

DOB NOW: *Build* – Civil Penalties Review Request (L2) Step-By-Step Guides

The Civil Penalties Review Request (L2) is used in instances where an applicant is requesting an override, reduction, or waiver of civil penalties resulting from a work without a permit violation. A Work Permit (PW2) request cannot be submitted for a job filing in DOB NOW: *Build* if a civil penalty violation exists on the BIN. In order to be able to submit the PW2 an L2 Request must be submitted and approved.

If there is a Work Without Permit violation on the BIN associated to the Work Permit (PW2) then:

- The PW2 cannot be submitted for both initial and renewal of permits.
- The Professional Certification Job Filing with PW2 cannot be submitted.
- A L2 Request must be submitted and approved in DOB NOW: *Build* in order to obtain a permit.
- Only one L2 request can be open per filing at a given time.

The following roles are authorized to initiate and submit a Civil Penalty Review Request (L2):

- Owner specified on the associated filing
- The applicant of record of the associated PW1
- Any licensed PE/RA
- Any DOB licensee
- A Class II filing representative

At this time, DOB NOW: *Build* does not accept any payment associated to the L2 fee. The L2 fee will continue to be paid in the borough office.

Waiver requests in connection with violations of stop work orders (SWO) will continue to be handled via the current paper process. Therefore, L2 requests for the following L2 codes **cannot** be submitted in DOB NOW: *Build*:

- **LEG** - Work performed without a permit and an applicant is seeking a permit before notice of violation is issued.

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- **SWBC** - Where the Commissioner had determined that the violation should not have been issued for working against the SWO.
- **SWOE** - Where the ECB violation issued for violating the SWO was dismissed for any reason.

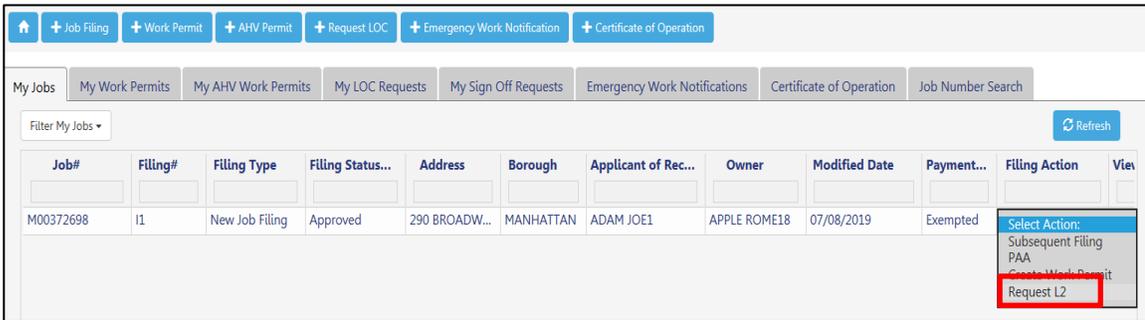
NOTE: For job filings initiated before July 1, 2019 in DOB NOW: *Build*, customers will continue to submit an L2 request on the DOB NOW Online Help Form.

Refer to the steps below for the steps to submit a L2 Request in DOB NOW: *Build* and also for the steps to submit an L2 Request on the Online Help Form.

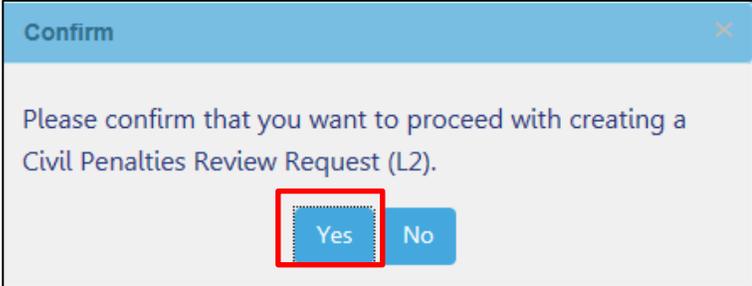
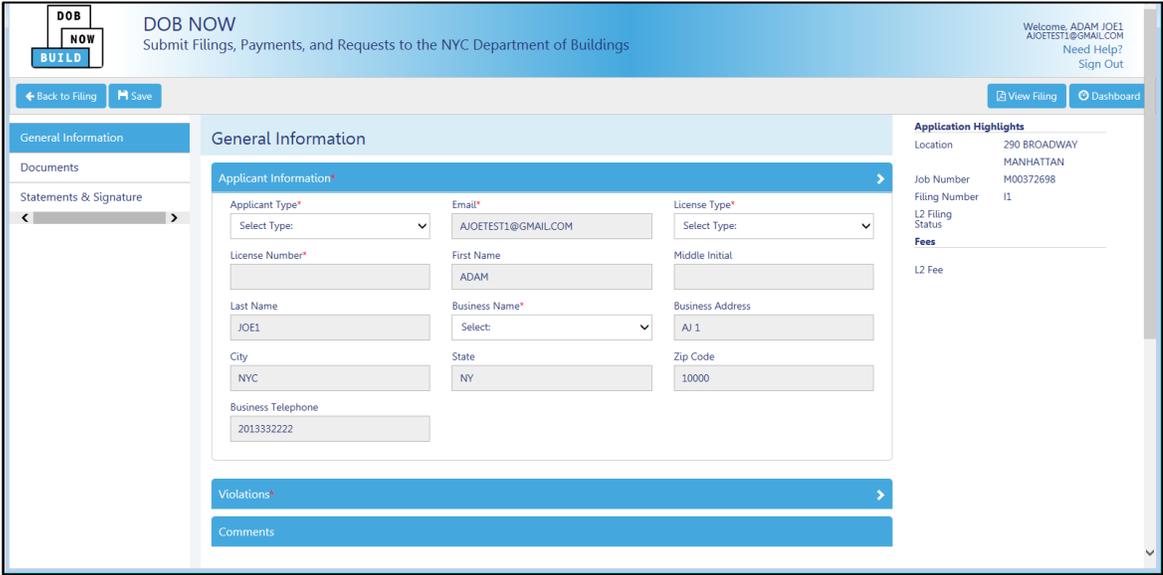
Civil Penalties Review Request (L2) Process for Job Filings Created On or After July 1, 2019*.

*Applies to all job filings ending with 187000 or higher.

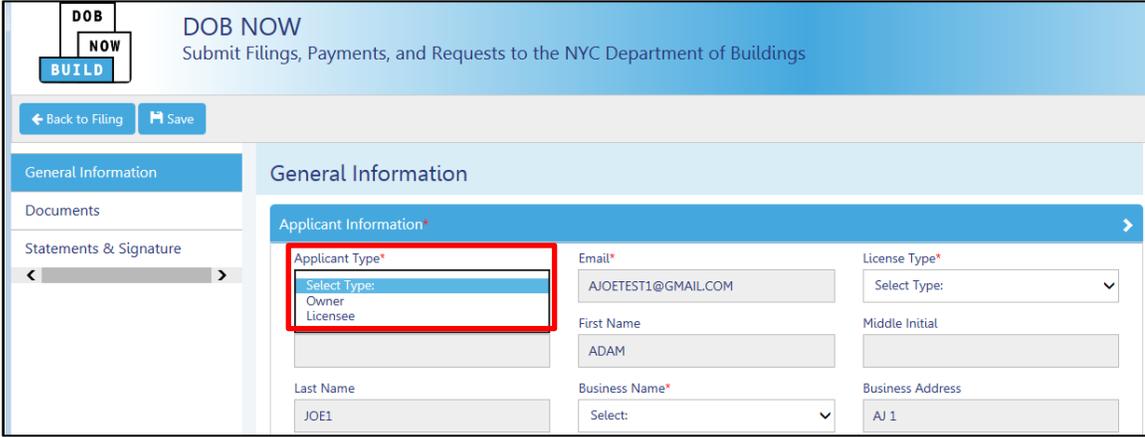
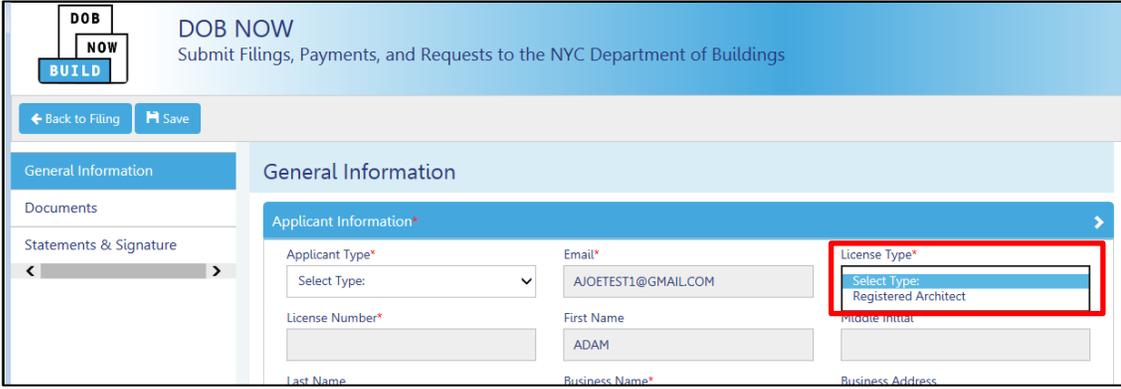
Complete the following steps to enter the L2 request.

