



**DOB WEBINAR SERIES – SESSION 2:
LL97 ARTICLE 321 REPORTING
PROCESS
March 7th, 2025**

presented by
DOB Sustainability Bureau

NYC
Buildings

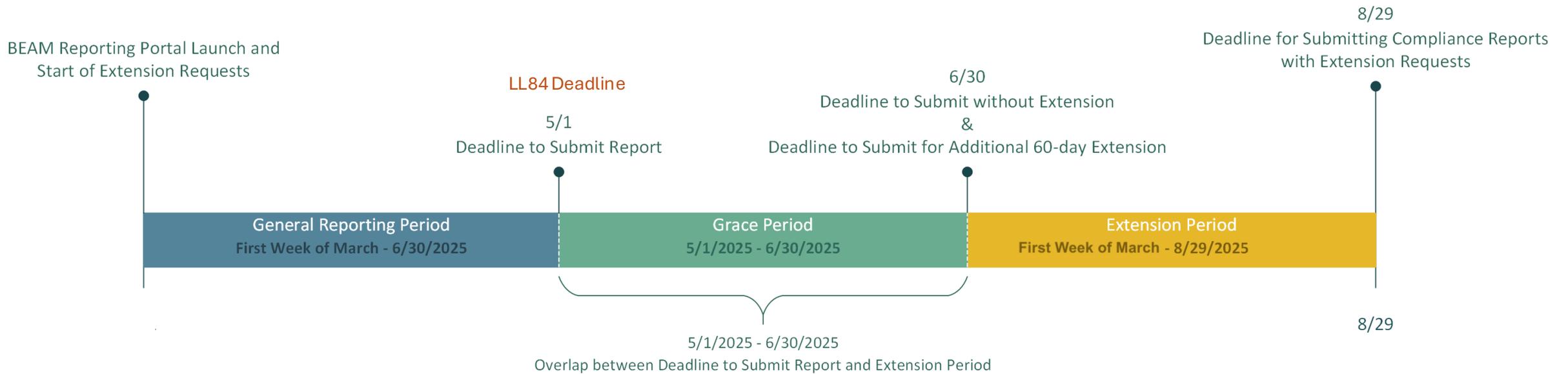
Presenters

- Emily Hoffman, Director, Office of Building Energy and Emissions Performance (OBEEP)
- Andrew McLean, Policy and Project Associate, Policy and Legal
- Thomas Carpenito, Project Manager, Sustainability Enforcement, OBEEP
- Emily Poorvin, Senior Building Energy and Emissions Auditor, OBEEP

