



BUILDINGS 2020-015 BULLETIN OPERATIONAL

ISSUANCE DATE
July 24, 2020



ISSUER: Gus Sirakis, P.E.

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First Deputy Commissioner

PURPOSE: This bulletin describes the application process for qualifying educational institutions to obtain approval for temporary student dormitory use in hotels.

SUBJECT(S): Emergency Executive Order No. 132; Educational Institutions; Student Dormitories; Hotels; Temporary Use

RELATED EMERGENCY EXECUTIVE ORDERS: EEO 132

I. Background

On July 14, 2020, Mayor Bill de Blasio issued **Emergency Executive Order (EEO) No. 132** for the temporary use of hotels as student dormitories by educational institutions. Such institutions need to plan for safe housing and have limited ability to provide rooms that would promote physical distancing¹ where students normally share rooms in dormitories. At the same time, hotels have available rooms that could be used to house students in accordance with public health and safety guidance. The following describes the application process for educational institutions to obtain a letter for **Temporary Authorization of Dormitory Use (TADU)** from the Department of Buildings for such temporary student dormitory use in hotels while such emergency order or a subsequent order based on EEO 132 is in effect.

II. Eligible Educational Institutions

To be eligible for the TADU, educational institutions must provide full-time day instruction and a course of study that may be pursued in fulfillment of the requirements of sections 3204, 3205 and 3210 of the New York State education law, or be a post-secondary institution authorized to grant a degree by the regents of the university of the state of New York.

III. Application Process

Where an educational institution proposes to temporarily use hotels as student dormitories, the form **EEO 132: Temporary Student Dormitory Application** must be submitted to the Department for review via email, TADU@buildings.nyc.gov. The form must be completed, signed and sealed by a registered design professional on behalf of the educational institution and hotel.

IV. Required Documentation

As part of the EEO 132 Temporary Student Dormitory Application, the applicant must also provide the following information:

¹ New York State: [Interim guidance for Higher Education](#)

- The existing uses and occupancies of each floor of the building must be identified as well as the floor or floors to be used and occupied temporarily as a student dormitory, including the total number of existing guest rooms and the total number of beds to be temporarily occupied by students on each floor for dormitory use.

NOTE: No floor may be partially used as a student dormitory.

- A copy of a contract between the owner of the hotel and the educational institution that specifies the floors of the building that will be used by the college or university and the length of time for such proposed use.
- A copy of the existing Certificate of Occupancy or the Temporary Certificate of Occupancy for the building that establishes lawful Group R-1 transient hotel use and occupancy pursuant to the Construction Codes.

In addition, the applicant must affirm and certify the following:

- The hotel is located where both Use Group 5 transient hotels and Use Group 3 college or school student dormitories conform to the applicable use regulations of the zoning district pursuant to the Zoning Resolution.
- There are no immediately hazardous conditions. In addition, all immediately hazardous violations have been resolved in accordance with the Construction Codes. It is recommended that educational institutions identify and select hotels that do not have outstanding immediately hazardous violations with the Department so that the application may be expedited.

V. Issuance of Temporary Student Dormitory Use Letter

The Department will issue a letter for TADU upon approval of the EEO 132 Temporary Student Dormitory Application and its required documents.

VI. Expiration of Temporary Student Dormitory Use Letter

The letter for TADU shall expire upon the sooner of the expiration of § 1 of EEO 132, as extended by subsequent orders, or the termination or expiration of the contract required pursuant to Section IV.