



# CHAPTER

# 41



# Sign Posting

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## Sign Posting

Most owners and managers are not aware of all the different signs that are required to be posted in a New York City apartment building. The requirements are buried in the NYS Multiple Dwelling and Public Health Laws, the NYC Administrative Code, Dept. of Health regulations, etc. Various federal, state, and local laws also require signs for building employees. As difficult as it may be to keep up with these diverse requirements, ignorance can prove costly. Lack of a necessary sign or improper posting could lead to a substantial fine if an inspector visits the building. To aid owners, we have scoured the relevant laws, questioned city agencies, and come up with the following comprehensive list of signs that must be posted in NYC apartment buildings.

For additional information, visit HPD's webpage on signage, filing, and notices:

- ❖ *Online: [www1.nyc.gov/site/hpd/services-and-information/required-signage.page](http://www1.nyc.gov/site/hpd/services-and-information/required-signage.page)*

### LOBBY & HIGHER FLOORS

#### ADVERTISING

**Content.** Owners of one-, two- or three-family buildings may post a sign in a conspicuous place telling restaurants or other advertisers not to place unsolicited advertising materials in the building. Owners of buildings with three or more apartments may post a sign informing advertisers that unsolicited advertise-

ments should either not be placed in the building or that the number and location of unsolicited advertisements are limited.

**Specifications.** This sign must be at least five inches by seven inches in size and should contain lettering at least one inch in size. If no advertising is wanted, the sign should state:

Do Not Place Unsolicited Advertising Materials  
on This Property

In multiple dwellings, the sign can alternatively state the number of unsolicited advertisements that may be left at the building and/or a particular location or receptacle where the advertisements may be placed.

**Location.** The sign should be posted in the building's vestibule or lobby.

**Penalty.** If advertisers do not comply with signs posted by owners to stop or limit advertising in the building, owners can complain to the Dept. of Sanitation (DSNY) on a form issued for that purpose. The NYC Dept. of Buildings (DOB) may fine advertisers \$250 for violations.

**Citation.** General Business Law §397-a.

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## BOILER ROOM ACCESS SIGNS

**Content.** An owner who keeps the door to his boiler room locked must post a sign naming the person entrusted with the key and specifying his location. The sign must read:

Key to heating system area lock is located at  
[insert name of person with key and that person's  
location]

NYCHA buildings are exempt from this requirement.

**Specifications.** The sign's letters must be at least  $\frac{3}{16}$  of an inch in height. The sign itself must be large enough to accommodate the lettering while still providing a  $\frac{1}{4}$ -inch margin around the lettering on all sides. The sign's letters and background must be of contrasting colors. The sign must be made of metal, plastic, or decal.

**Location.** The sign must be posted in the building's entrance hall and also on the boiler room entrance door. In the entrance hall, the sign should be posted in a conspicuous place, preferably above the mailboxes. The sign must be between 6 and 8 feet from the floor.

**Penalty.** Failure to post a boiler room access sign is a class-C violation of the NYC Administrative Code and can result in fines of \$50 to \$150 per violation, plus \$125 per day until corrected.

**Citation.** NYC Admin. Code, §27-2033; 28 RCNY, §16-02.

❖ **For Further Information:** see CHAPTER 6: BOILER INSPECTIONS & ACCESS

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## CARBON MONOXIDE DETECTOR NOTICES

**Content.** A notice must be posted in the building's common area advising tenants of their rights under the city's carbon monoxide detector law.

**Specifications.** The notice must have letters that are bold type, at least three-sixteenths of an inch high and of a color that contrasts with the background (for example, black on white). Also, the letters must be properly spaced to provide good legibility. The notice must also be durable and securely posted on the designated place in the common area, be metal,

plastic, or a decal, and be in a spot with good lighting so it is easily legible. A laminated notice, in good sturdy condition, is sufficient to comply with the requirement that it be durable and made of metal, plastic, or decal. This notice can be combined with a smoke detector notice and natural gas safety notice.

**Location.** The notice should be posted in a "readily visible" location in the building's common area, preferably near the building's inspection certificate.

**Citation.** NYC Admin. Code, §§27-2045; 28 RCNY, §12-06(b).

❖ **For Further Information:** see CHAPTER 9: CARBON MONOXIDE DETECTORS

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## CERTIFICATE OF INSPECTION

**Content.** Owners of buildings with three or more apartments must post the certificate of inspection issued by the Dept. of Housing Preservation & Development (HPD). It reads: "Certificate of Inspection Visits." It lists the name, address, and telephone number of the owner, along with the building's street address. Underneath are signature lines for inspectors.

**Specifications.** The certificate measures six by nine inches and must be placed in a metal or plastic frame covered with a transparent, nonglass protective facing. A 6-32 "Allen Set Screw" must be located in the center of the frame's top portion to permit removal by an inspector for endorsement. Technically, if the certificate becomes damaged or all the signature lines are filled, the owner must apply for a duplicate certificate, which HPD will provide free of charge. But in practice, the inspector will replace a certificate when needed after he makes his inspection.

**Location.** The certificate of inspection must be posted in a conspicuous place in the building within view of the mailboxes. The bottom of the frame must be between 48 and 62 inches above the floor.

**Penalty.** Failure to post the certificate is a class-A violation of the NYC Administrative Code and carries a fine of between \$10 and \$50.

**Citation.** Multiple Dwelling Law, §329; NYC Admin. Code, §27-2115(a); 28 RCNY, §25-241.



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## CERTIFICATE OF OCCUPANCY

**Content.** Owners of buildings with three or more apartments must post the certificate of occupancy (C of O), if the building has one.

**EXCEPTION:** Most buildings built prior to 1938 do not need a C of O.

**Specifications.** The C of O should be placed in a metal or plastic frame that has a transparent covering. The frame should be made of corrosion-resistant metal or durable, impact- and flame-resistant plastic. The C of O must be posted in an area with enough light so that it can be read.

**Location.** If the building has one or more elevators, the C of O must be posted in the building's entrance hall or lobby leading to the elevators. If the building has no elevators, the C of O must be posted in the main entrance hall to the stairs. If the building has no entrance hall, the C of O may be posted near the main entrance door.

If the building has a resident janitor or superintendent or a building manager's office, the C of O can be posted in the entrance hall of the resident superintendent's apartment or the entrance to the building manager's office.

Wherever the frame is posted, the bottom of the frame must be 54 to 66 inches from the floor.

**Penalty.** Failure to post the C of O is a DOB violation, which carries a fine of up to \$5,000.

**Citation.** 1 RCNY, §4-01.

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## DISASTER RESPONSE

**Content.** Owners of dwellings where at least one unit is not occupied by the owner are required to post a temporary notice with all emergency information in the common area of the building.

**Specifications.** The notice must be posted prior to the arrival of a weather emergency, after a natural disaster, or after being informed that a utility outage will last for more than 24 hours. HPD's sample Emergency Notification form can be found:

- ❖ *Online: [www1.nyc.gov/site/hpd/services-and-information/disaster-response.page](http://www1.nyc.gov/site/hpd/services-and-information/disaster-response.page)*

The form should include building personnel contact information, emergency (911) and city information (311) numbers, utility company contact information, information for building utility outages, and information for an emergency evacuation event and a high wind event.

**Citation.** NYC Admin. Code §§27-2051.1, 30-3113.

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## ELEVATOR IDENTIFICATION SIGNS

**Content.** Elevators must have a number or letter-number combination to identify each elevator (the letter in a letter-number combination must represent the letter designation of the elevator bank for that elevator). Starting in 2014, letter-only designations are no longer acceptable for elevator cars. Elevator banks require a letter designation. For example, an elevator bank can be designated as "A" and the elevators within that bank can be designated "A1, A2, A3," etc., and the building's other elevator bank can be designated as "B" with elevators in that bank designated as "B1, B2, B3," etc.