Step	Action																								
	<p>When a civil penalty for a work without permit violation exist on a BIN the following error message will appear when an attempt is made to submit a Work Permit (PW2).</p> <div data-bbox="276 682 954 1060" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Notification ✕</p> <p>There is a work without permit violation(s) on this BIN for which a Civil Penalty Review Request (L2) has not been submitted. To proceed, go to the Actions dropdown for this filing on the Dashboard and select Request L2.</p> <p style="text-align: center;">OK</p> </div> <p>Note: The PW2 request will need to be initiated before the L2 request can be initiated.</p>																								
1.	<p>On the DOB NOW: <i>Build</i> Dashboard, scroll to the far right to the Filing Action column and click on the dropdown menu. Select Request L2.</p> <div data-bbox="276 1255 1421 1575" style="border: 1px solid black; padding: 10px; margin: 10px 0;">  <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Job#</th> <th>Filing#</th> <th>Filing Type</th> <th>Filing Status...</th> <th>Address</th> <th>Borough</th> <th>Applicant of Rec...</th> <th>Owner</th> <th>Modified Date</th> <th>Payment...</th> <th>Filing Action</th> <th>View</th> </tr> </thead> <tbody> <tr> <td>M00372698</td> <td>I1</td> <td>New Job Filing</td> <td>Approved</td> <td>290 BROADW...</td> <td>MANHATTAN</td> <td>ADAM JOE1</td> <td>APPLE ROME18</td> <td>07/08/2019</td> <td>Exempted</td> <td> Select Action: Subsequent Filing PAA Create Work Permit Request L2 </td> <td></td> </tr> </tbody> </table> </div>	Job#	Filing#	Filing Type	Filing Status...	Address	Borough	Applicant of Rec...	Owner	Modified Date	Payment...	Filing Action	View	M00372698	I1	New Job Filing	Approved	290 BROADW...	MANHATTAN	ADAM JOE1	APPLE ROME18	07/08/2019	Exempted	Select Action: Subsequent Filing PAA Create Work Permit Request L2	
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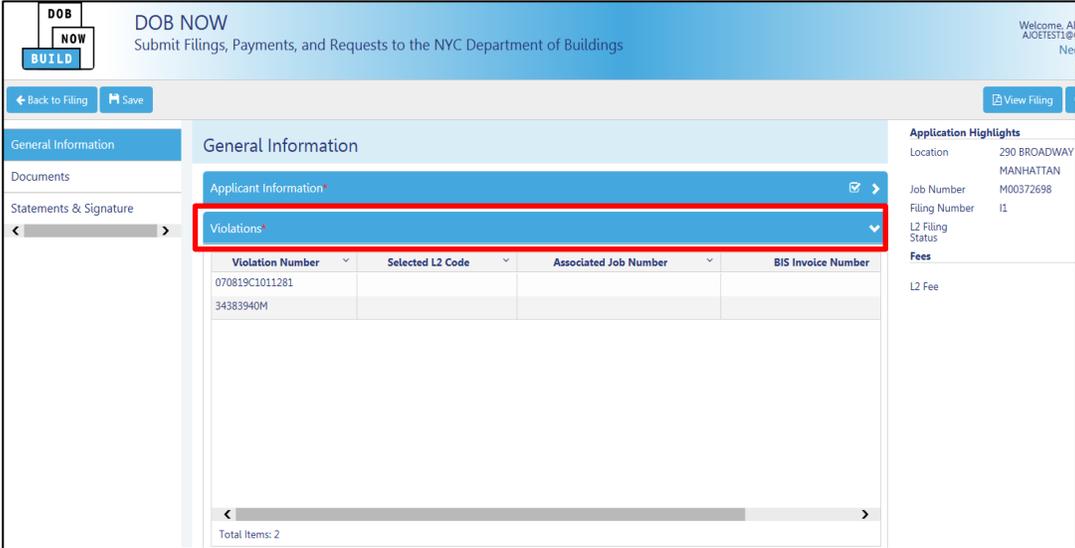
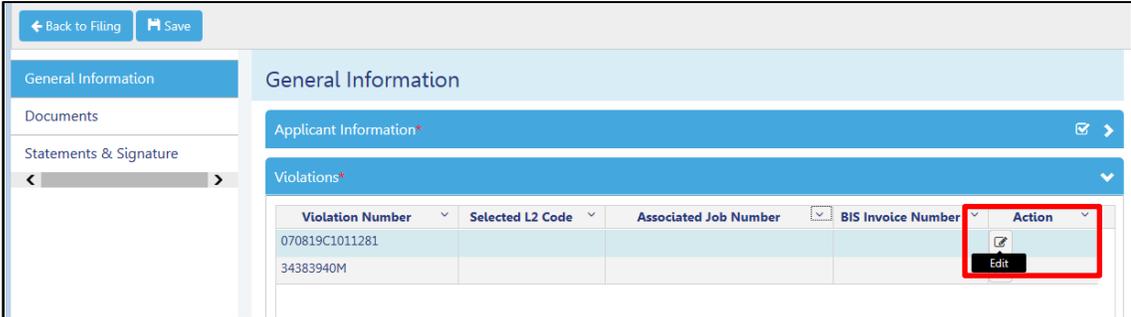
DOB NOW: *Build* – CIVIL PENALTIES REVIEW REQUEST (L2) STEP-BY-STEP GUIDE

Step	Action
2.	<p>The following pop-up will appear. Click Yes to confirm that you would like to proceed with creating a L2 request.</p>  <p>The image shows a 'Confirm' dialog box with a blue header and a close button (X) in the top right. The main text reads: 'Please confirm that you want to proceed with creating a Civil Penalties Review Request (L2)'. At the bottom, there are two buttons: 'Yes' and 'No'. The 'Yes' button is highlighted with a red dashed border.</p>
3.	<p>The L2 request form will appear.</p>  <p>The image shows the 'DOB NOW' web application interface for creating an L2 request. The header includes the 'DOB NOW BUILD' logo, the text 'DOB NOW Submit Filings, Payments, and Requests to the NYC Department of Buildings', and a user welcome message for 'ADAM JOE1'. The main content area is titled 'General Information' and contains several input fields for applicant details. A sidebar on the left shows navigation options like 'Documents' and 'Statements & Signature'. A right sidebar shows 'Application Highlights' with details like 'Location: 290 BROADWAY' and 'Job Number: M00372698'. At the bottom, there are expandable sections for 'Violations' and 'Comments'.</p>

