

2019 KEY DATES

JAN	5 TH	• Last day to provide annual stove knob cover notices	HPD
	15 TH	• Last day to distribute annual lead paint/window guard notices to residential tenants	DOHMH/HPD
		• First deadline in 2019 to distribute Fire Safety Guides to residential tenants	FDNY
		• Deadline to submit annual water tank inspection for 2018 calendar year	DOHMH
	31 ST	• Final day to submit previous year's bedbug history for units	HPD
FEB	1 ST	• Due date for Benchmarking Report submissions for 2017 data	DOB
	15 TH	• Legal deadline for new, renewal, and change requests for the 2019 - 20 Co-op/Condo Abatement	DOF
	16 TH	• Landlords must begin to make reasonable attempts to acquire lead paint/window guard information for non-responsive tenants as part of the annual safety notice mailings process	DOHMH/HPD
	21 ST	• Facade Inspection Safety Program Cycle 8C Filings Due in DOB NOW - Safety (Blocks ending in 1, 2, and 3)	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 to appeal Assessment to Tax Commission for Class 2, 3, and 4 properties	DOF
	15 TH	• Deadline for property owner personal exemptions (STAR, DHE, DRIE, Veterans', Clergy, SCHE, SCRIE)	DOF
		• Deadline to appeal Assessment to Tax Commission for Class 1 properties	DOF
31 ST	• Last day to submit 2018 elevator filings in DOB NOW: Safety without late fees	DOB	
APR	1 ST	• DHCR Registration begins in ARRO system	DHCR
MAY	1 ST	• Local Law 84 Annual Benchmarking Report Due for 2018 data (all covered building sizes - may be subject to change)	DOB
	21 ST	• Annual HPD Registration for 2019 - 20 begins	HPD
	31 ST	• Last day of HPD Heat Season for 2018 - 19	HPD
JUL	31 ST	• Final day to submit DHCR registration	DHCR
SEP	1 ST	• Deadline for annual HPD registration. Required for multifamily residences (3+ units), designated residences, and hotels	HPD
OCT	1 ST	• HPD Heat Season begins for 2019 - 20	HPD
NOV	1 ST	• Deadline for annual cooling tower certification	DOB
DEC	31 ST	• Last day for owners to report 2018 bedbug information for each dwelling unit electronically to HPD	HPD
		• Last day to file annual elevator and boiler inspections for 2019 cycle via DOB NOW: Safety	DOB
		• Last day to perform annual lead paint inspections in required units per Local Law 1	HPD/DOHMH
		• Last day to submit Local Law 87 EER Reports for buildings due in 2019 (covered buildings list - 50,000 sq. ft - with a last digit of "9" as the building's tax block number)	DOB
		• Last day to submit gas piping system inspections for Staten Island (still pending - see reverse side)	DOB

DID YOU...

- Schedule annual elevator & boiler inspections with your vendors? DOB
- Schedule any required Category 5 (5 year) inspection tests? DOB
- File Cycle 8C facade report if eligible (block numbers 1, 2, and 3)? DOB
- Submit bedbug reporting for residential units? DOB
- Prepare & file LL87 Energy Auditing & Retro-commissioning if eligible (50,000 sq. ft. + properties on covered buildings list with block ending in "9")? DOB
- Prepare and file LL84 annual Benchmarking report? DOB
- Renew TCOs every 90 days if necessary? DOB
- Review permit expiration dates and renew if necessary to avoid Work Without Permit Violations? DOB
- Perform regular daily, weekly & monthly Cooling Tower maintenance tasks in advance of Annual Certification? DOB
- Lock down a vendor for the 2019-20 annual safety notice mailings process? DOHMH/HPD
- Renew and inspect sprinkler/standpipe units? FDNY
- Renew and inspect A/C system permits? FDNY
- Renew Place of Assembly permits? FDNY
- Renew Certificates of Fitness, and review new COF requirements? FDNY
- Renew DEC petroleum bulk storage permits? DEC
- Renew DEP boiler triennials (Certificates to Operate/Registrations)? DEP
- File J-51 residential tax exemptions? DOF
- File tax estimates, declarations, returns, and extensions? DOF
- Complete quarterly or semiannual property tax payments? DOF

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THREE THINGS YOU NEED TO KNOW IN 2019

1

New Gas Piping Laws Break Down Inspections by Borough

Local Law 152 mandated regular inspections for gas piping systems. The DOB's recently proposed rules set timeframes for each 5-year inspection, separated by borough. If the rules become approved, Staten Island will be first due by the end of 2019.

WHAT TO DO?

Stay tuned over the next 1 - 2 months to see if the rules are tweaked during the approval process. While we haven't seen many changes from proposed to promulgated rules, anything can happen. In the meantime, read our Blog Post on the proposed rules to see when your borough is due to file.

MORE INFORMATION

SiteCompli Blog - Local Law 152 Update: New Gas Piping Inspection Requirements

<https://sitecompli.com/blog/local-law-152-update-new-gas-piping-inspection-requirements/>

2

Benchmarking Due Dates Updated for First-Time Filers

Covered buildings between 25,000 - 49,999 sq. ft. must file Benchmarking Reports for the first time by February 1, 2019 (using 2017 data). 2018 data will be due for all covered buildings by May 1, 2019 (though this is subject to change).

WHAT TO DO?

If you're unsure of the Benchmarking process, visit the DOB's Benchmarking Help Center. In addition to step-by-step directions, they also have extension request forms, violation challenge resources, and more. You can also contact them directly for specific answers and help.

MORE INFORMATION

SiteCompli Blog - The Ultimate Guide to NYC Benchmarking

<https://sitecompli.com/blog/the-ultimate-guide-to-nyc-benchmarking/>

3

Annual Bedbug Filing Begins for Residential Owners

HPD released an online bedbug reporting portal on December 17, 2018. Owners have until January 31, 2019 to submit tenant bedbug history information for the previous year (November 2017 - November 2018). The process will repeat each year.

WHAT TO DO?

Begin collecting and submitting information from tenants or unit owners, including remedial or eradication attempts. Only registered property owners/managing agents can submit via the portal, and your building must be validly registered.

MORE INFORMATION

SiteCompli Blog - NEW Residential Updates: Local Law 55 & Bedbug Reporting

<https://sitecompli.com/blog/new-residential-updates-local-law-55-bedbug-reporting>

NYC AGENCY CONTACTS

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

DHCR Rent Info Line
(718) 739-6400
TPUinfo@nyshcr.org

DOB Boiler Division Customer Service
(212) 393-2661
BoilersInfo@buildings.nyc.gov

DOB Administrative Enforcement Unit
(212) 393-2405

DOB Elevator Division Customer Service
(212) 393-2144
elevatordivision@buildings.nyc.gov

DOF Tax Commission
(212) 669-4410

FDNY District Office Headquarters
(718) 999-2000

**FDNY District Office 37
(Place of Assembly)**
(718) 999-2404 / 2403 / 2410

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

HPD Registration Hotline
(212) 863-7000
register@hpd.nyc.gov

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
Facades@buildings.nyc.gov

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

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