**Specifications.** The sign must be made of metal or other durable material, such as laminated plastic or Plexiglas. Pressure-sensitive vinyl decals can also be used. The letter/number on the sign must be at least three inches high and in bold type. The color of the letter/number must contrast with the background.

**Location.** Signage location can be adjacent to or on every designated landing entrance. The designation of the individual elevators must be posted on signage at the designated level. The designated level is the "street floor or other level that best serves the needs of emergency personnel for firefighting or rescue purposes" and is the level to which the elevators recall when Phase I of Firefighter's Emergency Operation is activated. Signage identifying the elevator bank should be posted on every floor at all entrance points to the bank with the lettering at least 3 inches tall.

**Penalty.** Failure to post elevator identification signs may result in a fine of up to \$5,000.

**Citation.** NYC Admin. Code, §27-393; 1 RCNY, §27-01(e); FDNY/DOB FS/EAP Industry Notice #14.

- ❖ **For Further Information:** see CHAPTER 11: ELEVATORS

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## ELEVATOR INSPECTION CERTIFICATE

**Content.** Each passenger and freight elevator must have an elevator inspection certificate posted in it. In place of a certificate, an owner may post a notice indicating that the certificate is located in the building manager’s office and giving the location of the office. The notice may be posted only if there is an on-site building manager with an office that is open during “normal business hours.” Those hours are between 9 a.m. and 5 p.m., Monday through Friday, says an attorney for the City Council’s committee on housing and buildings.

**Specifications.** If a certificate is posted, it must be inside a frame with a transparent cover.

If a notice is posted, it must be inside a frame with a transparent cover or on a plaque with an indelible inscription.

**Location.** The law does not require posting either the certificate or the notice at any particular spot in the elevator. If a notice is used, it may be placed in the same frame or spot used for the elevator inspection certificate.

**Penalty.** Failure to post the certificate or notice is a violation of the NYC Administrative Code and can result in a fine of up to \$1,000.

**Citation.** NYC Admin. Code, §27-1004.

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## ELEVATOR LANDING SIGNS

**Content.** All owners of buildings with elevators must have a sign posted at the elevator landing on each floor except the ground floor. This sign must read:

IN CASE OF FIRE, USE STAIRS  
UNLESS OTHERWISE INSTRUCTED

The sign must also include a floor diagram that shows where the sign is posted and where the stairs are located. Owners can omit the diagram only in these three situations:

1. If there is no more than one stairway on the floor, the stairway is in the line of sight from the elevator call button, and the stairway is located no more than 20 feet from the elevator call button;

2. If there are two scissor stairs located no more than 20 feet from, and in the line of sight of, the elevator call button (scissor stairs are two stairways that crisscross between floors with a wall between them); or
3. If a stair or fire escape serves only an individual apartment. In this case, an owner must post a directional sign that reads TO STAIRS, with an arrow pointing in the right direction.

This sign may also include a no smoking sign and an elevator identification sign. If the sign includes a floor diagram, it must include the elevator identification sign and a stair identification sign.

**Specifications.** The sign must be made of metal or other durable material such as laminated plastic or Plexiglas. The words IN CASE OF FIRE, USE STAIRS UNLESS OTHERWISE INSTRUCTED must be in block letters and at least ½ inch thick. The color of the letters must be red on a white background. The letters should be spaced so that the sign can be read easily. The sign should be 10 by 12 inches if it contains a diagram. If a no smoking sign is included, the sign must be 12 by 12 inches. If the sign does not contain a diagram, it must be 2½ by 10 inches.

**Location.** Elevator landing signs must be posted at every passenger elevator landing except on the ground floor. The sign must be posted directly above the elevator call button. The top of the sign cannot be more than six feet above the floor. If there is not enough space to put the sign above the call button, it may be posted on the wall next to the elevator or on the elevator door (unless the door slides horizontally).

**Penalty.** Failure to post elevator landing signs may result in a fine of up to \$5,000.

**Citation.** NYC Admin. Code, §27-391; 1 RCNY, §27-01(b).

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## ENERGY EFFICIENCY GRADING LABELS

**Content.** Starting Oct. 30, 2020, all NYC buildings 25,000 square feet or larger and multiple buildings on a single lot with a cumulative floor area exceeding 100,000 square feet are legally required to post Energy Efficiency Letter Grade labels at their entrances.

**Specifications.** The labels, issued by DOB, contain a building’s A-to-F letter grade, based on the energy and water usage data contained in the LL84 of 2009 benchmarking report that was due Aug. 1, 2020. Owners can access and print the labels in DOB NOW starting Oct. 1, 2020, which must be posted by Oct. 30, 2020.

**Penalty.** Failure to post a required Energy Efficiency Letter Grade label by Oct. 30, 2020, may result in a DOB fine of \$1,250.

❖ **For Further Information:** see CHAPTER 12: ENERGY CONSERVATION

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### FAÇADE CONDITIONS CERTIFICATE

**Content.** Owners must post a façade conditions certificate issued by DOB within 30 days of issuance. The certificate must indicate the most recent condition of the building’s exterior walls and appurtenances.

**Specifications.** The certificate, issued by DOB, must be placed in a frame with a transparent cover in the building lobby or vestibule.

**Citation.** 1 RCNY 103-04(f).

❖ **For Further Information:** see CHAPTER 14: FAÇADE INSPECTION

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### FIRE EMERGENCY SIGNS & MARKINGS

**Content.** Owners must provide markings identifying numbers for apartments and guest rooms, as well as directions for stairwells and exits so that firefighters and other first responders can identify apartments and exits in smoke conditions. These markings and signs are required by March 30, 2018, except that buildings with multi-floor dwellings (i.e., duplex or triplex units) must install the markings by March 30, 2017. Fire emergency marking for multi-floor dwelling units will enable firefighters to know whether they are entering the lower level of an apartment rather than the upper level where temperatures may be unsafe. Markings and signs must be maintained in good repair and are subject to Fire Department inspection and recordkeeping requirements.

Any building or occupancy that has installed markings and signs before June 1, 2016, that vary from

the requirements of the 2016 rules can retain such markings and signs provided that the existing markings and signs are conspicuously and durably printed or posted, and can be replaced to comply with new requirements when repainted or replaced.

Effective Nov. 15, 2019, amended FDNY rules established the design and content of a “Close the Door” notice to comply with Local Law 115 of 2018 and to advise occupants and building staff to close all doors during a fire, as well as at other times.

**Specifications for apartment/room numbers.** The room number and/or letter must be conspicuously and durably printed or posted on or adjacent to the apartment entrance door, on the public corridor side of the door. The marking or sign letters and numbers must be at least 48 inches, but not more than 60 inches, above the floor. Letters and numbers must be sans serif, not less than one-half inches in height, and use Arabic numerals and/or English alphabet capital letters. Character proportions and spacing must be in accordance with national and industry standards for building signage. Letters and numbers must contrast with the background of the door, wall, or sign so as to be plainly readable. Hyphens or other forms of punctuation are not required in the room number markings. Room number markings and signs must be durably affixed.

**Specifications for building lobby/hallway corridor directional markings or signs.** Buildings with more than eight dwelling units on a floor require markings to be placed or a sign posted in a conspicuous location in the elevator lobby or other public entry on each floor, and in the public corridor opposite each stairwell entrance. The markings must be conspicuously and durably printed or posted with numbers, letters, and directional arrows at least 48 inches but not more than 60 inches above the floor.

The marking or sign must identify the direction to each dwelling unit by directional arrows and dwelling unit numbers and/or letters. These markings or signs are not required in the public entry or opposite any stairwell entrance in any building or on any floor where the entrances to dwelling units are located in a single direction from such entry or stairwell entrance. If dwelling units are located on more than



one corridor, directional markings or signs must be provided at each location where the corridor from the stairwell intersects with another corridor.