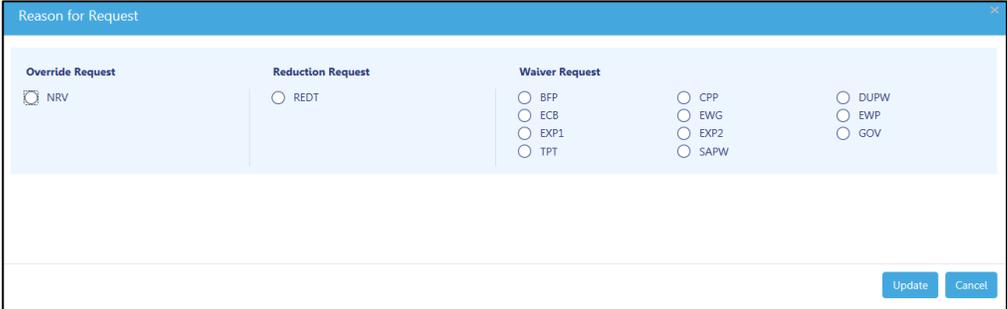
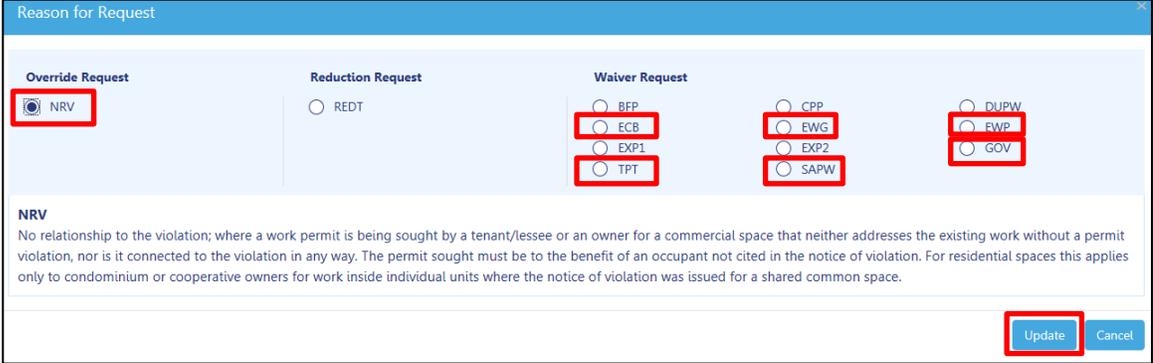
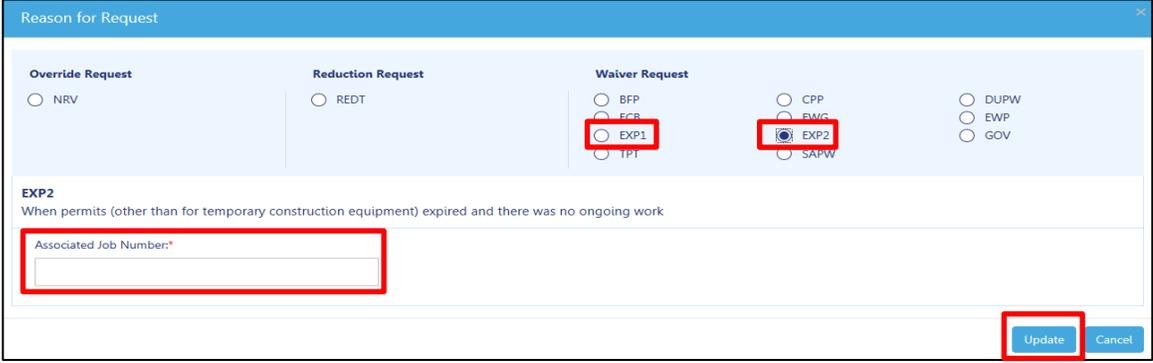
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Step	Action
4.	<p>Click on the Applicant Type drop to select the appropriate applicant.</p>  <p>The screenshot shows the 'DOB NOW' interface with the 'Applicant Information' section expanded. The 'Applicant Type' dropdown is open, showing 'Owner' and 'Licensee' options. The dropdown is highlighted with a red box. Other fields include Email (AJOETEST1@GMAIL.COM), License Type (Select Type), First Name (ADAM), Middle Initial, Last Name (JOE1), Business Name (Select), and Business Address (AJ 1).</p>
5.	<p>Click on the License Type drop to select the appropriate license.</p>  <p>The screenshot shows the 'DOB NOW' interface with the 'Applicant Information' section expanded. The 'License Type' dropdown is open, showing 'Registered Architect' as the selected option. The dropdown is highlighted with a red box. Other fields include Applicant Type (Select Type), Email (AJOETEST1@GMAIL.COM), License Number, First Name (ADAM), Middle Initial, Last Name, Business Name, and Business Address.</p>
6.	<p>Click on the Business Name drop to select the appropriate business name.</p>  <p>The screenshot shows the 'DOB NOW' interface with the 'Applicant Information' section expanded. The 'Business Name' dropdown is open, showing 'Select:' as the selected option. The dropdown is highlighted with a red box. Other fields include Applicant Type (Select Type), Email (AJOETEST1@GMAIL.COM), License Type (Registered Architect), License Number (202020), First Name (ADAM), Middle Initial, Last Name (JOE1), Business Name (Select), Business Address (AJ 1), City, State, and Zip Code.</p>

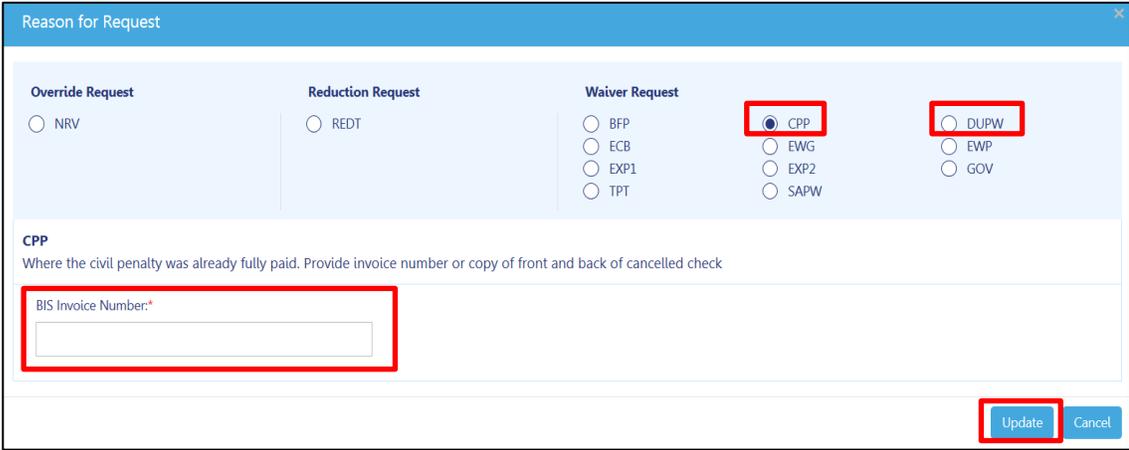
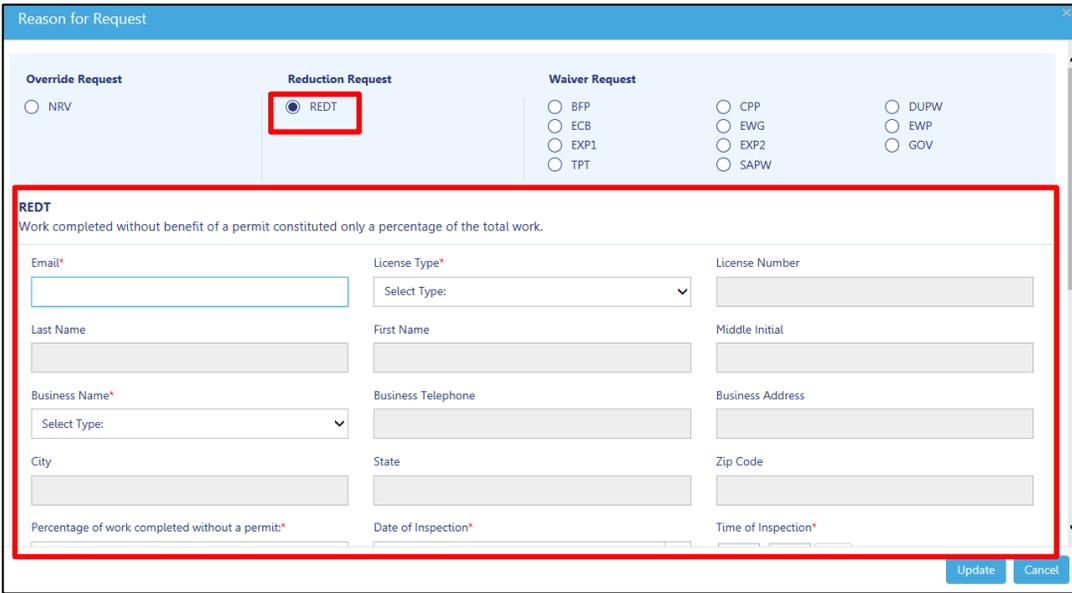
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Step	Action
7.	<p>Click on the Violations tab to see the violations that are on the BIN.</p>  <p>Note: DOB NOW: <i>Build</i> will auto-populate all of the open DOB and ECB work without permit (WWP) violations that exist on the BIN at the time the L2 request has been initiated.</p>
8.	<p>For each individual violation listed, specify the L2 code that applies. Scroll to the far right to the Action column. Click on Edit Icon.</p> 

