



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

presented by
DOB Sustainability Bureau



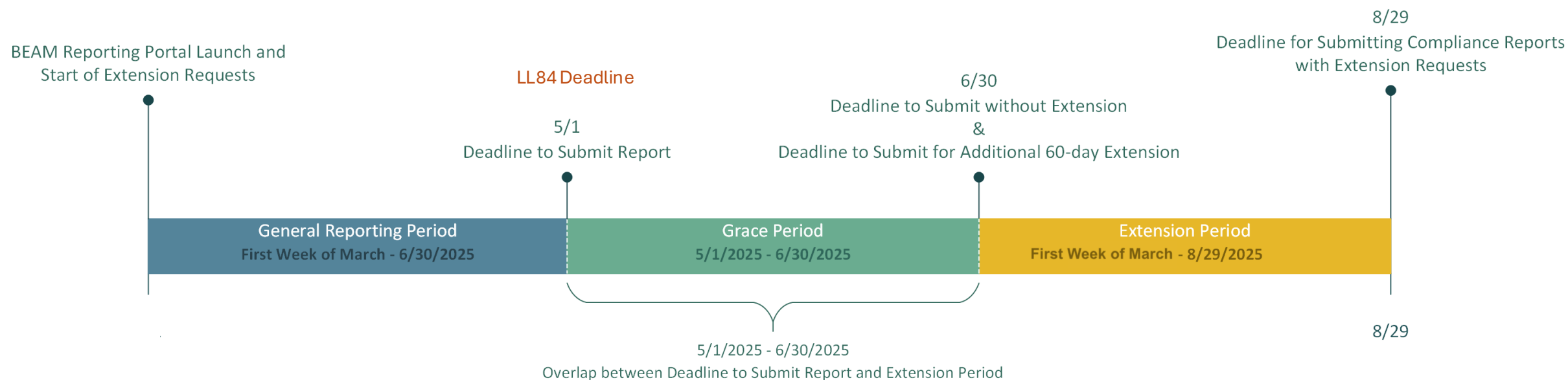
Presenters

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

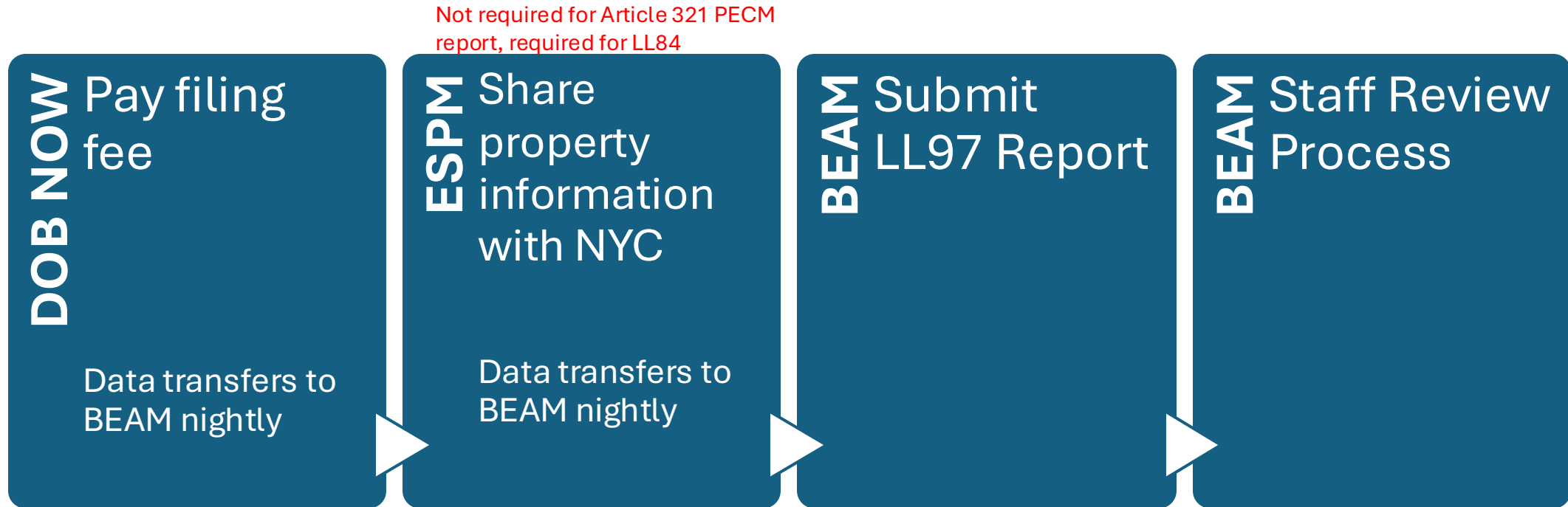
LL97 TIMELINE

For Filing Extensions and Submitting Compliance Reports

Grace periods & extensions apply to LL88



