



# Compliance Violations: How to Search, Pay, or Request a Waiver or a Challenge

## DOB NOW: Safety Step-by-Step User Guide

This guide explains how to search for and manage compliance violations issued by NYC Department of Buildings. Information about New York City buildings and compliance violations are publicly accessible through the **DOB NOW Public Portal**. However, to make a payment, request a waiver of civil penalties, or challenge a violation, you will need to log in to **DOB NOW: Safety** using an NYC.ID account.

Compliance violations are issued for not submitting required periodic building inspection reports and other violations that are not the result of an enforcement action. For a complete list of the violations on a property, also search the **Buildings Information System (BIS)**. OATH Summonses and some DOB violations are only in BIS and are not found in DOB NOW.

### System Guidelines

Chrome is the recommended browser for optimal DOB NOW performance.

1. Fields with a red asterisk (\*) are required and must be completed.
2. Grayed-out fields are read-only or are auto-populated by the system.
3. Depending on the size of your screen or browser, you may have to use the scroll bar to view more options or full fields.

The screenshot shows a web form for searching compliance violations. At the top, there are three input fields: 'Email\*' (with a red asterisk and a red box around it, labeled '1'), 'Applicant Type\*' (with a red asterisk and a dropdown menu, labeled '2'), and 'Last Name' (with a grayed-out field, labeled '2'). Below these is a section titled 'Filing Representative Information' with a '+ Add Representative' button. Underneath is a table with columns: 'First Name', 'Last Name', 'Email', 'Business Name', 'Business Telephone', and 'Action'. The table contains one row: ADAM, JOE2, AJOETEST2@GMAIL.COM, AJ2, (201) 222-3333. Below the table is a scroll bar (labeled '3') and pagination controls showing 'Total Items: 1', '1 / 1', '5' items per page, and '1 - 1 of 1 items'.

### Helpful Links

- **DOB NOW: Safety Resources page:** Presentations, Step-by-Step Guides, Resources, and Videos
- **DOB NOW Training page**
- **Payment Manual**
- **How to Disable Popup Blockers**



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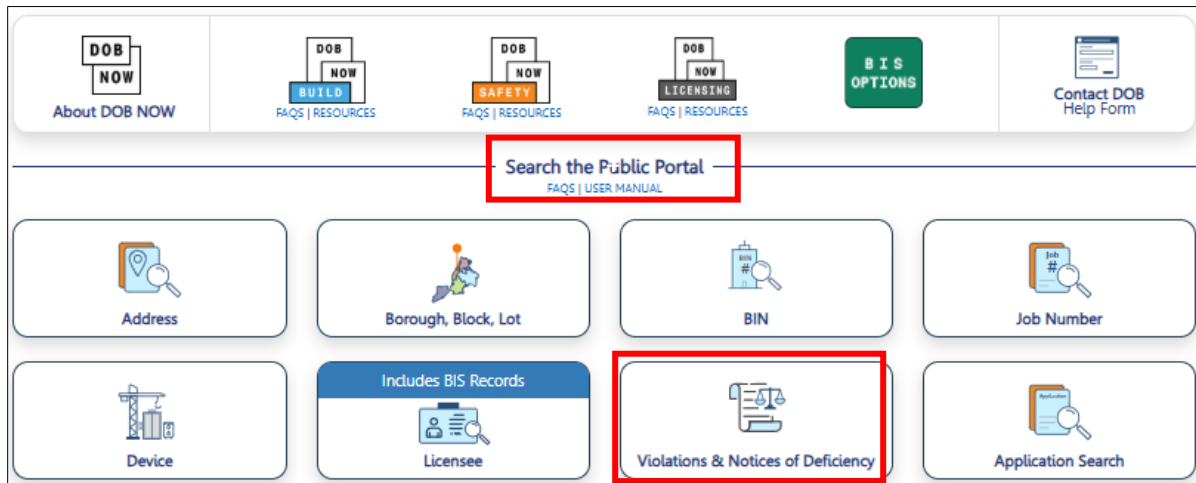
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## Public Portal - Violation Search

Violations issued to New York City properties are public information and can be searched for and viewed in the Public Portal without creating an account or logging in. For a complete list of the violations on a property, also search the **Buildings Information System (BIS)**.

**Step 1:** To search for violations in the Public Portal, go to [nyc.gov/dobnow](http://nyc.gov/dobnow). Without logging in, click on the **Violations & Notices of Deficiency** button located under the **Search the Public Portal** section.



**Step 2:** The **Violations** search window appears directly under the **Violation & Notices of Deficiency** button. You can select **All** or specify a **Compliance Type** and **Violation Type** (if applicable).

If All is selected, you may search by the **Address** or **BIN**. More search options are available depending on the compliance type that is selected (**Control Number**, **Device Number**, **Reference ID Number** or **Violation Number**).

**Violations & Notices of Deficiency**

Compliance Type: All  
Violation Type: All

For a complete list of the violations on a property, also search the [Buildings Information System \(BIS\)](#). OATH/ECB violations and some DOB violations are only in BIS and are not found in DOB NOW.

Search by\*  
 Address  
 BIN

BIN\*  
Enter BIN

Search

**Step 3:** Your **Search Results** display in a new window and can be filtered by **Compliance Type**, **Violation Type**, and **Violation Status**. The amount of the **Total Civil Penalties Owed** is displayed at the top right of the page. Select **View PDF** at the bottom of the page to save or print the **Search Results**.

Search Results for All Violations

If a civil penalty is due, pay or request a challenge/waiver for the violation by first closing this window. Then enter your email and Login to **DOB NOW: Safety**. Once logged in, select **Violations & Notices of Deficiency** and then **+Violations Payments**.

Compliance Type: All | Violation Type: All | Violation Status: All | Total Civil Penalties Owed: **\$36,000.00** ⓘ

| Violation #       | BIN     | Compliance Type | Violation Status | Civil Penalty Due | Detail |
|-------------------|---------|-----------------|------------------|-------------------|--------|
| 012099LL108100588 | 1015735 | Elevators       | Active           | \$1,000.00        | Detail |
| 012099LL108100588 | 1015735 | Elevators       | Active           | \$1,000.00        | Detail |
| 012099LL108100588 | 1015735 | Elevators       | Active           | \$1,000.00        | Detail |
| 012099LL108100588 | 1015735 | Elevators       | Active           | \$1,000.00        | Detail |

1 to 5 of 24 records

View PDF | Close

**Step 4:** Click the ⓘ button to view a **Summary of Total Civil Penalties Due**, with the number of **Total Violations** and then violations separated out by status **Active**, **Dismissed**, **Waived - Pending Dismissal**, and **Pending Dismissal**.

