



FAÇADE UNIT'S CIVIL PENALTIES (FCP)

1	Instructions
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Please complete and submit this FCP form to the Façade Unit's customer service representative to calculate the civil penalties owed. When the civil penalties are all assessed, present the form and remit payment at the Cashier's window. Payment must be made with a certified check or postal money order. To update the Façade Unit's Inspection record and complete the transaction, please return the FCP form and cashier's receipt to the Façade Unit's customer service representative.

2	Applicant/Owner Contact Information
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Name _____ Address _____

City _____ State _____ Zip _____

Phone number _____ Email _____

3	Civil Penalty Information <i>(Check only one box for each penalty)</i>		
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3A	Property Information	3B	Penalty Type	Internal Use Only
	Control: # 1 _____ DOB: # _____ Address: _____		Late Filing Failure to File Failure to Correct Unsafe Condition Enter Cycle #: _____	Fee Due \$ _____
	Control: # 2 _____ DOB: # _____ Address: _____		Late Filing Failure to File Failure to Correct Unsafe Condition Enter Cycle #: _____	Fee Due \$ _____
	Control: # 3 _____ DOB: # _____ Address: _____		Late Filing Failure to File Failure to Correct Unsafe Condition Enter Cycle #: _____	Fee Due \$ _____
	Control: # 4 _____ DOB: # _____ Address: _____		Late Filing Failure to File Failure to Correct Unsafe Condition Enter Cycle #: _____	Fee Due \$ _____
	Control: # 5 _____ DOB: # _____ Address: _____		Late Filing Failure to File Failure to Correct Unsafe Condition Enter Cycle #: _____	Fee Due \$ _____

INTERNAL USE ONLY:		
Print Name: _____	Initials: _____	Date: _____