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Step	Action
9.	<p>A pop up will appear to select the appropriate L2 code for the violation.</p>  <p>Note: Only one L2 code can be selected per violation.</p>
10.	<p>For L2 codes NRV, ECB, TPT, EWG, SAPW, EWP or GOV, made the selection then click on Update.</p> 
11.	<p>For L2 codes EXP1 or EXP2 after making the selection enter the Associated Job Number then click on Update.</p> 

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12.	<p>For L2 codes CPP or DUPW after making the selection enter the BIS Invoice Number then click on Update.</p>  <p>The screenshot shows a 'Reason for Request' dialog box with three main sections: 'Override Request', 'Reduction Request', and 'Waiver Request'. Under 'Waiver Request', the 'CPP' radio button is selected and highlighted with a red box. To its right, the 'DUPW' radio button is also highlighted with a red box. Below these sections, a text box labeled 'BIS Invoice Number*' is highlighted with a red box. At the bottom right of the dialog, the 'Update' button is highlighted with a red box.</p>
13.	<p>For L2 codes REDT additional information will be required.</p>  <p>The screenshot shows the 'Reason for Request' dialog box with 'REDT' selected under the 'Reduction Request' section, highlighted with a red box. A large red box encompasses the entire form area for REDT, which includes fields for: Email*, License Type* (with a dropdown menu), License Number, Last Name, First Name, Middle Initial, Business Name* (with a dropdown menu), Business Telephone, Business Address, City, State, Zip Code, Percentage of work completed without a permit*, Date of Inspection*, and Time of Inspection*. The 'Update' and 'Cancel' buttons are visible at the bottom right.</p>

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14.	<p>Enter your Email address.</p> <div style="border: 1px solid black; padding: 5px;"> <p style="background-color: #0070c0; color: white; padding: 2px;">Reason for Request</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <p>Override Request</p> <p><input type="radio"/> NRV</p> </div> <div style="width: 30%;"> <p>Reduction Request</p> <p><input checked="" type="radio"/> REDT</p> </div> <div style="width: 30%;"> <p>Waiver Request</p> <p> <input type="radio"/> BFP <input type="radio"/> CPP <input type="radio"/> DUPW <input type="radio"/> ECB <input type="radio"/> EWG <input type="radio"/> EWP <input type="radio"/> EXP1 <input type="radio"/> EXP2 <input type="radio"/> GOV <input type="radio"/> TPT <input type="radio"/> SAPW </p> </div> </div> <p>REDT Work completed without benefit of a permit constituted only a percentage of the total work.</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%; border: 1px solid #ccc; padding: 2px;"> <p>Email*</p> <div style="border: 2px solid red; height: 20px;"></div> </div> <div style="width: 30%;"> <p>License Type*</p> <p>Select Type: ▼</p> </div> <div style="width: 30%;"> <p>License Number</p> <div style="border: 1px solid #ccc; height: 20px;"></div> </div> </div> <div style="display: flex; justify-content: space-between; font-size: small;"> <div style="width: 30%;">Last Name</div> <div style="width: 30%;">First Name</div> <div style="width: 30%;">Middle Initial</div> </div> </div>
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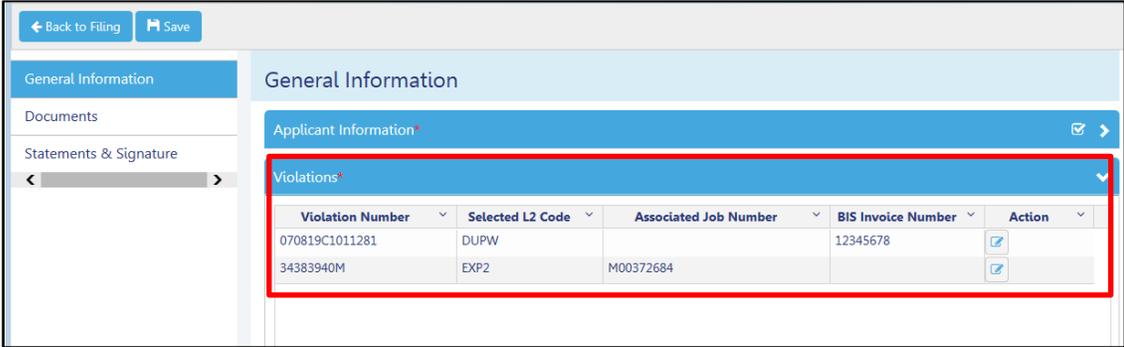
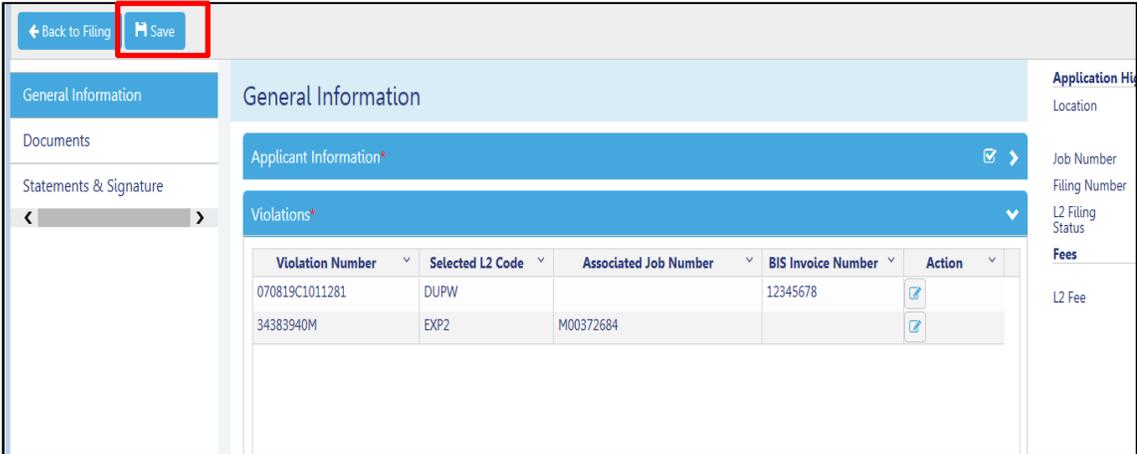
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17.	<p>Enter the Percentage of work completed without a permit in the field.</p> <div style="border: 1px solid #ccc; padding: 10px;"> <p style="background-color: #0070c0; color: white; padding: 2px;">Reason for Request</p> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 30%;"> <p>Percentage of work completed without a permit:*</p> <input style="width: 90%; height: 20px;" type="text"/> </div> <div style="width: 30%;"> <p>Date of Inspection*</p> <input style="width: 90%; height: 20px;" type="text"/> </div> <div style="width: 30%;"> <p>Time of Inspection*</p> <div style="display: flex; align-items: center; gap: 5px;"> <input style="width: 30px; height: 20px;" type="text"/> : <input style="width: 30px; height: 20px;" type="text"/> AM </div> </div> </div> <p>Description of Work Completed without a Permit</p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> </div>																																																	
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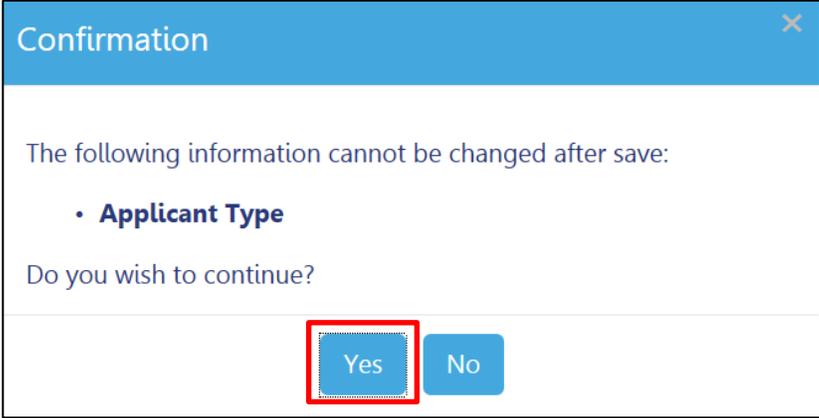
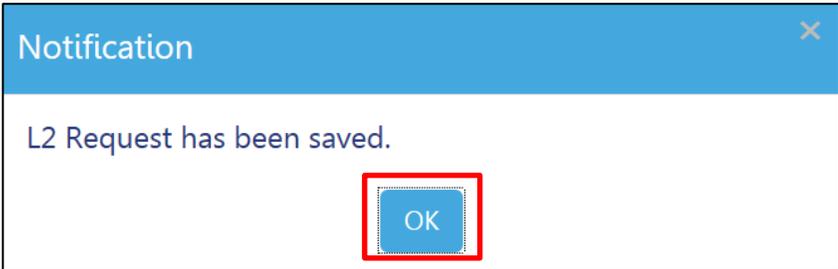
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Step	Action
