

User Guide

LL88 Sub-Metering (Article 311)

Local Law 88 Critical Information



Please note that DOB NOW Filing Fees for Local Law 88 do not need to be submitted separately if a LL97 Report due in 2025 because it is **included in the LL97 filing fee**.

The Local Law 88 Filing Fee information is transferred to BEAM on a nightly basis. It is not possible to complete a Local Law 88 report in one day.

For buildings that are filing for both LL97 and LL88 in 2025, where the LL88 service provider differs from the LL97 service provider, the email address of the **additional LL88 service provider will need to be added by the owner, owner's rep or LL97 service provider in the BEAM platform**, after the owner, owner rep, or LL97 service provider have been granted access.

For buildings that are **only filing for LL88 in 2025 (and not LL97 in 2025)**, enter the LL88 service provider in DOB NOW and that information will transfer to BEAM on a nightly basis.

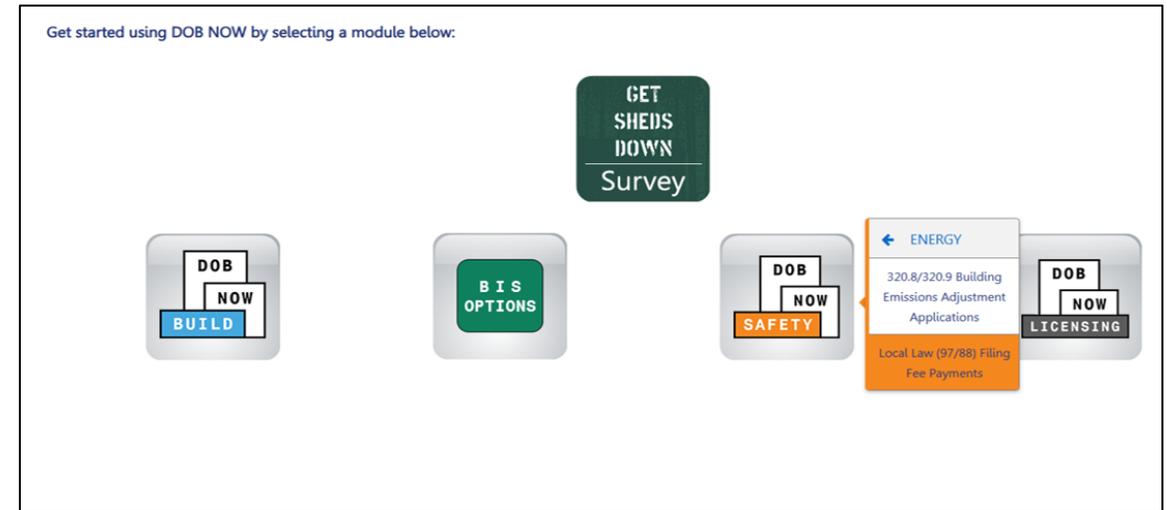
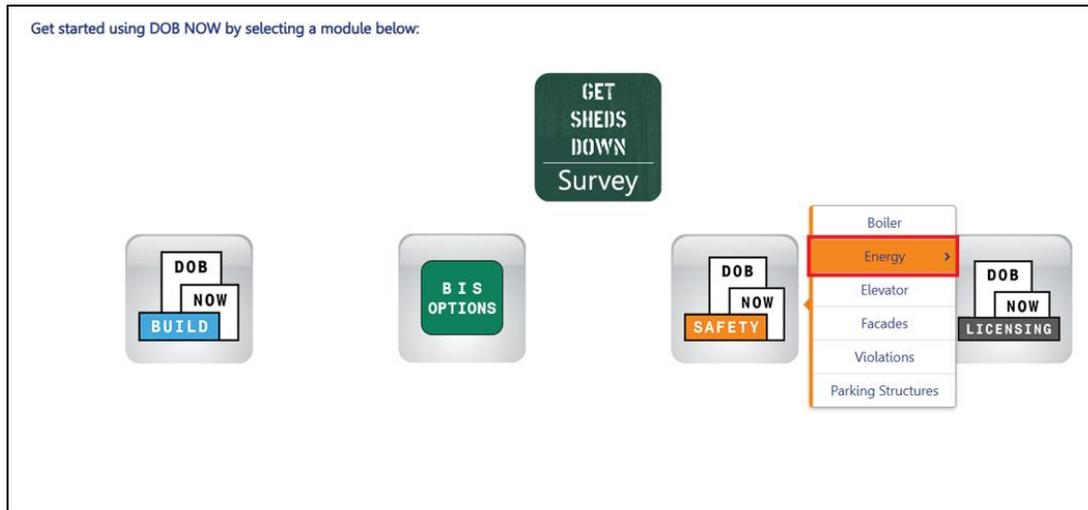
- What does [Article 311](#) mandate?
 - Electricity usage in covered tenant spaces be sub-metered if they already do not have dedicated meters.
 - Tenants in those covered spaces are provided monthly statements of their sub-metered electricity consumption so they can see how much electricity they consume.
 - The owner of a covered building containing the covered tenant spaces is required to file a report with DOB that is attested to by an RDP, licensed master electrician, or licensed special electrician confirming that the sub-meters have been installed.

