DOB NOW: *Build* – Civil Penalties Review Request (L2) Step-By-Step Guides

The Civil Penalties Review Request (L2) is used in instances where an applicant is requesting an override, reduction, or waiver of civil penalties resulting from a work without a permit violation. A Work Permit (PW2) request cannot be submitted for a job filing in DOB NOW: *Build* if a civil penalty violation exists on the BIN. In order to be able to submit the PW2 an L2 Request must be submitted and approved.

If there is a Work Without Permit violation on the BIN associated to the Work Permit (PW2) then:

- The PW2 cannot be submitted for both initial and renewal of permits.

- The Professional Certification Job Filing with PW2 cannot be submitted.

- A L2 Request must be submitted and approved in DOB NOW: *Build* in order to obtain a permit.

- Only one L2 request can be open per filing at a given time.

The following roles are authorized to initiate and submit a Civil Penalty Review Request (L2):

- Owner specified on the associated filing

- The applicant of record of the associated PW1

- Any licensed PE/RA

- Any DOB licensee

- A Class II filing representative

At this time, DOB NOW: *Build* does not accept any payment associated to the L2 fee. The L2 fee will continue to be paid in the borough office.

Waiver requests in connection with violations of stop work orders (SWO) will continue to be handled via the current paper process. Therefore, L2 requests for the following L2 codes **cannot** be submitted in DOB NOW: *Build*:

- **LEG** - Work performed without a permit and an applicant is seeking a permit before notice of violation is issued.

- **SWBC** - Where the Commissioner had determined that the violation should not have been issued for working against the SWO.

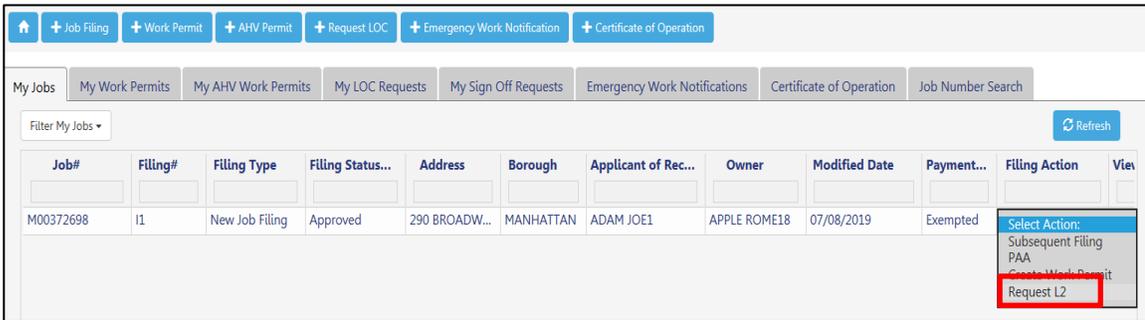- **SWOE** - Where the ECB violation issued for violating the SWO was dismissed for any reason.

NOTE: For job filings initiated before July 1, 2019 in DOB NOW: *Build*, customers will continue to submit an L2 request on the DOB NOW Online Help Form.

Refer to the steps below for the steps to submit a L2 Request in DOB NOW: *Build* and also for the steps to submit an L2 Request on the Online Help Form.

Civil Penalties Review Request (L2) Process for Job Filings Created On or <u>After</u> July 1, 2019*.

Applies to all job filings ending with 187000 or higher.

Complete the following steps to enter the L2 request.

Step	Action
ⓘ	When a civil penalty for a work without permit violation exist on a BIN the following error message will appear when an attempt is made to submit a Work Permit (PW2). **Notification** ✕ There is a work without permit violation(s) on this BIN for which a Civil Penalty Review Request (L2) has not been submitted. To proceed, go to the Actions dropdown for this filing on the Dashboard and select Request L2. OK **Note:** The PW2 request will need to be initiated before the L2 request can be initiated.
1.	On the DOB NOW: *Build* Dashboard, scroll to the far right to the **Filing Action** column and click on the dropdown menu. Select **Request L2**.

Step	Action
2.	The following pop-up will appear. Click **Yes** to confirm that you would like to proceed with creating a L2 request.
3.	The L2 request form will appear.