Search Results for All Violations

If a civil penalty is due, pay or request a challenge/waiver Payments.

Compliance Type: All

Violation # VIO-FTF-EN-BENCH-202711-0395705

Violation # 020220BENCH00270

Violation # VIO-FTF-EN-BENCH-222202-0638030

Violation # VIO-FTF-EN-BENCH-202407-0051346

Violations & Notices of Deficiency and then +Violations Payments

Total Civil Penalties Owed: **\$33,500.00** ⓘ

Detail

Detail

Detail

Detail

2098220 Benchmarking - LL84 Active \$500.00

**Summary of Total Civil Penalties Due**

Total Violations: **52**

|                        |           |                           |          |
|------------------------|-----------|---------------------------|----------|
| Active:                | <b>42</b> | Waived-Pending Dismissal: | <b>1</b> |
| Dismissed:             | <b>9</b>  | Paid-Pending Dismissal:   | <b>0</b> |
| Pending Dismissal:     | <b>0</b>  | Cured:                    | <b>0</b> |
| Disputed Successfully: | <b>0</b>  |                           |          |

| Compliance Type     | Total Violations | Total Civil Penalties Due |
|---------------------|------------------|---------------------------|
| Elevators           | 5                | \$15,000.00               |
| Benchmarking - LL84 | 47               | \$18,500.00               |
| <b>Total</b>        | <b>52</b>        | <b>\$33,500.00</b>        |

Close



**Step 5:** Select the **Detail** arrow to view the **Violation Information**. If the violation was issued in BIS, the **Violation Number** will have a hyperlink to the violation information in BIS.

| Violation #<br>090619ACC100038 | BIN<br>1087243         | Compliance Type<br>Elevators | Civil Penalty Due<br>\$0.00               | <b>Detail</b>        |                   |
|--------------------------------|------------------------|------------------------------|---|----------------------|-------------------|
| <b>Violation Information</b>   |                        |                              |   |                      |                   |
| Violation Class<br>AOC         | Violation Type<br>ACC1 | Cycle End Date<br>12/31/2017 | Address<br>28 WASHINGTON STREET MANHATTAN |                      |                   |
| <b>Associated Device(s)</b>    |                        |                              |   |                      |                   |
| Violation Number               | Device Number          | Issue Date                   | Violation Status                          | Civil Penalty Status | Violation Remarks |
| 090619ACC100038                | 1P18479                | 09/06/2019                   | Dismissed                                 | Paid                 | Not Available     |

## Public Portal - Property Profile: Search

The violation information and penalties due can also be viewed on the **Property Profile**.

**Step 1:** To navigate to the **Property Profile** page, search the Public Portal by **Address**, **Borough Block Lot**, **BIN**, **Device**, or **Job Number**.

The screenshot shows the Public Portal search interface. At the top, there are navigation links for 'About DOB NOW', 'BUILD', 'SAFETY', 'LICENSING', 'BIS OPTIONS', and 'Contact DOB Help Form'. Below these is a search bar labeled 'Search the Public Portal' with 'FAQS | USER MANUAL' underneath. The search bar is highlighted with a red box. Below the search bar is a grid of search options, each with an icon and a label. The options are: 'Address' (location pin icon), 'Borough, Block, Lot' (map icon), 'BIN' (building icon), 'Job Number' (job card icon), 'Device' (construction crane icon), 'Licensee' (person icon), 'Violations & Notices of Deficiency' (scales icon), and 'Application Search' (document icon). The 'Address', 'Borough, Block, Lot', 'BIN', 'Job Number', and 'Device' options are highlighted with red boxes.

**Step 2:** There are two ways to view the **Total Active Violations** and **Total Civil Penalties Due** on the **Property Profile**. Click **Penalties Owed** at the top of the **Property Profile** page or select **Violations & Notices of Deficiency** under the **Jobs/Occupancy/Compliance Filings** menu at the bottom of the **Property Profile**.

**1**

Property Profile

28 WASHINGTON STREET | MANHATTAN 10004 | BIN# 1087243

New Penalties Owed Building Schedule of Occupancy Certificate of Occupancy Certificate of Compliance

Active Tenant Protection Plans After Hour Variance Energy Submission Loft Board Submission Notifications

**2**

Jobs/Occupancy/Compliance Filings

- BIS Schedule of Occupancy
- BUILD: Job Filings
- Certificate of Occupancy
- SAFETY: Compliance Filings
- Violations & Notices of Deficiency

**Step 3:** **Total Active Violations** and **Total Civil Penalties Due** are displayed at the top of the page. All **Active Violations** will be listed by Compliance Type. Click the arrows to hide or show details.

90 MYRTLE AVENUE | BROOKLYN | BIN# 3255603

Total Active Violations: 12 Total Civil Penalties Due: \$39,500.00

Compliance Type: All Violation Type: All

Total Active Violations: 12 Total Civil Penalties Due: \$39,500.00


Print Modify Search

This portal only contains compliance violations. Search the Buildings Information System for OATH/ECB violations.  
If a civil penalty is due, pay or request a waiver for the violation by selecting the Home button. Then enter your email and Login to DOB NOW: Safety. Once logged in, select Violations and then +Violations Payments.

Parking Structures

Filter Search Results From Here...

| Violation #                     | BIN     | Compliance Type    | Violation Status | Civil Penalty Due |
|---------------------------------|---------|--------------------|------------------|-------------------|
| VIO-FTC-PS-UNSAFE-20243-0066911 | 3255603 | Parking Structures | Active           | \$7,000.00        |

**Step 4:** The **Print**, **Modify Search**, and **Penalty Summary** are available at the top of the page. Click **Print** for a PDF list of violations that can be saved or printed. Click the  icon to display a **Summary of Total Civil Penalties Due**.

