

# SERVICE NOTICE

## Boiler Violation Search Portal, Payments and Waiver Requests to Launch in DOB NOW: Safety on July 22, 2020

On Wednesday, July 22, 2020, a new Boiler Violations Portal will launch in **DOB NOW: Safety**. The portal will allow the public to search for boiler violations at a property and any amount due for these violations. It will be mandatory to submit in DOB NOW: Safety all payments for Failure to File an annual inspection report for low- and high-pressure boilers and requests to waive civil penalties resulting from these violations.

### Search Violations Portal

As of Wednesday, July 22, 2020, requests to research boiler violation penalties owed can no longer be emailed or delivered in person to the Boiler Unit. A new portal has been created in DOB NOW: Safety that will calculate the penalties owed and contains all boiler violation and inspection report data from the Building Information System (BIS) and DOB NOW.

To conduct a search, go to the DOB NOW homepage at [www.nyc.gov/dobnow](http://www.nyc.gov/dobnow). On the left part of the screen select Violations Search. Search by Violation Number, Device Number, Address or BIN.

The screenshot shows the 'Violations Search' section of the DOB NOW: Safety portal. At the top, there is a navigation bar with options: Address, Job Number Search, Building Identification Number (BIN), Borough, Block, Lot, Device Search, and Licensees Search. The 'Violations Search' option is highlighted in orange. Below this, a text box explains: 'This portal contains violations for failure to file annual boiler inspection reports and Category 1 Affirmation of Correction and Category 5 elevator inspection/test reports. Search the Buildings Information System for any other violation type.' Below the text box, there are search options: 'Search by' with radio buttons for 'Violation Number', 'Device Number' (which is selected), 'Address', and 'BIN'. A text input field labeled 'Device Number' with a red asterisk and a placeholder 'Enter Device Number' is present. A magnifying glass icon and the word 'Search' are next to the input field. At the bottom right of the search area, there is an orange button with a magnifying glass icon and the word 'Search'.

### Boiler Violation Payments

As of Wednesday, July 22, 2020, boiler violation payments must be submitted in DOB NOW: Safety. Follow the below steps to search for the violation and proceed with payment:

- Use an eFiling account to log in at [www.nyc.gov/dobnow](http://www.nyc.gov/dobnow). If you need to create an eFiling account, visit [www.nyc.gov/dobnowtips](http://www.nyc.gov/dobnowtips).
- Select **DOB NOW: Safety** and then the **Violations** portal.
- From the dashboard select **+Violations Payments**.
- Search by Violation Number, Device Number, Address or BIN. When a device number, address or BIN is entered, all active violations will appear along with the amount of the civil penalty due for each violation.
- Select the violation for which you want to submit payment. Only one violation can be paid per application.
- Save the application to proceed. The respondent information on the request is populated from the information found in the eFiling account that was used to log into DOB NOW.
- Complete the Statements & Signature section and Save the application again.
- The last step is to select Proceed to Pay to enter the payment in the CityPay portal.

### Violation Dismissal

For 2016 and prior year inspection cycles, payments made in DOB NOW: *Safety* by **credit card** will be processed immediately and the violation(s) status will change to dismissed in the **Buildings Information System (BIS)**. Payments made by **eCheck** will take up to 10 days to be processed. An email notification will be sent when the payment has processed and the violation has been dismissed.

Violations from 2017 or later require an annual boiler inspection report in accepted status to have been filed in DOB NOW: *Safety*. Once payment has been made, the violation will not be dismissed unless an accepted inspection report has been submitted. If an inspection report is submitted, an email notification will be sent and the violation will be updated to dismissed status in BIS within 24 hours.

### Civil Penalty Waivers

As of Wednesday, July 22, 2020, a Boiler Waiver of Civil Penalties Form (BWP) can no longer be sent by postal mail, emailed or delivered in person to the Boiler Unit. A new portal has been created in DOB NOW: *Safety* to submit requests.

- Use an eFiling account to log in at [www.nyc.gov/dobnow](http://www.nyc.gov/dobnow). If you need to create an eFiling account, visit [www.nyc.gov/dobnowtips](http://www.nyc.gov/dobnowtips).
- Select **DOB NOW: Safety** and then the **Violations** portal.
- From the dashboard select **+Civil Penalty Waiver**.
- Search by Violation Number, Device Number, Address or BIN. When a device number, address or BIN is entered, all active violations will appear. Select the device number and then the specific associated violation(s) for which you want to submit a waiver request and press the **+Add** button. Only one device can be submitted per application and only five violations can be submitted per device. If there are more than five violations on a device, multiple applications will need to be submitted.
- Select the Waiver Request Reason. See **1 RCNY §103-01** and **§103-05** for waiver information.
- Save the application to proceed. The respondent information on the request is populated from the information found in the eFiling account that was used to log into DOB NOW.
- Upload any required supporting documentation on the Documents tab.

- Complete the Statements & Signature section and Save the application again.
- Select the Pay Now button to submit the payment of \$30.00 in the CityPay portal.
- The last step is to select the Submit button. The request will not be reviewed by DOB staff until the Submit button is selected. Payments made by **eCheck** will take up to 10 days to be processed. An email notification will be sent when the payment has processed and the request has been sent to DOB staff for review.

An email notification will be sent with the status of the review. If the waiver is granted for all of the violations on the device, the violation status in BIS will be updated to dismissed.

See the [Boiler Division FAQs](#) for more information. If you need assistance with the boiler violations portal, submit an inquiry at [www.nyc.gov/dobnowhelp](http://www.nyc.gov/dobnowhelp).

**POST UNTIL: December 31, 2020**