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Office of Development
Division of Building & Land Development
Services
100 Gold Street
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HPD BLDS Request for New Construction Monitoring

The following documentation shall be required to complete the kick-off meeting scheduling request:

- BLDS Request for Construction Monitoring Form (this form)
- AIA (A101-2017): Agreement Between Owner and Contractor
- AIA (A201-2017): Contract Document, and if Applicable, HPD Rider
- AIA (B101-2017): Agreement Between Owner and Architect
- Trade Value Breakdown
- Subcontractors List
- Notice to Proceed (Owner or Architect)
- DOB Construction Permits
- Preliminary Construction Schedule
- DOB Approved Drawings & Specifications

Once all the required scheduling documentation is procured, please upload via our online Request for New Construction Monitoring Form.

NOTE: If you require further assistance with our scheduling requirements, please email us at BLDS_CSRequest@hpd.nyc.gov with the project name and project ID number indicated in the subject line.

Project Information

Request Submission Date: _____ Project Manager: _____
HPD Project ID: _____ Project Name: _____
HPD Program: _____ HPD Program (Secondary): _____
Construction Start Date: _____ Construction Completion Date: _____
Total Buildings: _____ Total Dwelling Units: _____ Total Overlay Units: _____

Requisition Sign-off Required? YES NO
Land Disposition Agreement? YES NO
Prevailing Wage? YES NO

Table with 5 columns: Entity, Company Name, Contact Name, Contact E-mail /Phone, Select if Separate Contract. Rows include Developer, Architect / Engineer, Contractor #1, Contractor #2, Contractor #3, and Other.

Building Information

NOTE: If more than 5 buildings, in lieu of populating the following information, please export a Closing Report from HPDWorks including all buildings for the project that require HPD monitoring, including the number of floors and units per building, and upload via the online request for monitoring form indicated at the beginning of this document. Where there is no closing report available an excel spreadsheet indicating all buildings that require monitoring shall suffice.

Table with 4 columns: Building Address, Boro, # Floors, # Units. Multiple empty rows for data entry.