

# NYC Compliance Checklist 2022

## 2022 Key Dates

JAN	15 <sup>TH</sup>	<ul style="list-style-type: none"> <li>Last day to distribute annual lead paint/window guard notices to residential tenants</li> <li>First deadline in 2022 to distribute Fire Safety Information to residential tenants (Bulletin/Guide, Checklist, etc.)</li> <li>Deadline to submit annual water tank inspection for 2021 calendar year</li> </ul>	DOHMH/HPD FDNY DOHMH/HPD
	31 <sup>ST</sup>	<ul style="list-style-type: none"> <li>BEST PRACTICE - Provide annual stove knob cover notices. This is a suggested date based on the start of the law &amp; the timing of annual safety notice mailings</li> </ul>	HPD
	15 <sup>TH</sup>	<ul style="list-style-type: none"> <li>Legal deadline for new, renewal, and change requests for the 2022 - 23 Co-op/Condo abatement (closes on the 16th)</li> </ul>	DOF
FEB	16 <sup>TH</sup>	<ul style="list-style-type: none"> <li>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</li> </ul>	DOHMH/HPD
	21 <sup>ST</sup>	<ul style="list-style-type: none"> <li>FISP Sub-Cycle 9C filing period opens (Blocks 1, 2, 3). 9A (4, 5, 6, 9) ENDS and 9B (0, 7, 8) is still open.</li> </ul>	DOB
	1 <sup>ST</sup>	<ul style="list-style-type: none"> <li>Notify DOHMH of all non-responsive tenants and attempts to acquire information as part of annual safety notice mailings process</li> <li>Deadline to appeal Assessment to Tax Commission for Class 2, 3, and 4 properties</li> </ul>	DOHMH/HPD DOF
MAR	15 <sup>TH</sup>	<ul style="list-style-type: none"> <li>Deadline for property owner personal exemptions (STAR, DHE, DRIE, Veterans, Clergy, SCHE, SCRIE)</li> <li>Deadline to appeal Assessment to Tax Commission for Class 1 properties</li> </ul>	DOF DOF
	20 <sup>TH</sup>	<ul style="list-style-type: none"> <li>Final day to pay reduced fines for FAIRER OATH Amnesty program</li> </ul>	DOF
	1 <sup>ST</sup>	<ul style="list-style-type: none"> <li>DHCR Registration begins in ARRO system (ends Jul 31)</li> </ul>	DHCR
MAY	1 <sup>ST</sup>	<ul style="list-style-type: none"> <li>Local Law 84 Benchmarking Report due for 2021 data (all covered buildings 25K square feet and up)</li> </ul>	DOB
	31 <sup>ST</sup>	<ul style="list-style-type: none"> <li>Last day of Heat Season for 2021 - 22</li> </ul>	HPD
JUN	30 <sup>TH</sup>	<ul style="list-style-type: none"> <li>Extended due date for LL 152 filings for Community Districts 2, 5, 7, 13, 18</li> </ul>	DOB
SEP	1 <sup>ST</sup>	<ul style="list-style-type: none"> <li>Deadline for annual HPD registration. Required for multifamily residences (3+ units), designated residences, and hotels</li> </ul>	HPD
OCT	1 <sup>ST</sup>	<ul style="list-style-type: none"> <li>2022 - 2023 Heat Season begins</li> <li>New Building Energy Efficiency label available - replace existing label with latest score before Oct 31st</li> </ul>	HPD DOB
	1 <sup>ST</sup>	<ul style="list-style-type: none"> <li>Deadline for annual cooling tower certification</li> </ul>	DOB
DEC	31 <sup>ST</sup>	<ul style="list-style-type: none"> <li>Final day to electronically file annual bedbug report for 11/1/21 - 10/31/22</li> <li>Last day to file annual elevator and boiler inspections for 2022 cycle via DOB NOW: Safety</li> <li>Last day for annual lead paint inspections (LL 1) and allergen hazard inspections (LL 55)</li> <li>Last day to submit Local Law 87 EER for buildings due in 2022 (covered buildings list - 50K sq. Ft - with a last digit of "2" as the building's tax block number)</li> <li>Last day to perform gas piping system inspections or submit certifications for Community Districts 4, 6, 8, 9, 16 in all boroughs</li> </ul>	HPD DOB HPD DOB DOB

