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**NYC BUILDINGS**  
safety service integrity



**New York City  
Department of Buildings  
ECB Violation Reference Guide  
Part I-Understanding Your ECB Violation**

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# Introduction

In an ongoing effort to make it easier for you to do business with us, this user guide is intended to give you a general understanding of an Environment Control Board (ECB) Violation issued by the Department of Buildings. This guide is published in hard copy form and online. The hard copy version is only as current as the publication date.

If you would like to receive more detailed and up-to-date information on a specific type of violation, we encourage you to download "[Part II - Certification Requirements for the Top 25 ECB Violations](#)" from our website: [www.nyc.gov/buildings](http://www.nyc.gov/buildings). **Part II of this guide is only available online.**

## **Environmental Control Board (ECB):**

The [Environmental Control Board](#) (ECB) is an administrative tribunal that provides hearings on notices of violation issued by other City agencies for various "quality of life" infractions of the City's laws and rules. As a judicial entity, ECB does not issue notices of violation, does not establish enforcement policies, does not employ inspectors or agents, and does not direct, control or otherwise influence where, when or to whom notices are to be issued.

## **ECB Notice of Violation:**

The [ECB Notice of Violation](#) (NOV) is the most common type of violation issued by the Department of Buildings when a property does not comply with a part of the New York City Building Code and/or Zoning Resolution. It also contains an order to correct the violating condition and to certify correction at the Department of Buildings. This guide will highlight the basic elements of a NOV and the process to correct the violation.

There are two different types of Department of Buildings ECB Violations:

**Non-Hazardous:** For first time offenders, if the violation is deemed "Non-Hazardous" you are generally given 35 days from the date the violation is issued to certify correction and avoid having to attend a hearing and/or pay a penalty. Curing the violation is an admission of guilt. Stipulations may also be offered for first time Non-Hazardous offenders.

**Hazardous:** Hazardous (and multiple offense) violations generally require you to attend an ECB hearing. There are a wide range of hazardous violations including, but not limited to: variations from approved plans that significantly diminish structural stability, fire rating, fire suppression, illegal alterations and occupancies, or means of egress and general construction safety and unsafe site conditions that cannot be immediately corrected.

# 1. ECB Notice of Violation

There are three ECB Notices of Violation: Universal, Boiler and Elevator. Although the NOV's look different, each type has the same basic elements: a notice that a property is not in compliance with applicable provisions of law (Property/Respondent Information); an order to correct the violating condition (Commissioner's Order to Correct Violations); and an order to certify correction with the Department of Buildings (Violation Cure and Hearing Information). Below is an image of a typical ECB Violation.

**Property/Respondent Information:** This section details the name of the person, or entity, to which the violation was issued, as well as the location of the violation and the date when it was first observed. →

**Commissioner's Order to Correct Violations:** This section contains the inspector's detailed description of the violation and remedies for correcting the conditions. It is important to read this section carefully since there may be multiple violations, each requiring a separate certification. →

**Violation Cure and Hearing Information:** This section details the cure date, if applicable, and/or your hearing date to dispute the violation (see page 5 for more information). If no cure date is indicated, or if you wish to offer a defense to the violation, you must appear at the hearing on the date and time indicated. →

**Cure Date:** This is the deadline given to cure or fix the problem that caused the violation. You are generally given 35 days to correct the violating condition and certify correction. If no date is shown, your violation cannot be cured and you are required to attend an ECB hearing.

**Hearing Information:** You are required to attend an ECB hearing on the date written if the violation is hazardous, a second offense, no cure date is listed, or you fail to file a certificate of correction on a non-hazardous violation by the cure date.

**It is important to note cure dates and hearing dates are two different deadlines.**

**DEPARTMENT OF BUILDINGS**  
**NOTICE OF VIOLATION AND HEARING**  
 Violation No. [REDACTED]

COMMISSIONER OF THE DEPARTMENT OF BUILDINGS  
 OF THE CITY OF NEW YORK, PETITIONER, AGAINST  
 ENVIRONMENTAL CONTROL BOARD

**Respondent:** First name (or entity name) [REDACTED] Last name [REDACTED]  
 Mailing address (OR if same address as place of occurrence) Number and street [REDACTED] City [REDACTED] State [REDACTED] Zip code [REDACTED]

**Additional mailing to be sent (agent, care of, other):**  
 Name First name [REDACTED] Last name [REDACTED] Company [REDACTED]  
 Mailing address Number and street [REDACTED] City [REDACTED] State [REDACTED] Zip code [REDACTED]

**Commissioner's Order To Correct Violations**

Place of occurrence	Block	Date of violation	Type	Dist.	Code	No.
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Construction type [REDACTED]

Based upon the inspection of the premises and/or records of the Department, the undersigned has determined that you are in violation of the sections of law cited below, of Title 26 and/or 27 of the NYC Administrative Code, and the Zoning Resolution.