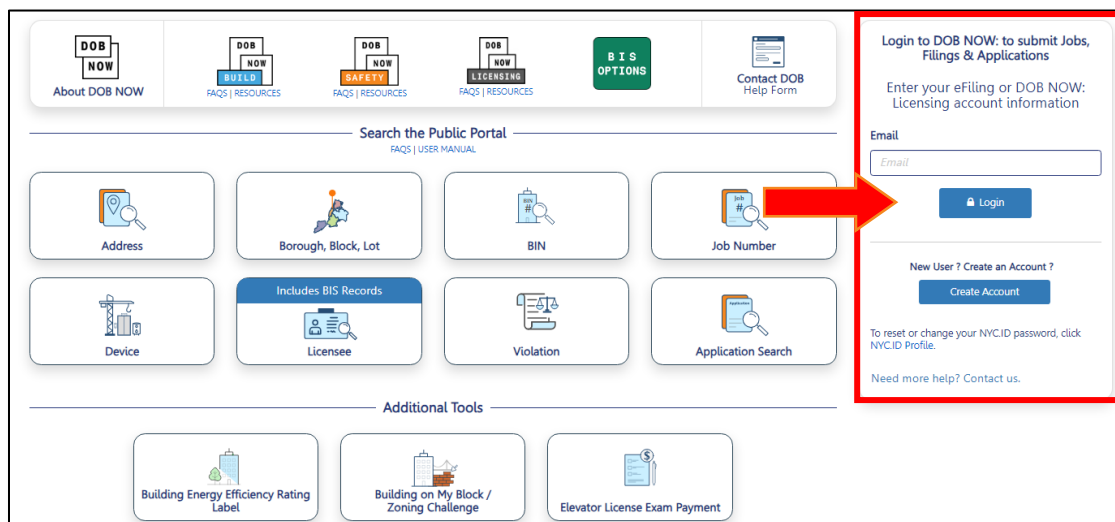
Select the **Modify Search** button to search for a new property without navigating back to the main Public Portal page.



## DOB NOW: Safety – Violation Search

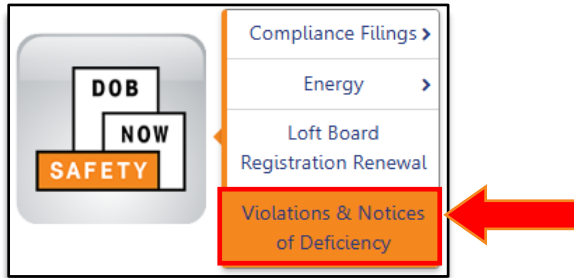
Compliance violations can be searched for and viewed in the Public Portal without logging in, but to make a payment, request a waiver, or challenge a violation, you will need to log in to **DOB NOW** using an NYC.ID account.

**Step 1:** Log in to DOB NOW at [nyc.gov/dobnow](http://nyc.gov/dobnow). If you need to create an NYC.ID account, select **Create Account** or visit [nyc.gov/dobnowtips](http://nyc.gov/dobnowtips) for resources and step-by-step instructions.





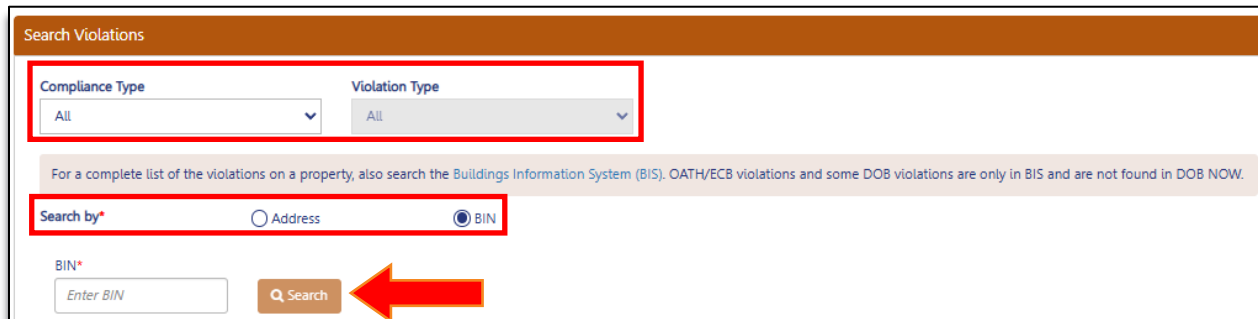
**Step 2:** On the Main dashboard, go to **DOB NOW: Safety** and select **Violations & Notices of Deficiency**.



**Step 3:** On the **Violations** dashboard, click **Search Violations**.



**Step 4:** The **Search Violations** page displays. Select a **Compliance Type** and **Violation Type** (where applicable). Select at least one **Search by** option. All Compliance Types show the **Address** and **BIN** **Search by** options. Depending on Compliance Type, you selected you may also see **BBL**, **Violation Number**, **Device Number**, **Control Number**, **Parking Structure ID** or **Reference ID Number**. After making your selections, click **Search**.



**Step 5:** The search can be filtered by **Compliance Type** (only if Compliance Type of **All** was chosen in the previous step), **Violation Type**, and **Violation Status**. **Total Civil Penalties Owed** will also be displayed.

Search Results for All Violations

If a civil penalty is due, pay or request a challenge/waiver for the violation by selecting the Dashboard button. Then select +Violations Payments.

Compliance Type: All | Violation Type: All | Violation Status: All | Total Civil Penalties Owed: \$36,000.00

| Violation #       | BIN     | Compliance Type | Violation Status | Civil Penalty Due | Detail |
|-------------------|---------|-----------------|------------------|-------------------|--------|
| 012099LL108100588 | 1015735 | Elevators       | Active           | \$1,000.00        | Detail |
| 012099LL108100588 | 1015735 | Elevators       | Active           | \$1,000.00        | Detail |

**Step 6:** More details can be revealed by clicking on the drop-down arrow next to **Detail**.

Violation # VIO-FTC-PS-UNSAFE-20243-0061738 | BIN 3319418 | Compliance Type Parking Structures | Violation Status Active | Civil Penalty Due \$1,000.00 | Detail

Pay Now | Waiver Request

**Violation Information**

| Violation Class | Violation Type | Sub Cycle | Address                   |
|-----------------|----------------|-----------|---------------------------|
| FTC             | FTC-PS-UNSAFE  | 1B        | 62 MYRTLE AVENUE BROOKLYN |

**Associated Violation(s)**

| Violation Number                | Parking Structure ID | Issuance Date | Compliance Report Filed | ISN          | Civil Penalty Status | Violation Remarks |
|---------------------------------|----------------------|---------------|-------------------------|--------------|----------------------|-------------------|
| VIO-FTC-PS-UNSAFE-20243-0061738 | B0001801             | 08/01/2024    | Satisfied               | 202430061738 | Due                  | Not Available     |

**Step 7:** The selected row expands to show the details for that violation. If there are any actionable payments, waivers, or challenges for that violation, **Pay Now**, **Waiver Request**, and/or **Challenge Request** buttons will be visible. Click the button for the action you are ready to work on, and a confirmation notification will display.

