

## 2016 Key Dates

JAN	15	First deadline to distribute Fire Safety Plan to residential tenants	FDNY
		Last day to distribute Lead Paint/Window Guard Notices to residential tenants	DOHMH
		Deadline to submit Water Tank inspection results for 2015	DOHMH
FEB	15	Tenant Responses to the DOHMH Window Guards & Lead Paint Annual Safety Notices are due	DOHMH
		Property Tax Abatement Change Form due	DOF
	21	Local Law 11/98: Façade Sub-Cycle 8B filing period begins	DOB
MAR	1	Notify DOHMH in writing about non-responsive tenants for window guards and lead paint inspections	DOHMH
		Last day to challenge DOF assessed tax value for properties (Classes 2, 3, & 4)	DOF/NYC Tax Comm.
		Last date for owners to obtain and implement a maintenance program and plan for Cooling Towers	DOB/DOHMH/NYS
	2	Coop/Condo Property Tax Abatement Application due	DOF
	15	Last day to challenge DOF assessed tax value for properties in Tax Class 1	DOF/NYC Tax Comm.
		Homeowner Tax Benefits Applications due (e.g. STAR, DHE, Veterans' Exemptions)	DOF
APR	1	DHCR Registration Begins	DHCR
MAY	1	2015 LL84 Benchmarking Filing Due	DOB
	31	Last day of Heat Season	HPD
JUL	31	Final due date to submit DHCR Registration	DOF
		Annual Water & Sewer Payment due (for Multi-family Conservation Program)	DEP
AUG	31	Deadline to file HPD Multiple Dwelling Property Registration (MDR); Required for all multifamily properties (3+ units) including hotels	HPD
OCT	1	Heat Season begins: Residential buildings are required to provide tenants with heat according to HPD standards	HPD
		Last day to file for an Extension for LL87: Energy Audits & Retro-commissioning	DOB
	5-11	Fire Prevention Week	FDNY
	24	Last day to file Lawsuit in NY Supreme Court to Challenge DOF Tax Assessment	DOF/NYC Tax Comm.
NOV	1	Last day to submit Annual Certification for Cooling Towers	DOB
DEC	31	Last day to File Annual Elevator Inspections	DOB
		Last day to File Annual Boiler Inspections	DOB
		Last day to perform annual lead-paint inspections in common areas and apartments with children under 6	HPD
		Last day to submit Local Law 87 EER reports. Due in 2016: Any eligible properties on covered buildings list with a last digit of "6" in the building's tax block number.	DOB

## Compliance To Do's

<input type="checkbox"/>	Schedule 2016 Annual Elevator & Boiler Inspections with your vendors	DOB
<input type="checkbox"/>	Schedule any required Elevator Category 5 (5 Year) Inspection Tests	DOB
<input type="checkbox"/>	Is your building eligible for FISP Sub-Cycle 8A? If the last digit of your block number is 4,5,6 or 9, and your property requires façade inspections, the due date for filing is 2/21/2017 - Contact your façade vendor to schedule an inspection.	DOB
<input type="checkbox"/>	Prepare LL 87: Energy Audits & Retro-commissioning - Due once every 10 years based on the last number of your block number (i.e. if your block number ends in -6, it's due in 2016)	DOB
<input type="checkbox"/>	Prepare LL 84: Annual Benchmarking Report	DOB
<input type="checkbox"/>	Doing major construction? Alteration Type 1 Jobs require temporary Certificates of Occupancy to be renewed every 3 months prior to obtaining a new final C of O	DOB
<input type="checkbox"/>	Doing any construction? Be sure appropriate work permits are renewed on time to avoid Work Without a Permit violations - these carry a minimum civil penalty of \$5,000	DOB
<input type="checkbox"/>	Own or manage multifamily residential buildings? Nail down your tenant mailings vendor for the 2017 season	HPD/
<input type="checkbox"/>	Common FDNY Permits: Sprinkler/Standpipe Inspection (every 5 years)	FDNY
<input type="checkbox"/>	Common FDNY Permits: A/C Refrigeration System Inspection (annual)	FDNY
<input type="checkbox"/>	Common FDNY Permits: Place of Assembly Renewal (annual)	FDNY
<input type="checkbox"/>	Certificates of Fitness renewal (varying renewal timelines based on type of certificate and initial issue date)	FDNY
<input type="checkbox"/>	Renew DEC Petroleum Bulk Storage Permits (every 5 years)	DEC
<input type="checkbox"/>	Renew DEP Boiler Triennial Registrations and Certificates to Operate (every 3 years)	DEP
<input type="checkbox"/>	J-51 Residential Property Tax Exemption and Abatement (applications accepted Feb. 1-Mar.15; May 1-Jun.15; Aug. 1-Sept. 15; Nov. 1-Dec.15)	DOF
<input type="checkbox"/>	General Corporation Tax, Unincorporated Business Tax, & Banking Corporation Tax Estimates, Declaration, Returns and Extensions	DOF
<input type="checkbox"/>	Property Tax Payments (if quarterly, due dates fall on July 1, Oct. 1, Jan. 1, April 1; if semiannual, due dates fall on July 1, Jan. 1)	DOF