**Specifications for Close the Door Notice.** This sign must be posted on the public hallway side of stairwell doors, except for open stairs. Initial posting of the Close the Door Notice is due by April 30, 2020. Owners must post the Close the Door Notice on the public hallway corridor side of each stairwell door in a building, except for open stairs. The Close the Door Notice must be in English and “such other additional languages (including symbols) as the owner concludes would benefit the building occupants.” The notice also must measure at least 2¾ inches by 12 inches excluding any frame.

The notice includes illustrations and must read:

In a Fire, Close All Doors Behind You! Keep Fire and Smoke Out of Building Hallways and Stairs. Keep Apartment and Stairwell Doors Closed at All Other Times. Protect Your Neighbors and Your Home!

The deadline for posting the Close the Door Notice is April 30, 2020. It is anticipated that the Fire Department will make this notice available in other languages.

**Citation.** NYC Admin. Code §15-135; 3 RCNY, §§401-06(g), 501-01, 501-02; FC 101.2, 505.3.

The newly revised 2022 NYC Fire Code took effect on April 15, 2022.

❖ **For Further Information:** see FDNY’s web page [www1.nyc.gov/site/fdny/codes/fire-code/proposed-fire-code.page](http://www1.nyc.gov/site/fdny/codes/fire-code/proposed-fire-code.page)

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## FIRE SAFETY NOTICE & CERTIFICATION

**Content.** Owners must post a sign telling people the procedures to follow if there is a fire. Owners must reproduce the information contained in the fire safety notice prepared by the Fire Department. That information differs, depending on whether your building is of noncombustible (fireproof) or combustible (nonfireproof) construction. Owners must determine the type of construction that applies to their building. Owners of noncombustible construction buildings must use the fire safety notice that applies to non-

combustible construction. Owners of combustible construction buildings must use the fire safety notice that applies to buildings of combustible construction.

Effective Oct. 7, 2018, owners must also post a notice in conspicuous residential building locations indicating that those escaping a fire should close all doors behind them. Owners are responsible for the accurate reproduction of the fire safety notices.

**Specifications.** A fire safety notice must be 5½ by 8½ inches in size (excluding any frame that the owner uses). However, if an owner uses a decal for the notice, it can include a “reasonable” margin around the edge of the text of the decal, even if the finished product exceeds 5½ by 8½ inches. The notice that owners must post in the common areas can also be up to 8½ by 11 inches in size.

The notice must be printed in English. Other languages also can be used to help occupants understand the notice. If so, the notice may be larger than 5½ by 8½ inches. The notice must also be printed so that all the text is clearly legible, in contrasting colors for the lettering and background (e.g., black and white), and in a type size no smaller than 10 point Times New Roman or its equivalent.

The notice must be either on a single-sided sheet of paper framed under a clear Plexiglas cover or laminated with a firm backing and placed on the wall using either mounting hardware or an adhesive or printed on a matte-finish vinyl adhesive-back decal not less than three millimeters thick, using thermal printing, screenprinting, or some other permanent water-resistant printing technique. The notices themselves (not counting any frame) must be placed no lower than four feet and no higher than five and one-half feet from the floor.

Owners, including owners of individual co-op and condo units, must replace any missing or damaged fire safety notices posted on the inside of apartment doors:

1. Whenever the owner, its agent, or staff become aware of a missing or damaged notice;
2. Prior to any lawful occupancy of a unit; or
3. Upon written request of the resident.

The owner or agent must periodically monitor and enforce compliance with this requirement by request-

ing and obtaining residential certifications and/or conducting inspections. The owner must distribute to each resident a resident certification form along with each notice by which the posting of the fire safety notice can be certified. If the certification is not completed and returned by the next April 30th following the date of mailing, the owner must conduct an inspection of the dwelling unit within one year. If a resident certification form is returned indicating the posting is missing, the owner must promptly arrange with the resident to post the notice.

The Resident Notice must contain the following language prominently printed in bold lettering not smaller than 14 point Times New Roman typeface or equivalent:

**Fire Department Notice.** Building owners and apartment residents are required to post a small Fire Safety Notice (not larger than 6" x 9", excluding the frame if framed) on the inside of the main entrance door to your apartment. We regret the intrusion, but the Fire Safety Notice is designed to save your life and those of your family. It contains important information and guidance about what to do in the event of a fire in your building. This information needs to be immediately available to all apartment residents if there is a fire. For additional information, refer to the NYC Apartment Building Emergency Preparedness Guide, which accompanies this notice.

If the Fire Safety Notice is posted, please sign and return the certification confirming its presence. False statements are punishable by law.

If the Fire Safety Notice is not posted, please complete and return the form to indicate it is missing and to request that it be posted.

Failure to complete and return the resident certification form will require the building owner/manager to inspect your apartment to check on the presence and condition of the Fire Safety Notice. The Fire Safety Notice will be posted at no expense to you unless the notice posted in your apartment at the time you moved in is missing or damaged. Thank you for your cooperation.

The Resident Certification to be included with the Resident Notice must state:

I hereby certify that the Fire Safety Notice provided by the building owner has been posted and

is being maintained on the inside of the main entrance door to my apartment. I understand false statements are punishable by law.

The resident certification form must also include a means of indicating that the Fire Safety Notice has not been posted and requesting that it be posted. Instructions for returning the resident certification form to the owner, including pre-paid postage if mailing is required, must be included. An owner may elect to forgo distribution to apartment residents of the resident notice and resident certification form by establishing an inspection program by which representatives of the owner or board conduct inspections of all apartments at least once every three years to ascertain the presence and condition of the fire and emergency preparedness notice.

The owner or board must document compliance with these requirements by maintaining a written record of the following for a period of at least three years:

- The distribution of the resident notice and resident certification form to apartment residents, or documentation of an inspection program to ascertain the presence and condition of the fire and emergency preparedness notice in all apartments;
- The apartments for which the resident certification form was completed and returned;
- The date of inspection (or attempted inspections) of each apartment, except apartments for which a resident certification confirming presence of the fire and emergency preparedness notice has been received; and
- For each apartment inspected, the presence or absence of the posted fire and emergency preparedness notice, and the posting of a replacement notice or other remedial action taken if the notice is missing or damaged.

**Location.** A notice must be posted on the inside of the entrance door of every apartment in the building, as well as in the building's common areas. Owners must get permission from FDNY before posting the notice in any other location. Owners must also separately post both the notice and FEP Part I in a conspicuous location near any common mailbox area. If there is no common mailbox area, owners must post them near the elevators or main stairwell.

- ❖ **For Further Information:** see FDNY's web page [www1.nyc.gov/site/fdny/codes/fire-code/proposed-fire-code.page](http://www1.nyc.gov/site/fdny/codes/fire-code/proposed-fire-code.page)

**Penalty.** Failure to post fire safety notices can result in fines of up to \$5,000 for each violation. If the owner knows he or she is violating or failing to follow the Fire Department rules, the owner is guilty of a misdemeanor. The owner may be fined up to \$10,000 or imprisoned for up to six months, or both, for each offense and may have to pay a civil penalty of up to \$5,000.

**Citation.** 3 RCNY 401-06; FC 408.

The newly revised 2022 NYC Fire Code took effect on April 15, 2022.

- ❖ **For Further Information:** see CHAPTER 15: FIRE & EMERGENCY SAFETY PLANS & NOTICES

## FIRE & EMERGENCY SAFETY PLAN: PART I

**Content.** Owners must post a copy of the building information—Part I of the fire and emergency safety plan (FEP). Owners are responsible for the accuracy of the information contained in FEP Part I. If Part I changes significantly, owners must post the changed Part I of the plan within 60 days of that change.

Effective Oct. 1, 2018, owners also must replace the existing Fire Safety Plan—Part I with the revised FEP Part I issued by the Fire Department.

**Specifications.** Owners must post a copy of FEP Part I in the same manner as they post the fire safety notice. The sign must be in the same form as the fire safety notice.