Computer No.	Provision of law	Violating conditions observed	Hazardous	Second offense Prior ECB violation #
B7A	27-07	FAILURE TO MAINTAIN BLOG: 3RD FLOOR CEILING / 4TH FLOOR 6' x 4' BRANCHING FIRE STOP SPRAL STAIRCASE INSTALLED 3RD TO 4TH FLOOR 1 <sup>ST</sup> APT. R/removed ALL TOP MW NO FIRESTOP FIRE PROOFING BETWEEN APTS. IN MULTIFAM DWELLING	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Remedy: MAINTAIN BLOG / PROVIDE FIRE RATING BETWEEN FLOOR

25-125.1 (b)(1) Per day penalty for violation of section 27-115.1 x [REDACTED] units added

The Commissioner of the Department of Buildings orders that you correct these conditions and file a certificate of such correction.

Resolution options	Hearing information
<b>CURE DATE:</b> [REDACTED] / [REDACTED] / [REDACTED] At the hearing, you have the option to contest or admit the violation. If a "cure date" appears in the box above, you have the additional option to admit the violation and certify correction by the cure date, resulting in a finding of "in violation," but no hearing or penalty. Also, depending on the type of violation, you may be eligible to accept a stipulation. For more information, see reverse side of the yellow copy of the "Notice of Violation and Hearing."	If the Certificate of Correction (for a "cure") is not received by the date indicated to the left or is not approved by the Department or if YOU ARE CHARGED WITH A HAZARDOUS OR SECOND OFFENSE VIOLATION, YOU ARE REQUIRED TO APPEAR FOR A HEARING AT THE ENVIRONMENTAL CONTROL BOARD (ECB) ON: <b>Hearing date:</b> [REDACTED] at <input checked="" type="checkbox"/> 10:30 AM <input type="checkbox"/> 1:30 PM <input type="checkbox"/> Other _____ Environmental Control Board hearing locations: <input type="checkbox"/> Queens: (718) 298-7300 - 144-06 94th Avenue, 1st fl. <input type="checkbox"/> Manhattan: (212) 361-1400 - 66 John Street, 10th fl. <input type="checkbox"/> Brooklyn: (718) 875-7426 - 233 Schermerhorn Street, 11th fl. <input type="checkbox"/> Bronx: (718) 579-8864 - 1932 Arthur Avenue, 6th fl. <input type="checkbox"/> Staten Island: (212) 361-1400 - 350 St. Marks Place, 1st fl. Proceedings will be held under authority of the NYC Charter section 1404 and rules promulgated thereunder at 15 RCNY Chapter 31. This hearing is your opportunity to answer and defend against the allegations set forth above. If you do not appear, you will be held in default and subjected to maximum penalties.

For more information, to reschedule your hearing or inquire about the case status, call the Environmental Control Board at the numbers listed above. For information on certifying correction of the violation, read instructions on the Certificate of Correction form, call the Department of Buildings at 311, or go to [www.nyc.gov/buildings](http://www.nyc.gov/buildings).

Issuing officer's last name (last initial print) [REDACTED] I personally observed the violation(s) charged and/or verified their existence through review of departmental records.  
 Issuing officer's signature [REDACTED]  
 Badge number [REDACTED] Unit Code [REDACTED]  
 This statement is affirmed under penalty of perjury.  
 Supervisor's signature [REDACTED]

ORIGINAL-ECB COPY

## 2. ECB Hearings

### ECB Violation Remedy Options:

To resolve an ECB Violation issued by the Department of Buildings, you can cure the problem and certify that the violation has been corrected, attend an ECB hearing, or accept a stipulation. Regardless, certifying correction is an admission of guilt.