Step	Action
4.	Click on the **Applicant Type** drop to select the appropriate applicant.
5.	Click on the **License Type** drop to select the appropriate license.
6.	Click on the **Business Name** drop to select the appropriate business name.
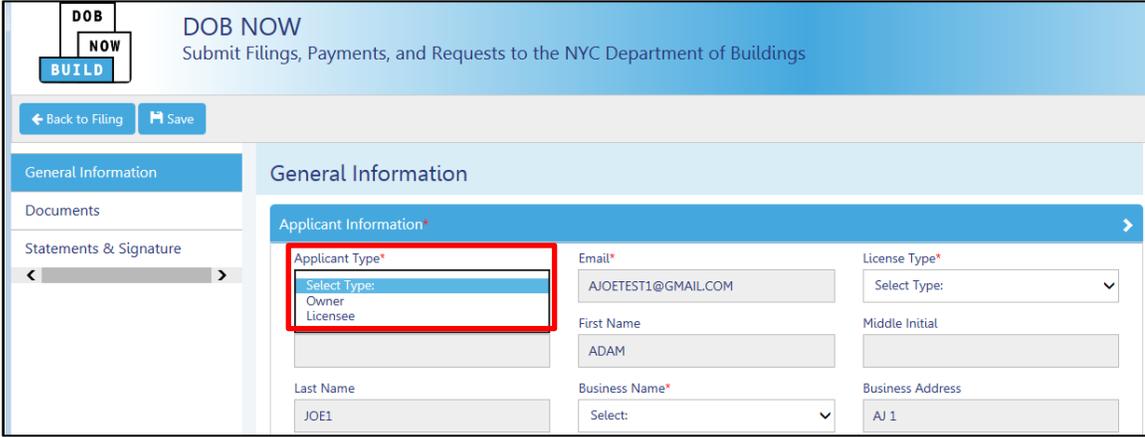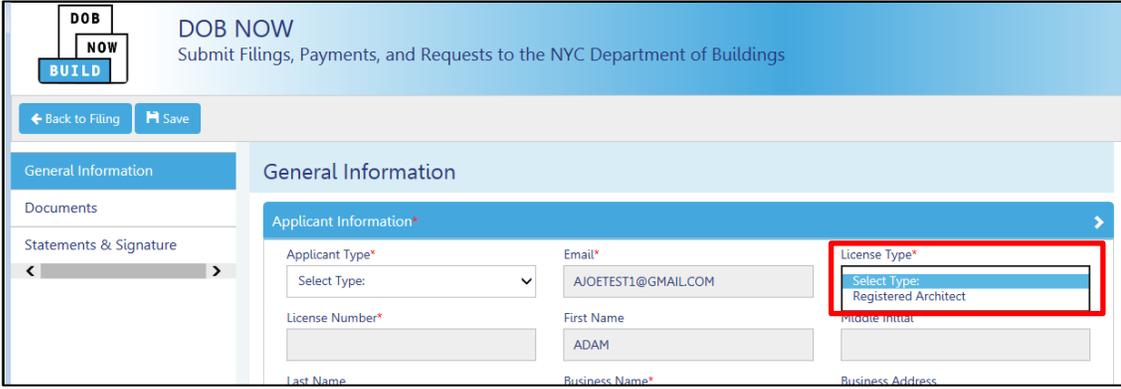
Step	Action
7.	Click on the **Violations** tab to see the violations that are on the BIN. **Note:** DOB NOW: *Build* will auto-populate all of the open DOB and ECB work without permit (WWP) violations that exist on the BIN at the time the L2 request has been initiated.
8.	For each individual violation listed, specify the L2 code that applies. Scroll to the far right to the **Action** column. Click on **Edit Icon.**
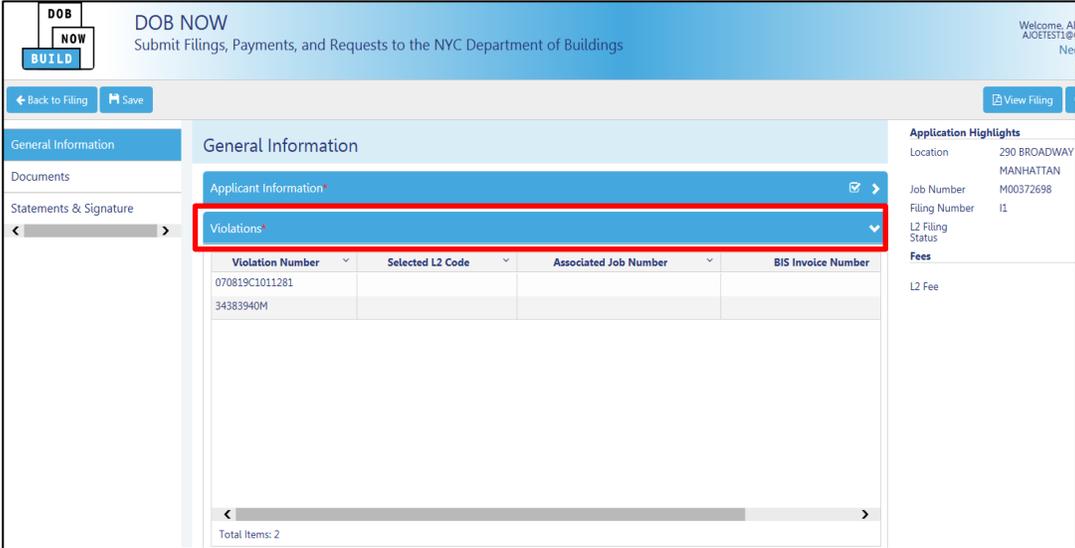
Step	Action
9.	A pop up will appear to select the appropriate L2 code for the violation. **Note:** Only one L2 code can be selected per violation.
10.	For L2 codes NRV, ECB, TPT, EWG, SAPW, EWP or GOV, made the selection then click on **Update**.
11.	For L2 codes EXP1 or EXP2 after making the selection enter the **Associated Job Number** then click on **Update**.
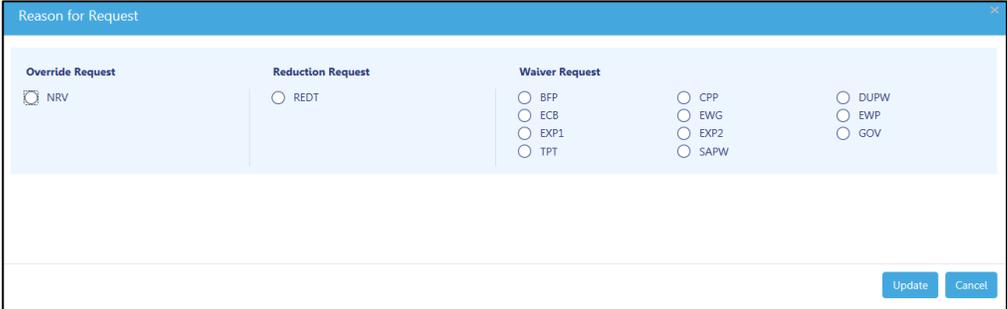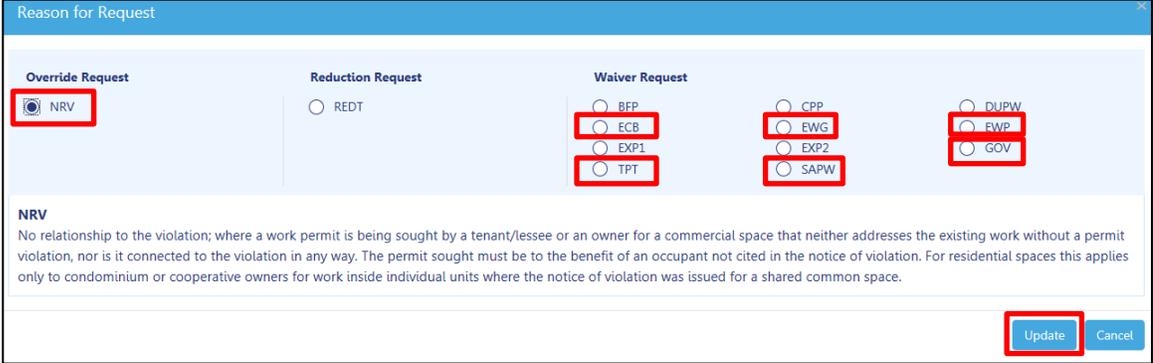
Step	Action
12.	For L2 codes CPP or DUPW after making the selection enter the **BIS Invoice Number** then click on **Update**.
13.	For L2 codes REDT additional information will be required.
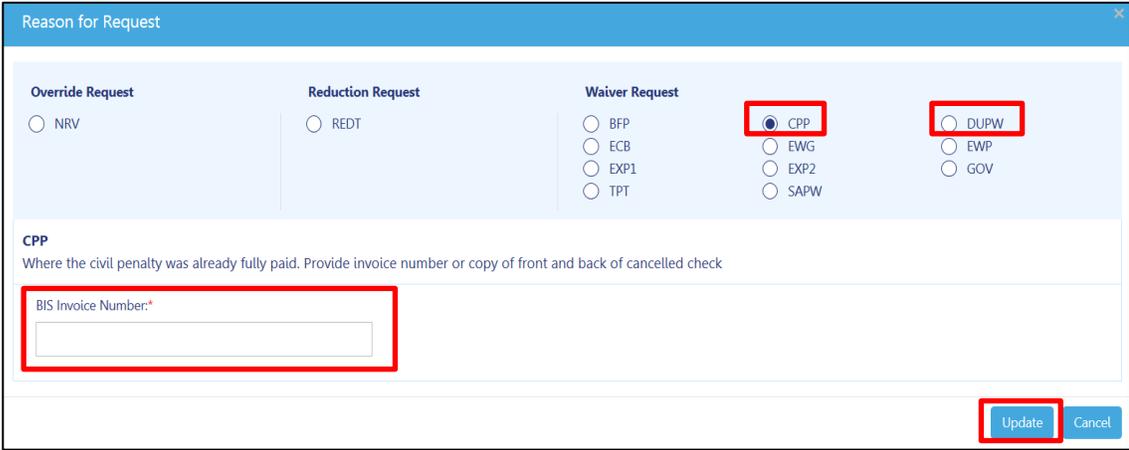
Step	Action
14.	Enter your **Email** address.
15.	Select the **License Type** from the drop down list.
16.	Select the **Business Name** from the drop down list.