20.	<p>Enter the Description of Work Completed without a Permit.</p> <div style="border: 1px solid #ccc; padding: 10px;"> <div style="background-color: #4f81bd; color: white; padding: 5px; font-weight: bold;">Reason for Request</div> <div style="border: 2px solid red; padding: 10px; min-height: 150px;"> Description of Work Completed without a Permit </div> <p style="font-size: small; margin-top: 5px;">255 characters remaining</p> <p style="font-size: x-small; margin-top: 5px;">This affidavit is submitted in support of the request for a reduction of a civil penalty submitted in association with job application # and the following violation #(s): 070819C1011281. On 07/08/2019 (MM/DD/YYYY) at 01:30 PM, I inspected the premises located at 290 BROADWAY, MANHATTAN to determine whether the work covered by the above-referenced</p> </div>
21.	<p>Click in the box to apply your electronic signature.</p> <div style="border: 1px solid #ccc; padding: 10px;"> <p style="font-size: x-small;">This affidavit is submitted in support of the request for a reduction of a civil penalty submitted in association with job application # and the following violation #(s): 070819C1011281. On 07/08/2019 (MM/DD/YYYY) at 01:30 PM, I inspected the premises located at 290 BROADWAY, MANHATTAN to determine whether the work covered by the above-referenced job application was commenced without the benefit of a New York City Department of Buildings permit(s). I certify that my inspection revealed that the work performed without the benefit of a permit(s) is 50 percent of the total work indicated on the job application. I further certify that a written description of such work completed without a permit and at least four (4) supporting photographs taken at the time of my inspection are included with this submission and accurately represent the findings of my inspection.</p> <p style="font-size: x-small;">Falsification of any statement is a misdemeanor under the NYC Administrative Code and is punishable by a fine or imprisonment, or both. I am aware of the additional sanctions imposed on false filings by § 28-211.1.2 of the NYC Administrative Code. 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. Violation is punishable by imprisonment or fine or both.</p> <p><input style="border: 2px solid red;" type="checkbox"/> I have personally reviewed all information in this submission. 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 statements and terms herein. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand, and I further agree that an uploaded electronic image of my signature and professional seal that is part of this submission is hereby applied to this signed statement and each document and statement included in this submission as if I had personally signed and sealed these documents and statements by hand.</p> <p style="margin-top: 10px;">Name <input style="width: 150px;" type="text"/> Date <input style="width: 150px;" type="text"/></p> </div>
22.	<p>Click on Update.</p> <div style="border: 1px solid #ccc; padding: 10px;"> <p style="font-size: x-small;">This affidavit is submitted in support of the request for a reduction of a civil penalty submitted in association with job application # and the following violation #(s): 070819C1011281. On 07/08/2019 (MM/DD/YYYY) at 01:30 PM, I inspected the premises located at 290 BROADWAY, MANHATTAN to determine whether the work covered by the above-referenced job application was commenced without the benefit of a New York City Department of Buildings permit(s). I certify that my inspection revealed that the work performed without the benefit of a permit(s) is 50 percent of the total work indicated on the job application. I further certify that a written description of such work completed without a permit and at least four (4) supporting photographs taken at the time of my inspection are included with this submission and accurately represent the findings of my inspection.</p> <p style="font-size: x-small;">Falsification of any statement is a misdemeanor under the NYC Administrative Code and is punishable by a fine or imprisonment, or both. I am aware of the additional sanctions imposed on false filings by § 28-211.1.2 of the NYC Administrative Code. 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. Violation is punishable by imprisonment or fine or both.</p> <p><input checked="" type="checkbox"/> I have personally reviewed all information in this submission. 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 statements and terms herein. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand, and I further agree that an uploaded electronic image of my signature and professional seal that is part of this submission is hereby applied to this signed statement and each document and statement included in this submission as if I had personally signed and sealed these documents and statements by hand.</p> <p style="margin-top: 10px;">Name <input style="width: 150px;" type="text" value="JOE1 ADAM"/> Date <input style="width: 150px;" type="text" value="07/08/2019"/> (Electronically Signed)</p> <div style="text-align: right; margin-top: 10px;"> <input style="border: 2px solid red; background-color: #4f81bd; color: white; padding: 5px 15px;" type="button" value="Update"/> <input style="background-color: #4f81bd; color: white; padding: 5px 15px; margin-left: 10px;" type="button" value="Cancel"/> </div> </div>