FEP Part I must be at least 5½ by 8½ inches in size but cannot exceed 8½ by 11 inches in size (excluding any frame that you use).

FEP Part I must be printed in English. Other languages also can be used to help occupants understand the building information. Part I must also be printed so that all the text is clearly legible, in contrasting colors for the lettering and background (e.g., black and white), and in a type size no smaller than 10 point Times New Roman or its equivalent.

FEP Part I must be either on a single-sided sheet of paper framed under a clear Plexiglas cover or lam-

inated with a firm backing and placed on the wall using either mounting hardware or an adhesive or printed on a matte-finish vinyl adhesive-back decal not less than three millimeters thick, using thermal printing, screenprinting, or some other permanent water-resistant printing technique. Part I itself (not counting any frame) must be placed no lower than four feet and no higher than five and one-half feet from the floor.

**Location.** As with the Fire Safety Notices, a copy of FEP Part I must be posted on the inside surface of all apartment entrance doors. Owners must separately post a copy of FEP Part I in a common area of the building, next to the fire safety notice owners must also post.

**Penalty.** Failure to post a copy of FEP Part I can result in fines up to \$5,000 for each violation. If the owner knows he or she is violating or failing to follow FDNY rules, the owner is guilty of a misdemeanor. The owner may be fined up to \$10,000 or imprisoned for up to six months, or both, for each offense and may have to pay a civil penalty of up to \$5,000.

**Citation.** 3 RCNY §401-06.

- ❖ **For Further Information:** see CHAPTER 15: FIRE & EMERGENCY SAFETY PLANS & NOTICES

## FLOOR NUMBERING SIGNS

**Content.** Owners of buildings with elevators must post signs giving the number of each floor. The signs must contain numbers, not letters (e.g., 6, not six).

**Specifications.** The sign must be made of metal or other durable material, or it can be a fire-resistant, pressure-sensitive vinyl decal. The number must be in bold type, at least three inches high, and of contrasting color with its background.

**Location.** The sign must be posted within each stair enclosure on every floor, including the street floor. It should be posted on the stairway side of the door, or if there is no door, in a conspicuous place on the wall.

**Penalty.** Failure to post floor numbering signs may result in a fine of up to \$5,000.

**Citation.** NYC Admin. Code, §27-392; 1 RCNY, §27-01.

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## GARBAGE REMOVAL

**Content.** Owners of buildings with three or more apartments must post a sign in a conspicuous place informing tenants of the times and methods of garbage collection. A new notice must be posted and maintained within 48 hours before any change in the times or methods of garbage collection.

**Specifications.** This sign does not have to be in any specified form. No sign is required in any multiple dwelling where regular incinerator services or other means of disposal approved by the DSNY are provided.

**Location.** The sign should be posted in the building's vestibule or lobby.

**Penalty.** Failure to post a sign regarding garbage collection times and methods may result in a fine of anywhere from \$50 to \$100.

**Citation.** NYC Admin. Code, §27-2022(c), (e).

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## GAS LEAK NOTICES

**Content.** A notice must be posted in the building's common area advising tenants of procedures that should be followed when a gas leak is suspected.

**Specifications.** The notice must have letters that are bold type, at least  $\frac{3}{16}$  of an inch high and of a color that contrasts with the background (for example, black on white). Also, the letters must be properly spaced to provide good legibility. The notice must also be durable and securely posted on the designated place in the common area; be metal, plastic, or a decal; and be in a spot with good lighting so it is easily legible. A laminated notice, in a good sturdy condition, is sufficient to comply with the requirement that it be durable and made of metal, plastic, or decal. This notice can be combined with a smoke detector and carbon monoxide detector notice.

**Location.** The notice should be posted in a "readily visible" location in the building's common area, preferably near the building's inspection certificate.

**Citation.** NYC Admin. Code §27-2005; 28 RCNY §§12-11, 12-12.

❖ **For Further Information:** see CHAPTER 30:  
NATURAL GAS LEAK DETECTION

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## HOSE STATION SIGNS

**Content.** In buildings where hose stations are required, owners frequently choose to keep hoses and equipment locked in storage cabinets, rather than on hose racks. In such instances, a sign must be placed on the storage cabinet, indicating the key's location. In addition, a metal sign must be placed in each stair enclosure's main entrance, clearly stating the cabinet's location.

**Penalty.** Failure to post the sign is a violation of the NYC Administrative Code and can result in a fine of up to \$1,000.

**Citation.** NYC Admin. Code, §27-942(c)(6).

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## HOUSING INFORMATION GUIDE NOTICE

**Content.** Owners of multiple dwellings must post a notice about the availability of an HPD housing information guide called The ABC's of Housing for tenants and owners in a conspicuous place within view of the area to which mail is delivered. For additional information and a sample sign, go to HPD's Housing Information Guide webpage:

❖ *Online:* [www1.nyc.gov/site/hpd/services-and-information/abcs-of-housing.page](http://www1.nyc.gov/site/hpd/services-and-information/abcs-of-housing.page)

**Citation.** NYC Admin. Code §26-1103.

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## HURRICANE EVACUATION ZONE NOTICES

**Content.** Effective Oct. 6, 2019, owners of buildings within designated hurricane evacuation zones must post hurricane evacuation notices advising residents of the building's current hurricane evacuation zone designation and how to find their closest hurricane evacuation centers.

**Specifications.** The notice must be posted in a conspicuous location in the lobby or near the main entrance of a building located within designated

zones and such other locations that were set forth in city regulations made effective Nov. 17, 2020. This notice must inform building occupants of a building's current hurricane evacuation zone designation and how to locate the closest hurricane evacuation center. Missing or damaged notices must be replaced promptly. NYC's Dept. of Emergency Management provides copies of posters in 13 languages for this purpose:

- ❖ *Online:* [www1.nyc.gov/site/em/resources/zoneposters.page](http://www1.nyc.gov/site/em/resources/zoneposters.page)

The notice must advise residents to either call 311 or go to the online Hurricane Evacuation Zone Finder see:

- ❖ *Online:* <https://maps.nyc.gov/hurricane/>

**Citation.** Fire Code §406.2.3; 3 RCNY §401-06(h). The newly revised 2022 NYC Fire Code took effect on April 15, 2022.

- ❖ **For Further Information:** see FDNY's web page [www1.nyc.gov/site/fdny/codes/fire-code/proposed-fire-code.page](http://www1.nyc.gov/site/fdny/codes/fire-code/proposed-fire-code.page)

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## INTERRUPTION OF SERVICES

**Content.** Owners of multiple dwellings must post a notice prior to making repairs or performing other work that will cause an interruption of heat, hot water, cold water, gas, or electricity service expected to last for two or more hours. The notice must be publicly posted at least 24 hours before the expected interruption of services is expected to commence, and must remain posted until such service interruption ends. The notice must be posted in English and in Spanish and must be updated as needed.

**Citation.** NYC Admin. Code §27-2005.

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## JANITOR'S RESIDENCE SIGNS

**Content.** Owners of buildings with nine or more apartments must display conspicuously a sign giving the janitor's or superintendent's name, address (including apartment number), and telephone number.

The sign must have the following format:

Title (Superintendent, Janitor, or Housekeeper)  
Name of Superintendent, Janitor, or Housekeeper  
Address (including Apt. #)  
Tel. #

This sign must be posted even if the janitor or superintendent lives in the building. The requirement also applies if the owner is the resident janitor or superintendent. If a building's janitor or superintendent is replaced, the owner has five days in which to post a new sign with the required information on it.

**Specifications.** The lettering must be of Gothic type and at least  $\frac{3}{16}$  of an inch high. The sign must be large enough to include a  $\frac{1}{4}$ -inch border around the lettering. It must be made out of metal or plastic, unless it is made out of cardboard or heavy paper with a frame having substantial backing and a clear glass or plastic cover encasing it.

**Location.** The sign must be displayed in the entrance hall, preferably near the mailboxes. It must be posted between seven and nine feet from the floor and be attached by screws or bolts.