Step	Action
17.	Enter the **Percentage of work completed without a permit** in the field.
18.	Select the **Date of Inspection.**
19.	Enter the **Time of Inspection**.

Step	Action
20.	Enter the **Description of Work Completed without a Permit.** **Reason for Request** Description of Work Completed without a Permit 255 characters remaining This affidavit is submitted in support of the request for a reduction of a civil penalty submitted in association with job application # and the following violation #(s): **070819C1011281** . On **07/08/2019** (MM/DD/YYYY) at **01:30 PM**, I inspected the premises located at **290 BROADWAY MANHATTAN** to determine whether the work covered by the above-referenced
21.	Click in the **box** to apply your electronic signature. This affidavit is submitted in support of the request for a reduction of a civil penalty submitted in association with job application # and the following violation #(s): **070819C1011281** . On **07/08/2019** (MM/DD/YYYY) at **01:30 PM**, I inspected the premises located at **290 BROADWAY MANHATTAN** to determine whether the work covered by the above-referenced job application was commenced without the benefit of a New York City Department of Buildings permit(s). I certify that my inspection revealed that the work performed without the benefit of a permit(s) is **50** percent of the total work indicated on the job application. I further certify that a written description of such work completed without a permit and at least four (4) supporting photographs taken at the time of my inspection are included with this submission and accurately represent the findings of my inspection. Falsification of any statement is a misdemeanor under the NYC Administrative Code and is punishable by a fine or imprisonment, or both. I am aware of the additional sanctions imposed on false filings by § 28-211.1.2 of the NYC Administrative Code. It is unlawful to give to a City employee, or for a City employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Violation is punishable by imprisonment or fine or both. ☐ I have personally reviewed all information in this submission. I understand and agree that by personally clicking on the box at left I am electronically signing this document and expressing my agreement with the statements and terms herein. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand, and I further agree that an uploaded electronic image of my signature and professional seal that is part of this submission is hereby applied to this signed statement and each document and statement included in this submission as if I had personally signed and sealed these documents and statements by hand. Name Date
22.	Click on **Update**. This affidavit is submitted in support of the request for a reduction of a civil penalty submitted in association with job application # and the following violation #(s): **070819C1011281** . On **07/08/2019** (MM/DD/YYYY) at **01:30 PM**, I inspected the premises located at **290 BROADWAY MANHATTAN** to determine whether the work covered by the above-referenced job application was commenced without the benefit of a New York City Department of Buildings permit(s). I certify that my inspection revealed that the work performed without the benefit of a permit(s) is **50** percent of the total work indicated on the job application. I further certify that a written description of such work completed without a permit and at least four (4) supporting photographs taken at the time of my inspection are included with this submission and accurately represent the findings of my inspection. Falsification of any statement is a misdemeanor under the NYC Administrative Code and is punishable by a fine or imprisonment, or both. I am aware of the additional sanctions imposed on false filings by § 28-211.1.2 of the NYC Administrative Code. It is unlawful to give to a City employee, or for a City employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Violation is punishable by imprisonment or fine or both. ☑ I have personally reviewed all information in this submission. I understand and agree that by personally clicking on the box at left I am electronically signing this document and expressing my agreement with the statements and terms herein. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand, and I further agree that an uploaded electronic image of my signature and professional seal that is part of this submission is hereby applied to this signed statement and each document and statement included in this submission as if I had personally signed and sealed these documents and statements by hand. Name Date JOE1 ADAM 07/08/2019 (Electronically Signed) Update Cancel

