

SERVICE UPDATE

Registration of Dwelling Units for Other than Permanent Residence Purposes

The Multiple Dwelling Law and New York City administrative code have been amended to clarify certain provisions relating to Class A multiple dwelling units within dwellings currently operating as hotels for other than permanent residence purposes.

Applicants can seek a Class B Certificate of Occupancy for the particular Class A dwelling units that qualify for registration with the Department. To register dwelling units, applicants must:

- eFile a **PW1 Form** (Alteration 3 Job/Project Type)
- Submit **MDL1 Form** (Registration of Dwelling Units for Other than Permanent Residence Purposes) and supporting documentation
- Submit a **PW3** (Cost Affidavit Form)
- Submit an **ASB4** (Asbestos Exemption Certification)

Eligibility criteria are outlined on the MDL1 Form and its instructions.

REQUIRED SUBMISSIONS

1. PW1

Applicants must efile a PW1 with "Alteration 3" as the *Job/Project Type*. Please note the following when completing the PW1 Form:

- The applicant for the PW1 should be the owner or the attorney for the owner (a filing representative may be retained to complete forms, if desired).
- Check the "2008" button to indicate this review is requested under the 2008 Building Code.
- In the *Job Description* field, enter the following statement exactly as written: "Filing for registration per MDL 67/120."
- For *Work Type*, select "Other" and then choose "M.D.L. 67/120 (No Work)" from the drop down menu.
- In *Cost Information*, enter "1" for the estimated cost of the work.
- In *Considerations*, select the "Standard Plan Examination or Review" drop down to indicate how this application will be filed.
- In *Considerations*, select "Yes" to indicate this application is filed to comply with local law(s). Enter "MDL" in the first box and "2010" in the second box.

2. MDL1 Form with Supporting Documentation

Examples of supporting documentation are outlined in the MDL1 Instructions.

SERVICE UPDATE

After e-filing the PW1, applicants must submit the PW1 with the annexed MDL1 and supporting documentation, as well as the PW3 and ASB4 Forms. These forms must be submitted in person to the Borough Office in which the building is located.

Applicants will be charged a \$100 filing fee and a \$165 records management fee. These are two separate transactions. If paying by check, please have two checks available.

When submitting supporting documentation for the MDL1 Form, please remember that documentation must not be bound, tabbed or exceed a paper size of 11x17 so that it can be scanned by the Department.

3. PW3 (Cost Affidavit Form)

A registered design professional must complete this form. Please note the following when completing the PW3 Form:

- In the *Reason for Filing* section, select "Initial Filing"
- In *Cost Details*, check the box for "other" and enter "MDL 67/120 (No Work)"
- In the table, under *Category of Work* enter "Other." For *Description of Work*, enter "MDL 67/120 (No Work)." In the *Area/Units* section, enter the number of dwelling units being registered. Enter "\$0" for *Unit Cost*, *Total Cost*, and *Work Category Total Cost*.

4. ASB4 (Asbestos Exemption Certification)

DEADLINE

The MDL1 form, satisfactory supporting documentation as well as the PW1, PW3, and ASB4 forms must be submitted to the Department by October 28, 2011.

Applicants will not receive a letter of completion for the filing in BIS. Upon successful registration, the Department will send a confirmation letter.

Applicants that register with the Department by October 28, 2011 will have until May 1, 2013 to obtain the Class B Certificate of Occupancy.