### Hearings

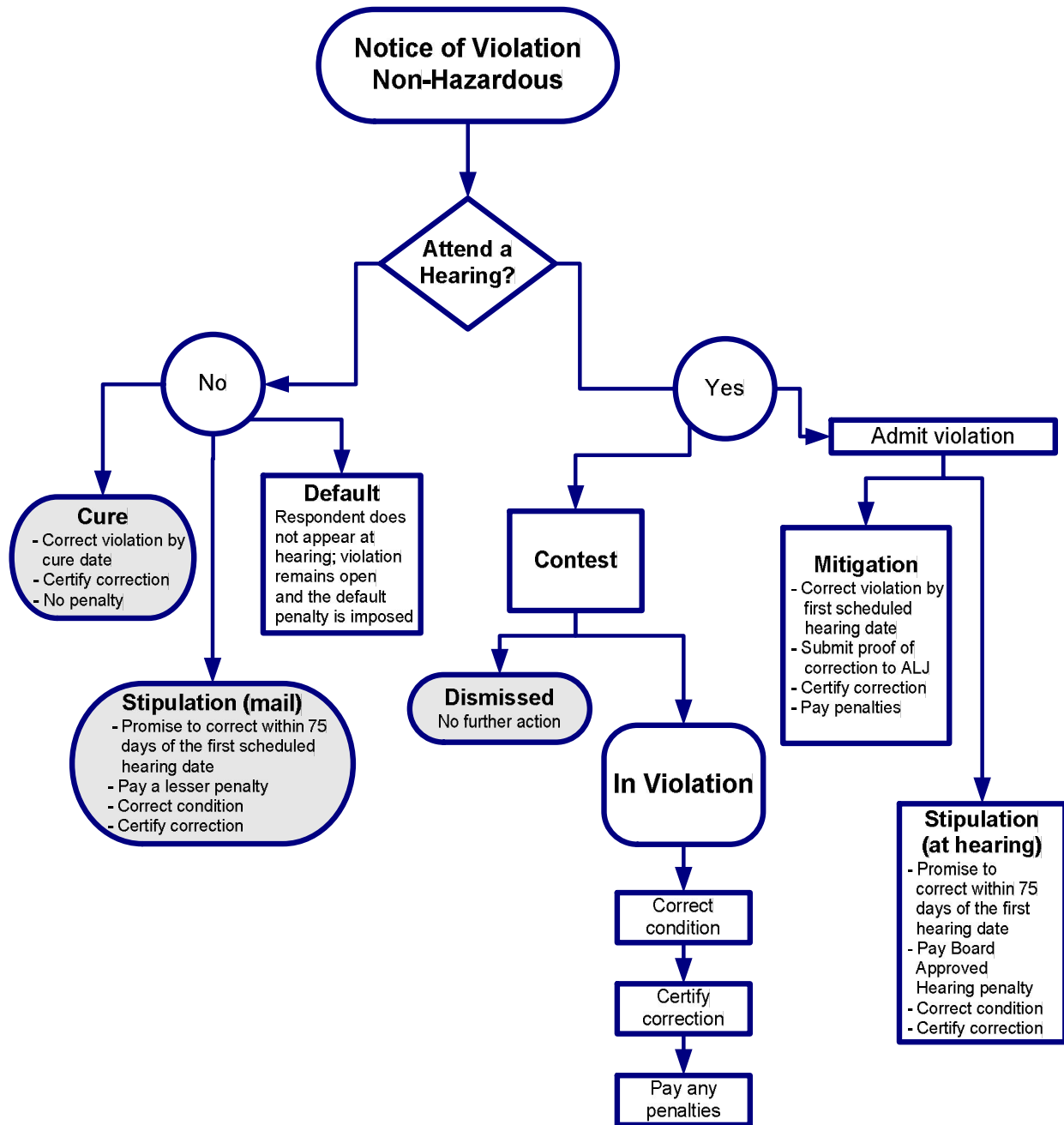
Each notice has a hearing date indicated on the NOV. The purpose of this hearing is to give both parties the opportunity to present information that may be relevant to the alleged violation to an ECB Administrative Law Judge. Failure to appear will result in a default judgment and the automatic imposition of the maximum penalty by the ECB.

