

SERVICE NOTICE

Electrical Civil Penalty Calculations and Payments for Failure to file an Application for a Work Permit

Customers are no longer required to make electrical civil penalty payments at the Central cashier office at 280 Broadway. Instead, for the convenience of customers, beginning August 15, 2022, the Department’s Plan Examination staff in each borough office will calculate the civil penalties for electrical work without a permit. Customers can make these payments in all the borough offices where the Notice of Violation was issued.

Applicants must complete Section 4 comments of the [PER11](#) form to request the electrical work without a permit civil penalty amount due for failure to file an electrical application for a work permit and email the form to the appropriate borough office mailbox. Applicants must include the applicable BIS or DOB NOW application number and the violation number.

DOB’s Plan Examiners will calculate the civil penalty per §27-3018 of the NYC 2011 Electrical Code (Total Filing Fee x Penalty Amount)

- a) Initial Fee + Parts Fee/Billable Work Fee = Total Filing fee x 10 = Penalty Amount Due
- b) The Plan Examination units will respond via email indicating the penalty amount due

NOTE: The Electrical Code has no overrides, reductions, or waivers. Therefore, Electrical Penalties are not included in the L2 request process.

Payment

- Customers must bring a copy of the email received from the Plan Exam unit with the civil penalty amount due to make payment at the borough office.
- Customers can make payments with a certified check, bank or cashier’s check, money order, or credit card.

NOTE: Credit card charges carry a 2% non-refundable convenience fee, that is assessed on the total amount due.

PER11 Email Addresses

- Bronxbronxper11planexam@buildings.nyc.gov
- Brooklyn.....brooklynper11planexam@buildings.nyc.gov
- Manhattan.....manhper11planexam@buildings.nyc.gov
- Queensqueensper11planexam@buildings.nyc.gov
- Staten Island..... statenisper11planexam@buildings.nyc.gov