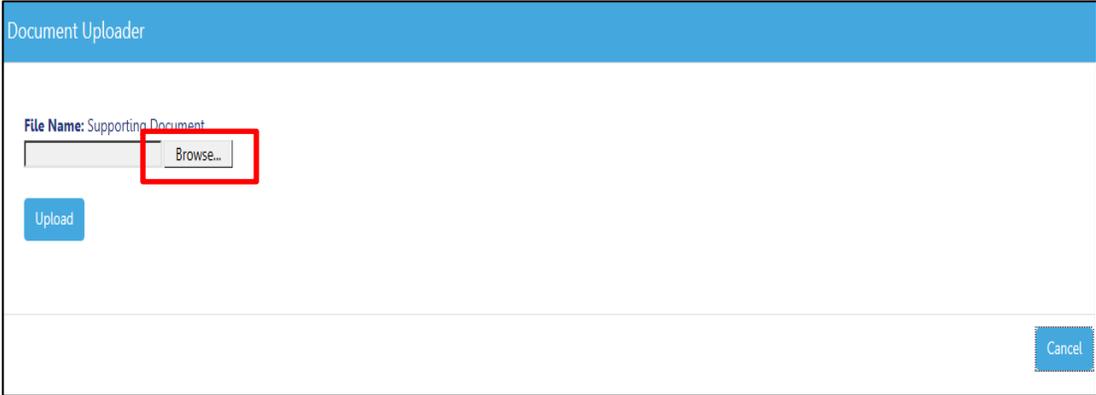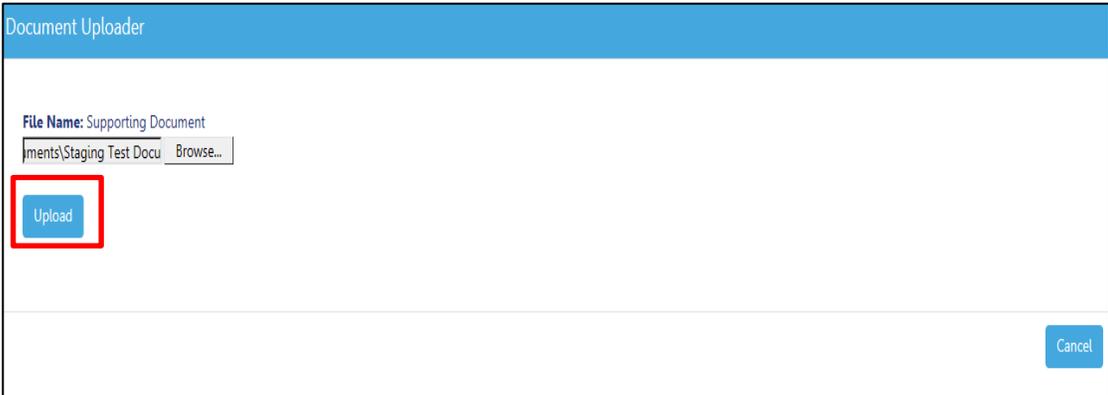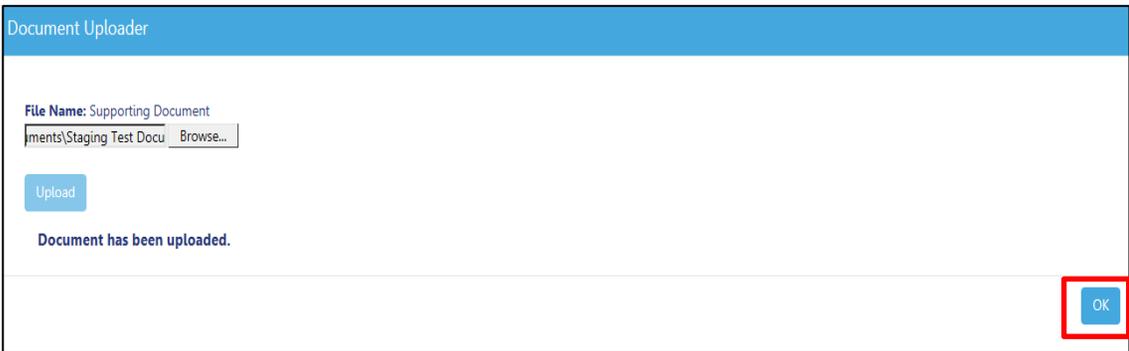| Step	Action
23.	The selected L2 code information will update in the violations grid.
24.	Click on the **Comments** section to enter comments related to the L2 request.
25.	Click **Save**.
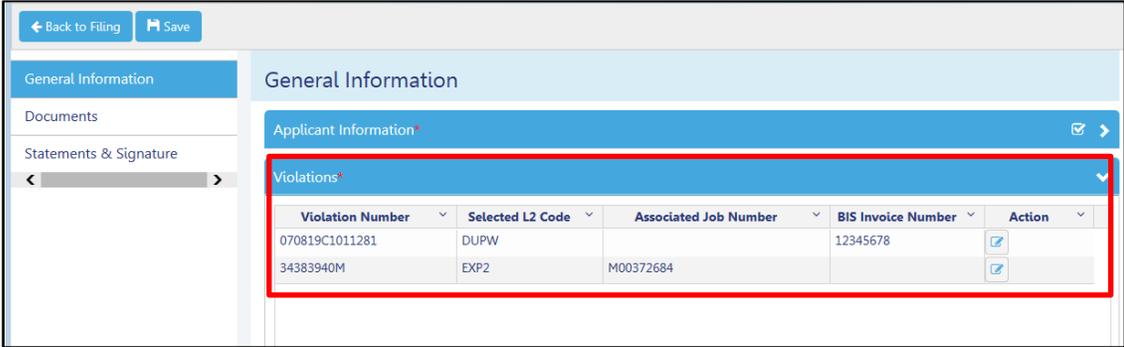
Step	Action
26.	The following pop up will appear to notify you that once the L2 request is save, the Applicant Type cannot be changed. Click **Yes** to continue.
27.	A pop up notification will appear to indicate that the L2 Request was saved. Click **OK**.
28.	The L2 Request tracking number will appear on the upper left.

Step	Action
29.	DOB NOW: *Build* will display the estimated L2 fees after the L2 Request is saved in the **Fees** section on the right. **Note:** DOB NOW: *Build* does **NOT** accept any payment associated to the L2 fee. The L2 fee will need to be paid in the borough office. .
30.	Click on the **Document** tab to view all required documents that are necessary to complete the L2 Request.
31.	Click on the **Upload Icon** to upload the document (e.g. Copy of Invoice and/or Cancelled Check)
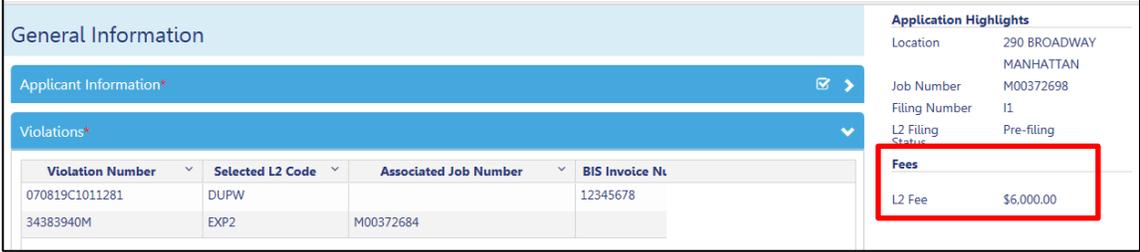
Step	Action
32.	Click on **Browse** to locate the document on your computer.
33.	After selecting the document, click on **Upload**.
34.	Click on **OK**.