## Did You...

- Schedule annual boiler & elevator inspections with your vendors? DOB
- Schedule any required Category 5 (5 year) inspection tests? DOB
- Post Benchmarking grades and Facade certificates as required? DOB
- "If Community Districts 4, 6, 8, 9, 16, schedule your gas piping inspection or submit your certification for no piping system?" DOB
- Prepare for Cycle 9 filings with your facade vendor? DOB
- Submit annual bedbug reporting for residential units? HPD
- Perform annual LL 55 inspections for residential units? HPD
- File tax estimates, declarations, returns, and extensions? DOF
- Renew and/or inspect required FDNY permits (A/C, sprinkler-standpipe units, Place of Assembly) FDNY
- Renew Certificates of Fitness? FDNY
- Prepare and file LL 84 annual Benchmarking report? DOB
- Prepare and file LL 87 EER, if required for your building this year? DOB
- Review permit expiration dates and renew if necessary to avoid Work Without a Permit violations? DOB
- Perform regular daily, weekly, and monthly Cooling Tower maintenance tasks in advance of annual certification? DOHMH
- Lock down a vendor for the 2022 - 23 safety notice mailings, fire safety document, and stove knob cover processes? DOHMH/HPD/FDNY

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## Two Things You Need To Know In 2022

### 1 NEW Elevator Inspection Requirements

While more information is coming, the DOB officially announced that building owners will be required to hire approved elevator agencies to perform annual periodic inspections (separate from and in addition to Category 1 inspections). This process was formerly done by agencies hired out by the city directly. Check out our [post](#) for details on the change (which starts this January), and stay tuned for more rules from the city.

#### Learn More On The Blog

<https://sitecompli.com/blog/december-2021-department-of-buildings-roundup-ii-152-pvts-oath-and-ii-26/>

### Are your Signs Posted?

2 Several posting requirements went into effect recently - make sure your buildings are compliant with these signs, some new and some reminders:

- Facade Certifications from DOB NOW
- Building Energy Efficiency Label (Benchmarking Grades)
- Hurricane Evacuation Zone Notices
- Smoke/Carbon Detecting Device Notices
- Fire Safety Signage (Including Close The Door Notices)
- Gas Leak Notice
- Construction-related notices, if applicable

AND MORE - check out the blog post for a longer list of required postings

#### Learn More On The Blog

<https://sitecompli.com/blog/reminder-nyc-required-postings-and-signage/>

## NYC Agency Contacts

**Sustainability Help Center**  
Help@NYCsustainability.org  
(212) 566-5584

**DHCR Office of Rent Administration**  
1 (833) 499-0343

**DOB Boiler Division Customer Service**  
(212) 393-2661  
Technical Unit - (212) 393-2784

**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) 403-4000

**FDNY District Office 37 (Place of Assembly)**  
(718) 999-2404 / 2403 / 1007

**FDNY District Offices 93, 94, 95 - Sprinkler Standpipe**  
(718) 999- 2478 / 2499

**FDNY Violation/Business Information**  
Curedesk@fdny.nyc.gov  
FDNY.BusinessSupport@fdny.nyc.gov

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

**HPD Bronx Code Enforcement**  
(212) 863-7050

**HPD Brooklyn Code Enforcement**  
Euclid Ave - (212) 863-6620  
Joralemon Street - (212) 863-8060

**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 Remote Hearing Scheduling**

**BROOKLYN:** RemoteBKLYN@oath.nyc.gov

**BRONX:** RemoteBronx@oath.nyc.gov

**MANHATTAN:** RemoteManhattan@oath.nyc.gov

**QUEENS:** RemoteLIC@oath.nyc.gov

**STATEN ISLAND:** RemoteSI@oath.nyc.gov

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

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