

## SERVICE NOTICE

### Work Without a Permit: Requesting an Override, Reduction, or Waiver of Civil Penalties

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Effective October 16, 2023, only the revised L2 forms dated 9/2023 will be accepted for review.

The following revisions were made:

1. **Legalization (LEG)** – Where an applicant is seeking a permit to legalize work that was completed without a permit **and no violation was issued**. The penalty for the unpermitted work for a one- or two-family dwelling is \$600 or \$6,000 when the unpermitted work was performed on a building other than a one- or two-family dwelling.
2. **Fee Exempt Properties (FEP)** – Where work was performed on a property that is not subject to permit fees the penalty for the unpermitted work for a one - or two-family dwelling is \$600 or \$6,000 when the unpermitted work was performed on a building other than a one- or two-family dwelling.
3. **Expired Permits (EXP1)** - Per [§102-04](#) of Title 1 of the Rules of the City of New York, the work without a permit civil penalty for a sidewalk shed that was installed with a permit and the permit has expired is no longer eligible for a waiver.
4. **Small Business Waiver (SBW)** - A new scenario was added to the L2 form for small business waivers. See Executive Order #2, of 2022, 102-01 and 102-04 of Title 1 Rules of the City of New York.

The updated L2 form and instructions, dated 9/2023, are available at [L2 Form](#) and [L2 Instructions](#).