

SERVICE NOTICE

New Requirement: HPD Pilot Program Mandates Owners to Submit Required Documents to DOB

Pursuant to [Local Law 1 of 2018](#), effective September 28, 2018, the Department of Housing Preservation and Development (HPD) will develop a list of buildings identified as at risk for tenant harassment for a new pilot program. Owners of buildings on the HPD Pilot Program List will be required to submit a Certification of No Harassment (CONH) or other HPD documentation to DOB in order to obtain plan approval or a work permit for covered categories of work.

Beginning October 1, 2018, applicants for plan approval or a work permit for a new building (NB), demolition (DM), or Alteration Types 1, 2, and 3 (Alt1, Alt2, Alt3) for a location flagged as a HPD Pilot Program building will be required to submit one of the following HPD documents:

- CONH and a copy of the affidavit submitted to HPD; or
- waiver of CONH; or
- certification of restrictive declaration; or
- letter stating the work is not in a covered category

If the application was submitted prior to October 1, 2018, and the plans have not been approved, or the permit issued as of that date, the applicant will be required to submit the HPD document only once prior to:

- plan approval; or
- approval of Post Approval Amendments (PAA); or
- issuance of the work permit; or
- issuance of a certificate of occupancy/letter of completion

Renewals of Permits Issued Prior to October 1, 2018

Beginning October 1, 2018, permit holders will be required to visit a DOB [borough office](#) and submit one of the required HPD documents for the *initial* renewal of a permit issued prior to the October 1, 2018 date. Permits can be renewed online after the permit holder has submitted the required HPD document.

The HPD Pilot Program List will be available October 8, 2018 on the [HPD website](#).

For questions about the application process, please contact a Department of Buildings [borough office](#).

POST UNTIL: December 31, 2019