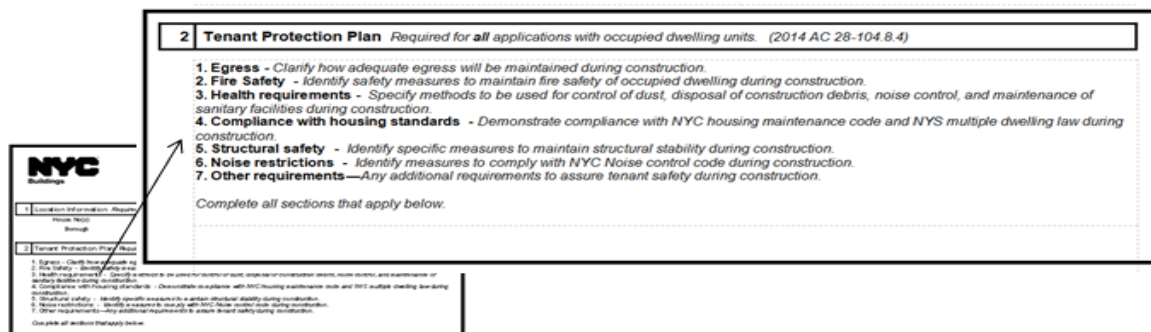


SERVICE UPDATE

Tenant Protection Plans: Available on BISWeb

Effective January 25, 2016, a stand-alone Tenant Protection Plan document must be submitted for all buildings being altered or demolished, containing one or more dwelling units that will remain occupied during construction. The Tenant Protection Plan will be available to the public through the Department's website.

The Tenant Protection Plan notes and any supporting drawings should continue to be on the building plans for all filings. However, a new form has been created (TPP1) to satisfy the required item—**Tenant Protection Plan and Notes**. The form must adhere to the six Tenant Protection areas cited in the Code (28-104.8.4) that apply to the work being done and must contain supporting drawings, if required.



Please note: you must submit the TPP1 to satisfy this required item. Incomplete TPP1 Required Items may extend your time to approval.

TPP Process

- The applicant must complete the new [TPP1 form](#) prior to approval. The job will not be approved otherwise.
- Once the TPP1 is completed, the applicant must print; sign and seal, then submit/upload the TPP1 as a Required Item.
- All supporting attachments and drawings must be legible and appended to the TPP1. Dimensions must not exceed 11 x 17.

Viewing a TPP

- The clickable Tenant Protection Plan Required Item will now be visible on the **Required Items** screen.

NYC Department of Buildings											
B-SCAN List of Required Items											
11 TOTAL ITEMS REQUIRED FOR JOB				WHO	PRI	REQUIRED	RECEIVED	DATE	WAIVED	AUTO	
				RECV*	TO	ID	DATE	ID	DATE	CERTIFIED	
RA0236 HIGH LINE - PARKS APPROVAL REQUIRED				T	APP	CLE	10/30/2015				Yes
RB0144 TENANT PROTECTION PLAN AND NOTES				T	APP	CLE	10/30/2015				Yes
RB0152 VERIFY DOB PLAN NAMING STANDARD IS				N	APP	CLE	10/30/2015				Yes

Please contact Customer Service for further information by phone at (212) 393-2550 or by email at DobCustomerService@buildings.nyc.gov.

POST UNTIL: April 29, 2016

Bill de Blasio, Mayor
Rick D. Chandler, P.E., Commissioner

dobcustomerservice@buildings.nyc.gov
nyc.gov/buildings