Dates and compliance information is reported from NYC agencies and is subject to change. Each building in NYC has specific requirements and deadlines that can differ across borough, building type, etc. SiteCompli's Services are provided for informational purposes only, on an "as is" and "as available" basis. SiteCompli, its licensors and other suppliers disclaim all warranties, whether express or implied, including, but not limited to, any promises of accuracy or correctness of information provided or omitted. The full list of Terms of Use that govern SiteCompli's Services and website can be found at [www.sitecompli.com/terms](http://www.sitecompli.com/terms). Copyright ©2016 SiteCompli, LLC.

## Helpful NYC Agency Contacts

AGENCY	PHONE NUMBER
Benchmarking Help Center	(646) 576-3539 email: benchmarking@finance.nyc.gov
DHCR General Hotline	1-866-ASK-DHCR (1-866-275-3427)
DHCR Rent Info Line	(718) 739-6400
DOB Boiler Division Customer Service	(212) 393-2550
DOB Elevator Division Customer Service	(212) 393-2144
DOF Tax Commission	(212) 669-4410 Fax: (212) 669-8636
FDNY District Office 37: LPPA (Place of Assembly)	(718) 999-2405 / 2404 / 2403 / 2436
FDNY District Office Headquarters	(718) 999-2719 / 2457 / 2458
FDNY District Offices 93 & 94: Sprinkler & Standpipe Inspection Scheduling	(718) 999-2512 / 2514 / 2478 / 2479
HPD Bronx Office	(718) 579-6790
HPD Brooklyn Office	(718) 802-3662
HPD Manhattan Office	(212) 234-2541
HPD Queens Office	(718) 286-0800
HPD Registration Hotline	(212) 863-7000
HPD Staten Island Office	(718) 816-2340
Local Law Enforcement Unit (Facades) Technical Questions	(212) 393-2551; (212) 788-7034 email: facades@buildings.nyc.gov
OATH ECB Customer Service line	1-844-OATH-NYC (1-844-628-4692)

### SiteCompli Support

SiteCompli's world-class support team is ready to help with your compliance questions. Contact us.

 [support@sitecompli.com](mailto:support@sitecompli.com)

 800-564-1152

 [www.sitecompli.com/contacts](http://www.sitecompli.com/contacts)

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## Important Compliance Updates


### Local Law 77: Cooling Tower Updates

Local Law 77 of 2015 introduced several new requirements for owners of cooling towers. It mandates that cooling tower owners must retain a qualified person to conduct a compliance inspection at least once every ninety (90) days while the cooling tower system is in operation.

This is in addition to regular daily, weekly, and quarterly monitoring requirements and standards. Owners must also file an annual certification each year as specified by the Department of Buildings indicating that such tower was inspected, tested, cleaned, and disinfected in accordance with the maintenance program and plan, as required by § 28-317.5 of the Administrative Code. In addition to the requirements from the Department of Buildings/Department of Health and Mental Hygiene, The New York State Department of Health also requires separate Cooling Tower registration.

 For details about testing requirements and standards, see the text of Local Law 77 linked here:

<http://www1.nyc.gov/assets/buildings/pdf/ll77of2015.pdf>

 You can also access the ASHRAE 188-2015 document outlining required measures for NYC cooling tower management here:

<https://www.ashrae.org/resources--publications/bookstore/ansi-ashrae-standard-188-2015-legionellosis-risk-management-for-building-water-systems>

### Local Law 84: Benchmarking

Local Law 84 requires owners of properties on the Covered Buildings List to submit annual benchmarking reports by May 1 of each year.

Covered buildings are either:

1. a building that exceeds 50,000 gross square feet or
2. two or more buildings on the same tax lot that together exceed 100,000 gross square feet.

 For the City's most recent Covered Building list:  
[http://www.nyc.gov/html/gbee/html/plan/covered\\_buildings\\_list.shtml](http://www.nyc.gov/html/gbee/html/plan/covered_buildings_list.shtml)

Owners of covered buildings are required to comply with Local Law 84 by uploading water and energy usage to U.S. Environmental Protection Agency's free online benchmarking tool called Portfolio Manager.

Owners who failed to submit Annual Local Law 84 Benchmarking reports for the 2014 cycle throughout the year in 2015 received quarterly violations of \$500 each, totaling \$2,000 per noncompliant property for the year. This was a substantial increase from previous years' violations, which were limited to a single \$500 fine/year.