- As defined in [Article 311](#), a covered tenant space is:
 - (i) A tenant space larger than 5,000 gross square feet (465 m²) on one or more floors of a covered building let or sublet to the same person, or
 - (ii) a floor, of a covered building, larger than 5,000 gross square feet (465 m²) consisting of tenant spaces let or sublet to two or more different persons.
- Exception: The term "covered tenant space" shall not include dwelling units classified in occupancy group R-2 or R-3.

Local Law 88 Filing Fee



- Navigate to the DOB Now login page at nyc.gov/dobnow, enter your NYC.ID email address in the Email field, and select **Login**. If you need to create an NYC.ID account, select **Create Account** or use the [DOB NOW User Guide](#) for step-by-step instructions.
- After logging into DOB NOW, the Welcome page displays. Hover over **DOB NOW: Safety** and click **Energy**.
- From the Energy sub-menu, select **Local Law 97/88 Filing Fee Payments**.





The LL88 fee does not need to be submitted separately because it is included in the LL97 filing fee.

Only continue with paying for LL88 filing fee if you are not filing LL97 compliance report in 2025.

Local Law 88 Filing Fee



- On the Local Law Payments dashboard, select **+Local Law 88 Payment**.

View...	Actions	Transaction Number	Transaction Status	Payment Status
	Select Action: ▾	LL88000001014	Pre-Filing	Due
	Select Action: ▾	LL88000001013	Pre-Filing	Due
	Select Action: ▾	LL88000001011	Pre-Filing	Due
	Select Action: ▾	LL88000001010	Pre-Filing	Due

Local Law 88 Filing Fee



In the **Stakeholders** section, select your role: **Owner** or **Owner's Representative**. The information of the logged in user will auto-populate in the selected section. Owner information is required.

- To **change the name or address**, select **Manage/Associate Licenses** from the person icon in the top right corner of the screen.
- If the **logged in user** is an **Owner's Representative**, enter the **email** address associated with the NYC.ID account of the **owner** on the **Owner Information Tab**. The grayed-out fields will auto-populate from the DOB NOW profile associated with the NYC.ID account.

NOTE: To submit a compliance report in BEAM, you must first pay your filing fee and create an account in BEAM using **one of the following emails provided here: Owner, Owner's Representative, or Service Provider (RDP/Licensed Master Electrician/Licensed Special Electrician)**. Only these emails will allow you to access your building profile in BEAM. You **must** add all three email addresses by clicking either the Owner information or the Owner's Representative tabs.

The screenshot shows the 'Stakeholders*' form. At the top, there is a section 'Are you an:' with two radio buttons: 'Owner' (selected) and 'Owner's Representative (also provide Owner Information)'. Below this are two tabs: 'Owner Information*' (active) and 'Owner's Representative'. The 'Owner Information*' tab contains several input fields: 'Email*' (with placeholder 'Please enter email address'), 'Owner Type*' (a dropdown menu with 'Select Type:' and a downward arrow, highlighted with a red box), 'Service Provider (RDP/RCxA) email address', 'First Name', 'Middle Initial', 'Last Name', 'Business Name*', 'Business Address*', 'City*', 'State*', 'Zip Code*', and 'Business Telephone'. The 'Owner's Representative' tab is currently inactive and its fields are grayed out.