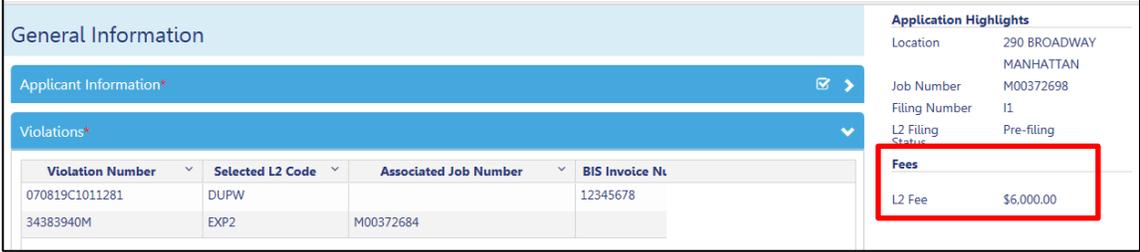
DOB NOW: *Build* – CIVIL PENALTIES REVIEW REQUEST (L2) STEP-BY-STEP GUIDE

Step	Action
23.	<p>The selected L2 code information will update in the violations grid.</p> 
24.	<p>Click on the Comments section to enter comments related to the L2 request.</p> 
25.	<p>Click Save.</p> 

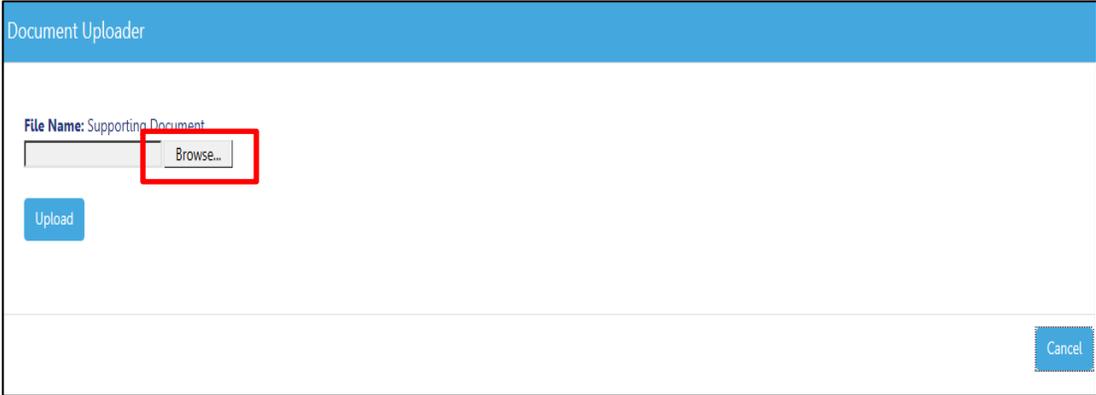
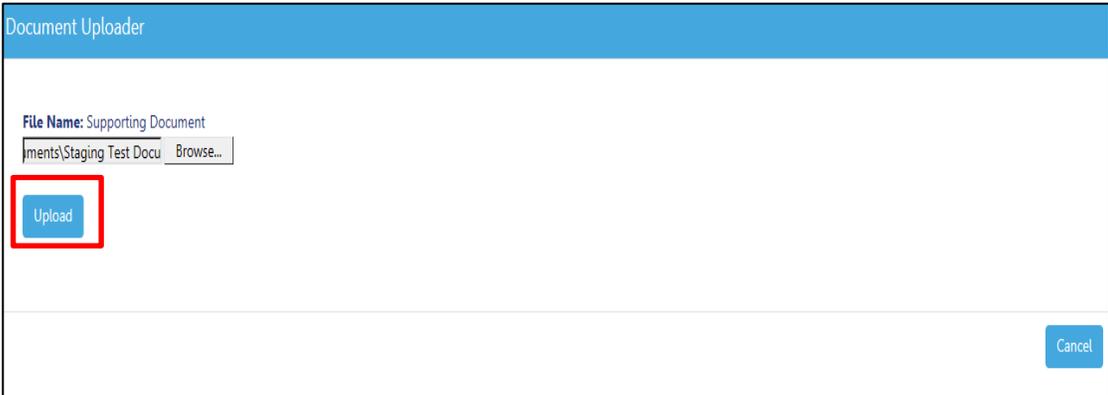
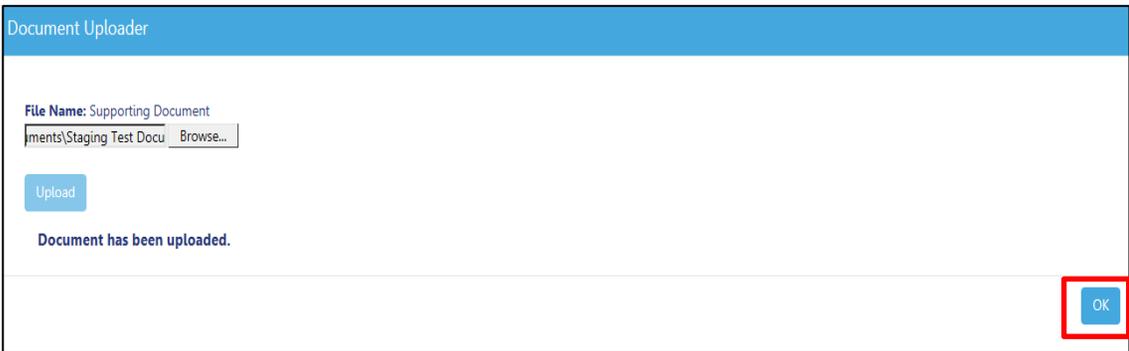
DOB NOW: *Build* – CIVIL PENALTIES REVIEW REQUEST (L2) STEP-BY-STEP GUIDE

Step	Action												
26.	<p>The following pop up will appear to notify you that once the L2 request is save, the Applicant Type cannot be changed. Click Yes to continue.</p>  <p>The following information cannot be changed after save:</p> <ul style="list-style-type: none"> • Applicant Type <p>Do you wish to continue?</p> <p align="center"> <input type="button" value="Yes"/> <input type="button" value="No"/> </p>												
27.	<p>A pop up notification will appear to indicate that the L2 Request was saved. Click OK.</p>  <p>L2 Request has been saved.</p> <p align="center"> <input type="button" value="OK"/> </p>												
28.	<p>The L2 Request tracking number will appear on the upper left.</p>  <p>The screenshot shows the 'DOB NOW' application interface. The tracking number 662528566 is highlighted in a red box in the upper left corner. The page includes navigation buttons (Back to Filing, Save, Submit), a sidebar menu (General Information, Documents, Statements & Signature), and a main content area with sections for General Information, Applicant Information, and Violations. A table of violations is visible at the bottom.</p> <table border="1" data-bbox="516 1583 1047 1661"> <thead> <tr> <th>Violation Number</th> <th>Selected L2 Code</th> <th>Associated Job Number</th> <th>BIS Invoice Nt</th> </tr> </thead> <tbody> <tr> <td>070819C1011281</td> <td>DUPW</td> <td></td> <td>12345678</td> </tr> <tr> <td>34383940M</td> <td>EXP2</td> <td>M00372684</td> <td></td> </tr> </tbody> </table>	Violation Number	Selected L2 Code	Associated Job Number	BIS Invoice Nt	070819C1011281	DUPW		12345678	34383940M	EXP2	M00372684	
Violation Number	Selected L2 Code	Associated Job Number	BIS Invoice Nt										
070819C1011281	DUPW		12345678										
34383940M	EXP2	M00372684											

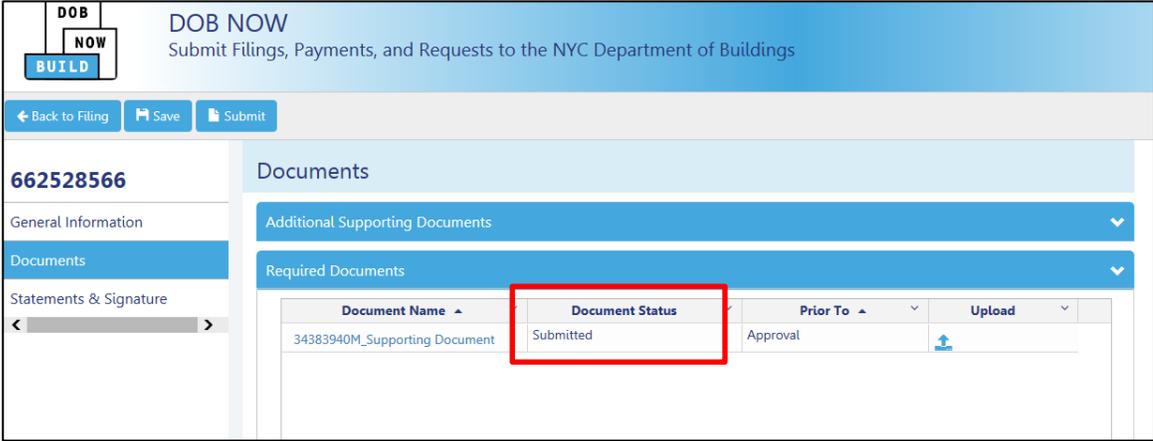
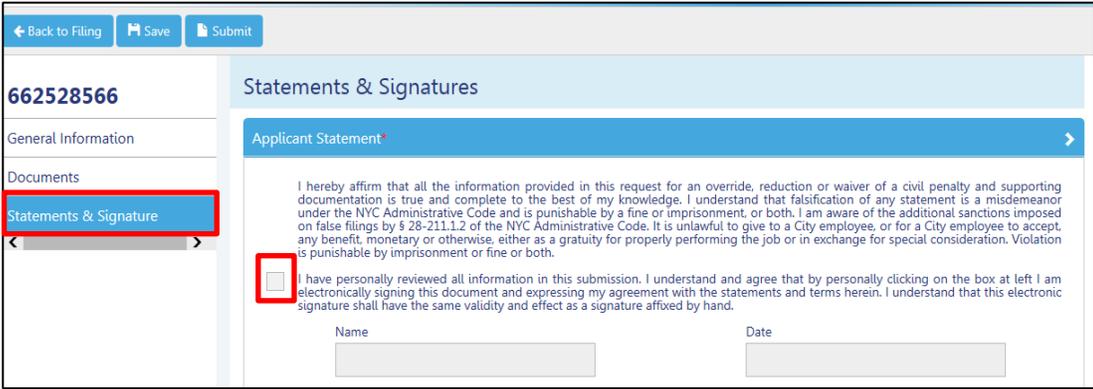
DOB NOW: *Build* – CIVIL PENALTIES REVIEW REQUEST (L2) STEP-BY-STEP GUIDE

