

Owner & Service Provider One-Pager

Title: What To Do If Your Property Is in Transition (“In Flux”)

Summary:

If a building has recently or currently undergoing a purchase, renovation, or redevelopment, or the building was temporarily vacant during the compliance year, you may still be required to file for Local Law 97. The table and chart below may be used to determine whether it is necessary to action to inform DOB of these circumstances.

Scenario	Action Required	LL97 Implication
Change in Ownership	Submit Ticket 1 <i>including</i> proof of bona-fide purchaser	LL97 compliance report must be filed the first reporting year following the first full calendar year of ownership. <i>Example:</i> Building is purchased in August 2025, first full calendar year of ownership is 2026, LL97 report must be submitted in 2027 demonstrating 2026 emissions.
Full Demolition	Submit Ticket 1 <i>including</i> Full Demo Permit	Building will be removed from the LL97 CBL.
• New Building (NB) • Alt-CO - New Building with Existing Elements to Remain • Alteration-CO (Alt-1)	Submit Ticket 1 <i>including</i> permit info or first TCO	LL97 compliance report must be filed the first reporting year following the first full calendar year after TCO/CO was issued. <i>Example:</i> New building receives its 1 st TCO in August 2025, first full calendar year of new use is 2026, LL97 report must be submitted in 2027 demonstrating 2026 emissions. <i>Note:</i> Property Types submitted in ESPM and BEAM must match the building’s actual usage and may differ from what is listed on the TCO/CO or in DOF records.
• Alteration (Alt-2/Alt-3) • Partial Demolition • Temporary Vacancy (Not in Use)	No action necessary	LL97 compliance report must be filed.
BBL Change (Condo Amendment / Lot Apportionment / Lot Merger)	Use the BBL indicated in DOF’s most current records for filing and payment. If any issue is encountered, submit Ticket 1.	BBL information may change yearly due to DOF recordkeeping. Submit Ticket 1 if CBL does not reflect correct/updated BBL information.

Dictionary:

Term	Definition
CBL	Covered Buildings List : DOB list of LL97-subject properties.
BBL	Borough-Block-Lot: Unique tax parcel identifier.
Alt-CO / Alt-1	Alteration requiring new Certificate of Occupancy. May exempt building during redevelopment.
ALT / Alt-2	Minor alteration that does <i>not</i> change CO. No automatic exemption.
TCO / CO	Temporary / Final Certificate of Occupancy.
Ticket 1	BEAM Form to dispute or clarify LL97 coverage at https://nyc.beam-portal.org/helpdesk/tickets/submit/31/?org=NYC <i>NOTE: does not require filing fee</i>
ESPM	ENERGY STAR Portfolio Manager. Used for LL97 reporting.
RDP	Registered Design Professional (architect or engineer) licensed in NY State.