Local Law 88 Filing Fee

- Under **Owner Information**, select **Owner Type**.
- The following owner types are **fee exempt**:
 - Buildings owned by a not-for-profit corporation that is used exclusively for educational, charitable and/or religious purposes,
 - Buildings owned by a Federal, State, City or foreign government.
- **Fee-exempt owners are exempt from payment but still must complete these steps to get the Payment Confirmation Number to be entered in the BEAM Reporting Portal.**
 - If a fee exempt owner type is selected, the **NYC Department of Finance Property Information** must indicate that the **Tentative or Final Assessment Roll** assessed value is **zero**. Go to [Department of Finance](#) to **print proof** of exemption and upload it in the Reporting Portal with your report.

Stakeholders*

Are you an.*

Owner Owner's Representative (also provide Owner Information)

Owner Information* | Owner's Representative

Email*
Please enter email address

Owner Type*
Select Type: ▾

Service Provider (RDP/RCxA) email address

First Name

Middle Initial

Last Name

Business Name*

Business Address*

City*

State*

Zip Code*

Business Telephone

Local Law 88 Filing Fee



- Confirm "**Yes**" that you will be filing a Local Law 88 Compliance Report in the BEAM Reporting Portal.
- Select "**No**" that your LL97 Compliance Report is not required to be submitted in 2025.

Transaction Information* ☑ ➤

Will you be filing a report for Local Law 88 compliance in the Reporting Portal?* (This information can be found on the LL88 Covered Buildings list.) Yes No

Is your LL97 compliance report required to be submitted in 2025?* Yes No

Local Law 88 Filing Fee

- In the Property Information section, enter the **Borough, Block and Lot** and click **Search & Add**.

Property Information*

Select the BIN(s) for which you are filing a single report.

Borough, Block, Lot

Borough*
Select Borough

Block*
Enter Block

Lot*
Enter Lot

Search & Add

Local Law 88 Filing Fee

DOB
NOW

- In the **Building Identification Number** pop-up window, check the box by the individual BIN for this payment then select **Select & Add**.

Building Identification Number

	BIN	Address	Borough
<input checked="" type="checkbox"/>	1028159	125 COLUMBUS AVENUE	MANHATTAN

Total Items: 1

1 / 1 Items Per Page 10 Items Per Page 1 - 1 of 1 items

Select & Add Cancel

Local Law 88 Filing Fee



- The property information will then be listed in a grid under the Search & Add button and can be removed by selecting the trash icon. If selections are changed in the Transaction Information section after an address has been added, the system will remove the address and it will need to be re-entered.
- Select **Yes** to confirm that the BIN has either a single owner or the property is a co-op or condo.

Action	BIN	Address	Borough	Block	Lot
	1028159	125 COLUMBUS AVENUE	MANHATTAN	1118	1

Is the selected BIN(s) associated with a single owner or is the property a co-op or condo?*