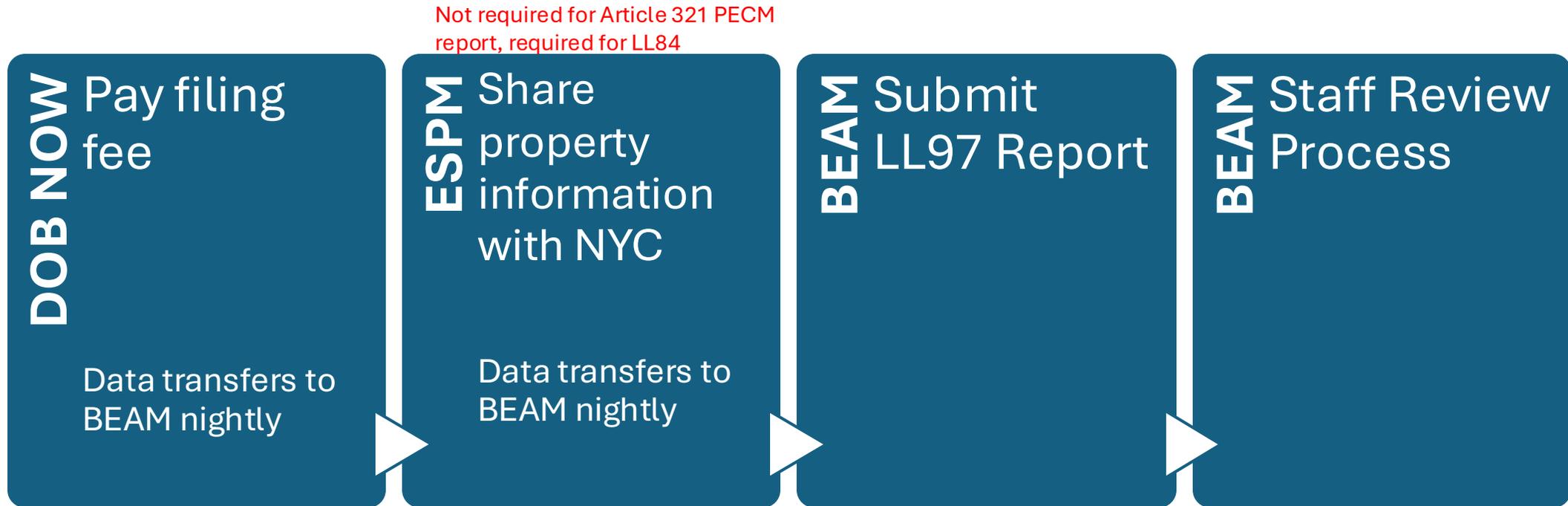
LL97 TIMELINE

For Filing Extensions and Submitting Compliance Reports

Grace periods & extensions apply to LL88



Local Law 97 Reporting Process - Article 321 PECM

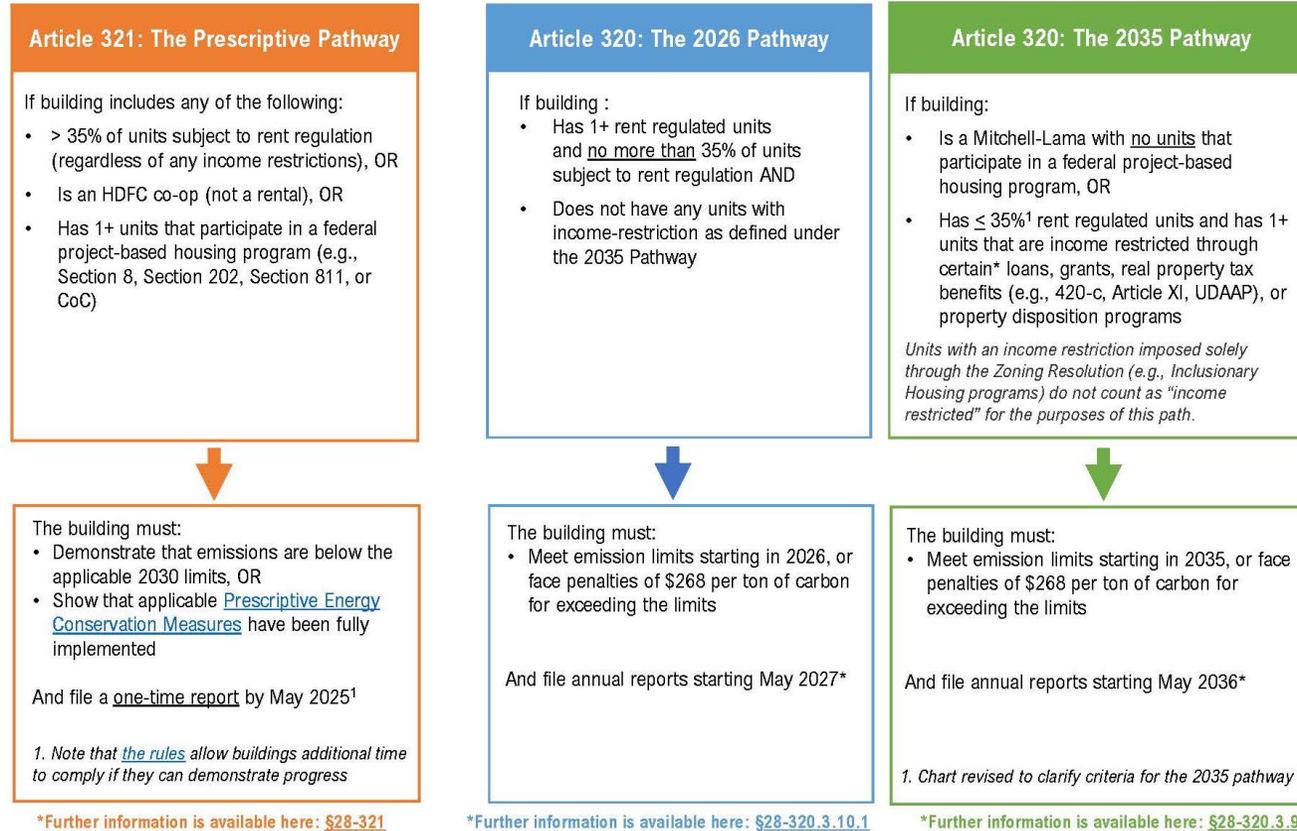


The following three email addresses entered in DOB NOW will serve as the **only** email addresses to view building profile in the Building Energy Analysis Manager (BEAM).

- Owner
- Owner Representative
- Service Provider (RDP/RCxA) - *optional if owner's rep is also service provider*

What is an Article 321 Building?

LL97 covered buildings[†] with rent regulated and/or affordable units must follow one of the pathways below:



[†]LL97 generally covers, with some exceptions: buildings that exceeds 25,000 gross square feet; two or more buildings on the same tax lot that together exceed 50,000 square feet; two or more condominium buildings governed by the same board of managers and that together exceed 50,000 square feet.

Houses of worship (HOWs)

- **Definition:**
 - “main use or dominant occupancy is classified as occupancy group A-3 religious house of worship”
 - Greater than 50% of the building is used as assembly space for religious purposes
- Confirming HOW
 - Described in the CBL FAQ
 - Requires an RDP to certify floor area measurements.

311 Search all NYC.gov websites

Русский Translate Text-Size

NYC Buildings

Property or Business Owner Industry Safety Codes Search

NYC Codes Code Notes Reference

Local Law 97 (LL97) Covered Buildings List (CBL) FAQs

Expand All Collapse All

Click a topic, or press the enter key on a topic, to reveal its answer.

- My building should not be subject to LL97 - how do I remove it from the CBL? +
- Why is my building's BBL listed on multiple LL97 CBLs? +
- How do I dispute my building's compliance pathway, as listed on one or more of the LL97 CBLs? +
- Houses of Worship -**

LL97 defines "house of worship" as a building whose main use or dominant occupancy is classified as occupancy group A-3 religious house of worship. Such buildings are subject to Article 321 "CP3." DOB asks these building owners to self-identify as follows:

LL97 CBL Disputes

1. Applicant submits dispute (by email or BEAM ticket)
2. DOB assesses the dispute and documentation, requests more documentation from the applicant if needed
3. DOB requests information from partner agencies (such as DHCR or DCAS) - Note this step can take time
4. DOB determines the building's compliance pathway
5. DOB informs the applicant and updates internal records

Note: If a dispute has not been resolved by the reporting deadline, owners should submit a report on the compliance pathway that they believe their building should be subject to, in consultation with Registered Design Professionals, Qualified Retro-Commissioning agents, and/or legal representatives, as applicable.

Documentation needed for to prove a building should be subject to Article 321:

>35% Rent regulated

If the units in the building are rent stabilized only: DHCR Certified Annual Registration Summary from the current or previous calendar year, showing number of units under rent regulation. Owners can request records here: orarecords@hcr.ny.gov

If the units in the building are rent controlled: a signed letter from a lawyer, confirming that of the dwelling units in the building over 35% are rent regulated (rent controlled or rent stabilized).

Project-based federal housing program

Contract showing proof of the building's active participation in a project-based assistance program.

321 HDFCs

Certificate of Incorporation certified by the state. Owners can get copies here: <https://dos.ny.gov/copies-corporation-or-business-entity-documents>

Houses of Worship

A completed House of Worship Verification Form and House of Worship Verification Sheet. These can be downloaded at https://www.nyc.gov/assets/buildings/pdf/howveri_form.pdf and at https://www.nyc.gov/assets/buildings/excel/how_ver.xlsx

Finding the disputes ticket

Log in to the BEAM Platform at nyc.beam-portal.org. From the left sidebar, navigate to **Helpdesk**. Then again from the left sidebar, click **New Ticket**, then select **01. LL97 Covered Building List (CBL) Disputes**.