Local Law 97 Reporting Process - Article 321 PECM

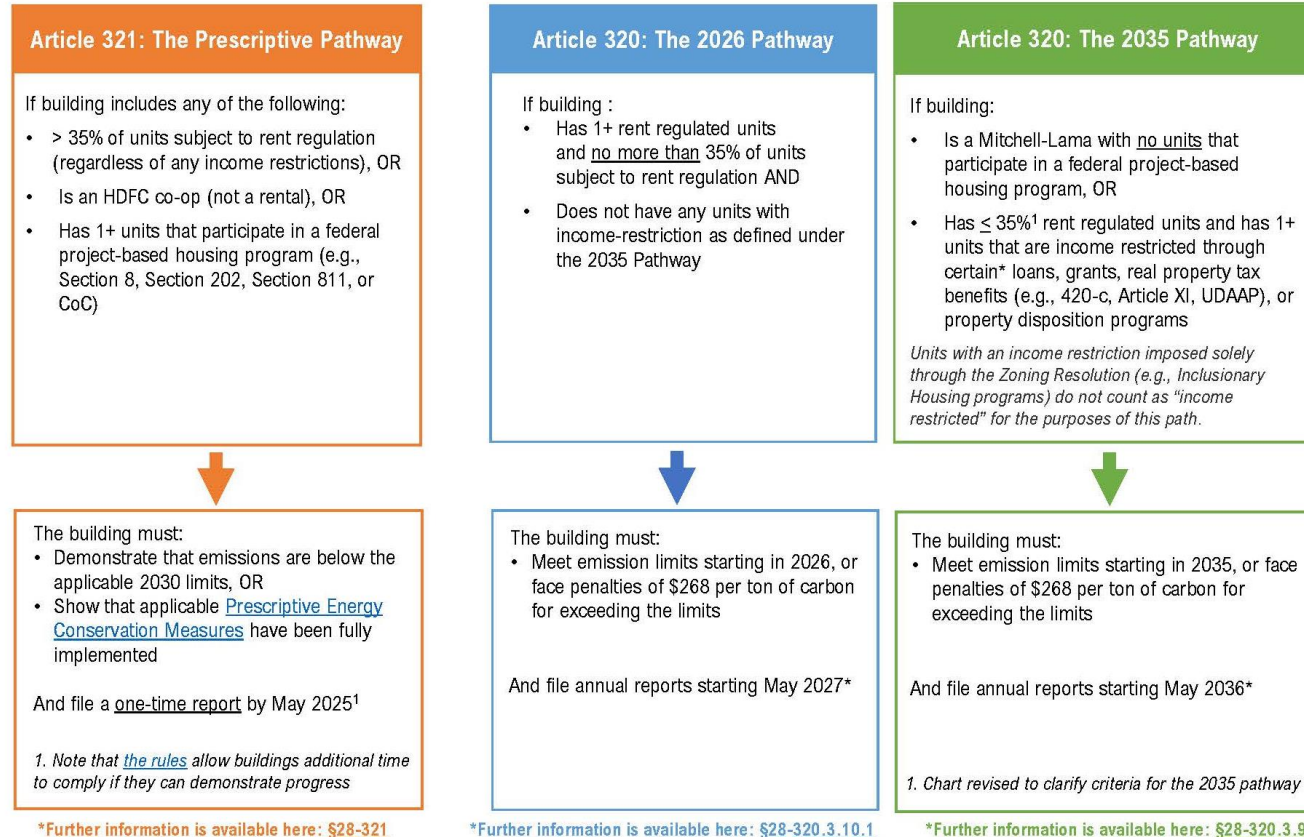


The following three email addresses entered in DOB NOW will serve as the **only** email addresses to view building profile in the Building Energy Analysis Manager (BEAM).

- 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.