Step	Action
35.	The status of the document will be updated to Submitted
36.	Click on the **Statements & Signatures** tab to apply your electronic signature. Click in the **box** to apply your electronic signature.
37.	Click **Save**.

Step	Action
38.	The following pop up will appear. Click **OK**.
39.	Click **Submit.**
40.	The following pop up will appear to confirm that you would like to file the L2 Request. Click **Yes**.
41.	The following pop up will appear to let you know that the L2 Request was submitted successfully. Click **OK**.
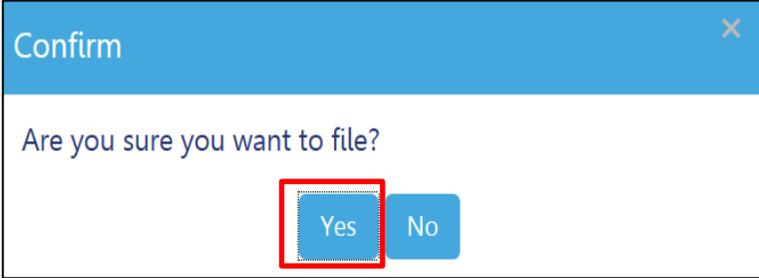
Step	Action
42.	The **L2 Filing Status** will update to Pending CPE/ACPE Assignment.
43.	Click on **View Filings** to download a PDF version of the L2 Request.
44.	A PDF will appear.

Step	Action
45.	On the job filing in DOB NOW: *Build*, the **Civil Penalties Review Request (L2) tab** will appear. All parties associated with the job filing will be able to see the submitted L2 by clicking on the **view icon**. .
46.	An email notification will be sent to you once the L2 Request is submitted. Additional email notifications will be sent when the L2 Request is assigned to a reviewer and when the review is completed.
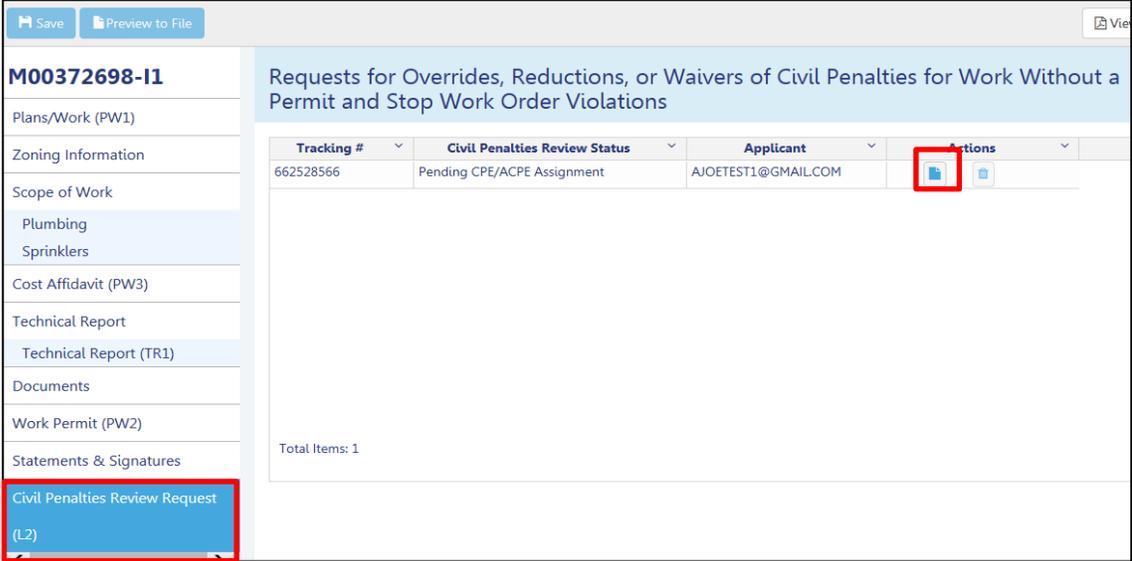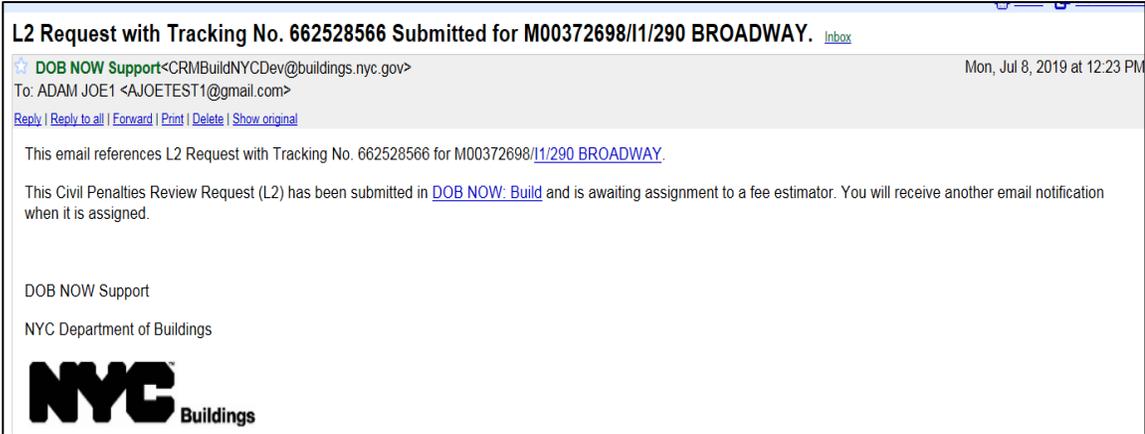
You have completed the steps to submit a L2 Request in DOB NOW: *Build*. Continue to review the steps to view a rejected L2 Request.

