



















## Monitoring & Reporting

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This checklist provides a straightforward guide to the key actions required and the stakeholders involved in preparing and filing your Local Law 97 (LL97) compliance report.

STATUS	ACTION	STAKEHOLDERS
<input type="checkbox"/>	<b>Hire a Registered Design Professional (RDP)</b> to prepare and submit your buildings compliance report using guidance from NYC Department of Buildings (DOB).	  
<input type="checkbox"/>	<b>Use the Building Energy Exchange <a href="#">LL97 Calculator</a></b> to pre-screen for potential non-compliance and any associated penalty fees.	  
<input type="checkbox"/>	<b>Coordinate with existing local laws and periodic inspections</b> such as Local Law 87, Local Law 11, and fire code to balance available funds across all building law requirements.	  
<input type="checkbox"/>	<b>If needed, file for an extension</b> to submit your report no earlier than 30 days before, and no later than 60 days after May 1st of each filing year.	  
<input type="checkbox"/>	<b>If your building needs more time to comply</b> , pursue a mediated resolution with DOB.	  
<input type="checkbox"/>	<b>Inform residents if the building has incurred any LL97 penalties</b> and how that could affect resident fees. Also, notify residents about upcoming project work planned for future compliance deadlines.	  

COMPLETED BY:

DATE COMPLETED: