

NYC Compliance Checklist 2024

2024 Key Dates

JAN	15 TH	<ul style="list-style-type: none"> Last day to distribute annual lead paint/window guard notices to residential tenants First deadline in 2024 to distribute Fire Safety Information to residential tenants (Bulletin/Guide, Checklist, etc.) Deadline to submit annual water tank inspection for 2023 calendar year 	DOHMH/HPD FDNY DOHMH
	31 ST	<ul style="list-style-type: none"> Deadline for applying for the Multiunit Building Collection Program Provide annual stove knob cover notices. This is a suggested date based on the start of the law & the timing of annual safety notice mailings 	DSNY HPD
FEB	15 TH	<ul style="list-style-type: none"> Legal deadline for new, renewal, and change requests for the 2024-25 Co-op/Condo abatement (closes on the 16th) 	DOF
	16 TH	<ul style="list-style-type: none"> Landlords must begin to make reasonable attempts to acquire lead paint/window guard information for non-responsive residents as part of the annual safety notice mailings process 	DOHMH/HPD
	21 ST	<ul style="list-style-type: none"> FISP Sub-Cycle 9C ends (Blocks 1, 2, 3) 	DOB
MAR	1 ST	<ul style="list-style-type: none"> Notify DOHMH of all non-responsive tenants and attempts to acquire information as part of annual safety notice mailings process Deadline to appeal Assessment to Tax Commission for Class 2, 3, and 4 properties 	DOHMH/HPD DOF
	15 TH	<ul style="list-style-type: none"> Deadline for property owner personal exemptions (STAR, DHE, Veterans, Clergy, SCHE, among others) Deadline to appeal Assessment to Tax Commission for Class 1 properties 	DOF DOF
APR	1 ST	<ul style="list-style-type: none"> DHCR Registration begins in ARRO system (ends Jul 31st) 	DHCR
MAY	1 ST	<ul style="list-style-type: none"> Local Law 84 Benchmarking Report due for 2023 data (covered buildings 25K square feet and up) 	DOB
	31 ST	<ul style="list-style-type: none"> Last day of Heat Season for 2023-24 	HPD
AUG	1 ST	<ul style="list-style-type: none"> Early annual observation due for parking structures in Subcycles B and C (Manhattan CDs 8 and up; all other boroughs) 	DOB
SEP	1 ST	<ul style="list-style-type: none"> Deadline for annual HPD registration. Required for multifamily residences (3+ units), designated residences, and hotels 	HPD
OCT	1 ST	<ul style="list-style-type: none"> 2024 - 25 Heat Season begins New Building Energy Efficiency label available - replace existing label with latest score before Oct 31st 	HPD DOB
NOV	1 ST	<ul style="list-style-type: none"> Deadline for annual cooling tower certification 	DOB
DEC	31 ST	<ul style="list-style-type: none"> Final day to electronically file annual bedbug report for 11/1/23 - 10/31/24 Last day to file periodic elevator inspections, CAT1s, and boiler inspections for 2024 cycle via DOB NOW: Safety Last day for annual lead paint inspections (LL 1) and allergen hazard inspections (LL 55) Last day to submit Local Law 87 EER for buildings due in 2024 (covered buildings list - 50K sq. Ft - with a last digit of "4" as the building's tax block number) Last day to submit gas piping system inspections or submit certifications for Subcycle A (Community Districts 1, 3, and 10 in all boroughs) First annual parapet observation must be performed (no filing required) Annual observations (not full inspections) due for all other parking structures (Manhattan CDs 1 - 7) 	HPD DOB HPD DOB DOB DOB DOB

For ongoing updates or changes to 2024 due dates, bookmark our blog post here:
<https://sitecompli.com/blog/compliance-checklist-24>

Did You...