Viewing a Rejected L2 and Submitting a New Request

Complete the following steps if your L2 request was rejected.

Step	Action
(i)	An L2 Request may be denied for various reasons. Whenever an L2 Request is denied a notification email will be sent with the reason for rejection. A new L2 Request will need to be submitted until the civil penalty violation is resolved. Please refer to the steps below for the procedure when an L2 Request is denied.
47.	When the L2 Request review is completed an email notification will be sent. When the L2 is rejected the email notification will contain a reason for rejection.
48.	In DOB NOW: *Build*, the **Civil Penalties Review Status** will display Rejected.

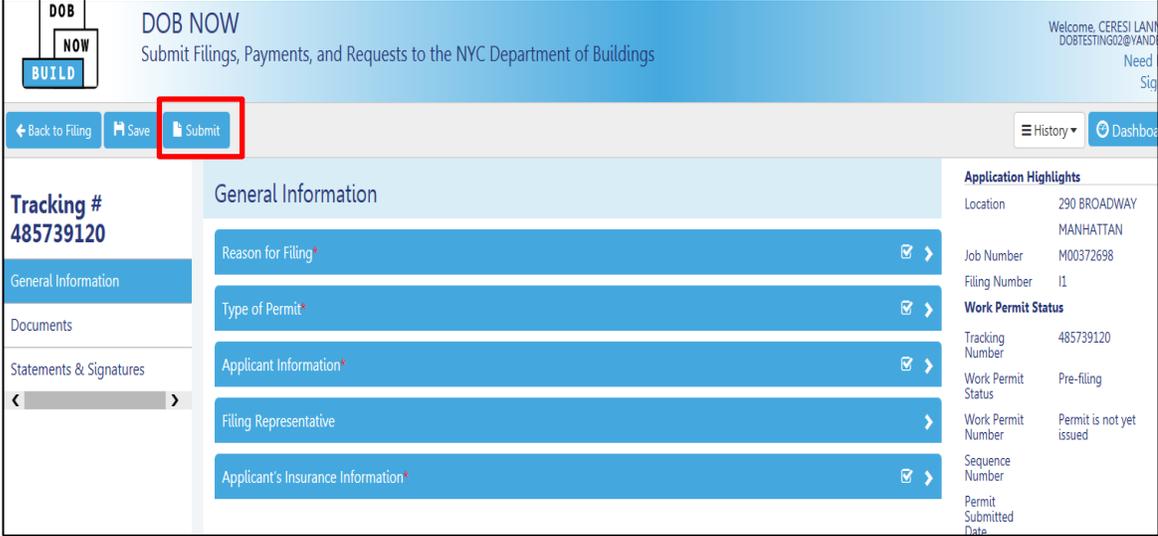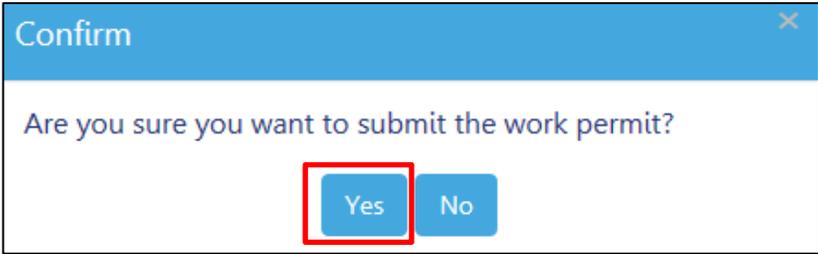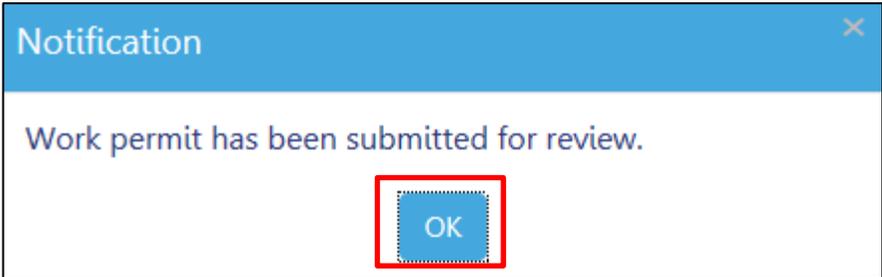| Step	Action
49.	When the L2 Request is denied, a new L2 Request will need to be submitted. Go to the **Filing Action** column on the Dashboard and select **Request L2**.
ℹ	All L2 Request will be displayed on the **Civil Penalties Review Request (L2)** tab.

Repeat steps 2 to 44 to submit a new L2 Request. A PW2 request cannot be submitted until an approved L2 Request is in DOB NOW: *Build*.

Viewing an Approved L2 and Submitting the PW2 Request

Complete the following steps when your L2 request is approved.

Step	Action
ⓘ	Once an L2 Request is approved a notification email will be sent. At that time the PW2 can be submitted.
50.	A notification email will be sent once the L2 Request is approved.
51.	The Civil Penalties Review Status will update in DOB NOW: *Build*. Everyone associated with the job filing be able to see the approved L2 in the job filing in DOB NOW: *Build*.

Step	Action
52.	The contractor or appropriate person will now be able to submit the Permit Request (PW2) in DOB NOW: *Build*. On the PW2 click **Submit**. **Note:** For detail steps on how to submit a PW2, please refer to the **Permit Request Step-By-Step Guide**.
53.	The following confirmation pop-up will appear. Click **Yes** to confirm that you would like to submit the work permit request.
54.	The following confirmation pop-up will appear. Click **OK**.

Step	Action
55.	The **Work Permit Status** will update to Pending QA Assignment.

> **Note:** For additional informaiton on the work permit request process please refer to the **Permit Request Step-By-Step Guide.**

You have completed the steps to submit an L2 Request in DOB NOW: *Build*. Continue with the steps below for the process for submitting an L2 Request on the Online Help Form for job filings that were initiated prior to July 1, 2019.

Civil Penalties Review Request (L2) Process for Job Filings Created Before July 1, 2019.

Complete the following steps to submit an L2 Request for a job filing that was submitted in DOB NOW: *Build* prior to July 1, 2019.