Compliance Type AEUHAZ | Violation Status Active | Civil Penalty Due \$5,000.00 | Detail

Pay Now | Challenge Request

rMonth | Address 2 WEST 29 STREET MANHATTAN

| ISN           | Civil Penalty Status | Violation Remarks |
|---------------|----------------------|-------------------|
| 2024060549835 | Due                  | Not Available     |

**Step 8:** Selecting **Yes** on the Confirmation popup takes you to the beginning of that process with your information and the violation information prefilled. See the following sections for detailed steps about payments, waivers, and challenges.

A confirmation popup with a brown header labeled "Confirm". The main text asks, "Are you sure you want to create the challenge request?". At the bottom, there are two buttons: "Yes" (highlighted with a red border) and "No".

A confirmation popup with a brown header labeled "Confirm". The main text asks, "Are you sure you want to make the payment?". At the bottom, there are two buttons: "Yes" (highlighted with a red border) and "No".

## DOB NOW: *Safety* - Make a Payment

If you are making a **civil penalty payment** for any of the following compliance types, a **Compliance Report** must be submitted before the payment will resolve the violation:

- Emergency Power
- Gas Piping
- Parking Structures
- Photoluminescent
- Retaining Walls
- Sprinklers
- Structurally Compromised Buildings

For **Parking Structures and Facades**, you will not be able to make a payment until the **Compliance Report** has been **submitted AND accepted** in DOB NOW. **All payments must be made in full**, except for **Facades**.

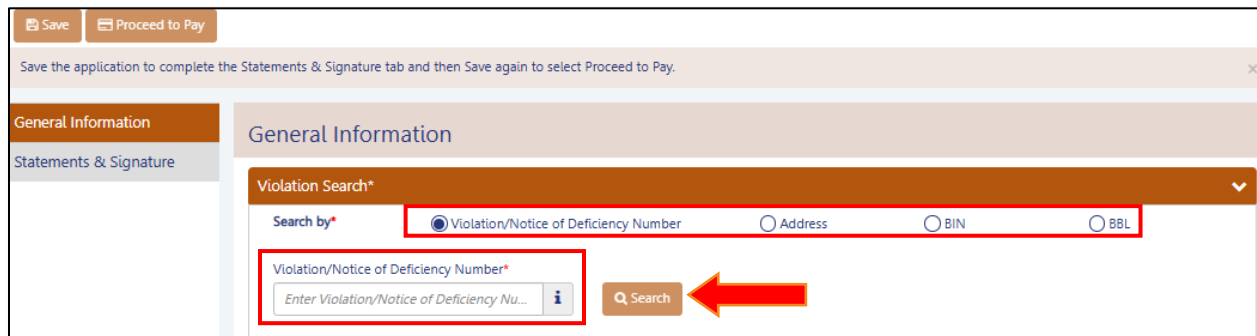
For **Facades only**, partial payments may be made when paying the violation fee.

See the [Table of Compliance Types and Associated Requests and Violations](#) on page 24.

**Step 1:** To make a payment, on the **Violations** dashboard go to **+Violations Payments**, then select the appropriate **Compliance Type** from the list.



**Step 2:** The **Violation Search** will display under the **General Information Tab**. Search for the **Violation/Notice of Deficiency Number** you want to pay by selecting one of the **Search by** options. The available options vary depending on the Compliance Type you select.



**Step 3:** Your **Search Results** list displays in a popup window. Select the violation that you want to pay and then click **+Add** to continue.

Search Results for Parking Structures Violations

| Selection                        | Violation #                     | BIN     | Sub-Cycle End Date | Compliance Type    | Violation Status | Civil Penalty Due | Action   |
|----------------------------------|---------------------------------|---------|--------------------|--------------------|------------------|-------------------|----------|
| <input checked="" type="radio"/> | VIO-FTF-PS-INITL-202212-0056245 | 1030886 | 12/31/2022         | Parking Structures | Active           | \$0.00            | Detail ▾ |
| <input type="radio"/>            | VIO-FTF-PS-INITL-202212-0045011 | 1030886 | 12/31/2022         | Parking Structures | Active           | \$23,000.00       | Detail ▾ |
| <input type="radio"/>            | VIO-FTF-PS-INITL-202212-0045012 | 1030886 | 12/31/2022         | Parking Structures | Active           | \$23,000.00       | Detail ▾ |
| <input type="radio"/>            | VIO-FTF-PS-INITL-202212-0045001 | 1030886 | 12/31/2022         | Parking Structures | Active           | \$23,000.00       | Detail ▾ |
| <input type="radio"/>            | VIO-FTF-PS-INITL-202212-0047686 | 1030886 | 12/31/2022         | Parking Structures | Active           | \$23,000.00       | Detail ▾ |

1 to 5 of 11 records

**+ Add** **✕ Cancel**

**Note:** Click **Detail** to get more information about the violation.

| Violation #                       | BIN     | Compliance Type   | Violation Status | Civil Penalty Due | Action   |
|-----------------------------------|---------|---|------------------|-------------------|----------|
| VIO-FTF-EN-LL88311-202401-0650960 | 2083172 | Lighting Systems Upgrade Sub-meters in Tenant Spaces - LL88 | Active           | \$1,500.00        | Detail ▲ |

| Violation Information |                |                      |                          |
|-----------------------|----------------|----------------------|--------------------------|
| Violation Class       | Violation Type | Applicable YearMonth | Address                  |
| FTF                   | FTF-EN-LL88311 | 2025                 | 233 NAPLES TERRACE BRONX |


  

| Associated Violation(s)           |               |                    |                      |                           |  |
|-----------------------------------|---------------|--------------------|----------------------|---------------------------|--|
| Violation Number                  | Issuance Date | ISN                | Civil Penalty Status | Violation Remarks         |  |
| VIO-FTF-EN-LL88311-202401-0650960 | 06/21/2025    | 883112024010650960 | Due                  | FAILURE TO DISPLAY ENE... |  |


**Note:** For the **Facades** Compliance Type, multiple violations can be selected at the same time by checking the checkboxes.

