occupy, but there are outstanding issues requiring final approval. A Temporary Certificate of Occupancy (TCO) indicates that the property is safe for occupancy, but it has an expiration date. TCOs typically expire 90 days after they are issued, and must be refiled every 90 days until CO is issued.

TCOs will only be considered for BIB if the following conditions are fulfilled:

- Temporary construction signoff
- Temporary plumbing signoff
- Temporary electrical signoff
- Elevator signoff (if applicable)
- Sprinkler signoff (if applicable)
- All special inspections and appropriate TR1 forms have been completed and signed off.
- All necessary utility connections are made (water, sewer, gas, electricity).

Required plantings (excluding street trees—see PA Forestry Application section), final survey, BPP signoff when required, and Post Approval Amendments that do not affect the required signoffs listed above.

BUILD IT BACK **SPECIAL INSTRUCTIONS** **& QUICK GUIDES**





7

BIB SPECIAL INSTRUCTIONS



- 7.1 Electrical Meter Placement
- 7.2 Zoning Text Amendment
- 7.3 Application and Permit Fee Waivers
- 7.4 Plumbing Self-Certification

ELECTRICAL METER PLACEMENT

THE ARCHITECT WILL DETERMINE THE LOCATION OF ELECTRICAL METERS

Electrical meters should be installed above the Design Flood Elevation (DFE) and meet the utility's requirement for accessibility. Electrical meters do not need to be placed next to the front door of the Build It Back (BIB) property. Accessibility must be in compliance with utility requirements.

BIB properties should not require a staircase with primary purpose to access the electrical meter. However, the final location of the electrical meter is at the discretion of the architect.

ZONING TEXT AMENDMENT

FIVE YEAR ZONING AMENDMENT PROVIDES ZONING RELIEF

Special Regulations for Neighborhood Recovery text amendment modifies the Zoning Resolution to simplify the process for documenting non-compliances for Sandy-damaged homes, including any alterations that may have been made prior to Hurricane Sandy.a

Eligibility for the Special Regulations

Property owners must meet the following criteria to be eligible for the special regulations:

- The property must have contained a building that was used for residential purposes on the day of Hurricane Sandy (October 28, 2012). Property owners can satisfy this criterion by submitting the following:
 - A city-produced 2012 aerial photo
 - A 2012 tax bill indicating that the property was classified under residential use
- Properties must be located in one of the defined Neighborhood Recovery Areas, which meet the following standards:
 - Neighborhoods must have experienced a high concentration of damage by Hurricane Sandy
 - The area must have a prevalence of narrow and shallow lots
 - The property was developed prior to 1961 that make elevation or reconstruction challenging
 - The targeted area must also contain predominantly detached one- and two-family homes, as shown on the attached maps
- The property must be elevated or reconstructed in full compliance with the flood-resistant construction standards of Appendix G of the New York City Building Code

Property owners who are eligible for the special regulations will have five years to obtain plan approval and building permits at the Department of Buildings (DOB), and two further years to complete construction.

Special regulations are not limited to Build It Back properties, and eligible property owners wanting to elevate and rebuild on their own can take advantage of these provisions.

Simplified process for documenting zoning lots

Property owners can use a tax lot rather than a zoning lot for the purposes of zoning calculations.

Special regulations for the vertical elevation of existing residences

Simplifying the documentation of non-compliances:

For the vertical elevation of existing residences, a recent survey can be submitted to establish any non-compliances. This will enable a building to be elevated as it existed on October 28, 2012, and will significantly reduce the time to approve an application. Additionally, the zoning text amendment eliminates the disincentive to elevate homes with undocumented portions.

Provisions for below-grade spaces:

Habitable space that is currently located below grade in a non-compliant building is not permitted to be elevated. The text amendment allows elevation of dwelling space and dwelling units located below grade, provided the resulting elevated structure is not more than 2 stories and 25' high, measured from the flood-resistant construction elevation.