You do **not** need a BEAM account or a DOB NOW payment confirmation to submit a disputes ticket

BEAM POWERED BY SEED PLATFORM™

JOE SMITH

INVENTORY

ADD MEMBERS

MAP

HELPDESK

ABOUT

LOGOUT

Select a cycle to view building data from: 2023 Calendar Year

Actions:

Current Sorts: This box will display active sorts from the table below.

Current Search Terms: This box will display active searches from the table below.

View by Property | View All by Tax Lot

Property Name	Portfolio	BBL (Tax Lot)	Building ID Number (BBL)	Address DOF
Office				
Office		1000010010		
Office				
Office				
Office				

Submissions

Knowledgebase / Overview

New Ticket

Knowledgebase

We have listed a number of Knowledgebase articles for your perusal in the following categories. Please check to see if any of these articles address your problem prior to submitting a ticket.

Local Law 97 (LL97) Requirements

Buildings account for approximately two-thirds of greenhouse gas emissions in New York City, and both Mayor Adams as well as prior mayors have pledged to address these emissions as part of their plans to make the city carbon neutral by 2050.

Under Local Law 97, most buildings over 25,000 square feet are required to meet new energy efficiency and greenhouse gas emissions limits as of 2024, with stricter limits coming into effect in 2030. The goal is to reduce the emissions produced by the city's largest buildings 40 percent by 2030 and net zero by 2050.

View articles

Resource Library

This page includes resources including instructions on how to submit reports through Energy Star Portfolio Manager, reporting guides, information about upcoming and past webinars, and more to help you comply.

View articles

Utility Programs and Financing

This section includes information on utility and other resources that can help you come into compliance with the emissions limits set by Local Law 97. Please also see the following resources.

View articles

Powered by django-helpdesk.

Completing the disputes ticket

Completing a dispute ticket to show that you are an Article 321 building requires that you supply the following:

- Building details
- The reason for the dispute
- The compliance pathway of your building
- The reason your building should be subject to Article 321
- Documentation evidencing your building's compliance status (a list of accepted documentation can be found on the [CBL Matrix](#))

Note: a dispute can only cover multiple BINs where the documentation covers multiple BINs. Where documentation is specific to the building, the dispute must be specific to the BIN.

What is your dispute?*

1. My building is listed on the CBL and it shouldn't be
2. I need to update my building's compliance pathway
3. My building is not listed on the CBL and it should be

Please select the compliance pathway that should be listed for your building.

Compliance Pathway 1 - Article 320 beginning 2026 (28-320.3.10.1)

Compliance Pathway 2 - Article 320 beginning 2035 (28-320.3.9)

Compliance Pathway 3 - Article 321 One-Time Compliance

DOB NOW Filing Fees

Article 321

Critical Information for DOB NOW: Safety



The **Owner, Owners Representative, and Service Provider** (RDP/RCxA) email addresses **must be** provided in the DOB NOW Filing Fee process.

- These email addresses are the only way to access your building profile in BEAM.
- While you may be able to create a BEAM account without submitting a DOB NOW filing fee, applicable building information will **not** be present in your building profile.
- The BEAM account must be created using one of the three email addresses identified in the LL97 DOB NOW Fee portal associated with the BIN/BBL.

Email addresses entered in DOB NOW will serve as the **only** email addresses to view building profile in BEAM.