- ◆ **Contest:** Attending a hearing provides you the opportunity to raise a defense on the issued violation. After the hearing, the ECB Administrative Law Judge will make a decision that will be mailed to you.
  - **Dismissed:** If the violation is not upheld by ECB, the case is dismissed and you will not be charged a penalty nor will you be obligated to file a certificate of correction. However, the Department of Buildings may reissue a violation, re-inspect, or appeal the decision.
  - **In Violation:** If found in violation, you are required to correct the condition, certify correction and pay any applicable penalties.
  - **Appeals:** After an order is issued, both the respondent and the Department of Buildings have the right to appeal. The ECB Administrative Law Judge's decision and order will include detailed instructions on how to file an appeal. The appeal process is conducted entirely in writing, and therefore no further appearances are necessary.
- ◆ **Mitigation:** Where applicable, if you provide proof that the condition has been corrected by the first scheduled hearing date, the ECB Administrative Law Judge may impose a mitigated (lesser) penalty.
- ◆ **Stipulations:** Depending on the violation, the respondent may be offered a stipulation, either by mail or at the time of the first hearing. The signing and acceptance of a stipulation is an admission of guilt, but extends the time to correct the violation for 75 days from the first scheduled hearing date. During the stipulation period, no violations can be issued for the same observed conditions.
  - **Stipulation (at hearing):** A stipulation can be accepted at the time of your first hearing, but will receive a Board-approved hearing penalty.