Provisions for structures over water:

Properties will be able to shift their existing building footprint landward on their zoning lot, up to their district's required front yard line.

Special regulations for the reconstruction of existing residences

New as-of-right envelope for small, narrow and shallow lots:

The text amendment modifies the as-of-right envelope for small, narrow and shallow lots in all districts to yield a shorter and wider building, which is more appropriate to the built context in these areas and yields a more rational interior layout.

- Required yards may be reduced proportionally to lot width or depth
- Side yards may be reduced based on the width of the lot but shall be no less than 3 feet on each side and rear yards may be reduced based on the depth of the lot but will never be less than 10 feet

Front yard requirements allow more flexibility in the location of parking, and changes to yard requirements for corner lots allow lots to be treated like interior lots. All buildings that utilize this modified envelope will be subject to new height and setback requirements, which limit the perimeter wall to a maximum height of 19 feet and overall building height to a maximum of 25 feet.

For narrow lots (i.e., less than 25 feet in width), where the Flood Resistant Construction Elevation (FRCE) is not high enough for parking to be provided under the home, no parking would be required, while additional provisions provide more flexibility for homeowners who choose to provide off-street parking that is otherwise not required.

Special regulations for non-conforming uses:

The Board of Standards and Appeals (BSA) is able to permit the vertical elevation or reconstruction as a non-conforming two-family residence upon submission of evidence to support such claim including, but not limited to, tax records, lease agreements and utility bills.

Additionally, new provisions allow the vertical elevation or reconstruction of existing single- and two-family residences within Manufacturing Districts.

For more information, please refer to the [Special Regulations for Neighborhood Recovery website](#)¹ from the Department of City Planning

¹ <http://www.nyc.gov/html/dcp/html/special-regulations-neighborhood/special-neigh-reg1.shtml>

APPLICATION AND PERMIT FEES WAIVERS

FILING FEES FOR BUILD IT BACK PROPERTIES ARE WAIVED

Application and permit fees are waived for owners whose properties were damaged in Hurricane Sandy and who are rebuilding or repairing their homes through the Build It Back (BIB) Program.

Affected Buildings

Applications for the BIB program are eligible for fee-exempt work. The following fees are waived for these properties:

- Demolition applications and permits
- New Building and Alteration Type-1, 2 and 3 applications
- Permits to renovate or repair
- Records management fees
- Electrical and plumbing applications (including Limited Alteration Applications)
- Associated work applications and permits (i.e. elevators, sheds, scaffolds, construction fences)

Mandatory: Filing Fee-Exempt Work Online

All BIB projects must electronically file fee-exempt work and prepare the job application like any other online filing by using Department of Building's (DOB) [NYC Development Hub](#)¹. BIB applications cannot be filed at the DOB Borough Offices except for Full Demolition applications, which must be filed at Borough Offices.

BIB contractors must provide the cost of work and indicate that the work is fee-exempt:

- PW1: First, in the "Special Programs" section, select "Yes" for "Is this a Build it Back job?" Then, in "Cost Information" section, select "Fee Exempt" when asked "What type of fees apply to this application?"
- LAA: In the "Additional Information" section select "Yes" for "Is this a Build it

¹ <https://a810-efiling.nyc.gov/eRenewal/loginER.jsp>

- Back Job?”
- Electrical Applications: In the “Category of Work” section select “Fee Exempt-BIB program”
 - Applicants are not required to submit a PW3 Cost Affidavit

All applications must record the BIB Applicant Number in the “Description of Work” text.

PLUMBING SELF-CERTIFICATION

EMAIL BUILD IT BACK PLUMBING SELF-CERTIFICATIONS TO EXPEDITE REVIEWS

Plumbing Self-Certifications (OP-98) for Build It Back (BIB) projects will no longer be reviewed in borough offices. BIB plumbers who self-certify must forward their OP-98s to BIBinspections@buildings.nyc.gov.