**Penalty.** Failure to post this sign is a class-A violation of the NYC Administrative Code and carries a fine of between \$10 and \$50.

**Citation.** NYC Admin. Code, §27-2053(c); 28 RCNY, §25-81.

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## MAXIMUM ROOM OCCUPANCY

**Content.** In hotel and Class B rooming units, a sign must be posted inside the unit indicating maximum occupancy.

**Citation.** NYC Admin. Code §27-2075.

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## MULTIPLE DWELLING REGISTRATION NUMBER

**Content.** The registration number issued by the HPD for the purpose of identifying a building and its owner and managing agent and the agent designated by the owner for the collection of rental payments, if different from the managing agent. It must be posted in the building's entrance hall, preferably near the mailboxes.



The sign must have the following format:

DEPARTMENT OF HOUSING PRESERVATION  
& DEVELOPMENT  
City of New York  
Registration #  
Street Address of the Building

Note that the older version of this sign said “Department of Buildings” instead of “Department of Housing Preservation & Development.” HPD still accepts the older version of the sign.

**Specifications.** The registration number must have numbers at least ½ inch high, while the letters and numbers forming the street address and “Department of Housing Preservation & Development” must be at least ¼ inch high. All other letters on the sign must be at least ⅜ of an inch high. The lettering must be of Gothic type (i.e., plain, bold print).

The sign itself must be large enough to accommodate the lettering and also provide a ¼-inch margin on all sides. The sign’s background and letters must be of contrasting colors. The sign must be made of metal, slow-burning plastic, or other approved material. Cardboard or heavy paper may be used if it is encased in a metal, wood, or plastic frame that is covered by transparent plastic or glass at least ⅛ of an inch thick. Such a sign must also have strong backing. Signs should be secured to the wall by screws or bolts or in another approved manner. Sufficient lighting must be provided for legibility.

**Location.** Signs should be placed in the building’s entrance hall, preferably near the mailboxes, between seven and nine feet from the floor.

**Penalty.** Failure to post this sign is a class-A violation of the NYC Administrative Code and can result in a fine of between \$10 and \$50.

**Citation.** NYC Admin. Code, §27-2104; 28 RCNY, §25-81.

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### NATURAL GAS SAFETY NOTICES

**Content.** Owners of any tenant-occupied dwelling must post a notice in building common areas describing procedures to be followed when a gas leak is suspected.

**Specifications.** The notice must have letters that are bold type, at least three-sixteenths of an inch high, and are properly spaced to provide good legibility. The notice must also be durable and securely posted on the designated place in the common area, be metal, plastic, or a decal, and be in a spot with good lighting so it is easily legible. A laminated notice, in good, sturdy condition, is sufficient to comply with the requirement that it be durable and made of metal, plastic, or decal. This notice can be combined with a smoke detector notice and carbon monoxide detector notice.

**Location.** The notice must be posted in a building’s common area.

**Citation.** NYC Admin. Code, §27-4045; 28 RCNY, §§12-11, 12-12.

❖ **For Further Information:** see CHAPTER 30:  
NATURAL GAS LEAK DETECTION

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### NO SMOKING SIGNS IN COMMON AREAS

**Content.** Owners of residential buildings with one or more apartments must post no smoking signs in all common areas of the building.

**Penalty.** Failure to post the signs is a violation of the NYC Administrative Code, which imposes a fine for the first violation of up to \$400. A second offense within 12 months costs as much as \$1,000, and a third or subsequent violation within that same 12-month period carries a maximum fine of \$2,000.

**Citation.** NYC Admin. Code, §§17-506 and 17-508(e).

❖ **For Further Information:** see CHAPTER 31:  
NO SMOKING LAW

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### NO SMOKING SIGNS NEAR ELEVATORS

**Content.** Smoking or carrying a lighted cigar, cigarette, or pipe into any elevator is prohibited under the state’s Public Health Law, the Health Code, and city law. These laws also require owners to post no smoking signs in conspicuous places near elevator entrances and inside elevators.

**Penalty.** Failure to post the sign violates §24-150 of the NYC Administrative Code and carries a fine of not more than \$50 or a jail term not exceeding 15 days or both. It also violates §17-503 of the NYC Administrative Code, which imposes a fine for a first violation of up to \$100. A second offense within 12 months costs as much as \$200, and a third or subsequent violation within that same 12-month period carries a maximum fine of \$500.

**Citation.** NYC Admin. Code, §17-503 (a)(18); NYC Health Code, §181.17.

❖ **For Further Information:** see CHAPTER 11 Elevators and CHAPTER 31: NO SMOKING LAW

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### OIL TANK REGISTRATION CERTIFICATE

**Content.** Anyone who is required to register an oil tank with the state Dept. of Environmental Conservation must display a “Petroleum Bulk Storage Registration Certificate.” This certificate must be current and valid, and it must be posted at all times on the premises where the tank is kept.

**Penalty.** An owner who knowingly violates the law by not posting the oil tank registration certificate can be fined anywhere from \$3,750 to \$37,500 per day. If the violation was not committed knowingly, the owner may be fined less than \$ 3,750.

**Citation.** 6 NYCRR §613-1.9; NYS Environmental Conservation Law, §71.

❖ **For Further Information:** see CHAPTER 33: OIL TANK REGISTRATION, TESTING & SPILLS

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### RECYCLABLE MATERIALS

**Content.** Owners must post a sign(s) listing materials to be source-separated as well as the location of the building’s designated recycling area, and telling tenants of what their recycling obligations are.

**Specifications.** The sign must measure at least 8½ by 11 inches. As of April 1, 2004, the city resumed the recycling of glass. Free preprinted signs reflecting the new requirements are available by contacting the Dept. of Sanitation’s Action Center (see BUILDING MANAGER’S AGENCY DIRECTORY) or by calling the city information number, 311.

**Location.** Owners must post the sign in the regular trash storage area. If recyclables also are stored here, only the sign is needed. But if recyclables are collected and stored in a different place from the regular trash, the owner must post additional signs. Where to post these signs depends on the location of the recycling storage area.

For a recycling storage area outside the building, the owner must post the sign near the building entrance, by resident mailbox areas, or in some other public area in the building where tenants are likely to see it. For a recycling storage area that is at the front entrance of individual apartments, the owner must post a sign on each floor. For a recycling storage area that is elsewhere in the building, the owner must post a sign where the recyclables are stored.

**Penalty.** Failure to comply with any part of the recycling requirements carries a penalty of up to \$100. An owner who gets four or more violations in a six-month period will be considered a “persistent violator” and will be subject to a \$500 fine for each violation.

**Citation.** 16 RCNY, §1-08.

❖ **For Further Information:** see CHAPTER 33: RECYCLING

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### REFUSE CHUTE SIGNS

**Content.** In buildings that have incinerators or similar refuse disposal systems, owners must post the following sign:

THROWING LIGHTED MATCHES, CIGARS OR CIGARETTES, CARPET SWEEPINGS, NAPHTHALENE, CAMPHOR BALLS OR FLAKES, FLOOR SCRAPINGS, OIL-SOAKED RAGS, EMPTY PAINT CANS, AEROSOL CONTAINERS, OR ANY OTHER FLAMMABLE OR HIGHLY COMBUSTIBLE OR EXPLOSIVE SUBSTANCE INTO THIS CHUTE IS UNLAWFUL AND SUBJECTS THE OFFENDER TO A PENALTY.

**Specifications.** Signs placed on the doors leading to refuse chutes and on walls above refuse chutes must be at least 8 by 3 inches with lettering at least ¼ inch high.

The sign's lettering must be of bold type, sufficiently spaced for legibility, and of a contrasting color with the background. The sign should be of durable material, securely attached to the door or wall, and sufficiently lighted at all times.

**Location.** The sign must be posted either:

1. On each door leading to a space containing the refuse chute; or
2. On the wall directly over an opening leading to a chute.