Yes No

Save Proceed To Pay \$ 115

Local Law 88 Filing Fee



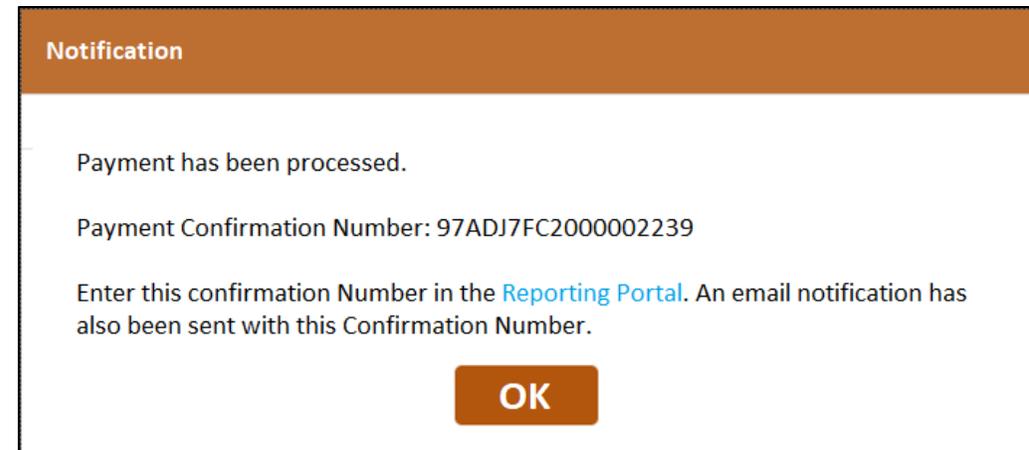
- For all other buildings, the **Proceed to Pay** button will display the payment amount. Click **Proceed to Pay** and then **Pay Now**. A CityPay window will open in a new window/tab where payment is made by selecting the Check or Credit Card tab. See the [DOB NOW Payments CityPay Manual](#) for step-by-step instructions.

A screenshot of a 'Payment Confirmation' dialog box. The title bar is orange and contains the text 'Payment Confirmation'. The main content area is white and contains a dashed blue border around the question 'Are you sure you want to make a payment of \$115.00?'. Below this, there is a blue paragraph: 'eCheck payments can take up to 10 days to process. The transaction will not be complete until the payment is processed.' followed by an orange paragraph: 'Please confirm that your pop-up blocker is turned off before clicking on the Pay Now button.' At the bottom right, there are two orange buttons: 'Pay Now' and 'Cancel'.

Local Law 88 Filing Fee



- After payment is submitted in City Pay, receipt details will be provided that show a receipt number. This is **NOT** the number to be entered into the BEAM Reporting Portal.
- Return to the DOB NOW window. For credit card/Paypal/Venmo payments, you will see a notification with a **Payment Confirmation Number**. This is the number to be submitted in the Reporting Portal. It will also be sent to you by email.
- For payments by **eCheck**, the status of the transaction will change to **Pending Payment Verification**.
 - The **Payment Confirmation Number** will be sent by email when the payment clears (**up to 10 business days** after it is submitted).
 - **Your data will not be logged in BEAM until:**
 - The payment clears; and
 - The status on DOB NOW no longer says "pending"; and
 - You have a payment confirmation number.