Search Results for Facade Violations

| <input type="checkbox"/> | BIN     | Compliance Type | Violation Status | Base Control Number | Civil Penalty Due | Detail   |
|--------------------------|---------|-----------------|------------------|---------------------|-------------------|----------|
| <input type="checkbox"/> | 1057023 | Facades         | Active           | 06537               | \$30,000.00       | Detail ▾ |
| <input type="checkbox"/> | 1057023 | Facades         | Active           | 06537               | \$10,500.00       | Detail ▾ |



**Step 4:** After you have added the violation(s) that you are ready to pay, you will be taken to the **General Information** tab. The information will be prefilled in the sections for **Violation Information**, **Location**, and **Respondent**. Click **Save**, at the top of the page, then click **OK** on all confirmation pop-ups.



Save the application to complete the Statements & Signature tab and then Save again to select Proceed to Pay. This portal contains violations for failure to file annual boiler inspection reports and Category 1, Affirmation of Correction and Category 5 elevator inspection/test reports. Search the Buildings Information System for any other violation type.

**General Information**

Statements & Signature

**Violation Search \***

Search by\*  Violation Number  Reference ID Number  Address  BIN

BIN\*

**Violation Information \***

|  |  |   |
|--|--|---|
| <b>Violation Number</b><br>VIO-FTF-PS-INITL-202212-0045012 | <b>BIN</b><br>1030886                        | <b>Sub Cycle End Date</b><br>12/31/2022 |
| <b>Sub-Cycle</b><br>1A                                     | <b>Compliance Type</b><br>Parking Structures | <b>Violation Type</b><br>FTF-PS-INITL   |
| <b>Violation Class</b><br>FTF                              | <b>Transaction Status</b><br>Pre-filing      | <b>Violation Status</b><br>Active       |

**Associated Violations**

| Violation Number                | Reference ID Number | Civil Penalty | Civil Penalty Status | Compliance Report Filed | Violation Remarks |
|---------------------------------|---------------------|---------------|----------------------|-------------------------|-------------------|
| VIO-FTF-PS-INITL-202212-0045012 | M0001698            | \$23,000.00   | Due                  | Pending                 | Not Available     |



**Step 5:** On the **Statements & Signature** tab, click the checkbox to attest to the **Respondent's Statement**. Then click **Save** again.

**Step 6:** Click **Proceed to Pay**, then click **Yes** on the **Payment Confirmation** window. You will be taken to the **NYC CityPay** system to make your payment. See the **Payments Manual** for a step-by-step guide.

Once the payment is processed. The **Civil Penalty Status** will change to **Paid**.

| Violation Information *       |                           |                           |                      |                         |                   |
|-------------------------------|---------------------------|---------------------------|----------------------|-------------------------|-------------------|
| <b>Violation Number</b>       | <b>BIN</b>                | <b>Sub Cycle End Date</b> |                      |                         |                   |
| VIO-FTC-PS-SREM-20243-0062056 | 3255603                   | 03/30/2024                |                      |                         |                   |
| <b>Sub-Cycle</b>              | <b>Compliance Type</b>    | <b>Violation Type</b>     |                      |                         |                   |
| 1B                            | Parking Structures        | FTC-PS-SREM               |                      |                         |                   |
| <b>Violation Class</b>        | <b>Transaction Status</b> | <b>Violation Status</b>   |                      |                         |                   |
| FTC                           | Violation Dismissed       | Dismissed                 |                      |                         |                   |
| Associated Violations         |                           |                           |                      |                         |                   |
| Violation Number              | Reference ID Number       | Civil Penalty             | Civil Penalty Status | Compliance Report Filed | Violation Remarks |
| VIO-FTC-PS-SREM-20243-0062056 | B0001792                  | \$2,000.00                | Paid                 | Satisfied               | Not Available     |



Note: If a compliance filing is required, the violation is considered resolved when the **Compliance Report** has been submitted **AND** accepted, **AND** the payment has processed.

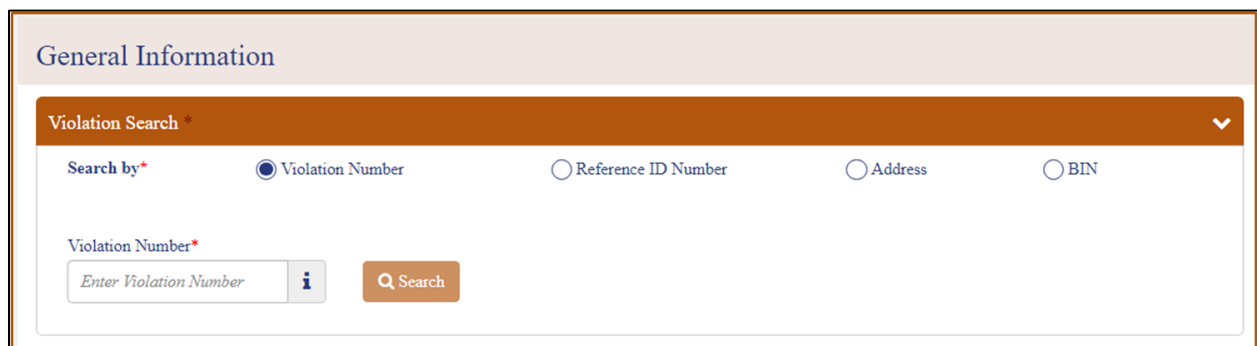
See the [Table of Compliance Types and Associated Requests and Violations](#) on page 24.

## DOB NOW: *Safety* - Civil Penalty Waiver Requests

**Step 1:** To request a Waiver, on the **Violations** dashboard go to **+Waivers and Challenges**, then select the appropriate Compliance Type.



**Step 2:** Search for the violation by **Violation Number**, **Reference ID Number** (where applicable), **Address** or **BIN**.



**Step 3:** Select the radio button beside the **Associated Violation(s)** for which you want to request a waiver. Up to five (5) violations can be submitted for a waiver at the same time. After making your selections, click **+Add**.

