NYC

**Department of
Housing Preservation
& Development
nyc.gov/hpd**

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Office of Development
Division of Building & Land Development
Services
100 Gold Street
New York, N.Y. 10038

HPD BLDS Request for Preservation Construction Monitoring

The following documentation shall be required to complete the kick–off meeting scheduling request:
- BLDS Request for Construction Monitoring Form, fully completed (This form).
- Owner–Contractor agreement (Including HPD rider if applicable).
- Notice to Proceed (Owner or Architect).
- Department of Buildings construction permit (must be active).
- Scope of Work and/or Department of Buildings Approved Drawings.

Once all the required scheduling documentation is procured, please upload via our online **Request for Preservation 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

Entity	Company Name	Contact Name	Contact E-mail /Phone	*Select if Separate Contract*
Developer				
Architect / Engineer				
Contractor #1				
Contractor #2				
Contractor #3				
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.

Building Address	Boro	# Floors	# Units