All of the standard submittal requirements for an OP-98 are still in place via this email procedure; however, the plumber's seal should be shaded in to ensure visibility.

The same Department of Buildings (DOB) team that will be inspecting the plumbing jobs will also be reviewing the self-certifications. All plumbers involved in the BIB Program must use the prescribed inspection request procedure as well as this OP-98 submittal process.

The benefits of this submittal process are:

- Should there be any issues with the filing of the Limited Alteration Applications (LAA) for BIB jobs, DOB inspectors can conduct a site visit to review the jobs, in lieu of the Professional Applicant of Record amending the LAA; the inspector will then make all necessary comments to allow the filing as is
- An inspection drastically reduces the time required for submitting and processing a self-certification and receiving sign off

OP-98s delivered to borough offices (instead of email submission) may result in approval delays. Make all efforts to email OP-98s to expedite approvals.





8

HEALTH AND SAFETY



- 8.1 Clearance Examination
- 8.2 Customer Protection

CLEARANCE EXAMINATION

BUILD IT BACK CONTRACTORS MUST FOLLOW THE REQUIRED CLEARANCE EXAMINATION TO REDUCE HAZARDOUS LEAD-BASED PAINT ACTIVITIES

Clearance dust sampling and analysis is required following lead-based paint hazard reduction activities such as abatement, interim controls, and lead-safe work practices.

1. Qualifications: Only qualified individuals are allowed to perform clearance examination. Clearance examination and sampling personnel must be either
 - An EPA-certified lead-based paint risk assessor
 - An EPA-certified lead-based paint inspector
2. Required Activities: Clearance examinations shall include a visual assessment, dust sampling, submission of samples for laboratory analysis for lead in dust, interpretation of the results, and preparation of a report
3. Sampling Method: Dust wipe samples are to be collected from floors and, where applicable, interior window sills and window troughs
4. Clearance Report: A report must be prepared providing documentation of the hazard reduction activity, as well as the results of the clearance examination. Though the extent of the report is dictated by the level of hazard reduction undertaken, clearance examination reports are generally required to include
 - Description of areas covered by the clearance examination
 - Results of the visual assessment
 - Results of the dust testing
 - Name and license/certification of the clearance examiner
 - Identification and credentials of the laboratory where samples were analyzed
5. Independence: Clearance examinations must be performed by persons or firms independent of those performing hazard reduction activities
6. Clearance Failure: All surfaces represented by a failed clearance sample must be re-cleaned and retested, until the applicable clearance level is achieved

CUSTOMER PROTECTION

FOLLOW CUSTOMER PROTECTION REQUIREMENTS TO ELIMINATE HAZARDOUS MATERIAL EXPOSURE

Housing and Urban Development's (HUD) Lead Safe Housing Rule (LSHR) applies specifically to lead-based paint hazard reduction activities; however, the following procedures also apply to the remediation of other environmental hazards (e.g. asbestos, mold).

Use the procedures listed below to protect customers in dwelling units during activities where environmental hazards are being remediated and to protect the surrounding environment from contamination.

- Worksite Preparation: Utilize methods that minimize the release of contaminants of concern, such as lead-containing dust, paint chips, asbestos fibers, mold spores, etc. during worksite preparation activities
- Customer Relocation: In general, customers should be relocated from the unit where remediation activities are being performed, except if:
 - Work is exterior only
 - Interior work is contained and will be completed within one period of 8 hours
 - Work does not create other environmental, health, and safety hazards
 - Interior work is contained and will be completed within five calendar days, and all areas at least 10 feet from the containment area are cleaned at the end of work on each day
- Warning Signs: Post signs at each entry to a room where remediation activities are conducted when customers are present
- Unauthorized Entry: Secure the unit and the worksite against unauthorized entry. Do not allow customers to enter the worksite during remediation activities until work is completed and clearance, if required, has been achieved
- Customers' belongings: Relocate customer belongings in the contaminated area to a safe and secured place outside the contaminated area, or cover with impermeable covering with all seams and edges taped or otherwise sealed