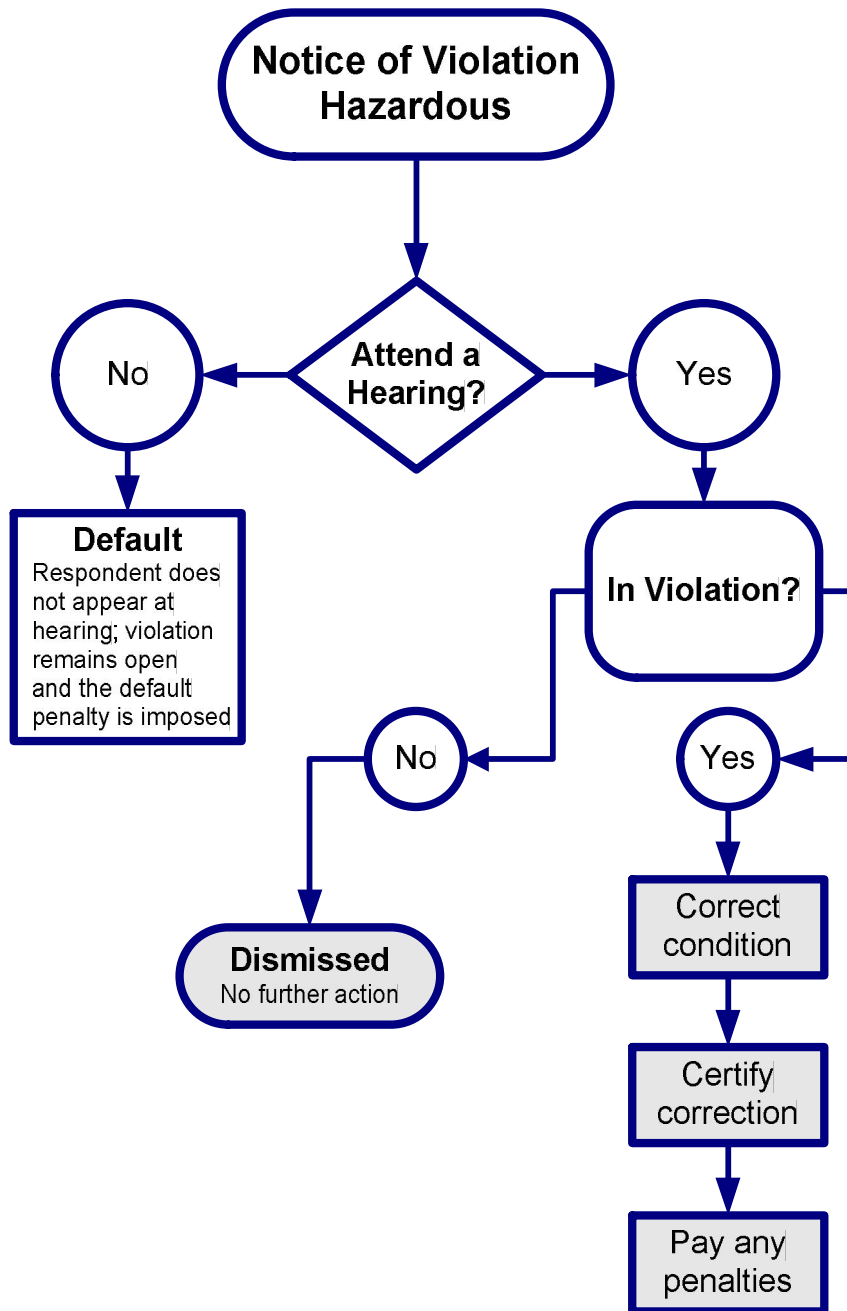
### Non-Hearing Options

- ◆ **Stipulation (by mail):** If you are a first time offender with a non-hazardous violation, a stipulation may be offered by mail. Stipulations, if offered and accepted before the first scheduled hearing, may carry a lesser penalty.

# 3. Department of Buildings ECB Process Non-Hazardous



### 3. Department of Buildings ECB Process Hazardous



# 4. How to Solve the Top 25 ECB Violations

The following table provides an overview of the Top 25 Violations issued by the Department of Buildings and their suggested remedies. If you want more information about a violation found in this booklet, download [Part 2](#) from our website. Explanations of the terms below can be found on page 16.

Violation Code	Section of Law	Buildings Department Unit	Hazardous	Violation Description	Remedy	Stipulation	Penalty	Mitigated Penalty	Default Penalty	2 <sup>nd</sup> Offense Penalty	2 <sup>nd</sup> Offense Default Penalty
<a href="#">B04</a>	27-147	Construction	No	Work without a permit.	Obtain permit or restore premises to prior legal condition	Yes	\$500	\$250	\$2,500	\$1,250	\$10,000
<a href="#">BP7</a>	27-987	Elevators	No	Failure to maintain elevator.	Maintain elevator.	Yes	\$350	\$180	\$2,500	\$880	\$10,000
<a href="#">B07</a>	27-127	Construction	No	Failure to maintain building: Interior.	Repair and/or replace.	Yes	\$350	\$180	\$2,500	\$880	\$10,000
<a href="#">B4A</a>	27-127	Boilers	No	Failure to maintain Boiler.	Maintain Boiler.	Yes	\$350	\$180	\$2,500	\$880	\$10,000
<a href="#">B06</a>	27-127	Construction	No	Failure to maintain exterior building wall.	Repair defect.	Yes	\$350	\$180	\$2,500	\$880	\$10,000
<a href="#">BQ5</a>	27-118.1	Quality of Life	Yes	Residence altered for the legally approved number of families.	Restore to prior legal condition.	No	\$800	No	\$2,500	\$5,000	\$15,000
<a href="#">BQ7</a>	26-126.1 (e)(i)	Quality of Life	Yes	Additional daily penalty for continued violation of 27-118.1.	Comply with building code.	No	\$50 per day	No	\$4,500	\$75 per day	\$4,500
<a href="#">B6A</a>	27-127	Construction	Yes	Failure to maintain exterior building wall – Hazardous.	Maintain exterior building wall – exterior.	No	\$800	No	\$2,500	\$2,000	\$10,000

# 4. How to Solve the Top 25 ECB Violations Continued

Violation Code	Section of Law	Buildings Department Unit	Hazardous	Violation Description	Remedy	Stipulation	Penalty	Mitigated Penalty	Default Penalty	2 <sup>nd</sup> Offense Penalty	2 <sup>nd</sup> Offense Default Penalty
<a href="#">B47</a>	27-1009 (a)	Site Safety	Yes	Failure to safeguard public and property affected by construction operations.	Safeguard public and property.	No	\$1,000	No	\$5,000	\$2,500	\$10,000
<a href="#">B05</a>	27-147	Construction	No	Work without a permit: Expired permit.	Renew permit.	Yes	\$500	\$250	\$2,500	\$1,250	\$10,000
<a href="#">B25</a>	27-201	Construction	No	Work does not conform to approved plans.	Conform to approved plans.	Yes	\$250	\$130	\$2,500	\$630	\$10,000
<a href="#">B7A</a>	27-127	Construction	Yes	Failure to maintain building: Interior - Hazardous	Maintain building.	No	\$800	No	\$2,500	\$2,000	\$10,000
<a href="#">B5C</a>	27-Misc	Construction	No	Miscellaneous construction violations.	Comply with notice of violation.	Yes	\$400	\$200	\$2,500	\$1,000	\$10,000
<a href="#">B03</a>	27-217	Construction	No	Occupancy contrary to that allowed by the C of O or Buildings Department records.	Discontinue illegal use or amend C of O.	Yes	\$800	\$400	\$1,000	\$2,000	\$5,000
<a href="#">BH3</a>	27-147	Construction	Yes	Work without a permit – Hazardous.	Obtain permit if feasible or restore to prior legal condition.	No	\$800	No	\$2,500	\$2,000	\$10,000
<a href="#">BP8</a>	27-987	Elevators	Yes	Failure to maintain elevator - Hazardous.	Maintain elevator.	No	\$500	No	\$2,500	\$1,250	\$10,000
<a href="#">B43</a>	27-1009 (c)	Construction	No	Failure to post contractor's sign.	Provide contractor's sign.	No	\$500	\$250	\$5,000	\$1,250	\$10,000

