

UPCOMING CHANGE

Façade Inspection Reports

Beginning February 14, 2011 there will be new and revised forms, filing fees and civil penalties for façade inspection reports:

New Forms

- Façade Batch Intake Form (FBI1)
- Façade Cashier Civil Penalty Form (FCP)
- Façade Waiver of Penalty Form (FWP)

Revised Forms

- Initial and Additional Extension of Time Request Forms
- Notification of Unsafe Conditions

Filing Fees

- Initial Filing \$265
- Amended Report/Subsequent Filing \$100
- Application for Extension of Time to Complete Repairs \$135

Civil Penalties

- Late Filing (initial report) \$250 per month
- Failure to File (initial report) \$1,000 per year
- Failure to Correct Unsafe Conditions \$1,000 per month pro-rated daily until corrected

An owner may challenge a civil penalty within 30 days of service of the violation by using the FWP form.

Submit all payments to:

Cashier
Department of Buildings
280 Broadway, 4th Floor
Manhattan

For more information, view Rule 1 RCNY [103-04](#).