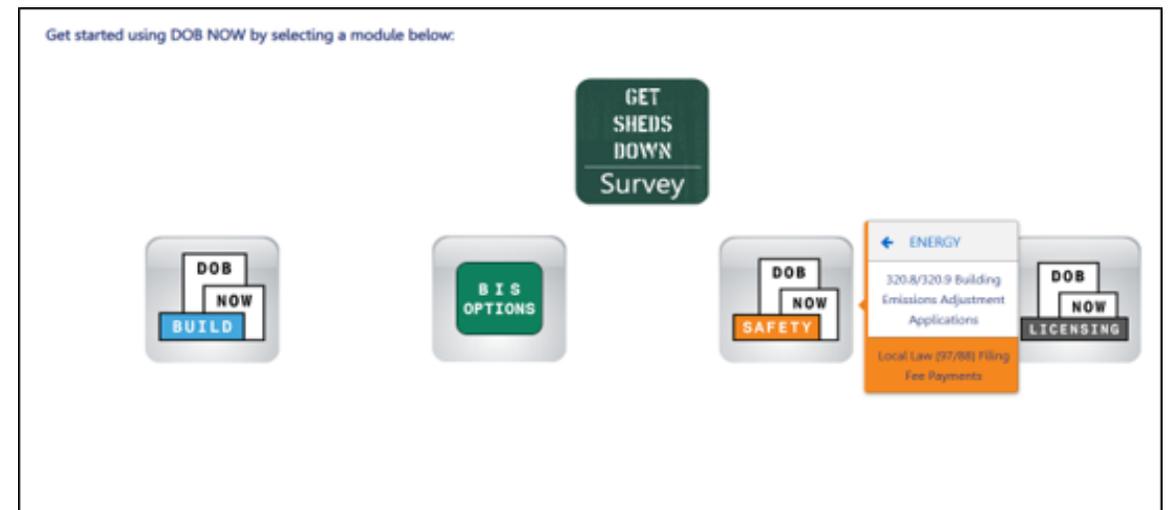
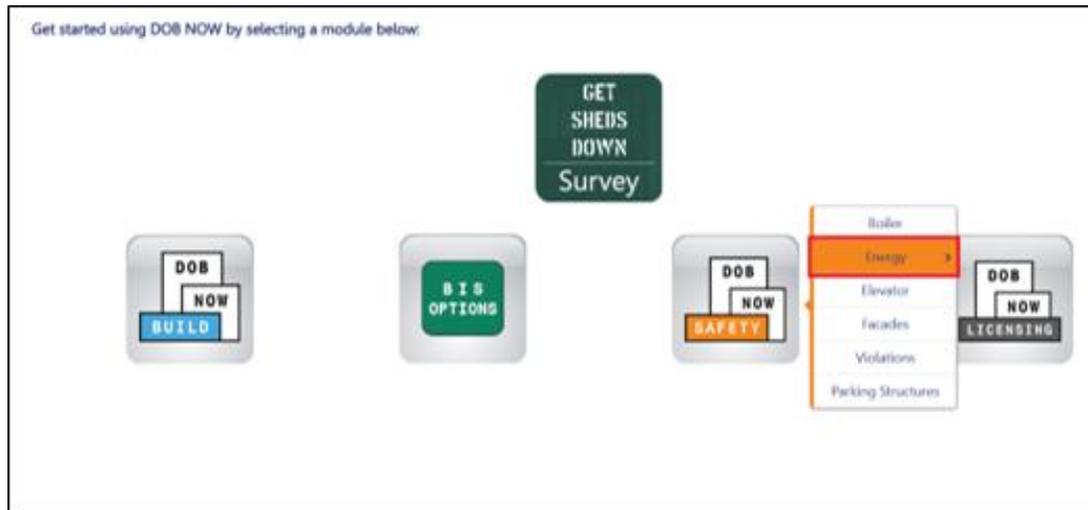
- Owner
- Owner Representative
- Service Provider (RDP/RCxA) - *optional*

DOB NOW Filing Fee Payment information and submitted emails are transferred to BEAM on a nightly basis. It is not possible to complete a BEAM report in one day.

Article 321 Compliance Report 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**.



Article 321 Compliance Report Filing Fee



- On the Local Law Payments dashboard, select **+Local Law 97 Payment**.

The screenshot shows the NYC Department of Buildings Local Law Payments dashboard. At the top, there is a header with the 'DOB NOW SAFETY' logo and the text 'NYC Department of Buildings Local Law Payments'. Below the header, there are two buttons: '+ Local Law 97 Payment' and '+ Local Law 88 Payment'. Underneath these buttons are two tabs: 'Local Law 97 Fee Payments' (which is selected) and 'Local Law 88 Fee Payments'. The main content area displays a table with the following columns: 'View...', 'Actions', 'Transaction Number', 'Transaction Status', and 'Payment Status'. The first row of data shows a 'Select Action:' dropdown, the transaction number 'LL97000001041', the status 'Pre-filing', and the payment status 'Due'.