Local Law 88 Filing Fee



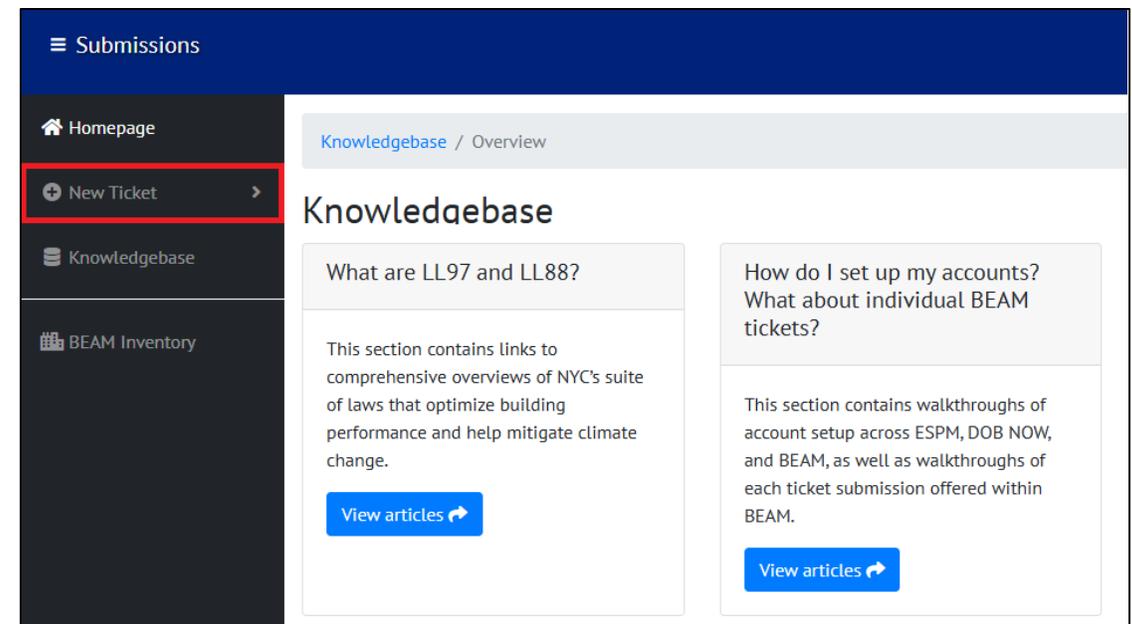
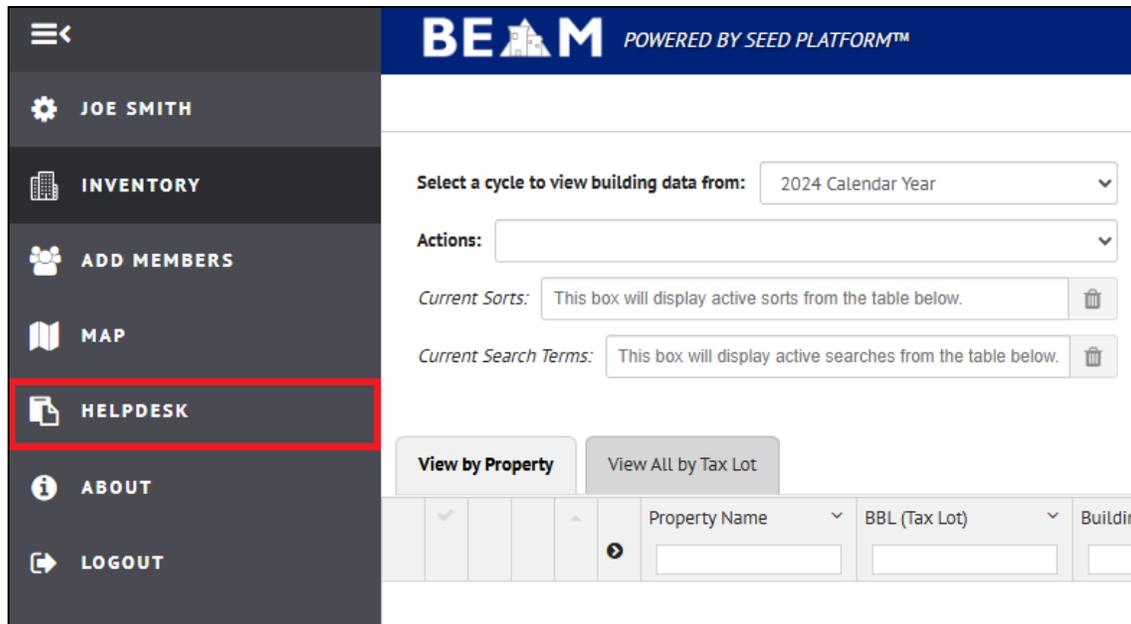
- For payments by eCheck, the status of the transaction will change to **Pending Payment Verification**. The **Payment Confirmation Number** will be sent by email when the payment clears (up to 10 business days after it is submitted).
- The **Payment Confirmation Number** can be viewed on your dashboard once the Transaction Status is submitted. To view all transaction details, double click on the transaction number to open it. From the Actions column, you can delete any transaction in Pre-Filing status.

The screenshot shows the NYC Department of Buildings Local Law Payments dashboard. It features a navigation bar with 'Local Law 97 Payment' and 'Local Law 88 Payment' buttons. Below this are tabs for 'Local Law 97 Fee Payments' and 'Local Law 88 Fee Payments'. The main content area displays a table with columns for View, Actions, Transaction Number, Transaction Status, Payment Status, Payment Confirmation Number, Article, Amount Paid, Amount Due, and Owner. A single transaction is visible with the following details:

View...	Actions	Transaction Number	Transaction Status	Payment Status	Payment Confirmation Number	Article	Amount Paid	Amount Due	Owner
	Select Action: <input type="button" value="v"/>	LL97000001044	Submitted	Paid	97ADJ7FC2000002239	320	\$615.00	\$0.00	AJOE LANDSCAPE

LL88 Sub-Metering (Article 311) Report

- On the BEAM Platform at nyc.beam-portal.org, from the left sidebar, navigate to **Helpdesk**. Then again from the left sidebar, click **New Ticket**.