9

GENERAL QUICK GUIDES



- 9.1 Filing of a Post Approval Amendment
- 9.2 Build It Back Contacts

FILING OF A POST APPROVAL AMENDMENT

POST AMENDMENT APPROVALS ARE REQUIRED FOR ALL MAJOR CHANGES TO THE SCOPE OF WORK

Any major deviations from approved plans require a filing and approval of a Post Approval Amendment (PAA) with the Department of Buildings (DOB) prior to moving forward with the work. The **ONLY** exception to this case is where that work meets the criteria for “work exempt from permit” set forth in BC28-105.4 (excerpt attached).

Failure to comply with this provision of the Building Code may subject projects to a stop work order, potential fines and/or court appearances. In the case where a stop work order is issued, construction activities work may not restart until the order is formally lifted by DOB. Please notify your Program contact immediately if a stop work order violation is received on Build It Back work.

Filing/Approval of PAA Required Prior to Proceeding with Work

- Structural changes
 - Pile redesign (number and type/size of piles)
 - Foundation redesign
 - Structural redesign
 - Major revisions to the Raising/Moving of a Building (RMB) Plan

Filing/Approval of PAA **Not** Required Prior to Proceeding with Work

- Non-structural changes
 - No impact to zoning or code
 - Exterior door adjustments
 - Removal/replacement of small portion of non-bearing partitions
 - Moving of Piles (slight relocation due to site conditions)

This guidance does not supersede nor replace BC28-105.4 but illustrates how specific situations encountered during the course of BIB work should be treated.

Attachment 1: Highlighted Excerpt from BC28-105.4*§28-105.4 Work exempt from permit.*

Unless otherwise indicated, permits shall not be required for the following:

- Emergency work, as set forth in section 28-105.4.1.
- Minor alterations and ordinary repairs, as described in section 28-105.4.2.
- Certain work performed by a public utility company or public utility corporation, as set forth in section 28-105.4.3.
- Ordinary plumbing work, as set forth in section 28-105.4.4.
- Permits for the installation of certain signs, as set forth in section 28-105.4.5.
- Geotechnical investigations, as set forth in section 28-105.4.6.
- Other categories of work as described in department rules, consistent with public safety.

§28-105.4.2 Minor alterations and ordinary repairs

A permit shall not be required for minor alterations and ordinary repairs.

Minor changes or modifications in a building or any part thereof, excluding additions thereto, that do not in any way affect health or the fire or structural safety of the building or the safe use and operation of the service equipment therein.

Minor alterations shall not include any of the work described as “work not constituting minor alterations or ordinary repairs.

BUILD IT BACK CONTACTS

REGULAR MEETINGS AND OTHER RESOURCES ARE AVAILABLE

Contact Build It Back (BIB) staff to schedule meetings or trainings on specific needs for BIB Contractors or Professional Applicants of Record (PAR).

Meeting locations may be at the convenience of the PAR or BIB Contractor, and any issue can be discussed including specific homes, design questions, permitting guidance, and/or status updates.

Additionally, BIB Customer Service is available to answer questions Monday through Friday from 9:00 AM to 5:00 PM. Please call (212) 615-8329 or email housing@recovery.nyc.gov

Additional Program contacts are listed on the BIB Program website at: <http://www.nyc.gov/html/recovery/html/contact/contact.shtml>

For assistance with the BIB Case Management System (CMS), please email cmshelp@recovery.nyc.gov

HELPFUL LINKS

Build It Back Program

- [Build It Back Program Home Page¹](#)
- [Important Program Documents²](#)
- [Frequently Asked Questions³](#)
- [Special Regulations for Neighborhood Recovery⁴](#)

Department of Buildings References

- [How to File an Application & Get a Permit Process Flow⁵](#)
- [How to Obtain a Permit⁶](#)
- [Permits Process Flow⁷](#)
- [Plan/Work & Permits Forms and Guides⁸](#)
- [NYC Construction Codes and Reference⁹](#)
- [eFiling Login¹⁰](#)
- [eFiling User Guide¹¹](#)
- [NYC Development Hub Home Page¹²](#)
- [Buildings Information System¹³](#)
- [Professional Certification Program¹⁴](#)
- [Filing Post-Approval Amendments – Fact Sheet¹⁵](#)

¹ <http://www.nyc.gov/html/recovery/html/home/home.shtml>

² <http://www.nyc.gov/html/recovery/html/important-documents/important-documents.shtml>

³ <http://www.nyc.gov/html/recovery/html/faq/faq.shtml>

⁴ <http://www.nyc.gov/html/dcp/html/special-regulations-neighborhood/special-neigh-reg1.shtml>

⁵ http://www.nyc.gov/html/dob/html/development/permits_howto.shtml

⁶ http://www.nyc.gov/html/dob/html/development/applications_and_permits.shtml

⁷ http://www.nyc.gov/html/dob/html/development/permit_process.shtml

⁸ http://www.nyc.gov/html/dob/html/development/forms_permits.shtml

⁹ http://www.nyc.gov/html/dob/html/codes_and_reference_materials/reference.shtml

¹⁰ <https://a810-efiling.nyc.gov/eRenewal/loginER.jsp>

¹¹ http://www.nyc.gov/html/dob/downloads/pdf/efiling_user_guide.pdf

¹² http://www.nyc.gov/html/dob/html/development/the_hub_main.shtml

¹³ <http://www.nyc.gov/html/dob/html/bis/bis.shtml>

¹⁴ <http://www.nyc.gov/html/dob/html/development/procert.shtml>

¹⁵ http://www.nyc.gov/html/dob/html/development/paa_factsheet.shtml

Department of Environmental Protection

- [Certified Asbestos Investigators, Contractors and Firms](#)¹⁶
- [Asbestos Reporting and Tracking System \(ARTS\)](#)¹⁷
- [Asbestos Forms](#)¹⁸
- [Asbestos Abatement Guidance](#)¹⁹

¹⁶ http://www.nyc.gov/html/dep/html/asbestos/airfirms_wide.shtml

¹⁷ https://a826-web01.nyc.gov/acp_site/Login.aspx?ReturnUrl=%2facp_site%2fACP7Home.aspx

¹⁸ http://www.nyc.gov/html/dep/html/forms_and_permits/asbestosf.shtml

¹⁹ http://www.nyc.gov/html/dep/html/asbestos/asbestos_abatement.shtml

DEFINITIONS

Asbestos Containing Material (ACM)	Asbestos or any material containing more than one percent asbestos
Asbestos – Large Project	An asbestos project involving the disturbance (e.g., removal, enclosure, encapsulation) of 260 linear feet or more of asbestos-containing material or 160 square feet or more of asbestos-containing material.
Asbestos – Minor Project	A project involving the disturbance of 25 linear feet or less of asbestos containing material or 10 square feet or less of asbestos containing material.
Asbestos – Small Project	An asbestos project involving the disturbance of more than 25% and less than 260 linear feet of asbestos containing material or more than 10% and less than 160 square feet of asbestos-containing material.
ARTS	Asbestos Reporting and Tracking System – An interactive online filing application that enables applicants to submit applications and receive approvals (or objections) electronically
BIB	Build It Back Program
BIB APP ID	Build It Back Applicant Identification Number
BIN	New York City Department of Buildings – “Building Information Number”, a unique number for every building in New York City.
BIS	BIS is the Buildings Information System, the New York City Department of Buildings' database of licensee information, complaints, Department of Buildings and Environmental Control Board (ECB) violations, boilers and property profile and construction application information.
BSA	NYC Board of Standards and Appeals; oversees For Building Code or Zoning variances or waivers