View...	Actions	Transaction Number	Transaction Status	Payment Status
	Select Action: <input type="text"/>	LL97000001041	Pre-filing	Due

Article 321 Compliance Report 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/RCxA)**. 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.

Stakeholders*

Are you an:

Owner Owner's Representative (also provide Owner Information)

Owner Information* | Owner's Representative

Email*

Owner Type*

Service Provider (RDP/RCxA) email address

First Name

Middle Initial

Last Name

Business Name*

Business Address*

City*

State*

Zip Code*

Business Telephone

Article 321 Compliance Report Filing Fee



- Under **Owner Information**, select **Owner Type**.
 - The following owner types are fee exempt: Non-profit organization, NYC Agency, NYCHA/HHC Owned and Operated, Other Government Owned and Operated, School Construction Authority.
 - **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 nyc.gov/nycproperty 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: [v]

Service Provider (RDP/RCxA) email address

First Name
Middle Initial
Last Name

Business Name*
Business Address*
City*

State*
Zip Code*
Business Telephone

Article 321 Compliance Report Filing Fee



- Select **Article 321** to indicate your compliance pathway. Compliance requirements can be confirmed on the [LL97 Covered Buildings List](#).
- Select **Yes** when asked whether you will be filing a compliance report in the LL97 Reporting Portal and select **2024** as your Report Year.

Transaction Information* ☑ ➤

Which article under Local Law 97 applies to your building?* (This information can be found on the [LL97 Covered Buildings list](#).)

Article 320 Article 321

Will you be filing a compliance report in the LL97 Reporting Portal?* Yes No

Report Year*

2024 ▼

Article 321 Compliance Report Filing Fee



- Select **Compliance Report – Energy Compliant Building or Prescriptive Energy Conservation Measures (28-321.3; RCNY 103-17(b)(1))**.

Article 321 Information*



What type of Article 321 compliance report will you be filing in the LL97 Reporting Portal?*

- Compliance Report - Energy Compliant Building or Prescriptive Energy Conservation Measures (28-321.3; RCNY 103-17(b)(1))
- Mediated resolution (RCNY 103-17(g))
- Unexpected or Unforeseeable Event (RCNY 103-17(f)(1))
- Eligible Energy Conservation Alteration Project (RCNY 103-17(f)(2))

Article 321 Compliance Report 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* **Block*** **Lot***

Article 321 Compliance Report Filing Fee



- In the **Building Identification Number** pop-up window, check the box(es) by the BIN(s) 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

1 - 1 of 1 items

Select & Add 1 Cancel

Article 321 Compliance Report 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 the BIN(s) has either a single owner or the property is a co-op or condo. Enter any **Related Payment Confirmation Number** (any payment that has already been processed in DOB NOW: *Safety* for the same property)

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

Related Payment Confirmation Number (any payment that has already been processed in DOB NOW: *Safety* for the same property).

Separate each by a comma ","