Search Results for Parking Structures Waivers

| <input checked="" type="radio"/> | Reference ID Number<br>M0001667 | Compliance Type<br>Parking Structures | BIN<br>1030886   | Civil Penalty Due<br>\$5,000.00 | ^                  |                |                       |                      |
|----------------------------------|---------------------------------|---------------------------------------|------------------|---------------------------------|--------------------|----------------|-----------------------|----------------------|
| Associated Violation(s)          |                                 |                                       |                  |                                 |                    |                |                       |                      |
| Select                           | Violation Number                | Issuance Date                         | Violation Status | Compliance Report Filed         | Sub-Cycle End Date | Violation Type | Violation Category    | Civil Penalty Status |
| <input type="checkbox"/>         | VIO-FTF-PS-INITL-202212-0040384 | 06/12/2024                            | Active           | Satisfied                       |                    | FTF-PS-INITL   | Failure to File INITL | Due                  |
| <input type="radio"/>            | Reference ID Number<br>M0001703 | Compliance Type<br>Parking Structures | BIN<br>1030886   | Civil Penalty Due<br>\$0.00     | v                  |                |                       |                      |
| <input type="radio"/>            | Reference ID Number<br>M0001743 | Compliance Type<br>Parking Structures | BIN<br>1030886   | Civil Penalty Due<br>\$0.00     | v                  |                |                       |                      |
| <input type="radio"/>            | Reference ID Number<br>M0001785 | Compliance Type<br>Parking Structures | BIN<br>1030886   | Civil Penalty Due<br>\$0.00     | v                  |                |                       |                      |
| <input type="radio"/>            | Reference ID Number<br>M0001668 | Compliance Type<br>Parking Structures | BIN<br>1030886   | Civil Penalty Due<br>\$5,000.00 | v                  |                |                       |                      |

1 to 5 of 16 records

0 violations selected for waiver.

**+Add** **✕Cancel**

**Step 4:** Select the **Waiver Request Reason(s)** from this list: **New Owner**, **Bankruptcy**, **Government Ownership**, **Demolished**, and/or **Proof of Compliance**. Comments can also be added.

Waiver Information

Reference ID Number: M0001667  
BIN: 1030886  
Compliance Type: Parking Structures

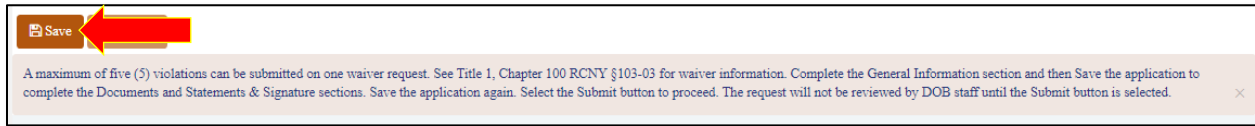
Transaction Status: Pre-filing

**Waiver Request Reason**

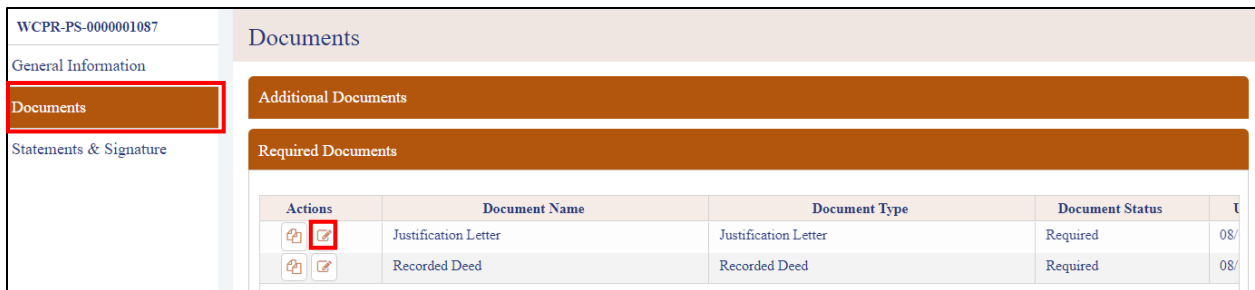
|   |  |
|---|--|
| <input type="checkbox"/> New Owner            | <input type="checkbox"/> Demolished          |
| <input type="checkbox"/> Bankruptcy           | <input type="checkbox"/> Proof of Compliance |
| <input type="checkbox"/> Government Ownership |  |

Comments

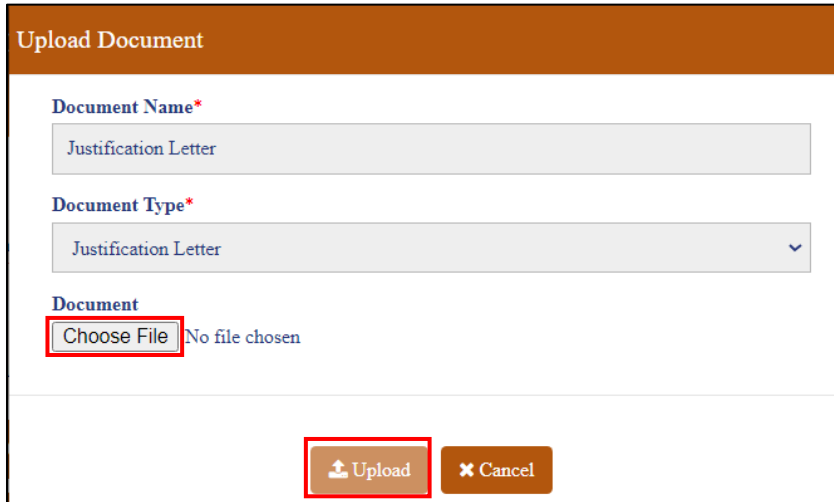
**Step 5:** Click **Save**. Select **Yes** on the notifications that appear.



**Step 6:** If documents are required for your Waiver Request Reason, the documents will be listed on the **Documents** tab. In the list, find the document that you are ready to upload, then click the edit icon next to that document's name.



**Step 7:** Click **Choose File** to navigate to the document on your computer. Click **Upload**. Repeat for all required documents. Additional documents may also be added.





**Step 8:** Click the checkbox to **Attest** on the **Statements & Signature** tab, then click **Save** and then **Submit**.

