

2017 Key Dates

JAN	15 th	• Last day to distribute annual lead paint/window guard notices to residential tenants	DOHMH/HPD
		• First deadline to distribute Fire Safety Plan to residential tenants	FDNY
		• Deadline to submit annual water tank inspection for 2016 calendar year	DOHMH
FEB	15 th	• Landlords must begin to make reasonable attempts to acquire lead paint/window guard information for non-responsive tenants, as part of annual safety notice mailings process	DOHMH/HPD
		• Deadline to submit 2016-17 Co-Op Tax Benefit Change Form	DOF
	21 st	• Facade Inspection Safety Program Cycle 8A Filings Due (Blocks 4, 5, 6 & 9)	DOB
MAR	1 st	• Notify DOHMH of all non-responsive tenants and attempts to acquire information in writing, as part of annual safety notice mailings process	DOHMH
		• Deadline for Property Tax Abatement Application for new Co-Op/Condo Developments for 2017-18 year	DOF
		• Deadline to Appeal Assessment to Tax Commission for Class 2, 3, & 4 buildings	DOF
	15 th	• Deadline to Appeal Assessment to Tax Commission for Class 1 buildings	DOF
		• Deadline for Homeowner Tax Benefit Applications (STAR, DHE, Veterans', Clergy Exemptions)	DOF
APR	1 st	• DHCR Registration Begins	DHCR
MAY	1 st	• Local Law 84 Annual Benchmarking Report Due	DOB
	21 st	• Annual HPD Registration for 2016-17 Begins	HPD
	31 st	• Last day of HPD Heat Season for 2016-17	HPD
JUL	31 st	• Final day to submit DHCR Registration	DHCR
SEP	1 st	• Deadline for annual HPD registration. Required for multifamily dwellings (3+ units), designated residences, and hotels	HPD
	4 th	• Deadline for Fire Safety Directors to take active shooter/medical emergency training course	FDNY
OCT	1 st	• HPD Heat Season Begins for 2017-18	HPD
		• Last day to request an extension for Local Law 87: Energy Audits & Retro-commissioning	DOB
NOV	1 st	• Deadline for Annual Cooling Tower Certification	DOB
DEC	31 st	• Last day to file annual elevator inspections for 2017 cycle	DOB
		• Last day to file annual boiler inspections for 2017 cycle	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 2017: any eligible properties on covered buildings list with a last digit of "7" in the building's tax block number.	DOB

Did You...

<input type="checkbox"/>	Schedule annual elevator & boiler inspections with your vendors?	DOB
<input type="checkbox"/>	Schedule any required Category 5 (5 year) inspection tests?	DOB
<input type="checkbox"/>	File Cycle 8A facade report if eligible (block numbers 4, 5, 6, and 9)?	DOB
<input type="checkbox"/>	Schedule facade inspections for Cycles 8B & 8C?	DOB
<input type="checkbox"/>	Prepare & file LL87 Energy Auditing & Retro-commissioning if eligible (properties on covered buildings list with block ending in "7")?	DOB
<input type="checkbox"/>	Prepare and file LL84 annual benchmark report?	DOB
<input type="checkbox"/>	Renew TCOs every 90 days if necessary?	DOB
<input type="checkbox"/>	Review permit expiration dates and renew if necessary to avoid Work Without Permit Violations?	DOB
<input type="checkbox"/>	Perform regular daily, weekly & monthly Cooling Tower maintenance tasks in advance of Annual Certification?	DOB
<input type="checkbox"/>	Lock down a vendor for the 2017 annual safety notice mailings process?	DOHMH/HPD
<input type="checkbox"/>	Renew and inspect sprinkler/standpipe units?	FDNY
<input type="checkbox"/>	Renew and inspect A/C system permits?	FDNY
<input type="checkbox"/>	Renew Place of Assembly permits?	FDNY
<input type="checkbox"/>	Renew Certificates of Fitness, and review new COF requirements?	FDNY
<input type="checkbox"/>	Renew DEC petroleum bulk storage permits?	DEC
<input type="checkbox"/>	Renew DEP boiler triennials (Certificates to Operate/Registrations)?	DEP
<input type="checkbox"/>	File J-51 residential tax exemptions?	DOF
<input type="checkbox"/>	File tax estimates, declarations, returns, and extensions?	DOF
<input type="checkbox"/>	Complete quarterly or semiannual property tax payments?	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. Copyright ©2017 SiteCompli, LLC.