Article 321 Compliance Report Filing Fee



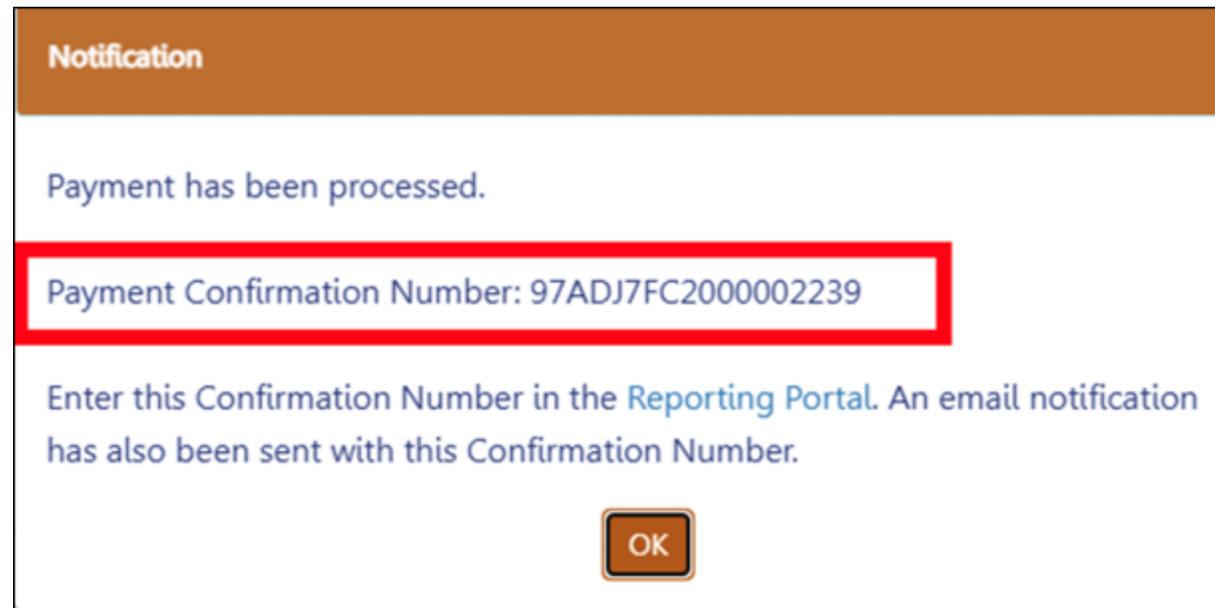
- For all other buildings, the Proceed to Pay button will display the payment amount. Click **Proceed to Pay** and then **Pay Now**. A CityPay window will open in a new window/tab where payment is made by selecting the Check or Credit Card tab. See the [DOB NOW Payments CityPay Manual \(link\)](#) for 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 \$210.00?'. Below this, there is a blue note: 'eCheck payments can take up to 10 days to process. The transaction will not be complete until the payment is processed.' Below that is an orange note: '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'.

Article 321 Compliance Report 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 in to 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.



Article 321 Compliance Report 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.

NYC Department of Buildings
Local Law Payments

Local Law 97 Payment + Local Law 88 Payment +

Local Law 97 Fee Payments Local Law 88 Fee Payments

View...	Actions	Transaction Number	Transaction Status	Payment Status	Payment Confirmation Number	Article	Amount Paid	Amount Due	Owner
	Select Action: ▾	LL97000002239	Submitted	Paid	97ADJ7FC2000002239	20	\$300.00	\$0.00	u unduru

DEMO

Article 321

Webinar Schedule

Webinar Date	Session Topic - (BEAM specific ticket details below)
2/28/2025	Overview of LL97 Reporting Process
3/5/2025	Benchmarking Forum
3/7/2025	Article 321 Compliance Filing: Part 1 LL97 Compliance Report (Article 321)
3/11/2025	Article 320 Filing: Part 1 LL97 Building Emissions Limit & RDP Attestation (Article 320), LL97 Deductions and Alternatives to Calculating Annual Building Emissions (Article 320 and Article 321), LL97 Block Proration (Article 320).
3/14/2025	Article 321 Compliance Filing: Part 2 LL97 Penalty Mitigation (Article 321), LL97 Covered Building List (CBL) Disputes.
3/18/2025	Article 320 Continued: Part 2 LL97 Penalty Mitigation (Article 320), LL97 Good Faith Efforts Report (Article 320 only).
3/20/2025	LL88 Lighting & Sub-Metering
3/25/2025	LL97 Application for §320.7 Adjustment
TBD	Offsets

DOB Webinars

Questions and Inquiries?

Contact: BEAM_LL97@buildings.nyc.gov

An aerial, high-angle photograph of a dense urban landscape, likely New York City, showing a vast array of skyscrapers and buildings. The text 'THANK YOU!' is prominently displayed in the center of the image in a large, white, sans-serif font. The bottom of the image features a blue gradient overlay containing the text 'build safe | live safe' on the left and the 'NYC Buildings' logo on the right.

THANK YOU!

build safe | live safe

NYC
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