# 4. How to Solve the Top 25 ECB Violations Continued

Violation Code	Section of Law	Buildings Department Unit	Hazardous	Violation Description	Remedy	Stipulation	Penalty	Mitigated Penalty	Default Penalty	2 <sup>nd</sup> Offense Penalty	2 <sup>nd</sup> Offense Default Penalty
<a href="#">B54</a>	ZR 22-00	Zoning	No	Illegal use in residential district.	Cease illegal use.	No	\$480	\$240	\$2,500	\$1,200	\$10,000
<a href="#">B48</a>	27-1018	Construction	Yes	Failure to maintain adequate house-keeping.	Maintain adequate house-keeping.	No	\$500	No	\$5,000	\$1,250	\$10,000
<a href="#">B02</a>	27-215	Construction	No	Altered building occupied without a valid C of O.	Obtain valid C of O or cease occupancy.	Yes	\$350	\$180	\$2,500	\$880	\$10,000
<a href="#">B01</a>	27-214	Construction	No	New building occupied without a valid temporary or final C of O.	Obtain valid C of O.	Yes	\$700	\$350	\$2,500	\$1,750	\$10,000
<a href="#">BQ3</a>	27-217	Quality of Life	Yes	Occupancy contrary to that allowed by the C of O or Building Department records – Hazardous.	Amend C of O or restore premises to prior legal condition.	No	\$800	No	\$1,000	\$2,000	\$5,000
<a href="#">BG5</a>	27-129(d)(1)(b&c)	Local Law	No	Failure to file an acceptable amended report indicating correction of unsafe conditions described in initial LL 11/98 report.	File adequate report.	No	\$700	\$350	\$2,500	\$1,750	\$10,000

## 4. How to Solve the Top 25 ECB Violations Continued

Violation Code	Section of Law	Buildings Department Unit	Hazardous	Violation Description	Remedy	Stipulation	Penalty	Mitigated Penalty	Default Penalty	2 <sup>nd</sup> Offense Penalty	2 <sup>nd</sup> Offense Default Penalty
<a href="#">B3C</a>	27-1021 (c)	Site Safety	Yes	Job site fence defective.	Repair and/or replace fence.	No	\$500	No	\$5,000	\$1,250	\$10,000
<a href="#">B32</a>	27-1032	Construction	Yes	Failure to provide protection at sides of excavation.	Provide protection.	No	\$1,000	No	\$5,000	\$2,500	\$10,000
<a href="#">B4B</a>	27-127	Boilers	Yes	Failure to maintain Boiler – Hazardous.	Maintain Boiler.	No	\$800	\$400	\$2,500	\$2,000	\$10,000

# 5. Correcting An ECB Violation

If you receive an ECB Violation, it is important to understand what the violation is and what is needed to correct it. Below is an example of a portion of an ECB Violation that was written for “work without a permit.”