Build It Back (BIB) Contractor	References any of the following, including HPD Developer; CYOC Developer; CYOC; HRO Design Team; HRO Pre-Construction Team; HRO JOCs contractor; DDC CM and their consultants and contractors
BPP	Builder's Pavement Plan
CM	Construction Manager or Construction Management firm
CMS	Case Management System
CYOC	Choose Your Own Contractor
DOB	NYC Department of Buildings
DDC	NYC Department of Design and Construction
DEP	NYC Department of Environmental Protection
Design Flood Elevation (DFE)	The applicable elevation specified in ASCE 24-05, Tables 2-1, 4-1, 5-1, 6-1, or 7-1 depending on the structural occupancy category designated in ASCE 24-05, Table 1-1
Development – Building Code	Appendix G: Any man-made change to improved or unimproved real estate, including but not limited to, buildings or other structures, temporary or permanent storage of materials, mining, dredging, filling, grading, paving, excavations, operations and other land disturbing activities. (NYC BC G201)
Development – Zoning Resolution	A development includes the construction of a new building or other structure on a zoning lot, the relocation of an existing building to another zoning lot, or the establishment of a new open use on a tract of land.
Flood-Resistant Construction Elevation (FRCE)	Term used in proposed Zoning Flood Resilience Text Amendment. FRCE equals the latest FEMA flood elevation + freeboard requirement. FRCE is equivalent to Zoning Design Flood Elevation (ZDFE) and DFE.
DOF	NYC Department of Finance
Freeboard	Is a factor of safety usually expressed in feet above the base flood elevation for the purposes of floodplain

	management. (FEMA)
Frontage Space	A street or an open space adjoining a building not less than 30' in any dimension. Such open space shall be accessible from a street by a driveway, lane, private road or alley at least 20' in width. Frontage space including accessways shall be permanently maintained free of all obstructions that might interfere with its use by the Fire Department. (NYC BC 28-502)
HPD	Housing Preservation Department
HRO	Mayor's Office of Housing Recovery Operations
Inspections – Progress Inspection	<p>Progress inspections are performed during the progress of work to verify substantial compliance with the Code and with approved construction documents; these are specified throughout the Construction Codes as progress inspections. See also NYC 28-116.2.3.</p> <p>Performed by a Professional Engineer or Registered Architect with relevant experience or someone under their direct supervision. There must be no “conflict of interest” when using the chosen Progress Inspection Agency.</p>
Inspections – Special Inspection	<p>Special Inspections are inspections of selected materials, equipment, installation, fabrication, erection or placement of components and connections; these inspections confirm compliance with approved construction documents and referenced standards required by NYC Building Code Chapter 17 (and elsewhere in the Building Code or its referenced standards).</p> <p>Department of Buildings must register Special Inspections Agencies. There must be no “conflict of interest” when using the chosen Special Inspection Agency.</p> <p>Special Inspections must be performed by Special Inspectors on behalf of a Special Inspection Agency. The Build It Back program has hired a Consultant who will perform all required Special Inspections. There must be no "conflict of interest" when using the Special Inspection Agency.</p>

Inspections – Final Inspection

The final inspection may only be performed after all work authorized by the permit is completed. The final inspection must be completed within one year from the last valid permit's expiration date. See also NYC 28-116.2.4.

The licensed professional conducting a final inspection must submit a final inspection report to the Buildings Department within 30 days of the final inspection

JOCs

Job Order Contractors

Lead Inspection Report

Requirement of the Build It Back Program. If lead was found, the abatement must be completed prior to other work.

LPC

NYC Landmarks and Preservation Commission

Mold Inspection Report

Requirement of the Build It Back Program. If mold was found, the abatement must be completed prior to other work.

Professional Applicant of Record (PAR)

A licensed professional engineer or registered architect who develops, signs and seals the required documents.



NYCTM
Mayor Bill de Blasio

**Housing
Recovery**
Amy Peterson
Director



@NYCBUILDITBACK