



**TPP1**

**Required Item  
User Guide**

**Revised 2/16**

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## Important Information

This guide is made available by the NYC Department of Buildings as a courtesy to the public. It does not represent all the filing requirements for any given application. Though every effort is made to continuously update this guide, it in no way supersedes, or otherwise substitutes for, the Building Code, Zoning Resolution or any other applicable rules, regulations or policies.

This document provides information for use when filling out the TPP1 required item. It includes general template information the Department of Buildings forms follow as well specific instructions on certain TPP1 sections. New users are encouraged to read this prior to completing the TPP1.

## How to Read/Submit the TPP1 Required Item

- DOB has developed a Tenant Protection Plan (TPP1) document to satisfy the TPP required item. This will enable the public to see actual TPP notes.
- - Applicant would complete this new Required Item prior to approval.
  - Once complete, applicant would print, sign, seal and submit/upload as a Required Item.

***NOTE:*** *TPP notes should still be integrated into building plan sets.*

TPP1 is divided into four sections, which are identified by bold boxes and section numbers

Section instructions are always in *italics*.

**NYC Buildings**

**TPP1: Tenant Protection Plan**  
*Must be completed as fill in PDF*

Orient and affix BIS job number label here

**1** Location Information *Required for all applications.*

House No(s)	Street Name	Number of apartments to remain occupied		
Borough	Block	Lot	BIN	CB No.

**2** Tenant Protection Plan *Required for all applications with occupied dwelling units. (2014 AC 28-104.8.4)*

1. Egress - *Clarify how adequate egress will be maintained during construction.*
2. Fire Safety - *Identify safety measures to maintain fire safety of occupied dwelling during construction.*
3. Health requirements - *Specify methods to be used for control of dust, disposal of construction debris, noise control, and maintenance of sanitary facilities during construction.*
4. Compliance with housing standards - *Demonstrate compliance with NYC housing maintenance code and NYS multiple dwelling law during construction.*
5. Structural safety - *Identify specific measures to maintain structural stability during construction.*
6. Noise restrictions - *Identify measures to comply with NYC Noise control code during construction.*
7. Other requirements—*Any additional requirements to assure tenant safety during construction.*

*Complete all sections that apply below.*

*Continue on next page, if necessary.*

2 Tenant Protection Plan (Continued)

Should you require additional space, please complete and submit an A11 form.

3 Tenant Protection Plan Attachments/Drawings Required for all applications where separate Tenant Protection Plan attachments/drawings are included. Please append legible 11 x 17 attachments/drawings to this document.

1. Do attachments/drawings accompany this TPP? Yes No

2. If yes, how many pages?

4 Applicant's Statements and Signatures Required for all applications.

Falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. 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. It is stated 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 correctness of a violation required under the provisions of this code or ordinance of any agency, I may be barred from filing further applications or documents with the Department.

Name (please print)
Signature Date
P.E. / R.A. Seal (apply seal, then sign and date over seal)

## Section 1: Location Information

Location refers to the place where the proposed work will be taking place. To populate this section it is important you note the listed property exactly as it appears in our Buildings Information System online database, BISWeb. Include the number of apartments that will remain occupied during construction.

If you have questions regarding the location you are filing under, please call the BIS Hotline at (212) 393-2260.

## Section 2: Tenant Protection Plan

This section should include the description of the Tenant Protection Plan which is required for all applications with occupied dwelling units. The sections here correspond to the six sections identified in the Code: 2014 AC 28-104.8.4 . In the space provided, add the appropriate section heading and provide details.

If you require additional space, continue on a separate TPP1 form and submit the additional form with the job filing.

## Section 3: Tenant Protection Plan Attachments/Drawings

This section should include any attachments/drawings that are being included with the TPP1 Required Item submission. First, acknowledge if the attachments/drawings are being submitted. Next, identify the number of additional pages. Please append legible 11 x 17 drawings/attachments to the TPP1 Required Item.

## Section 4: Applicant's Statement and Signatures

The applicant's signature and seal (for Professional Engineer or Registered Architects only) are required for all applications.