LL88 Sub-Metering (Article 311) Report

- Select **14. BEAM Account Update Point of Contact**.
- Fill out all **building and contact information** for the property reporting for Local Law 88. Update the **name and email** for the LL88 Lighting and Submetering Professional(s).

14. BEAM Account Update Point of Contact Edit

Enter Building Address (as it appears on BIS)*

Enter Borough-Block-Lot (BBL)*

Enter Building Identification Number (BIN)*

Please search [this list](#) to verify your BIN.

Primary Contact Name

Primary Contact Email*

Second Contact Name

Second Contact Email

LL88 Lighting Professional Name

LL88 Lighting Professional Email

LL88 Submetering Professional Name

LL88 Submetering Professional Email

Submitter E-Mail Address

This e-mail address will receive copies of all public updates to this ticket.

Case owner

If you select an owner other than yourself, they'll be e-mailed details of this ticket immediately.

Submit Ticket

- Navigate back to the "New Ticket" function and select **12. LL88 Sub-Metering (Article 311)**.

Submit a 12. LL88 Sub-Metering (Article 311)

This ticket pertains to a covered building subject to [Article 311 of Chapter 3 of Title 28 of the Administrative Code](#), and is required to demonstrate compliance with installation of electrical sub-meters in tenant spaces.

A complete "LL88 Sub-Metering (Article 311)" ticket must include all of the following:

1. Building address, Borough-Block-Lot (BBL) and Building Identification Number (BIN).
2. A list of all covered tenant spaces in such covered building; and
3. Confirmation and attestation upload from a [registered design professional](#), a [licensed master electrician](#), or a [licensed special electrician](#) certifying that sub-meters have been installed for all covered tenant spaces in accordance with Article 311 of Title 28 of the Administrative Code; and
4. A sample monthly statement in accordance with section 28-311.4 of the Administrative Code.
5. [DOB NOW](#) Payment Confirmation Number (i.e. 88xxxxxx).

Note: Buildings filing LL97 reports in 2025 do not need to pay a separate LL88 fee, instead input the LL97 Payment Confirmation Number.

LL88 Sub-Metering (Article 311) Report

- On the Create Ticket page, enter **Submitter Email**. This email address will receive copies of all public updates to this ticket.
 - **NOTE:** This email must be one of the emails provided in the DOB NOW Filing Fee (Owner, Owners Rep, Service Provider) OR the LL88 Lighting Professional or LL88 Submetering Professional indicated on the ticket “14. BEAM Account Update Point of Contact”
- Enter **Building Address, Borough-Block-Lot (BBL)** and **Building Identification Number (BIN)**.

Submitter Email*

This e-mail address will receive copies of all public updates to this ticket.

Enter Building Address*

[Enter address as it appears on NYC DOB BIS](#)

Enter Borough-Block-Lot (BBL)*

[Enter BBL as it appears on LL88 and/or LL97 CBL.](#)

BBLs must be 10 numerical digits, including any leading zeros for the block and lot (i.e. 1012234067). There should be no dashes, spaces, or other characters within the digits.

Enter Building Identification Number (BIN)*

[Enter BIN as it appears on LL97 CBL.](#)

BINs must be 7 numerical digits (i.e. 1234567) There should be no dashes, spaces, or other characters within the digits.

LL88 Sub-Metering (Article 311) Report

- Indicate whether the filing has any covered tenant space.
- If yes, upload required documentation (as defined in [RCNY 103-108](#))
 - A list of all covered tenant spaces AND
 - A sample monthly utility statement

Please indicate if there are any covered tenant spaces within the covered building.

Please upload the following supporting documentation:^{*}

No file chosen

This is a required field.