Signs posted on doors leading to refuse chutes must be placed approximately five feet above the floor. In addition, they must be placed on the hall side of the doors.

**Penalty.** Failure to post the sign is a violation of the NYC Administrative Code and can result in a fine of up to \$1,000.

**Citation.** NYC Admin. Code, §27-848.

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## SAFE CONSTRUCTION BILL OF RIGHTS

**Content.** Owners of multiple dwellings must either distribute to tenants or post a notice in the building lobby, as well as on every floor within 10 feet of every elevator bank, when either an application for a permit for work not constituting minor alterations or ordinary repairs or an emergency work permit is filed. For new buildings, notice is also required upon application for a temporary certificate of occupancy. Owners also must either provide to tenants or post a notice regarding the Tenant Protection Plan. The notice must remain posted until completion of the described permitted work. The notice must be posted in English, Spanish, and other languages as may be determined by HPD, as necessary. The notice must remain posted until completion of the described permitted work.

**Specifications.** The Safe Construction Bill of Rights must include:

- A description of the work being conducted and the locations in the multiple dwelling where the work will take place;
- The hours of construction;
- A projected timeline for the completion of the work;

- A description of the amenities or essential services anticipated to be unavailable or interrupted during the work and how the owner will minimize such unavailability or interruption;
- Contact information, including a telephone number, for an agent or employee of the owner who can be reached for non-emergency matters pertaining to the work being performed;
- Contact information, including a telephone number, for an agent or employee of the owner who can be reached for emergency matters pertaining to the work being performed 24 hours a day, seven days a week during the period of construction; and
- Contact information for the relevant city and state agencies where occupants may submit complaints or ask questions about the work being performed.

**Citation.** NYC Admin. Code §27-2009.2; Bldg. Code §28-104.8.4.3.

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## SIAMESE CONNECTION SIGNS

**Content.** Many buildings have siamese connections—that is, a Y-shaped pipe extending from a building providing hookups for two hoses. If the siamese connection is provided in conjunction with a partial sprinkler system, metal signs must be fastened to or above the siamese connection indicating the area protected by the sprinkler system.

In addition, if the building has two or more frontages, signs must be placed on any empty frontages indicating the location of the siamese connection.

**Penalty.** Failure to post the sign is a violation of the NYC Administrative Code and can result in a fine of up to \$1,000.

**Citation.** NYC Admin. Code, §27-959(a)(3).

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## SIDEWALK SHED SIGNS

**Content:** Sidewalk sheds for which permits are issued on or after July 1, 2013, must meet new signage requirements that emphasize the type of work under-way and highlight the project's contact information. Sidewalk sheds also must now be painted hunter green.

**Specifications:** The standardized signage designs introduced in 2013, which replace old signage with a new sidewalk shed parapet panel, consolidate permit postings and contractor signage and must include the location's address and the name of the contractor or owner. If the site is maintained under a Best Construction Site Management Program, either the name or logo of the program, with DOB's acceptance logo, may also be placed on the sidewalk shed parapet panel. All other signage be removed and posted within the construction site, except for standpipe signs and any signage required by law to be posted outside the site. The panels must be constructed out of durable, weatherproof material. The panel must be 3 feet high and 6 feet wide, with a white background. The required content must be written in Calibri font or similar sans serif font style, with blue lettering.

**Location:** The sidewalk shed parapet panels must be posted on the parapet that runs along the long axis of the sidewalk shed. It must not be posted above or below the level of the parapet and most be posted between 3 and 6 feet from the left edge of the sidewalk shed parapet or, if posted on a fence, the horizontal center of the parapet panel must be in line with a vertical plane drawn through the horizontal center of the panel.

If a sidewalk shed obscures lawful signs, a temporary sign may be posted on the protective structure and must be securely fastened, limited to a maximum height of 4 feet and not to exceed the square footage of the obscured lawful sign, not project from the side or face of the protective structure, not extend above or below a sidewalk shed parapet, not be hung under the deck of a sidewalk shed or protective structure, and not be placed on the end of a sidewalk shed that is perpendicular to the building except where the sidewalk shed obscures a lawful projecting sign. Other signs, including illuminated signs, are prohibited.

**Citation:** NYC Building Code, §§3301.9 through 3301.9.8.

❖ **For Further Information:** see CHAPTER 40: SIDEWALK SHEDS, SCAFFOLDING & NETTING

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## SMOKE DETECTOR NOTICES

**Content.** A notice must be posted in the building's lobby advising tenants of their rights and obligations under the city's smoke detector law.

**Specifications.** The notice's lettering must be at least  $\frac{3}{16}$  of an inch high. In addition, the lettering must be in bold type with the lettering and background of contrasting colors. The notice itself must be made of metal, plastic, or decal. Enough light must be provided so that the notice can be read. A laminated notice, in good sturdy condition, is sufficient to comply with the requirement that it be durable and made of metal, plastic, or decal. This notice can be combined with a carbon monoxide detector notice and natural gas safety notice.

**Location.** The notice should be posted in a common area, preferably near the building's inspection certificate.

**Penalty.** Failure to post the notice is a class-A violation of the NYC Administrative Code and carries a fine of between \$10 and \$50.

**Citation.** NYC Admin. Code, §27-2045(b)(5); 28 RCNY, §12-01, §12-04.

❖ **For Further Information:** see CHAPTER 42: SMOKE DETECTORS

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## SMOKING POLICY

**Content.** Owners of Class A multiple dwellings must adopt a smoking policy concerning dwelling units, common areas, and outdoor areas of the building for residents and either provide copies to tenants or post a copy of the smoking policy in a prominent location in the building. The smoking policy, which may permit smoking, must be disclosed annually and whenever there is a change in the policy.

**Penalty.** Failure to post or otherwise provide tenants with copies of the building's smoking policy can result

in a fine of \$100 per violation. Failure to maintain and produce smoking policy documentation during inspections or upon request will result in fines of \$100 per violation.

**Citation.** NYC Admin. Code §17-506.1.

❖ **For Further Information:** see CHAPTER 31:  
NO SMOKING LAW

### SPRINKLER CONTROL VALVE SIGNS

**Content.** Owners must post signs on all valves controlling sprinklers, identifying the valve and stating that the valve may be shut only after the fire has been extinguished. If the valve is connected to an alarm, the sign must also state that shutting the valve will cause an alarm to sound.

**Penalty.** Failure to post the sign is a violation of the NYC Administrative Code and can result in a fine of up to \$1,000.

**Citation.** NYC Admin. Code, Title 27, RS 17-2, §5-6.1.7; Fire Code §903.5.4. The newly revised 2022 NYC Fire Code took effect on April 15, 2022.

❖ **For Further Information:** see FDNY's web page [www1.nyc.gov/site/fdny/codes/fire-code/proposed-fire-code.page](http://www1.nyc.gov/site/fdny/codes/fire-code/proposed-fire-code.page)

### SPRINKLER FIRE ALARM SIGNS: EXTERIOR

**Content.** Owners of buildings with outside alarm devices must post a sign in a conspicuous place near the device.

The sign must read:

SPRINKLER FIRE ALARM—WHEN BELL RINGS  
CALL FIRE DEPARTMENT OR POLICE.

**Penalty.** Failure to post the sign is a violation of the NYC Administrative Code and can result in a fine of up to \$1,000.

**Citation.** NYC Admin. Code, Title 27, RS 17-2, §3-12.8.

### STAIR IDENTIFICATION SIGNS

**Content.** Owners of buildings with elevators must post signs identifying each stairway with a letter of the alphabet. (The same letter must be used to identify the stairway on the floor diagram portion of the elevator landing sign.)

**Specifications.** The sign must be made of metal or other durable material, such as laminated plastic or Plexiglas, or it can be a fire-resistant, pressure-sensitive vinyl decal. The letter must be in bold type, at least three inches high, and of contrasting color with its background.

