

TPP1 Required Item User Guide

Revised 2/16

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Important Information

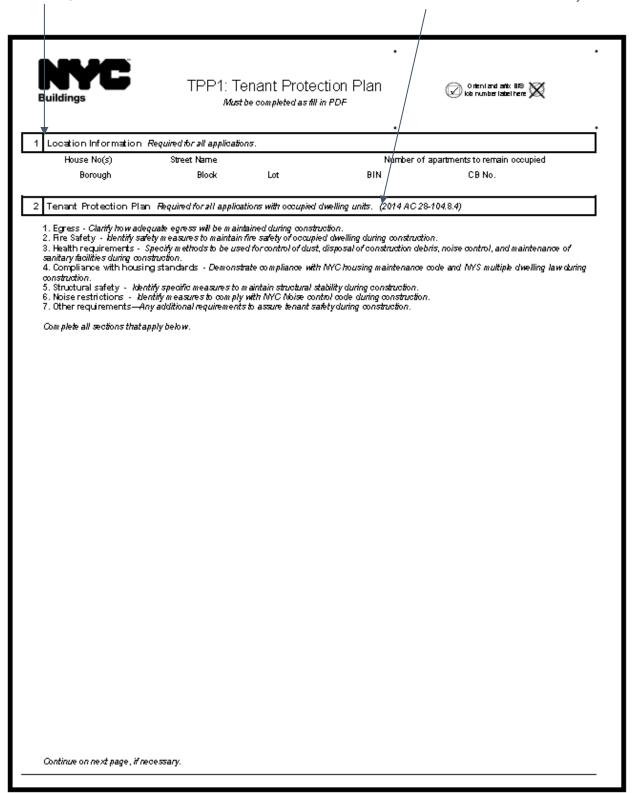
This guide is made available by the NYC Department of Buildings as a courtesy to the public. It does not represent all the filing requirements for any given application. Though every effort is made to continuously update this guide, it in no way supersedes, or otherwise substitutes for, the Building Code, Zoning Resolution or any other applicable rules, regulations or policies.

This document provides information for use when filling out the TPP1 required item. It includes general template information the Department of Buildings forms follow as well specific instructions on certain TPP1 sections. New users are encouraged to read this prior to completing the TPP1.

How to Read/Submit the TPP1 Required Item

- DOB has developed a Tenant Protection Plan (TPP1) document to satisfy the TPP required item. This will enable the public to see actual TPP notes.
 - Applicant would complete this new Required Item prior to approval.
 - Once complete, applicant would print, sign, seal and submit/upload as a Required Item.

NOTE: TPP notes should still be integrated into building plan sets.



TPP1	PAGE2
2 Tenant Protection Plan (Continued)	1
Should you require additional space, please complete and submit an All form. 3 Tenant Protection Plan Attachments/Drawings Required for all applications drawings are included. Please append legible 11 x 17 attachments/drawings to this of 1. Do attachments/drawings accompany this TPP? Yes No	
2. F yes, how many pages?	
4 Applicant's Statements and Signatures Required for all applications. Fals thaton of any statement is a misdemean or and it prints hable by a five or imprisonment, or both, it is in tamfor to active properly experience to accept, any benefit, monetany or otherwise, effects a graft thy for properly performing the or exchange to repectal consideration. Violation is print shable by imprisonment of the or both. I nick stand that fir iam to nick administration by the present accept the made a table statement or to have knowingly or negligenity made a table statement or to have knowingly or negligenity fals filed or a lowed to be fals the dainy certificate, both, signed statement, application, exported certification of the correction of a ulcation required inder the proubloss of this code or of a nit of any agency. Imay be barred from filling firther applications or documents with the Department.	Name (please print) Signature Date P.E. / R.A. Seal (apply seal, then sign and date over seal)
	2/16

Section 1: Location Information

Location refers to the place where the proposed work will be taking place. To populate this section it is important you note the listed property exactly as it appears in our Buildings Information System online database, BISWeb. Include the number of apartments that will remain occupied during construction.

If you have questions regarding the location you are filing under, please call the BIS Hotline at (212) 393-2260.

Section 2: Tenant Protection Plan

This section should include the description of the Tenant Protection Plan which is required for all applications with occupied dwelling units. The sections here correspond to the six sections identified in the Code: 2014 AC 28-104.8.4. In the space provided, add the appropriate section heading and provide details.

If you require additional space, continue on a separate TPP1 form and submit the additional form with the job filing.

Section 3: Tenant Protection Plan Attachments/Drawings

This section should include any attachments/drawings that are being included with the TPP1 Required Item submission. First, acknowledge if the attachments/drawings are being submitted. Next, identify the number of additional pages. Please append legible 11 x 17 drawings/attachments to the TPP1 Required Item.

Section 4: Applicant's Statement and Signatures

The applicant's signature and seal (for Professional Engineer or Registered Architects only) are required for all applications.