In this **example**, the following violating conditions were observed:

- ◆ New walls in basement and at garage location
- ◆ Plumbing fixtures (bath, kitchen & shower) were installed
- ◆ Gas line for stove was installed
- ◆ Garage doors were removed

Computer No.	Provision of law	Violating conditions observed	<input type="checkbox"/> Hazardous	<input type="checkbox"/> Second offense Prior ECB violation #
B04	27-147	WORK WITHOUT A PERMIT: AS NOTED: AT THE BASEMENT OF A THREE STORIED TWO FAMILY BRICK FRAMED STRUCTURE WALLS HAVE BEEN ERECTED TO CREATE MULTIPLE ROOMING UNITS; A SHOWER EXIST SEPERATE FROM A TWO PIECE BATH WITH GAS STOVE @ THE KITCHEN AREA.		
		NOTE: AT THE REAR GARAGE DOOR HAS BEEN REMOVED AND REPLACED WITH A RED BRICK WALL APPROX. 30' X 10'		
Remedy: OBTAIN A PERMIT IF FEASIBLE OR RETURN TO ORIGINAL CONDITION				

In this example, the Inspector has listed two options to correct the condition: either **obtain a permit** for the work performed, or **return the premises to the original condition**. It is important to note that while the Inspector suggested two corrections, there may be additional remedies that are not listed as options. To obtain additional remedy options, be sure to visit our website and download [Part II - Certification Requirements for the Top 25 ECB Violations](#).

**If the “obtain a permit” option is selected:** a permit must be obtained for **EACH** condition observed. In this example the respondent would need the following:

- ◆ A construction permit for the walls and the removal of the garage door
- ◆ A plumbing permit for the installation of gas lines
- ◆ A plumbing permit for the installation of water and waste lines
- ◆ A plumbing permit for installation of fixtures

Depending on the type of permit, a NYS licensed architect or engineer may be required as well as the services of construction tradespersons including a licensed Master Plumber. Since this work was done without a permit, the respondent may also be required to pay civil penalty fees to the Department of Buildings before the permits may be issued.

The Department of Buildings will only accept a [Certificate of Correction](#) with evidence of payment of civil penalties. [Civil penalties](#) are imposed by the Department of Buildings for “work without a permit” violations **in addition** to the ECB penalties.

**If “return to the original condition” option is selected:** the construction work may be removed without the issuance of a permit provided that there are no structural issues associated with the work. All plumbing work, even the removal of illegal plumbing, must be completed by a licensed Master Plumber. Although no Department of Buildings civil penalties are imposed if the property is returned to the original condition, ECB penalties may still apply.



# 7. ECB Contact Information

ECB has one hearing office for each borough. All Department of Buildings cases are prescheduled and heard only on specified days of the week (see below for details). No walk-ins are allowed. ECB has three full-time and two part-time hearing offices. The three full-time offices are open Monday through Friday from 8:00 a.m. to 3:30 p.m. for hearings, and until 5:00 p.m. for general information. These locations are:

**Brooklyn ECB**  
233 Schermerhorn Street, 11th Floor  
Brooklyn, NY 11201  
(718) 875-7428

Open Monday for Department of Buildings cases.

**Manhattan ECB**  
66 John Street, 10th floor  
New York, NY 10038  
(212) 361-1400

Open Thursday for Department of Buildings cases.

**Queens ECB**  
144-06 94th Avenue, Main Floor  
Jamaica, NY 11435  
(718) 298-7300

Open Tuesday for Department of Buildings cases.

If you have any ECB Hearing related questions, be sure to contact the ECB borough office where the premises is located.

Call ECB if you have any questions regarding:

- ◆ Hearing dates
- ◆ Hearing information
- ◆ Rescheduling a hearing
- ◆ Decisions on a hearing
- ◆ Penalties

The locations and hours of the part-time offices are:

**Staten Island ECB**  
350 St. Marks Place, Main Floor  
Staten Island, NY 10301  
(718) 815-8541 on hearing days

Open every 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup>, Wednesday for Department of Buildings cases.

**Bronx ECB**  
1932 Arthur Avenue, 6th Floor  
Bronx, NY 10457  
(718) 579-6844, 6845

Open every 1<sup>st</sup>, 3<sup>rd</sup> and 4<sup>th</sup>, Friday for Department of Buildings cases.

# 8. Using BISWeb for an ECB Violation

To obtain information about an existing violation, visit the Department's [Buildings Information System \(BIS\)](#). Once you log on to BIS, you can search by address or by the individual violation. Below is an example of the useful information that can be found by visiting us at [www.nyc.gov/buildings](http://www.nyc.gov/buildings).