**Location.** The sign must be posted on both sides of the door leading to the stairway, on every floor, including the ground floor. If there is no door, the signs must be posted in conspicuous places on both sides of the wall.

**Penalty.** Failure to post stair identification signs may result in a fine of up to \$5,000.

**Citation.** NYC Admin. Code, §27-393.

### STANDPIPE RISER SIGNS

**Content.** Normally, standpipe risers are located within stairway enclosures. When they are not, a metal sign with one-inch lettering must be placed in stairway enclosures on each floor not containing a riser. The sign must clearly state the riser's location on that floor.

**Penalty.** Failure to post the sign is a violation of the NYC Administrative Code and can result in a fine of up to \$1,000.

**Citation.** NYC Admin. Code, §27-936.

### STREET NUMBERS

**Content.** Street numbers must be posted on all buildings so as to be visible from the sidewalk in front of the building during daylight hours. If the front entrance of the building is remote from the sidewalk, an additional number with a directional arrow pointing to the front entrance must be posted. The numbers must be made of a durable material.



**Penalty.** Failure to post street numbers is a class-A violation of the NYC Administrative Code and carries a fine of between \$10 and \$50.

**Citation.** NYC Admin. Code, §27-2049.

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## TENANT PROTECTION PLANS

**Content.** A Tenant Protection Plan (TPP), an informational document addressing tenant safety concerns, must be filed with DOB with any initial construction document filing concerning the alteration of any non-vacant residential building. Effective Dec. 28, 2017, there are now notice-posting requirements. The TPP itself also will be published on the DOB website. Owners must either post in the building lobby and on each floor, or distribute to each occupied dwelling unit, a notice to occupants in English and Spanish that includes:

- A statement that occupants of the building may obtain a paper copy of the TPP from the owner and may access the plan on the DOB website;
- The name and contact information for the site safety manager, site safety coordinator, or superintendent of construction required by Bldg. Code §3301.3 or, if there is no site safety manager, site safety coordinator, or superintendent of construction, the name and contact information of the owner of the building or the owner's designee; and
- A statement that occupants of the building can call 311 to make complaints about the work.

**Penalty.** DOB has discretion to enforce the time frames or other contents of a TPP by issuing a stop-work order.

**Citation.** NYC Admin. Code §27-2009.2(d).

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## VIOLATION NOTICE POSTING

**Content.** Residential property owners must post or sometimes distribute copies of violations issued by DOB and heard by OATH (Office of Administrative Trials and Hearings) along with an informational flyer for tenants.

If the condition giving rise to the violation exists inside a dwelling unit, the owner must distribute a

copy of the summons and the Tenant Information Flyer to the resident of that unit and to residents of adjacent units. The owner must distribute the necessary documents within five days of being served with the violation.

**Specifications.** If the violation relates to a condition in a common area or affecting all residents, the owner must post a copy of the summons and a copy of DOB's Tenant Information Flyer in a conspicuous manner in the building's lobby until the violation has been closed. These must be posted no later than five calendar days after the summons is served.

DOB's Tenant Information Flyer gives readers information on how to view a copy of the summons and next steps for what the owner (or person named in the summons) must do in response to the summons. According to the flyer, the owner must respond to the summons by:

- Admitting to the violation and "curing" the summons (that is, correcting the violating conditions and submitting an acceptable Certificate of Correction to DOB); or
- Admitting to the violation by accepting a stipulation agreement with DOB; or
- Admitting to the violation by paying the penalty before the scheduled hearing date; or
- Attending the scheduled hearing at OATH to dispute the summons.

A sample Tenant Information Flyer can be found:

- ❖ *Online: [www1.nyc.gov/assets/buildings/pdf/LL110\\_of\\_2019\\_tenant\\_flyer.pdf](http://www1.nyc.gov/assets/buildings/pdf/LL110_of_2019_tenant_flyer.pdf)*

**Locations.** Violation notices and Tenant Information Flyers concerning common areas or all residents must be posted in the building lobby. Violation notices concerning individual dwelling units must be distributed to residents of the subject unit and adjacent units.

**Penalty.** Failure to comply with Local Law 110 is categorized as a Class 3 "miscellaneous" DOB-OATH violation and bears a \$500 noncompliance penalty. To find out the status of a summons before removing a posted notice, enter the summons number in OATH/ECB Violation Number in the Buildings Information System (BIS):

- ❖ *Online: [www.nyc.gov/bis](http://www.nyc.gov/bis)*

If an owner takes none of the actions to respond as described in a Tenant Information Flyer, the owner may face default penalties of up to \$25,000, depending on the violation.

**Citation.** Local Law 110 of 2019, adding NYC Admin. Code §§28-204.12-28-204.13, effective Dec. 5, 2019.

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### WASTE COLLECTION SIGNS

**Content.** If a building has no incinerator or dumb-waiter services, the owner must post a sign in a conspicuous place that informs tenants of the hour and method of trash collection.

**Penalty.** Failure to post the sign is a class-A violation under the NYC Administrative Code and carries a fine of between \$10 and \$50. If an owner recklessly or purposely does not post the sign, he is guilty of a misdemeanor. If convicted, the owner can be fined anywhere from \$10 to \$1,000 and may have to spend up to a year in jail.

**Citation.** NYC Admin. Code, §27-2022.

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### WATER TANK INSPECTION NOTICES

**Content.** Building owners must keep drinking water tank inspection results and water quality test results for at least five years. The notice must state that the water tank inspection results are maintained on file in a specific location and will be made available when a person requests it from the building owner or manager, and that persons may contact DEP if the inspection results are not made available by the building.

**Specifications.** The notice must be posted in a location easily accessible to tenants and in a frame with a transparent cover. The notice may be combined with similar notices where not otherwise prohibited by law. A sample notification sign that must be posted in the building to advise residents of inspection results is found

❖ *Online: [www1.nyc.gov/assets/doh/downloads/pdf/environmental/watertank-inspection-sample.pdf](http://www1.nyc.gov/assets/doh/downloads/pdf/environmental/watertank-inspection-sample.pdf)*

**Citation.** Admin. Code §17-194(d).

❖ **For Further Information:** see CHAPTER 48: WATER TANKS, METERING & CONSERVATION

## BASEMENT & OTHER AREAS

### EQUIPMENT USE PERMIT CARD

**Content.** Equipment use permits are required for the use and operation of the following types of service equipment:

1. Air-conditioning and ventilating systems;
2. Elevators and escalators;
3. Fuel-burning and fuel-oil storage equipment, such as incinerators and refuse disposal systems;
4. Refrigeration systems;
5. Heating systems;
6. Boilers;
7. Standpipe systems; and
8. Sprinkler systems.

Permit cards and equipment use permits to operate equipment are issued by DOB. Each contains the permit number, application number, and the location of the equipment or premises for which the permit is issued.

**Location.** Each permit card must be posted in a conspicuous place in the building that is open to public inspection at all times. Permits for incinerators and refuse disposal systems must be posted in the incinerator room.

**Penalty.** Failure to post this sign is a violation of the NYC Administrative Code and can result in a fine of up to \$1,000. The city may also sue an owner in court to recover an additional penalty of up to \$5,000.

**Citation.** NYC Admin. Code, §§27-185 and 27-194.

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### GAS METER ROOM 'NO STORAGE' SIGN

**Content.** A sign bearing the words: GAS METER ROOM—NO STORAGE PERMITTED must be posted in every building with a gas meter room.

**Specifications.** The lettering must be at least one inch high in bold type and properly spaced to provide

good legibility. The lettering and background must be of contrasting colors.

**Location.** The sign must be permanently and conspicuously posted on the exterior of the gas meter room door.

**Penalty.** Failure to post this sign is a violation of the NYC Administrative Code and can result in a fine of up to \$1,000. The city may also sue an owner in court to recover an additional penalty of up to \$5,000.