Step	Action								
29.	<p>DOB NOW: <i>Build</i> will display the estimated L2 fees after the L2 Request is saved in the Fees section on the right.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;">  <p>The screenshot shows the 'General Information' and 'Violations' sections on the left. On the right, the 'Application Highlights' section lists details like Location (290 BROADWAY, MANHATTAN), Job Number (M00372698), and Filing Number (I1). The 'Fees' section is highlighted with a red box, showing an 'L2 Fee' of '\$6,000.00'.</p> </div> <p>Note: DOB NOW: <i>Build</i> does NOT accept any payment associated to the L2 fee. The L2 fee will need to be paid in the borough office. .</p>								
30.	<p>Click on the Document tab to view all required documents that are necessary to complete the L2 Request.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;">  <p>The screenshot shows the 'DOB NOW' header and navigation buttons. The 'Documents' tab is selected and highlighted with a red box. Below it, the 'Required Documents' table is visible:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Document Name</th> <th>Document Status</th> <th>Prior To</th> </tr> </thead> <tbody> <tr> <td>34383940M_Supporting Document</td> <td>Required</td> <td>Approval</td> </tr> </tbody> </table> </div>	Document Name	Document Status	Prior To	34383940M_Supporting Document	Required	Approval		
Document Name	Document Status	Prior To							
34383940M_Supporting Document	Required	Approval							
31.	<p>Click on the Upload Icon to upload the document (e.g. Copy of Invoice and/or Cancelled Check)</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;">  <p>The screenshot is similar to the previous one, but the 'Upload' column in the 'Required Documents' table is highlighted with a red box, showing an upload icon.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Document Name</th> <th>Document Status</th> <th>Prior To</th> <th>Upload</th> </tr> </thead> <tbody> <tr> <td>34383940M_Supporting Document</td> <td>Required</td> <td>Approval</td> <td style="text-align: center;">  </td> </tr> </tbody> </table> </div>	Document Name	Document Status	Prior To	Upload	34383940M_Supporting Document	Required	Approval	
Document Name	Document Status	Prior To	Upload						
34383940M_Supporting Document	Required	Approval							

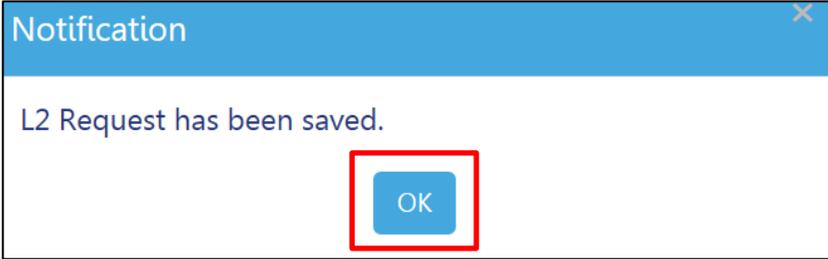
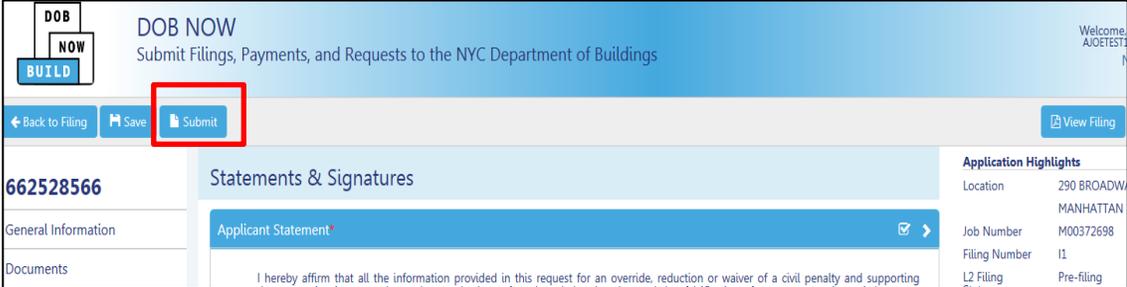
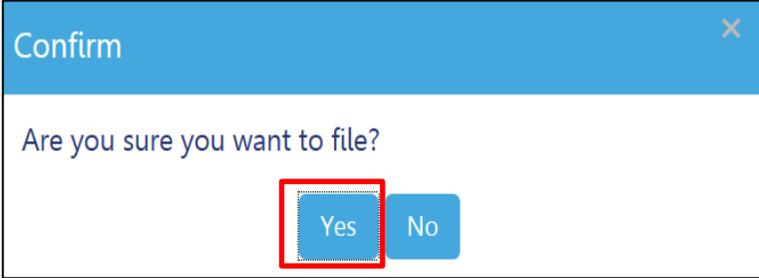
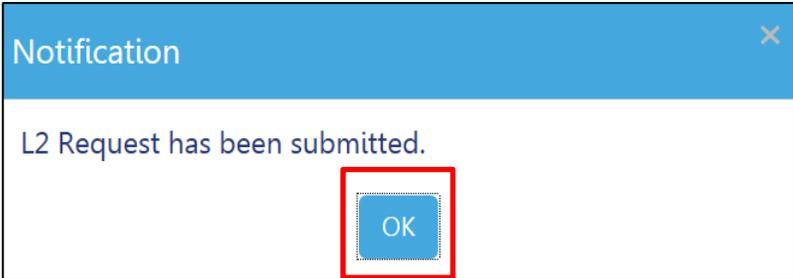
DOB NOW: *Build* – CIVIL PENALTIES REVIEW REQUEST (L2) STEP-BY-STEP GUIDE

Step	Action
32.	<p>Click on Browse to locate the document on your computer.</p> 
33.	<p>After selecting the document, click on Upload.</p> 
34.	<p>Click on OK.</p> 

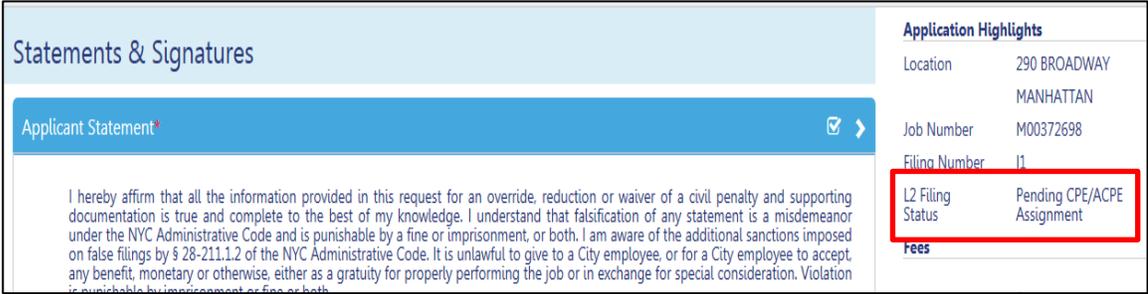
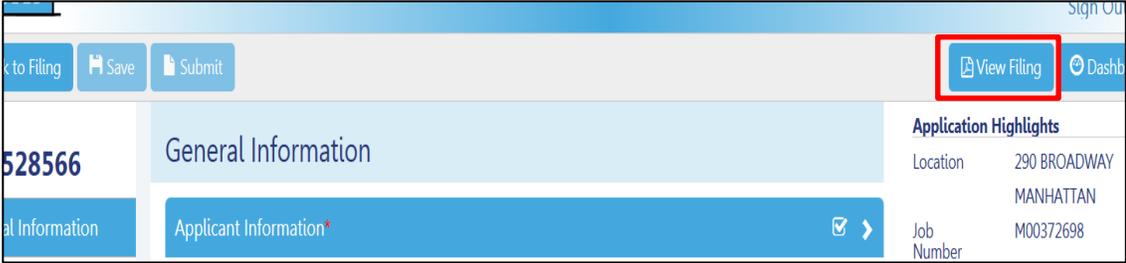
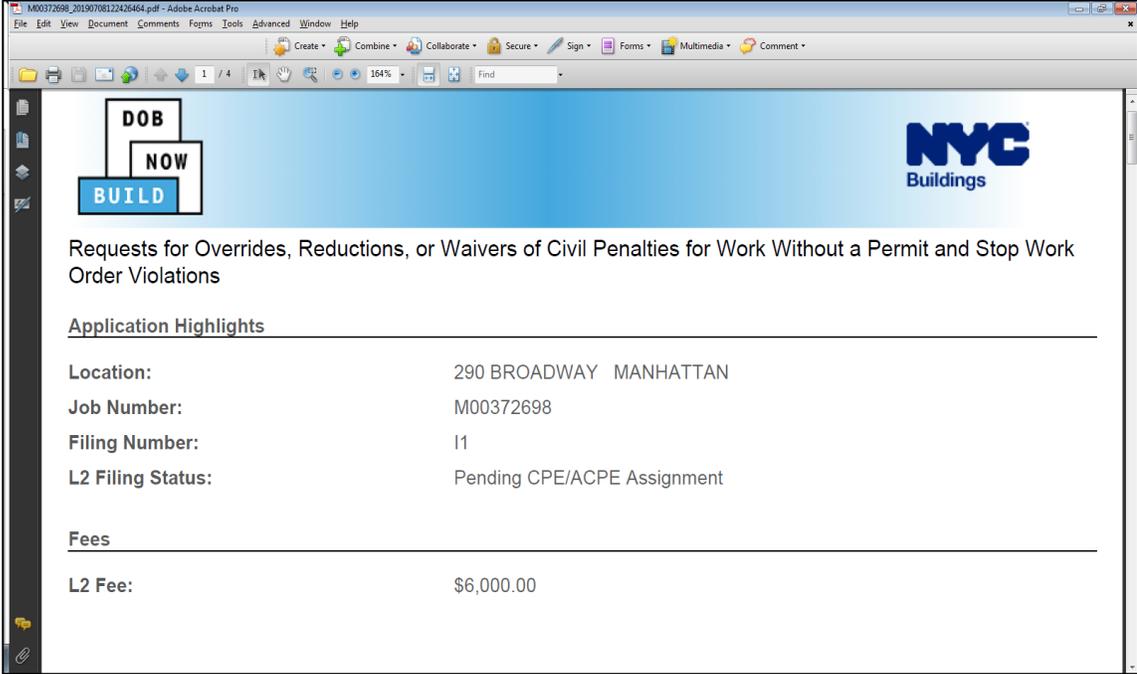
DOB NOW: *Build* – CIVIL PENALTIES REVIEW REQUEST (L2) STEP-BY-STEP GUIDE