Three Things You Need to Know in 2017

1

Eligible Properties for LL84 Benchmarking Expanding

Owners of properties larger than 25,000 sq. ft. will be required to file annual LL84 benchmarking reports, per Local Law 133/2016. This is a lower threshold than the initially established criteria of 50,000 sq. ft.

WHAT TO DO?

Utility companies must implement online systems in order for mid-size buildings to comply. This will likely happen within the next couple of years, possibly before the May 1, 2018 deadline for the 2017 use year. Visit the City's Benchmarking Help Center to prepare.

MORE INFORMATION

SiteCompli Blog - Covered Buildings List Expanding - Is Your Property Required to File?
<https://sitecompli.com/blog/covered-buildings-list-expanding-property-required-file/> 

2

FDNY Introduces new Certificate of Fitness

The FDNY has phased out both Fire Safety Director & Fire Safety/EAP Director Certificates of Fitness, & is replacing them with the new Fire & Life Safety Director certification.

WHAT TO DO?

If your staffers have either of the two former COFs, they will need to transition to the new Certificate upon expiration. All eligible properties required to have a Fire Safety/EAP Director must have a Certified FLS Director instead by March 2020.

MORE INFORMATION

SiteCompli Blog - Does your property require the new FDNY Certificate of Fitness?
<https://sitecompli.com/blog/does-your-property-require-new-fdny-certificate-of-fitness/> 

3

Threshold for DEP Boiler Registration Increased

Local Law 38 of 2015 increased the thresholds for boiler registrations from 2.8 million btu/hr to 4.2 million btu/hr. This means that any boilers in this category that previously had a Certificate to Operate will now be eligible for Registrations after meeting certain requirements.

WHAT TO DO?

Check renewal dates for existing triennials and review with your insurance company/ boiler vendor. This is separate from and in addition to annual boiler inspections, filed with the Department of Buildings.

MORE INFORMATION

SiteCompli Blog - Big Changes are Coming for Boiler Triennials
<https://sitecompli.com/blog/big-changes-coming-boiler-triennials/> 

NYC AGENCY CONTACTS

Benchmarking Help Center
212-566-LL84 (212-566-5584)
questions@benchmarkinghelpcenter.org

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

DOB Administrative Enforcement Unit
(212) 393-2405

DOF Tax Commissions
(212) 669-4410

FDNY District Office Headquarters
(718) 999-2457 / 2458 / 2719

FDNY Enforcement Unit
(718) 999-1378

FDNY District Office 37 (Place of Assembly)
(718) 999-2405 / 2404 / 2403 / 2436

FDNY District Offices 93 & 94: Sprinkler & Standpipe Inspection Scheduling
(718) 999-2512 / 2514 / 2478 / 2479

HPD Registration Hotline
212-863-7000

HPD Bronx Code Enforcement
(212) 863 - 7050

HPD Brooklyn Code Enforcement
(212) 863 - 6620 / 8060

HPD Manhattan Code Enforcement
(212) 863 - 5030

HPD Queens Code Enforcement
(212) 863 - 5990

HPD Staten Island Code Enforcement
(212) 863 - 8100

Local Law 11 - Facades Unit
(212) 393-2551

Technical Questions
(212) 393-2551 or
Facades@buildings.nyc.gov

OATH ECB Customer Service
1-844-OATH-NYC (1-844-628-4692)

Make Your Checklist Automatic

SiteCompli users get real-time alerts for critical compliance due dates across their portfolio. Taking action is seamless using SiteCompli's powerful Work Order system, onsite mobile app, and robust workflow tools. Contact SiteCompli to start taking control of your compliance today.

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