



# DECODING THE DOB: PROPERTY MANAGER SURVIVAL KIT

## 1 What is the DOB? How does the DOB affect your buildings?

The Department of Buildings enforces safety codes in New York City. In addition to construction regulations, the DOB monitors information on building equipment & structure, including:



Boilers



Elevators



Façades



More

## 3 What is the difference between a job application and permit?

Job applications are overall plans filed with the Department of Buildings, outlining development, changes, or alterations with a property. Permits are issued by the DOB in response to a job application, granting permission to perform specific work. **Failure to obtain permits can result in severe violations and fines, while failure to close open jobs can delay property transactions and possibly invite scrutiny from the Department.**

## 4 What are Vacate Orders and Stop Work Orders?

- The City may issue **Vacate Orders** to properties that have illegal or dangerous conditions. To lift a Vacate Order, contact the construction division in the borough where the property is located.
- The City may issue **Stop Work Orders** when Inspectors find hazardous or unsafe work and/or conditions. To lift a Stop Work Order, correct all violating conditions in the SWO.

## 2 Complaints and Violations: What's the process?

1

### Filing

311 complaints are sent to DOB.



2

### Inspection

The complaint is recorded and categorized, a DOB inspector proceeds to investigate.



3

### Categorization

Once an inspector arrives onsite to investigate a complaint, they either: close the complaint, or close the complaint and issue a violation.



4

### Correction

Certificates of Correction must be filed with the DOB to prove compliance and close out all DOB-ECB violations.

## 5 What are the DOB Requirements for Building Equipment and Components?



### Elevators:

The DOB requires all elevator devices to undergo an annual inspection called a Category 1 test. Owners and managers are responsible for hiring an approved elevator inspection agency to perform the test, as well as an unaffiliated third party approved agency to witness the inspection.



### Boilers:

Annual inspections are required to be performed and filed with the DOB for both high pressure boilers and low pressure boilers.



### Façades:

Owners of buildings higher than 6 stories must have exterior walls and appurtenances inspected every five years and they must file a technical façade report with the department.



## Important Due Dates & To Do's

**FEB 21** Local Law 11/98: Facade Sub-Cycle 8A, 8B & 8C are ongoing

Last digit of block number	Sub-cycle	Due date to file
4, 5, 6 or 9	8A	2/21/2017
0,7 or 8	8B	2/21/2018
1,2, or 3	8C	2/21/2019

**MAR 1** Last day for owners to obtain and implement a maintenance program and plan for Cooling Towers

**MAY 1** LL84 Benchmarking Filing Due

**OCT 1** Last day to file for an extension for LL87: Energy Audits & Retro-commissioning

- Reports are due once every 10 years based on the last number of your block number (i.e. if your block number ends in -8, the report is due in 2018).

**NOV 1** Last day to submit Annual Certification for Cooling Towers

**DEC 31** Last day to file Annual Elevator & Boiler Inspections

**DEC 31** Last Day to submit Local Law 87 EER reports

### Doing Major Construction?

Alteration Type I Jobs require temporary Certificates of Occupancy to be renewed ever 3 months prior to obtaining a new final C of O.

### 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 \$6,000.

## Helpful Links

**About the DOB** <http://www1.nyc.gov/site/buildings/about/commissioners-message.page>

**Contact info** <http://www1.nyc.gov/site/buildings/about/contact-us.page>

**DOB Codes** <http://www1.nyc.gov/site/buildings/codes/codes.page>

**DOB Forms** <https://www1.nyc.gov/site/buildings/about/forms.page>

## Agency Contacts

**Admin. Enforcement Unit:  
ECB Violations**  
(212) 393-2405

**Admin. Enforcement Unit:  
Dismissal Requests & Appeals**  
(212)-393-2303

**Benchmarking Hotline**  
(646) 567-3539

**Boiler Division: Customer Service**  
(212) 393-2661

**Boiler Division: Technical Director**  
(212) 393-2697 or  
boilersinfo@buildings.nyc.gov

**Buildings Enforcement Safety Team:**  
(212) 602-0406 or  
BEST@buildings.nyc.gov

**Buildings Information System (BIS)  
Unit:** (212) 393-2260

### CERTIFICATE OF OCCUPANCY:

**Bronx**  
(718) 960-4740

**Brooklyn**  
(718) 802-3680

**Manhattan**  
(212) 393-2552

**Queens**  
(718) 286-7690

**Staten Island**  
(718) 420-5410

**Construction Enforcement:**  
(718) 286-8380

### CONSTRUCTION DIVISION OFFICES:

**Bronx**  
(718) 960-4730

**Brooklyn**  
(718) 802-3685 or  
(718) 802-3684

**Manhattan**  
(212) 393-2553

**Queens**  
(718) 286-8360

**Staten Island**  
(718) 420-5418

**Cranes and Derricks:**  
(212) 393-2422 or (212) 393-2411