

# SERVICE UPDATE

## Tenant Protection Plan: Revised TPP1 Form

Beginning June 22, 2020, both the applicant and the property owner will be required to sign the paper [TPP1 form](#) submitted in the Buildings Information System (BIS). In addition, the applicant and owner will be required to:

- identify the specific unit/apartment numbers that will remain occupied during construction (see [Local Law 118 of 2019](#))
- identify specific means and methods to be used for the limitation of noise to acceptable levels in accordance with the NYC Noise Control Code (see [Local Law 106 of 2019](#)).

In addition, the title sheet or first sheet immediately after the title sheet of the construction documents for alteration, construction, or partial demolition work in a building containing one or more occupied dwelling(s) must contain a statement that a Tenant Protection Plan will be submitted in accordance with the requirements of Article 120 of Title 28 of the Administrative Code prior to the issuance of a permit (see [Local Law 106 of 2019](#)).

### Revised TPP1 Form

The new [TPP1 form \(Rev. 5/20\)](#) will be released on **June 22, 2020**. The new form will have the following highlighted additions:

1 LOCATION INFORMATION <i>(required for all applications)</i>				
House No(s):		Street Name:		
Number of dwelling units to remain occupied during construction:				
Specific unit/apartment number(s) to remain occupied:				
Borough	Block	Lot	BIN	CB No.

  

2 TENANT PROTECTION PLAN
<p><i>Required for all applications with occupied dwelling units (AC 28-120.1). Means and methods shall be described with particularity and in no case shall terms such as "Code compliant," "approved," "legal," "protected in accordance with law" or similar terms be used as a substitute for such description. The Tenant Protection Plan must be site specific. The elements of the Tenant Protection Plan may vary depending on the nature and scope of the work but at a minimum, must comply with all applicable laws and regulations, including the NYC Construction Codes, the NYC Housing Maintenance Code, the NYC Noise Control Code, and the NYC Health Code, and shall make detailed and specific provisions for:</i></p> <ol style="list-style-type: none"> <li>1. Egress – Clarify how adequate egress will be maintained during construction.</li> <li>2. Fire Safety – Identify safety measures to maintain fire safety of occupied dwelling during construction.</li> <li>3. Health Requirements – Specify methods to be used for control of dust, disposal of construction debris, noise control, maintenance of sanitary facilities during construction.               <ol style="list-style-type: none"> <li>3.1. Lead and asbestos – Statement of compliance with applicable provisions of law relating to lead and asbestos, such statement shall describe with particularity what means and methods are being undertaken to meet such compliance.</li> </ol> </li> <li>4. Compliance with Housing Standards – Demonstrate compliance with NYC housing maintenance code and NYS multiple dwelling law during construction.</li> <li>5. Structural Safety – Identify specific measures to maintain structural stability during construction.</li> <li>6. Noise restrictions – Identify specific means and methods to be used for the limitation of noise to acceptable levels in accordance with the NYC Noise Control Code.</li> <li>7. Maintaining Essential Services – Describe the means and methods to be used for maintaining heat, hot water, cold water, gas, electricity, or other utility services in accordance with the requirements of the New York City Housing Maintenance Code. Specify if a disruption of any such service is anticipated during the work, including the anticipated duration of such disruption and the means and methods to be employed to minimize such disruption, including the provision of sufficient alternatives for such service during such disruption. <b>Notification of the disruption must be given to all affected occupants of occupied dwelling units.</b></li> <li>8. Other Requirements – Any additional requirements to assure tenant safety during construction.</li> </ol>

**4 OWNER'S STATEMENT(S) AND SIGNATURE** (required for *all* applications)

I hereby certify that I have reviewed the information provided herein and, to the best of my knowledge and belief, attest to its accuracy. Falsification of any statement is a misdemeanor under §§28-211.1, 28-201.2.1(2), and 28-203.1(1) of the NYC Administrative Code and is punishable by a fine or imprisonment, or both. I understand that if I am found after hearing to have knowingly or negligently made a false statement or to have knowingly or negligently falsified or allowed to be falsified any certificate, form, signed statement, application, report or certification of the correction of a violation required under the provisions of the New York City Administrative Code or of a rule of any agency, I may be barred from filing further applications or documents with the Department. It is unlawful to give to a City employee, or for a City employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Violation is punishable by imprisonment or fine or both.

Name (*print*):

Relationship to Owner:

Business Name/Agency:

Street Address:

City:

State:

Zip:

Telephone Number:

Fax:

Email Address:

Signature and Date 

The current TPP1 (Rev. 12/17) will be accepted through June 21, 2020. Effective June 22, 2020, the new [TPP1 \(Rev. 5/20\)](#) will be the **only** version accepted.

**POST UNTIL: September 30, 2020**