

SERVICE UPDATE

Follow-up #2: [HPD CONH Pilot Program](#) Update Prohibition on Professionally Certified Filings New HPD4 Form

Beginning May 30, 2019, the Department will not accept professionally certified filings for Demolition (DM) or Alteration Types 1, 2, and 3 jobs for buildings on the HPD Pilot Program list. These applications must be filed as standard plan examination.

Jobs that are not in 'D' Status (Application Processed-Entire) in the Buildings Information System (BIS) as of May 30, 2019, must be withdrawn and refiled as standard plan examination.

Applicants for plan approval for **covered categories of work**, as defined in [Local Law 1 of 2018](#), will be required to submit one of the following documents to a DOB plan examiner:

- Certification of No Harassment (CONH) and a copy of the affidavit submitted to HPD; **or**
- CONH exemption; **or**
- Certification of Restrictive Declaration; **or**
- HPD4: Certificate of No Harassment (CONH) Pilot Program Building: Request for Waiver of Required Item signed and sealed by a licensed design professional. The plan examiner will review this form and the plans to determine whether the work is in a Covered Category of work. If the plan examiner determines that the work is in a Covered Category, and no exception applies, the applicant will be required to obtain and submit a CONH or exemption from HPD prior to plan approval.

The **HPD CONH Pilot Program List** can be found on the [HPD website](#). For questions about the application process, please contact a DOB [borough office](#).

NOTE: This service notice supersedes Follow-up #1

POST UNTIL: December 31, 2019