

SERVICE UPDATE

New Tenant Protection Plan Requirements and Updated TPP1 and PW2 Forms

Beginning November 10, 2020, as required by [Local Law 106 of 2019](#):

- The registered design professional (RDP) who prepares the tenant protection plan (TPP) must be retained by the general contractor; and
- The permit holder must sign a statement certifying that the TPP submitted by the RDP coordinates with the scope of work intended.

Exceptions

- Work in occupied one- and two-family homes; and
- Work limited to the interior of a single dwelling unit of an occupied multiple dwelling with no disruption to the essential services of other units, where the dwelling unit is owner-occupied.

New Required Item in BIS

Applications filed on or after November 10, 2020, will no longer receive the prior to approval Tenant Protection Plan and Notes Required Item. Instead, these applications will receive a new *prior to permit* TPP1 Tenant Protection Plan Required Item. The [TPP1 Tenant Protection Plan form](#) must be submitted to satisfy either of these Required Items.

Revised TPP1 Form

The new TPP1 form includes a certification that, if applicable, the RDP was retained by the general contractor performing the work, and a Professional Certification Statement and Signature, as highlighted below. The new TPP1 form (Rev. 11/20) will be released on November 9, 2020. The current TPP1 form (Rev. 5/20) and the new TPP1 form will be accepted through December 4, 2020. Effective December 7, 2020, the new TPP1 form (Rev. 11/20) will be the only version accepted.

5 APPLICANT'S STATEMENTS AND SIGNATURE

I hereby certify that:

If applicable, I have been retained by the general contractor performing the alteration, construction, or partial demolition work.

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

6 PROFESSIONAL CERTIFICATION STATEMENT AND SIGNATURE

I hereby state that I have exercised a professional standard of care in certifying that this Tenant Protection Plan is complete and in accordance with applicable laws, including the rules of the Department of Buildings, as of this date. I am aware the Commissioner will rely upon the truth and accuracy of this statement. I have notified the owner that this document has been professionally certified. If an audit or other exam discloses non-compliance, I agree to notify the owner of the remedial measures that must be taken to meet legal requirements. I further realize that any misrepresentation or falsification of facts made knowingly or negligently by me, my agents or employees, or by others with my knowledge, will render me liable for legal and disciplinary action by the Department of Buildings and other appropriate authorities, including termination of participation in the professional certification procedures at the Department of Buildings.

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

Revised PW2: Work Permit Application

The new PW2 form includes a statement that, if applicable, the tenant protection plan submitted for the work coordinates with the scope of the work intended, and an acknowledgement that, if applicable, the RDP who prepares the TPP must be retained by the general contractor performing the work, as highlighted below. The new PW2 form (Rev. 11/20) will be released on November 9, 2020. The current PW2 (Rev. 6/18) and the new PW2 will be accepted through December 4, 2020. Effective December 7, 2020, the new PW2 form (Rev. 11/20) will be the only version accepted.

12 Applicant / Contractor Statements and Signatures *Required for all applications.*

The information in this application is correct and complete to the best of my knowledge and I assume responsibility for all statements on this form. I understand that if I am found after hearing to have knowingly or negligently made a false statement on this or any other document submitted to the Department, I may be subject to fine, imprisonment, and/or barred from filing further documents with the Department. I also understand 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.

- I will comply with all applicable laws, rules and regulations including all insurance requirements, and, in addition.
- I hereby state if a Construction Superintendent, Site Safety Coordinator, Site Safety Manager, Demolition Subcontractor, Concrete Subcontractor, or Concrete Safety Manager is required for this application I have hereby advised the individual listed herein he or she is designated as such and hereby certify he or she is registered and in good standing with the NYC Department of Buildings.
- I hereby state this renewal application with no change to Applicant, Filing Representative, Construction Superintendent, Site Safety Coordinator, Site Safety Manager, Subcontractors, Concrete Safety Manager or insurance is for the work as originally filed or as officially amended.
- In accordance with §28-104.8 of the Administrative Code, I hereby declare I am authorized by the owner of the above-referenced premises to make this application for a permit to perform the work described herein. In accordance with Rule 101-16, I will post the permit in a conspicuous and visible location.
- I hereby state that all construction and demolition workers employed or otherwise engaged at the site and working under this permit have received site safety training in accordance with BC 3321.
- **In accordance with §28-120.3 of the Administrative Code, I certify that, if applicable, any tenant protection plan submitted for this work coordinates with the scope of work intended.**
- **I understand that, pursuant to §28-120.1 of the Administrative Code, if applicable, the registered design professional who prepares the tenant protection plan must be retained by the general contractor performing the work.**

Check here if the work authorized by this permit does NOT require adjacent property insurance. (moved from section 13)

Name (print)	Notarization (required if not licensee) State of New York, County of:	Licensee Seal or Notary Seal
Signature	Sworn to or affirmed under penalty of perjury day of 20	
Date	Notary Signature	