<input type="checkbox"/>	Schedule annual boiler & elevator inspections with your vendors?	DOB
<input type="checkbox"/>	Schedule any required Category 5 (5 year) inspection tests?	DOB
<input type="checkbox"/>	Post Benchmarking grades and Facade certificates as required?	DOB
<input type="checkbox"/>	Prepare for Local Law 97 rules going into effect this year?	DOB
<input type="checkbox"/>	If Community Districts 1, 3, or 10 schedule your gas piping inspection or submit your certification for no piping system?	DOB
<input type="checkbox"/>	Complete any Cycle 9 filings with your facade vendor?	DOB
<input type="checkbox"/>	Submit annual bedbug reporting for residential units?	HPD
<input type="checkbox"/>	Perform annual LL 55 inspections for residential units?	HPD
<input type="checkbox"/>	File tax estimates, declarations, returns, and extensions?	DOF
<input type="checkbox"/>	Prepare and file LL 84 annual Benchmarking report?	DOB
<input type="checkbox"/>	Prepare and file LL 87 EER, if required for your building this year?	DOB
<input type="checkbox"/>	Review permit expiration dates (DOB and FDNY) and renew as appropriate?	DOB/FDNY
<input type="checkbox"/>	Perform regular daily, weekly, and monthly Cooling Tower maintenance tasks in advance of annual certification?	DOHMH
<input type="checkbox"/>	Lock down a vendor for the 2024–25 safety notice mailings, fire safety document, and stove knob cover processes?	DOHMH/HPD/FDNY



Never Miss A Due Date With Compliance Manager

Compliance Manager is the easiest way to track custom statuses and progress on key required filings. Local Law 152, parapets and parking structures, and more can be tracked portfolio-wide. Reach out to your Customer Success Manager to learn how you can get started today.

Key Reminders For This Year

Lead-Based Paint Reminders

Below are critical future due dates for lead-based paint requirements from HPD:

- August 2025: XRF tests for all units and common areas must be completed, with test and follow-up records kept.
 - July 2027: Lead-based paint on friction surfaces must be abated for units where children are known to reside prior to Jan 1, 2025. Remember - reside means lives or routinely spends 10 hours or more per week in the unit.
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Want more information?

Check out our blog post:

<https://sitecompli.com/blog/roundup-of-new-lead-based-paint-laws-hpd-resources/>

Sanitation Reminders

- Residential buildings must place trash on the curb after 6 PM in a secure container with lid, and no later than 12 AM OR after 8 PM if placing bags directly on the curb.
 - Businesses must place trash out one hour before closing in a secure container with lid or after 8 PM if putting bags directly on the curb. This does not apply to waste collected from a loading dock.
 - Separation of leaf and yard waste is now mandatory, as well as separation of food waste & food-soiled paper.
 - Containerization applies to food-related businesses and chain stores as of late 2023. Curbside composting rollout to all boroughs will also be complete by October 2024.
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Want more information?

Check out our blog post:

<https://sitecompli.com/blog/new-proposed-dsny-rule-expands-trash-set-out-requirements/>

Structural Reminders

ELEVATORS AND BOILERS: Violations were released en masse in 2023 for previous cycles. Be sure to submit any inspections and corrections on time to avoid these penalties this year.

PARAPETS: Annual observations must be performed starting this year, with records kept and provided to the DOB upon request.

PARKING STRUCTURES: Annual observations must be done in addition to filing inspections as required with the DOB. For structures in many neighborhoods, these must be done early by August 1st.

FACADES: Cycle 9 is ending, so stay tuned for potential announcements regarding the end of the cycle and any changes for Cycle 10 beginning in 2025.

GAS PIPING SYSTEMS: The first cycle of Local Law 152 filings has officially come to a close. Owners should prepare to submit their second cycle filings by their community district due date to avoid \$5,000 penalties.

Want more information?

Check out the following posts:

<https://sitecompli.com/blog/reminder-dob-parapet-observation-requirement-begins-in-2024/>

<https://sitecompli.com/blog/more-nyc-parking-garage-regulations-on-the-horizon/>

NYC Agency Contacts

Sustainability Help Center

Help@NYCsustainability.org
(212) 566-5584

DHCR Office of Rent Administration

(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

elevatordivision@buildings.nyc.gov
(212) 393-2144

DOF Tax Commission

(212) 669-4410

FDNY District Office Headquarters

(718) 403-4000

FDNY District Office 37

(Place of Assembly)

(718) 999-2404
(718) 999-2403
(718) 999-1007

FDNY District Offices 93, 94, 95

- Sprinkler Standpipe

(718) 999-2478
(718) 999-2499

FDNY Violation/Business Information

Curedesk@fdny.nyc.gov
FDNY.BusinessSupport@fdny.nyc.gov

HPD Registration Hotline

register@hpd.nyc.gov
(212) 863-7000
SCHEDULE AN APPOINTMENT FOR HELP:
<https://hpdrau.timetap.com/#/>

HPD Bronx Code Enforcement

(212) 863-7050

HPD Brooklyn Code Enforcement

EUCLID AVE: (212) 863-6620
ADAMS 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

facades@buildings.nyc.gov
(212) 393-2551

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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