The screenshot shows the NYC Buildings website interface. On the left is a navigation menu with options like HOME, ABOUT THE BUILDINGS DEPT, BUILDINGS INFORMATION SYSTEM (BIS), LICENSES & RENEWALS, APPLICATIONS & PERMITS, CERTIFICATES OF OCCUPANCY, CONSTRUCTION SAFETY, VIOLATIONS, FORMS, MODEL CODE PROGRAM, and REFERENCE MATERIALS. The main content area features a search bar, a 'BIS WEB QUERY' section with dropdowns for Borough (Manhattan) and House # (9999), and a 'STREET NAME' field (Broadway). An arrow points to the search bar with the text: "Enter the address and you will be taken directly into BISWeb."

The detailed violation record for 9999 Broadway, Manhattan, includes the following information:

Premises: 9999 BROADWAY MANHATTAN		BIN: 1870000 Block: 100 Lot: 1	
Filed At: 9999 BROADWAY, MAN, NY 10007			
ECB Viol Number: 39999773Y	VIOL ACTIVE	Status: NO COMPL RECORD	
<b>Respondent Info:</b> SMITH JOHN, 100 MIDDLE ROAD, STATEN ISLAND, NY 10301		CB: 101	GEO Flag: 1
<b>Viol Issue Date:</b> 03/18/1996	<b>Delivered Date:</b> 04/29/1996		
<b>Viol Type:</b> CN - CONSTRUCTION	<b>DOB Viol Number:</b> 031896CNES99		
<b>Issuing Insp ID:</b> 1063	<b>Tax Lien Serv:</b> NO		
<b>Device Type:</b>	<b>Device Number:</b> 5000007		
<b>Sched Hrg Date:</b> 09/05/1996	<b>Hearing Time:</b> 13:30	<b>Location:</b> MAN	
<b>Amount Imposed:</b> \$1,000.00	<b>Amount Paid:</b> \$0.00		
<b>Hearing Status:</b> F - DEFAULT	<b>Compl Status:</b> N - NO COMPL RECORD		
<b>Compl By Date:</b> 10/09/1996	<b>Compl Met Flag:</b>		
<b>Compl Met Date:</b>	<b>Viol Severity:</b> A - HIGH		
<b>Infraction Codes:</b> B6A 27-127 FAILURE TO MAINTAIN EXTERIOR BUILDING WALL (HAZARDOUS)			
<b>Description of Violation:</b> FAILURE TO MAINTAIN EXTERIOR BUILDING WALL COPING ON THE SOUTH FACADE IS DEFECTIVE			
<b>Historical Event Dates:</b>			

# 9. ECB Definitions

**Cure:** If you are a first time offender, and the violation is considered **non-hazardous**, you are generally given 35 days from the date the violation is issued to certify correction, avoid having to attend a hearing or pay a penalty. A cure is an admission of guilt.

**Hazardous:** Hazardous determinations are made by the Inspector. These violations cannot be cured and require attendance at a hearing.

**Infraction Code:** This is used to identify the specific infraction cited by the Department of Buildings inspection unit. It is also known as Violation (computer) Code or Computer Number. There is at least one Violation Code for every violation code section cited.

**Section of Law:** This is the Building Code or Zoning Resolution section cited on the violation.

**Violation Description:** This description includes detailed information on the violating condition(s) as well as specific locations and conditions.

**Remedy:** These are suggestions to correct the violation. Violations will often contain additional specific remedies. These are suggested remedies, not the only possible remedies.

**Stipulation:** For selected non-hazardous violations, a stipulation may be offered by mail or at the first hearing.

**Penalty:** This is the board-approved penalty imposed for a first time offense violations. ECB penalties can be different depending on the violation charged and when correction is made.

**Mitigated Penalty:** This is the reduced penalty (generally, one-half) imposed for a first-offense violation for which satisfactory evidence of compliance has been submitted and approved by the first scheduled hearing date. In some second-offense cases a mitigation penalty also may be available.

**Default Penalty:** This is the penalty imposed by ECB for the failure to appear for a first offense violation.

**2nd Offense Penalty:** This is the board-approved penalty imposed for a second or multiple-offense violation for the same condition.

**2nd Offense Default Penalty:** This is the penalty imposed by ECB for the failure to appear for a second or multiple offense violation.

## Contact Us:

If you require additional assistance, contact 311 or (212) New-York.

Administrative Enforcement Unit  
280 Broadway, 5<sup>th</sup> Floor  
New York, NY 10007  
(212) 566-2850

[www.nyc.gov/buildings](http://www.nyc.gov/buildings)