The screenshot shows the NYC Buildings website interface. At the top, there's a header with the NYC Buildings logo, a search bar, and links for 'Русский', 'Translate', and 'Text-Size'. Below the header, there's a navigation bar with tabs for 'Property or Business Owner', 'Industry', 'Safety', and 'Codes'. The 'Codes' tab is selected. Under the 'Codes' tab, there are three buttons: 'NYC Codes', 'Code Notes', and 'Reference'. The main content area is titled 'Local Law 97 (LL97) Covered Buildings List (CBL) FAQs'. Below the title, there are two buttons: 'Expand All' and 'Collapse All'. A message says 'Click a topic, or press the enter key on a topic, to reveal its answer.' There are three expandable sections: '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?', and 'How do I dispute my building's compliance pathway, as listed on one or more of the LL97 CBLs?'. The 'Houses of Worship' section is currently collapsed. Below the expandable sections, there is a paragraph of text explaining that 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

Article 321 CBL Dispute Process



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

The screenshot shows the BEAM platform dashboard. The left sidebar contains the following menu items: JOE SMITH, INVENTORY, ADD MEMBERS, MAP (highlighted with a red box), HELPDASK, ABOUT, and LOGOUT. The main content area displays a table of building data with columns for Property Name, Portfolio, BBL (Tax Lot), Building ID Number (B...), and Address DOF. The table is filtered by '2023 Calendar Year' and shows a list of 'Office' buildings. The 'MAP' option in the sidebar is highlighted with a red box.

The screenshot shows the BEAM Knowledgebase page. The left sidebar contains the following menu items: Homepage (highlighted with a red box), New Ticket, Knowledgebase, BEAM Inventory, and BEAM Inventory. The main content area displays the 'Knowledgebase' section with a list of articles. The 'New Ticket' option in the sidebar is highlighted with a red box.

Submissions

Knowledgebase / Overview

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 pri

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 rep through Energy Star Portfolio Manager, reporting guides, information abo 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

[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.

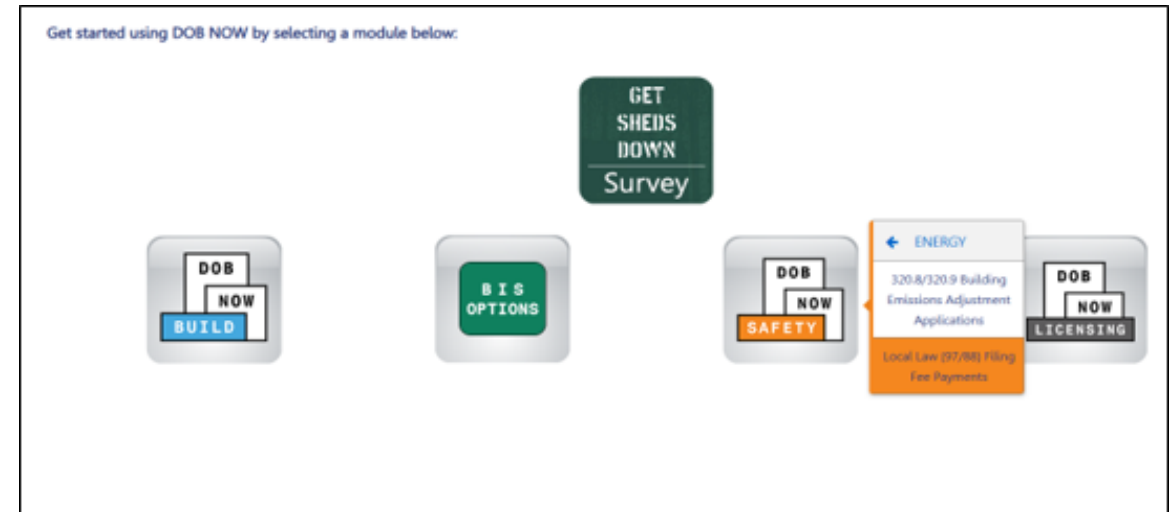
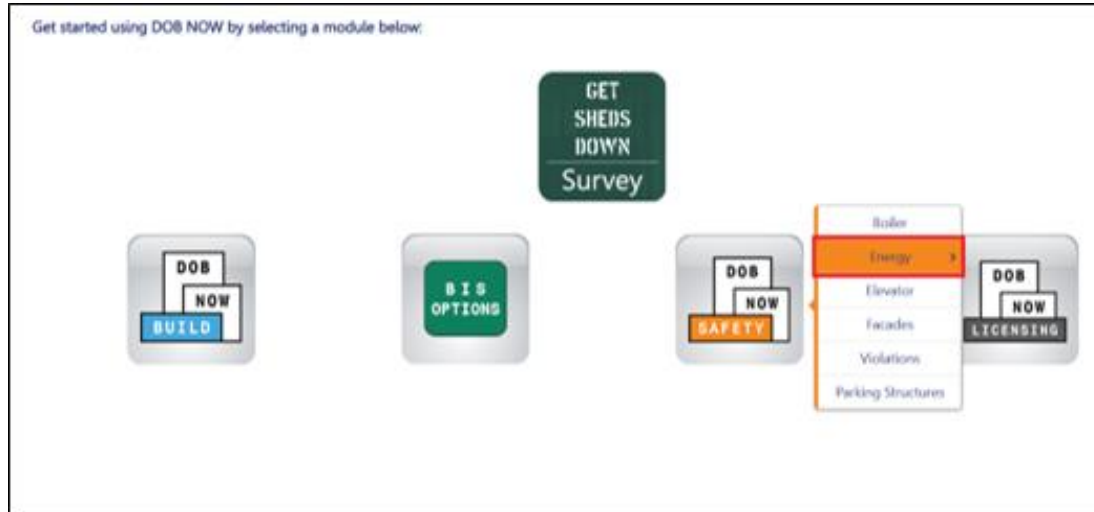
- Owner
- Owner Representative
- Service Provider (RDP/RCxA) - *optional*