Step	Action
ⓘ	The following pop up message will appear if a civil penalty violation exist on a BIN for a job filing that was submitted in DOB NOW: *Build* prior to July 1, 2019 that you are attempting to submit a PW2 request for.
1.	Complete an **L2: Requests for Overrides, Reductions, or Waivers of Civil Penalties for Work Without a Permit and Stop Work Order Violations** paper form. **Note:** A copy of the form can be obtained here: https://www1.nyc.gov/assets/buildings/pdf/l2.pdf Instructions on completing the paper form can be obtained here: https://www1.nyc.gov/assets/buildings/pdf/l2_instr.pdf.
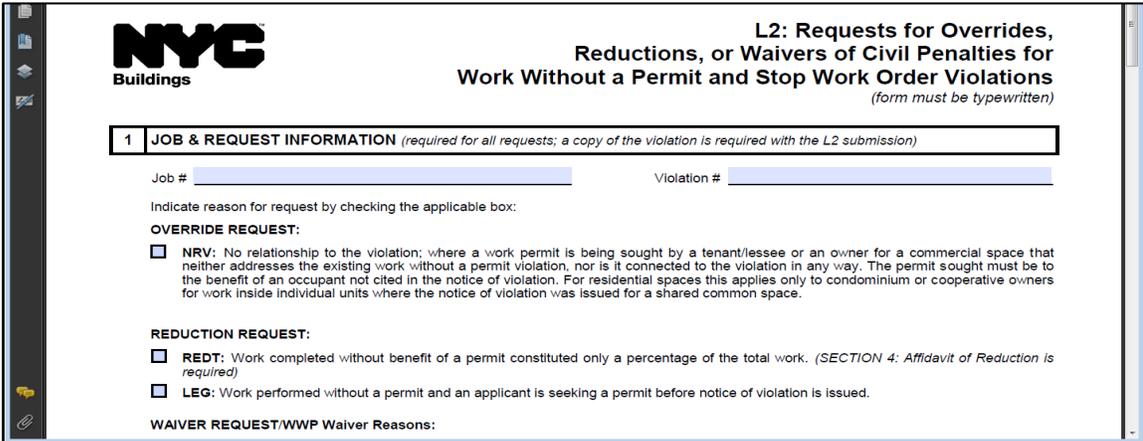
Step	Action
2.	Combine the **completed L2 form**, a **copy of the violation** and **other required documents** and create a PDF of one document and save the file.
3.	Go to the **Online Help for Department of Buildings Self-Service Tools** website located at www.nyc.gov/dobnowhelp

Step	Action
4.	Click on the **Module** drop down list to select and select **Build**.
5.	Select the **Project/Filing Type**

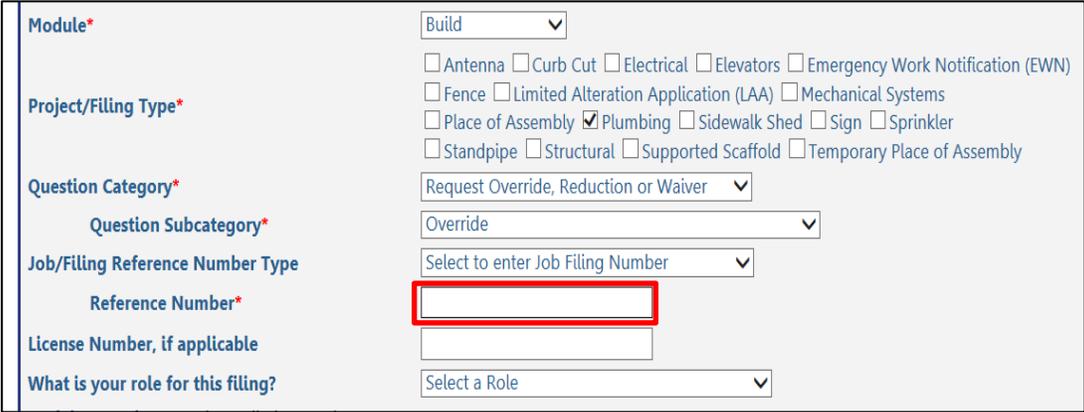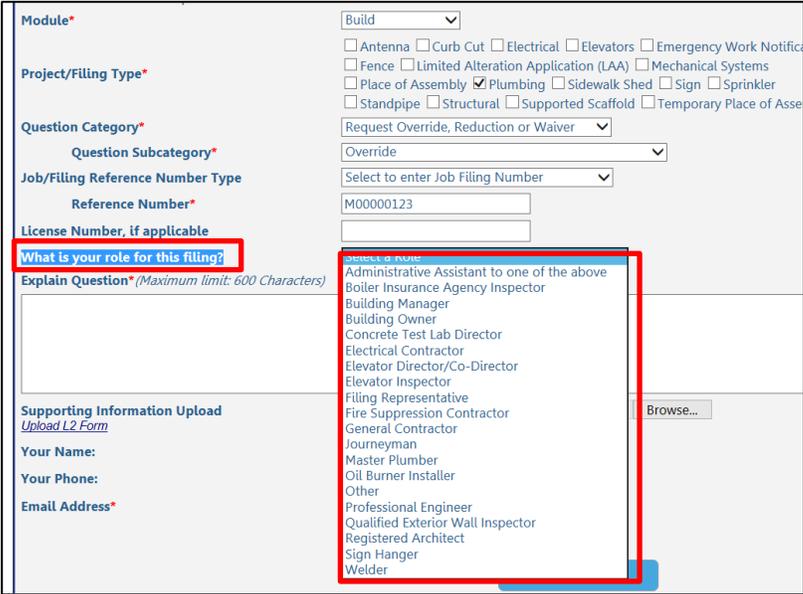| Step	Action
6.	Click on the drop down for the **Question Category** and select **Request Override, Reduction or Waiver**. Items marked with * are required. Module* Build Project/Filing Type* ☐Antenna ☐Curb Cut ☐Electrical ☐Elevators ☐Emergency Work Notification (EWN) ☐Fence ☐Limited Alteration Application (LAA) ☐Mechanical Systems ☐Place of Assembly ☑Plumbing ☐Sidewalk Shed ☐Sign ☐Sprinkler ☐Standpipe ☐Structural ☐Supported Scaffold ☐Temporary Place of Assembly **Question Category*** Job/Filing Reference Number Type License Number, if applicable What is your role for this filing? Explain Question*(Maximum limit: 600 Charac... Select a Question Category Account Registration Issues After-Hours Variance Permit Assistance With Completing a Filing General Request Document Deferral Request Override, Reduction or Waiver Request Supersede or Withdrawal Submit Additional Information Form (AI1) Technical Issues
7.	Click on the **Question Subcategory** drop down and select the appropriate selection for your L2 request. Project/Filing Type* ☐Antenna ☐Curb Cut ☐Electrical ☐Elevators ☐Emergency Work Notification (EWN) ☐Fence ☐Limited Alteration Application (LAA) ☐Mechanical Systems ☐Place of Assembly ☑Plumbing ☐Sidewalk Shed ☐Sign ☐Sprinkler ☐Standpipe ☐Structural ☐Supported Scaffold ☐Temporary Place of Assembly Question Category* Request Override, Reduction or Waiver **Question Subcategory*** Select a Question Subcategory Override Reduction Waiver of Civil Penalties for Work Without a Permit Waiver of Stop Work Order Violations Job/Filing Reference Number Type Reference Number* License Number, if applicable
8.	On the **Job/Filing Reference Number Type** drop down chose **Select to enter Job Filing Number** Module* Build Project/Filing Type* ☐Antenna ☐Curb Cut ☐Electrical ☐Elevators ☐Emergency Work Notification (EWN) ☐Fence ☐Limited Alteration Application (LAA) ☐Mechanical Systems ☐Place of Assembly ☑Plumbing ☐Sidewalk Shed ☐Sign ☐Sprinkler ☐Standpipe ☐Structural ☐Supported Scaffold ☐Temporary Place of Assembly Question Category* Request Override, Reduction or Waiver Question Subcategory* Override **Job/Filing Reference Number Type** Select a Job/Filing Reference Number Select to enter Job Filing Number Select to enter Control Number Select to enter Work Permit Number Select to enter Inspections ID Select to enter Payment Tracking Number Select to enter Device Number Reference Number* License Number, if applicable What is your role for this filing?