- A list of all covered tenant spaces in such covered building; and

Please upload the following supporting documentation:

No file chosen

This is a required field.

- A sample monthly statement in accordance with section 28-311.4 of the Administrative Code.

LL88 Sub-Metering (Article 311) Report

- Select from the following which professional is attesting to the report:
 - [Registered Design Professional \(RDP\)](#)
 - [Licensed Master Electrician](#)
 - [Licensed Special Electrician](#)
- Input the license information for said professional.
 - RDP License # lookup: [NYS Department of Professions](#)
 - Electrician License # lookup: [BIS](#)
 - Electrician License # lookup: [BIS](#)

Please select which professional is attesting to this report:

----- ▾

Please enter the license number of the professional attesting to sub-metering upgrades.

This is a required field.
RDP License # lookup: [NYS Department of Professions](#)
Electrician License # lookup: [BIS](#)

- Click "**Choose file**" and upload the following supporting documentation
 - [Article 311 Professional Attestation](#).
 - Attestation form signed by both the professional and the building owner.

Please upload an attestation by the reviewing Registered Design Professional, licensed master electrician, or licensed special electrician.

No file chosen

This is a required field.

LL88 Sub-Metering (Article 311) Report



NYC Buildings LOCAL LAW 88 of 2009:
Professional Attestation Form for Article 310/ Article 311
Form must be typewritten.

PURPOSE: The Licensed Professional must complete this form to verify documentation filed in compliance with Article 310 and/or Article 311 of Chapter 3 of Title 28 of the NYC Administrative Code (LL88).

1. Verifying Licensed Professional

Name of Verifying Professional: _____
Business Name: _____ Business Telephone: _____
Business Address: _____
Email Address: _____ Mobile Telephone: _____
License Type (Choose one from below) License Number: _____
 Professional Engineer
 Registered Architect
 Licensed master electrician
 Licensed special electrician

Article for LL88 the Licensed Professional is attesting for: Article 310 Article 311

2. Attestation of Building Owner

Name of the Building Owner: _____
Building Owner's Email: _____ Building Owner's Phone: _____

Building owner's attestation
I certify that I am the owner of record for the referenced building(s), and I have authorized the above duly licensed professional to verify information relating to my building(s) submitted pursuant to Article 310 and/or Article 311 of Chapter 3 of Title 28 of the NYC Administrative Code (LL88).

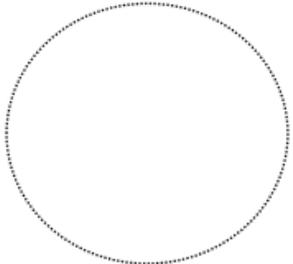
Signature: _____ Date: _____

3. Attestation of Verifying Professional

I have reviewed the information submitted in documentation related to the compliance of this building owner's building(s) with Article 310 and/or Article 311 of Chapter 3 of Title 28 of the NYC Administrative Code (LL88), and under penalties provided by law, attest to its accuracy. Falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. It is unlawful to give to any City employee, or for a City employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Violation is punishable by a fine or imprisonment or both. I understand that if I am found after due hearing to have knowingly or negligently made a false statement or to have knowingly or negligently falsified or allowed to be falsified any certificate, form, signed statement, application, report or certification of the correction of a violation required under the provisions of the Building Code or of a rule of any agency, I may be barred from filing further applications or documents with the NYC Department of Buildings.

Name (please print): _____
Signature: _____ Date: _____

*Print name, sign, and date.
For Professional Engineer or Registered Architect,
apply seal at right.*



nyc.gov/buildings Rev. 2/27/2025

LL88 Sub-Metering (Article 311) Report

- Input your DOB NOW Payment Confirmation Number – if not paying LL88 fee, input the LL97 payment confirmation number.
- Click **Submit Ticket!**

Please enter DOB NOW Payment Confirmation Number.*

This is a required field. [DOB NOW User Guide](#).
(i.e. 88xxxxxxx)

Note: Buildings filing LL97 reports in 2025 do not need to pay a separate LL88 fee, instead input the LL97 Payment Confirmation Number.

Submit Ticket