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 visit nyc.gov/dobnowtips for resources and 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**.

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
	Select Action:	LL97000001041	Pre-filing	Due

Article 321 Compliance Report Filing Fee

DOB
NOW

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.

The screenshot displays the 'Stakeholders*' section of the BEAM interface. At the top, there is a header bar with the title 'Stakeholders*' and a right-pointing arrow. Below this, the 'Are you an:' section contains two radio button options: 'Owner' (which is selected and highlighted with a red box) and 'Owner's Representative (also provide Owner Information)'. Underneath, there are two tabs: 'Owner Information*' (active) and 'Owner's Representative'. The 'Owner Information*' tab contains several input fields: 'Email*' (with placeholder text 'Please enter email address'), 'Owner Type*' (a dropdown menu with 'Select Type:' and a red box around it), 'Service Provider (RDP/RCxA) email address', 'First Name', 'Middle Initial', 'Last Name', 'Business Name*', 'Business Address*', 'City*', 'State*', 'Zip Code*', and 'Business Telephone'. All fields are currently empty or show placeholder text.

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.

A screenshot of the 'Stakeholders*' form in the BEAM Reporting Portal. The form has a brown header bar with the title 'Stakeholders*' and a right arrow. Below the header, there is a section 'Are you an:'. Under this section, there are two radio buttons: 'Owner' and 'Owner's Representative (also provide Owner Information)'. The 'Owner' radio button is selected. Below this, there are two tabs: 'Owner Information*' and 'Owner's Representative'. The 'Owner Information*' tab is active. It contains several input fields: 'Email*' (with placeholder text 'Please enter email address'), 'Owner Type*' (a dropdown menu with 'Select Type:' and a downward arrow), 'Service Provider (RDP/RCxA) email address', 'First Name', 'Middle Initial', 'Last Name', 'Business Name*', 'Business Address*', 'City*', 'State*', 'Zip Code*', and 'Business Telephone'. The 'Owner Type*' dropdown is highlighted with a red box.

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*

Select Borough Enter Block Enter Lot

Search & Add

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
☐			
☒	1028159	125 COLUMBUS AVENUE	MANHATTAN

Total Items: 1
1 / 1
10 Items Per Page
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.

Payment Confirmation

Are you sure you want to make a payment of \$210.00?

eCheck payments can take up to 10 days to process. The transaction will not be complete until the payment is processed.

Please confirm that your pop-up blocker is turned off before clicking on the Pay Now button.

Pay Now **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.

A screenshot of a notification window. The window has a brown header bar with the word 'Notification' in white. Below the header, the text 'Payment has been processed.' is displayed in blue. A red rectangular box highlights the text 'Payment Confirmation Number: 97ADJ7FC2000002239'. Below this, the text 'Enter this Confirmation Number in the Reporting Portal. An email notification has also been sent with this Confirmation Number.' is displayed in blue. At the bottom center, there is a brown button with the text 'OK' in white.

Notification

Payment has been processed.

Payment Confirmation Number: 97ADJ7FC2000002239

Enter this Confirmation Number in the Reporting Portal. An email notification has also been sent with this Confirmation Number.

OK

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.

DOB
NOW
SAFETY

NYC Department of Buildings
Local Law Payments

BUILDSUP

+ 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, black and white photograph of a dense urban landscape, likely New York City. The image shows a vast expanse of skyscrapers and buildings, with a river visible in the upper right corner. The perspective is from a high angle, looking down on the city.

THANK YOU!

build safe | live safe

NYC
Buildings