**Citation.** NYC Admin. Code, RS 16, §P115.6(C).

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### INCINERATOR OPERATING INSTRUCTIONS

**Content.** The instructions must include complete procedures for operating and maintaining fuel burners, dampers, and other devices. They must also specify the types and quantities of materials that may be burned in the incinerator.

**Specifications.** The instructions must be posted under a permanent, transparent, protective cover.

**Location.** Instructions must be posted conspicuously in the incinerator room, together with the equipment use permit card.

**Penalty.** Failure to post these instructions is a violation of the NYC Administrative Code and can result in a fine of up to \$1,000. The city may also sue an owner in court to recover an additional penalty of up to \$5,000.

**Citation.** NYC Admin. Code, §27-848(a).

## SIGNS FOR BUILDING EMPLOYEES

### AMERICANS WITH DISABILITIES ACT

**Who is affected.** Owners with 15 or more employees.

**Content.** The federal Americans with Disabilities Act of 1990 (ADA) requires owners to post a sign that summarizes the requirements of the law. Title I of the ADA prohibits employers from discriminating against disabled persons.

**Location.** The sign must be posted in a conspicuous place in the building where notices for employees and job applicants are generally posted. A sign also

must be posted in a place accessible to people in wheelchairs. The sign must be available in alternative formats for people with vision impairments. It can be recorded on an audiocassette or read to visually impaired employees.

**Penalty.** Failure to post an ADA sign may result in a fine of up to \$100.

**Citation.** Americans with Disabilities Act of 1990, §105, 42 USC, §§12101 and 12115.

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### EMPLOYEE BENEFITS & HOURS

**Who is affected.** Owners with one or more employees.

**Content.** The state fringe benefits and hours law requires owners to either post a sign or distribute a letter to each employee explaining the company's policy on sick leave, vacations, personal leave, holidays, and hours.

**Location.** The sign must be placed in a conspicuous spot in the building.

**Penalty.** Owners who violate the law can receive a warning or a fine of up to \$1,000.

**Citation.** NYS Labor Law, §195(5).

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### EMPLOYMENT DISCRIMINATION

**Who is affected.** Owners with 15 or more employees.

**Content.** Federal law requires owners to post a sign explaining the various laws that bar employers from discriminating against an employee or job applicant on the basis of race, color, religion, sex, age, or national origin.

**Location.** The sign must be posted in a conspicuous place in an accessible format in the building where notices for employees and job applicants are generally posted.

**Penalty.** An owner who violates the posting requirement can be fined up to \$612.

**Citation.** 29 CFR, §1601.30.

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## JOB SAFETY & HEALTH

**Who is affected.** Owners with one or more employees.

**Content.** Federal law requires owners to post a sign that summarizes an employer's responsibility to provide a safe and hazard-free work environment.

**Location.** The sign must be posted in a conspicuous place in the building where notices to employees and job applicants are generally posted.

**Penalty.** Owners who violate the posting requirement can be fined up to \$1,000.

**Citation.** 29 CFR, §1903.2(a)(1).

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## LIE DETECTOR TEST

**Who is affected.** Owners with one or more employees.

**Content.** A federal polygraph law requires owners to post a sign informing employees, that as a general rule, an employer cannot require an employee or job applicant to take a lie detector test.

**Location.** The sign must be posted in a conspicuous place in the building where employees and job applicants are likely to see it.

**Penalty.** Owners who violate the posting requirement can be fined up to \$10,000.

**How to get sign.** Owners can obtain a free sign by writing to or calling the U.S. Dept. of Labor, Wage & Hour Division (see BUILDING MANAGER'S AGENCY DIRECTORY).

**Citation.** 29 USC, §2003.

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## MINIMUM WAGE: FEDERAL REQUIREMENTS

**Who is affected.** Owners with one or more employees.

**Content.** The federal minimum wage law requires owners to post a sign that sets out the current federal minimum wage and an explanation of which employees are covered by the law.

**Location.** The sign must be posted in a conspicuous place in the building where employees and job applicants are likely to see it.

**Penalty.** Failure to post a sign will result in a warning.

**Citation.** 29 CFR, §516.4.

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## MINIMUM WAGE: STATE REQUIREMENTS

**Who is affected.** Owners with one or more employees.

**Content.** The state minimum wage law requires owners to post a sign that provides information about state minimum wage laws and regulations.

**Location.** The sign must be posted in a conspicuous spot in the building accessible to all employees and job applicants.

**Penalty.** Owners who violate the posting requirement can receive a warning or a fine of up to \$1,000.

**Citation.** NYS Labor Law, §661; 12 NYCRR, Subpart 142-2.8.

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## WORKPLACE SMOKING POLICY

**Who is affected.** Owners of buildings with one or more employees must post a sign in a prominent work area detailing the workplace's smoking policy.

**Penalty.** Failure to post the sign is a violation of the NYC Administrative Code and the state's Public Health Law and carries a penalty of up to \$1,000.

**Citation.** NYC Admin. Code, §17-504(f); NYC Dept. of Health Regulations, Title 24-10-12; NYS Public Health Law, §1399-o (1).

❖ **For Further Information:** see CHAPTER 31: NO SMOKING LAW

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## WORKERS' COMPENSATION NOTICE OF COMPLIANCE

**Who is affected.** Owners with one or more building employees must provide them with workers' compensation coverage. Owners must also post a notice of compliance with that law.

**Content.** Under the NYS Workers' Compensation Law, owners must also post a notice of compliance with that law. An owner can satisfy this requirement by posting an NYS Workers' Compensation Board Form C-105, which contains all the required infor-

mation. Owners can usually get the form from the insurance company providing the coverage.

The form tells an employee that his employer is in compliance with the Workers' Compensation Law and tells the worker what he should do when he sustains a compensable injury or occupational disease.

Effective Jan. 1, 2020, this notice must be posted in both English and Spanish.

**Location.** The notice must be posted in a conspicuous place in the building accessible to all employees and job applicants.

**Penalty.** Owners who violate the posting requirement can receive either a warning or a fine of up to a \$1,000.

Owners who cannot prove coverage may be at a disadvantage. Normally, a covered employee who is injured on the job is compensated only by the owner's workers' compensation insurance carrier. But if owners cannot prove they had coverage, employees can sue them for damages in court. It is likely that a court's award would be much greater than the compensation an employee would receive from the insurance carrier.

**Citation.** NYS Workers' Compensation Law, §51.

## RENTAL OFFICE

### TENANT SCREENING REPORT

**Who is affected.** Any owner, managing agent, or broker who rents to residential tenants.

**Content.** The sign must advise tenants whether the owner or agent uses tenant screening reports from consumer reporting agencies, that the law requires the owner or agent to advise the tenant if a rental to the tenant is declined based on the tenant screening

report, and that the tenant has the right to dispute the accuracy of the information in the report with the reporting agency. The sign must also advise tenants that they can receive one free credit report per year from any nationwide specialty consumer reporting agency.

**Specifications.** The heading, "NOTICE ABOUT TENANT SCREENING REPORTS," must be printed at the top of the sign in one and one-half inch high capital letters. The sign must include, in 24-point type, a statement that:

"Tenant screening reports from consumer reporting agencies are sometimes used to assist landlords in making rental decisions. In regard to such reports: (check the applicable box)

- We do not use such reports;
- We may use such reports by contacting the following *[insert name and address of each consumer reporting agency that may be contacted and identify those that are a nationwide specialty consumer reporting agency].*"

The color of the notice heading must contrast sharply with the rest of the text and with the background color of the sign.

**Location.** The sign must be posted in any rental office or location so that it is conspicuously visible to the prospective tenant who is seated while the transaction is conducted.

**Penalty.** The Dept. of Consumer Affairs can issue violations for failure to post the required sign. A first violation can result in civil penalties between \$250 and \$500. Penalties for each further violation are between \$500 and \$700.

**Citation.** NYC Admin. Code §20-809; 6 RCNY §5-265.