Save Submit

WCPR-BE-000001669

General Information

Documents

**Statements & Signature**

Statements & Signature

Respondent's Statement\*

As a condition of being granted a license, registration and/or qualification from the New York City Department of Buildings, I attest that I will comply with all applicable provisions of the New York City Administrative Code and Department rules, regulations, and directives governing how licensees, registrants, and qualification holders conduct their specific trade.

I understand that falsification of any statement or record submitted to the Department is a misdemeanor and is punishable by a fine or imprisonment, or both. I understand that it is unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. I further understand that such actions are punishable by imprisonment, fine and/or suspension or revocation of license, registration, and/or qualification.

I understand that, pursuant to §§ 28-401.19 and 28-401.20 of the NYC Administrative Code, my failure to cooperate fully and completely with respect to any governmental investigation may result in disciplinary measures authorized by law, including but not limited to suspension or revocation of any license, registration, or certificate of competence issued by the Department.

I have reviewed the information provided in this application and hereby attest that, to the best of my knowledge and belief, all such information is true and accurate. I further attest that all attachments submitted with this application are copies of the original documents.

I understand and agree that by personally clicking on the box at left I am electronically signing this document and expressing my agreement with the certification statements above. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.

Name: ADAM JOE2 (Electronically Signed)

Date: 11/22/2024

### DOB NOW: *Safety* - Civil Penalty Waiver Requests – What's Next

Waiver Requests will appear on the **Civil Penalty Waiver** tab for the appropriate **Compliance Type**.

DOB will review the Penalty Waiver Request and email the result. Possible results are: **Approved, Partial Approve, Pending Research, and Denied**.

- On **Approval**, the violation will be automatically dismissed.
- If the result is **Denied**: the email will include the denial reason(s), and you will need to make a new request.

## DOB NOW: *Safety* - Violation Challenge Requests

**Step 1:** To challenge a violation, on the Violations dashboard go to **+Waivers and Challenges** and select the applicable Compliance Type.

+ Waivers and Challenges | Date of Correction Review

- AEUHAZ
- Benchmarking - LL84
- Boilers
- Elevators
- Energy Grade - LL33
- Facades
- Gas Piping - LL152
- GHG Emissions - LL97
- Lighting Systems Upgrade/Sub-meters in Tenant Spaces - LL88
- Parking Structures
- Retaining Walls
- Retro-Commissioning - LL87
- Structurally Compromised Buildings

**Step 2:** Search for the violation by **Violation Number**, **Address**, **BIN**, or **BBL**.

General Information

Violation Search

Search by\*  Violation Number  Address  BIN  BBL

Violation Number\*

Enter Violation Number

**Step 3:** Select the radio button beside the **Associated Violation(s)** that you want to challenge. Click **+Add**, then click **OK** on the pop-up notification.

Search Results for Benchmarking Violations

Associated Violation(s)

| Select                | Violation Number                | Violation Status | Violation Type | Issue Date |
|-----------------------|---------------------------------|------------------|----------------|------------|
| <input type="radio"/> | VIO-FTF-EN-BENCH-202406-0066278 | Active           | FTF-EN-BENCH   | 08/16/2024 |



**Step 4:** Select the **Challenge Reason(s)**. The **Challenge Reason** options vary depending on which Compliance Type you select. Additional information will be required for certain **Challenge Reasons**. Comments may be added.

| Violation Challenge Information  |  |   |
|--|--|---|
| <b>Violation Number</b><br>VIO-FTF-EN-BENCH-202406-0066278   | <b>Violation Issued Date</b><br>08/16/2024 | <b>ISN Number</b><br>2024060066278  |
| <b>Violation Sequence</b><br>0066278   | <b>Violation Type</b><br>FTF-EN-BENCH      | <b>Remarks</b><br>FAILURE TO FILE BENCHMARKING REPORT OF ENERGY USE AS PER AD. CODE SEC. 28-309.4 |
| <b>Challenge Reason*</b>   |  |   |
| <input type="radio"/> Building was demolished or was a new building with a NB permit and has not yet obtained a first TCO during the compliance period.  |  |   |
| <input type="radio"/> Change in Building Ownership.  |  |   |
| <input type="radio"/> Timely Benchmarking  |  |   |
| <input type="radio"/> Alteration Type 1 Permit.  |  |   |
| <input type="radio"/> Certification by a registered design professional where real property is <ul style="list-style-type: none"> <li>• Not more than three stories</li> <li>• Consisting of a series of attached, detached or semi-detached dwellings</li> <li>• For which ownership and the responsibility for maintenance of the HVAC systems and hot water heating systems is held by each individual dwelling unit owner, and</li> <li>• With no HVAC system or hot water heating system in the series serving more than two dwelling units</li> </ul>  |  |   |
| <input type="radio"/> Covered building according to 28-309.4.3 Building <ul style="list-style-type: none"> <li>• Does not exceed 50,000 gross square feet</li> <li>• Is not 2 or more buildings on the same tax lot that together exceed 100,000 gross square feet</li> <li>• Is not two or more buildings held in condominium ownership governed by the same board of managers and that together exceed 100,000 gross square feet</li> <li>• Is not a city building and the building owner</li> <li>• Submitted a Request for Benchmarking Assistance Form at least 60 days before the benchmarking report due; and</li> <li>• Submitted a benchmarking report within 60 days after the benchmarking violation was issued.</li> </ul> |  |   |
| <input type="radio"/> Department of Finance (sustainablebuildings@finance.nyc.gov) has confirmed the building located on this tax lot is below the square footage requirement for Benchmarking and not covered by the NYC Benchmarking Law   |  |   |
| <input type="radio"/> Other  |  |   |
| <b>Comments</b>  |  |   |
| <div style="border: 1px solid black; height: 40px;"></div>   |  |   |

For **AEUHAZ**, there is no limit to the number of challenge requests during the submission window, but only one Challenge Request per AEUHAZ violation can be active at a given time.

For **Facades** multiple challenge reasons can be selected for each Challenge request



**Step 5:** In the **Stakeholder** section, **Respondent Type** may be **Owner** or **Owner’s Representative**. If you choose **Owner’s Representative**, enter the **Relationship to Owner**. A **Secondary Contact** may be added.

