

## **PHASE 1: Beginning the Legalization Process**

1. Owner begins complying with legalization process required in Article 7-C of the Multiple Dwelling Law (Loft Law) by filing an alteration application and plans with Department of Buildings (DOB). Within fifteen days of filing the alteration application Owner files a Narrative Statement with the Loft Board.
2. DOB reviews plans and issues Objection Sheet and list of requirements, which includes obtaining Loft Board Certification.
3. Owner files plans with Loft Board as part of Narrative Statement. Loft Board holds Narrative Statement conference with Owner and Tenants to resolve issues relating to proposed legalization work.
4. DOB approves Owner's plans when all issues are cleared, including Loft Board Certification.

## **PHASE 2: Obtain Work Permit, Begin Construction, Document Article 7-B Compliance (*Fire Safety*)**

1. Owner obtains work permit and files it with the Loft Board.
2. Owner begins legalization work. Loft Board meets with owner to monitor progress and provide assistance. Owner submits monthly status reports to the Loft Board.
3. Owner complies with Article 7-B by completing required work items and DOB filings; Owner documents compliance by filing Article 7-B Compliance Form or Temporary Certificate of Occupancy (TCO) with the Loft Board.

## **PHASE 3: Completing the Work and Obtaining a Certificate of Occupancy**

1. Owner completes all work to obtain Certificate of Occupancy (C of O) for residential portions of the building, resolves any open DOB applications, and removes any violations.
2. Owner requests C of O inspection from DOB. After issuance of all DOB sign-offs, DOB requests Loft Board review as to whether it should issue C of O.
3. If owner is in compliance with Loft Board requirements, Loft Board notifies owner and DOB that it does not object to issuance of the C of O.
4. DOB issues the C of O.

## **PHASE 4: Setting Legal Rents and Removing Building from Loft Board Jurisdiction**

1. Within nine (9) months of issuance of the final C of O, the owner may apply for rent increase based upon code compliance costs. Owner may also file for Rent Guidelines Board increases.  
If building is a co-op or condo, Owner must file a copy of the offering plan and a Co-op/Condo Exemption form to begin process of removal from Loft Board jurisdiction.
2. Loft Board issues final order setting initial regulated rents and removing building from the Loft Board's jurisdiction. Loft Board directs the owner to register rental units with Department of Housing Preservation and Development (HPD) and Department of Housing and Community Renewal (DHCR).
3. Owner registers building and rental units with HPD and DHCR.

*NOTE: If you have any questions, please contact the Loft Board at (212) 393-2616. You may also obtain additional information and a copy of the Loft Board Rules at [www.nyc.gov/html/loft](http://www.nyc.gov/html/loft)*