Step	Action
9.	Enter the DOB NOW: *Build* job filing number in the **Reference Number** field.
10.	Click on the drop down for **What is your role for this filing?** and select the appropriate role.

Step	Action
11.	Enter a comment in the **Explain Question** field.
12.	Click on **Browse** to upload the L2 form with the supporting document PDF you created.
13.	Enter your name in the **Your Name** field.

Step	Action
14.	Enter your phone number in the **Your Phone** field.
15.	Enter your email address in the **Email Address** field. Please ensure that the email address is entered correctly since this will be the email address that will be used to communicate with you regarding the L2 request.
16.	Click on **Send** to submit the L2 request.
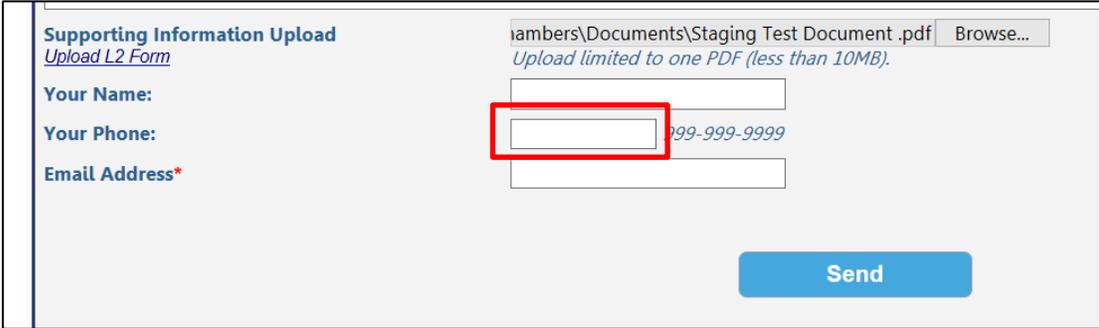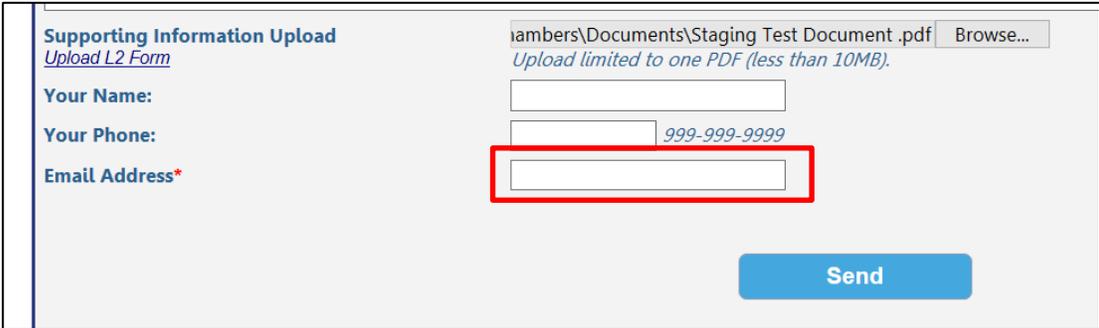
Step	Action
17.	An email notification will be sent to the email address that was entered on the Online Help Form. **From:** Do_Not_Reply@buildings.nyc.gov <Do_Not_Reply@buildings.nyc.gov> **Sent:** Friday, June 28, 2019 2:20 PM **To:** test@test.com **Subject:** Your question has been submitted to DOB Joe Test, Thank you for contacting the NYC Department of Buildings with the below comments. Most inquiries will receive a response by email within one business day. To submit another inquiry, use the DOB NOW and eFiling Online Help Form. Service Number: 1000075911 Area: Build Project/Filing Type: Plumbing Question Category: Request Override, Reduction or Waiver Question Subcategory: Waiver of Civil Penalties for Work Without a Permit DOB NOW Filing Role: Filing Representative Job/Filing Reference Number Type: Job Filing Number Job/Filing Reference Number: M00000123 Question: PLEASE SEE ATTACHED L2 FOR OPEN VIOLATIONS AT 280 BROADWAY Name: Joe Test Phone: 212-123-4567 Email Address: test@test.com **Note:** Once the review of the L2 is completed, an email will be sent send to the email address that was entered on the Online Help Form with the status of the L2.

You have completed the steps to submit an L2 request for a job filing with a civil penalty violation that was submitted in DOB NOW: *Build* prior to July 1, 2019.