**Stakeholder**

---

**Respondent**

|                                     |   |                          |
|-------------------------------------|---|--------------------------|
| <b>Email</b><br>AJOETEST2@GMAIL.COM | <b>First Name</b><br>ADAM               | <b>Last Name</b><br>JOE2 |
| <b>Business Address</b><br>AJ2      | <b>City</b><br>NYC                      | <b>State</b><br>NY       |
| <b>Zip Code</b><br>10000            | <b>Business Telephone</b><br>2012223333 | <b>Mobile Telephone</b>  |

**Respondent Type\*** Owner's Representative **Relationship to Owner\***

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**Secondary Contact**

|   |  |
|---|--|
| <b>Email</b><br><input style="width: 100%;" type="text"/> | <b>Name</b><br><input style="width: 100%;" type="text"/> |
|---|--|

**Step 6:** Click **Save**, then continue to the **Documents** tab. All **Required Documents** will be listed. Click the edit icon, then the **Upload** button to upload the document. Additional Documents may also be uploaded.

BMV-CR-0000001305

General Information

**Documents**

Statements & Signature

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**Documents**

Additional Documents

Required Documents

| Actions  | Document Name                            | Document Type                            | Document Status | Uploaded On |
|--|--|--|-----------------|-------------|
| <input type="checkbox"/> <input checked="" type="checkbox"/> | Deed or Long-Term Lease                  | Deed or Long-Term Lease                  | Required        |             |
| <input type="checkbox"/> <input checked="" type="checkbox"/> | Notarized affidavit of bonafide purchase | Notarized affidavit of bonafide purchase | Required        |             |

**Step 7:** Click the checkbox to attest on the **Statements & Signature** tab. Click **Save** and then **Submit**.

The screenshot shows a web application interface for the 'Statements & Signature' tab. At the top left, there are 'Save' and 'Submit' buttons. The main content area is titled 'Statements & Signature' and contains a 'Respondent's Statement' section. This section includes a paragraph of legal disclaimer text, followed by a paragraph where the user attests to the accuracy of the information. A red box highlights a checkbox next to the text: 'I understand and agree that by personally clicking on the box at left I am electronically signing this document and expressing my agreement with the certification statements above, I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.' Below this text are two input fields labeled 'Name' and 'Date'.

### DOB NOW: *Safety* – Violation Challenge Requests – What’s Next

DOB will review the Challenge Request and email the result. Possible results are: **Accepted, Rejected** (LL97/88 only), **QA Failed**, and **Denied**.

- On **Approval**, the violation will be automatically dismissed.
- If **Rejected** (LL97/88 only), you will receive an email including the reason(s) for the Rejection which you can resolve then resubmit the request. After a request is rejected a second time, you cannot submit a new challenge request.
- If the result is **QA Failed**, you will receive an email including the QA Failed reason(s) which you can resolve, then resubmit the request.
- If the result is **Denied**: the email will include the denial reason(s), and you will need to make a new request.

See the **Table of Compliance Types and Associated Requests and Violations** on page 24.

You have now completed the **Compliance Violations: How to Search, Pay, or Request a Waiver or Challenge** step-by-step guide.



## Table of Compliance Types and Associated Requests and Violations

| DOB NOW: Safety Compliance Types  |  |   |   |  |
|---|--|---|---|--|
| Compliance Types<br>*Violation issued in DOB<br>NOW: Safety<br>*Issued in BIS | Can request<br>a Civil Penalty<br>Waiver | Can request<br>a Violation<br>Challenge | Current Compliance<br>Report Required to<br>Pay/Waive a Penalty or<br>Challenge a Violation | Violation Types  |
| <b>AEUHAZ</b>   | x  | ✓                                       | x   | Failure to Correct   |
| <b>Boilers</b>  | ✓  | x                                       | x   | Failure to file Report<br>Failure to correct external<br>Failure to correct internal                                     |
| <b>Benchmarking (LL84)</b>  | x  | ✓                                       | x   | Failure to file a Report<br>Data Quality   |
| <b>Elevators</b>  | ✓  | x                                       | x   | Failure to file CAT1<br>Failure to file CAT5<br>Failure to file PER<br>Failure to correct CAT1<br>Failure to correct PER |
| <b>Emergency Power</b>  | x  | x                                       | ✓   | Failure to file Report   |
| <b>Energy Grade (LL33)</b>  | x  | ✓                                       | x   | Failure to Post  |
| <b>Facades</b>  | ✓  | x                                       | ✓<br>An <b>accepted</b> report is<br>required <b>BEFORE</b>                                 | Failure to file Report<br>Failure to correct SWARMP<br>Failure to correct Unsafe   |
| <b>Gas Piping (LL152)</b>   | ✓  | ✓                                       | Required <b>AFTER</b>   | Failure to file Report   |
| <b>GHG Emissions (LL97)</b>   | x  | ✓                                       | x   | Failure to File a Report<br>Failure to Comply  |
| <b>Lighting Systems<br/>Upgrade/Sub-meters in<br/>Tenant Spaces (LL88)</b>    | x  | ✓                                       | x   | Failure to File a Report   |
| <b>Parking Structures</b>   | ✓  | x                                       | ✓<br>An <b>accepted</b> report is<br>required <b>BEFORE</b>                                 | Failure to file a Report<br>Failure to correct SREM<br>Failure to correct Unsafe   |
| <b>Photoluminescent</b>   | x  | x                                       | ✓   | Failure to file Report   |
| <b>Retaining Walls</b>  | ✓  | x                                       | Required <b>AFTER</b>   | Failure to file a Report   |
| <b>Retro-Commissioning<br/>(LL87)</b>   | x  | ✓                                       | x   | First Year<br>Multiple Year  |
| <b>Sprinklers</b>   | x  | x                                       | Required <b>AFTER</b>   | Failure to File a Report   |
| <b>Structurally<br/>Compromised Buildings</b>                                 | ✓  | x                                       | Required <b>AFTER</b>   | Failure to file a Report<br>Failure to file an Annual Report<br>Failure to file a Final Report                           |

\*For **Parking Structures** and **Facades**, an accepted current Compliance Report is required BEFORE you can submit a Payment or Waiver Request.

\*For **Gas Piping – LL152**, **Retaining Walls**, **Sprinklers**, and **Structurally Compromised Buildings**, a current Compliance Report must be submitted, but it can be submitted **AFTER** the **Payment** or **Waiver**