Step	Action
35.	<p>The status of the document will be updated to Submitted</p>  <p>The screenshot shows the DOB NOW interface for document ID 662528566. The 'Documents' tab is active, displaying a table of documents. The 'Document Status' column for the document '34383940M_Supporting Document' is highlighted with a red box, showing the status 'Submitted'. Other columns include 'Document Name', 'Prior To', and 'Upload'.</p>
36.	<p>Click on the Statements & Signatures tab to apply your electronic signature. Click in the box to apply your electronic signature.</p>  <p>The screenshot shows the 'Statements & Signatures' section of the DOB NOW interface. The 'Statements & Signature' tab in the left sidebar is highlighted with a red box. Below the 'Applicant Statement' section, there is a checkbox (also highlighted with a red box) for electronically signing the document. The text below the checkbox reads: 'I have personally reviewed all information in this submission. 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 statements and terms herein. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.'</p>
37.	<p>Click Save.</p>  <p>The screenshot shows the DOB NOW interface with the 'Save' button in the top navigation bar highlighted with a red box. The 'Statements & Signatures' section is visible, and the checkbox for electronic signature is now checked.</p>

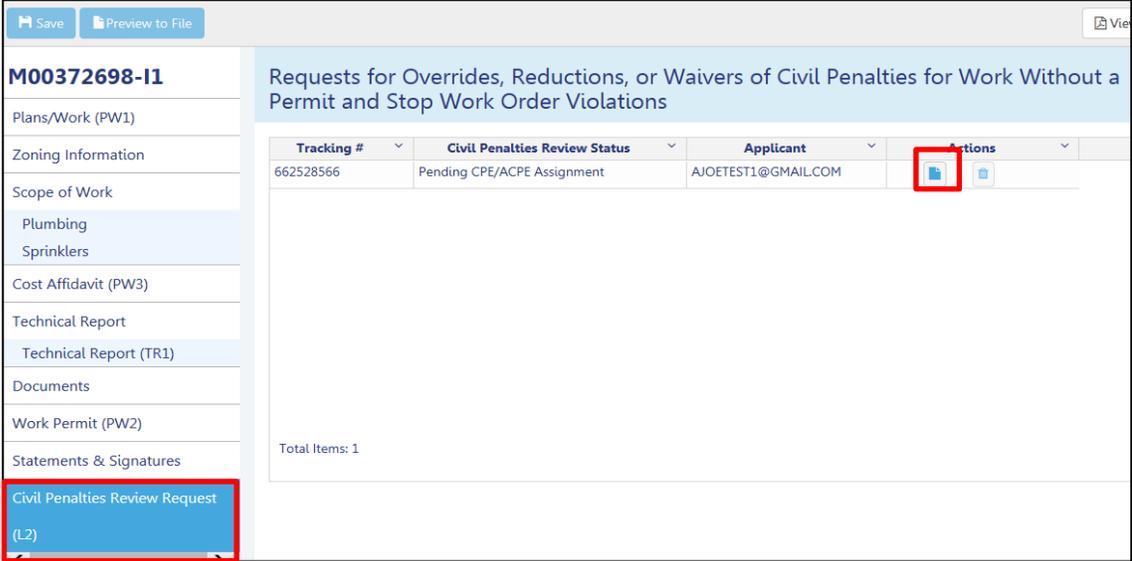
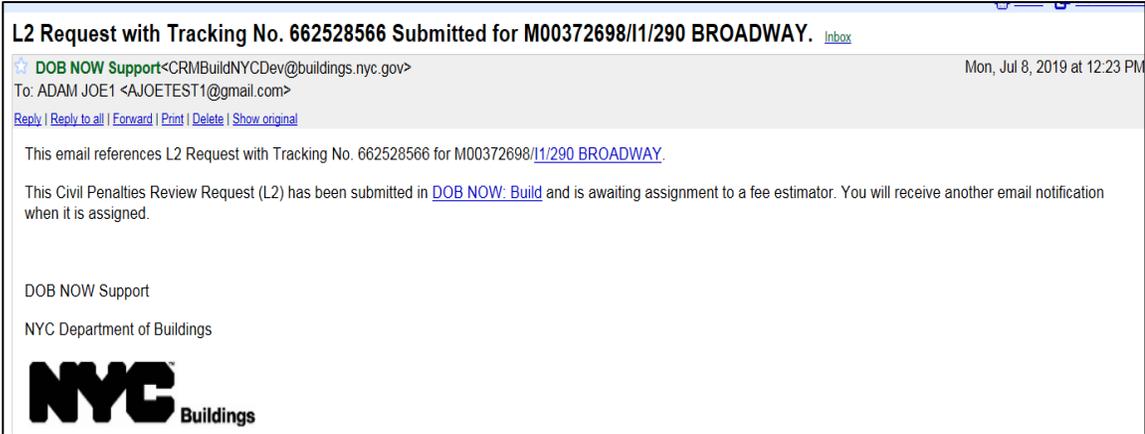
DOB NOW: *Build* – CIVIL PENALTIES REVIEW REQUEST (L2) STEP-BY-STEP GUIDE

Step	Action
38.	<p>The following pop up will appear. Click OK.</p>  <p>A notification pop-up with a blue header 'Notification' and a close button (X) in the top right. The main text reads 'L2 Request has been saved.' Below the text is a blue button labeled 'OK' which is highlighted with a red square.</p>
39.	<p>Click Submit.</p>  <p>A screenshot of the DOB NOW web application. The header includes the DOB NOW logo and the text 'Submit Filings, Payments, and Requests to the NYC Department of Buildings'. Below the header is a navigation bar with buttons for 'Back to Filing', 'Save', and 'Submit'. The 'Submit' button is highlighted with a red square. The main content area shows 'Statements & Signatures' with an 'Applicant Statement*' field and a 'View Filing' button. On the right, there is an 'Application Highlights' section with details like Location, Job Number, and Filing Number.</p>
40.	<p>The following pop up will appear to confirm that you would like to file the L2 Request. Click Yes.</p>  <p>A confirmation pop-up with a blue header 'Confirm' and a close button (X) in the top right. The main text asks 'Are you sure you want to file?'. Below the text are two buttons: 'Yes' and 'No'. The 'Yes' button is highlighted with a red square.</p>
41.	<p>The following pop up will appear to let you know that the L2 Request was submitted successfully. Click OK.</p>  <p>A notification pop-up with a blue header 'Notification' and a close button (X) in the top right. The main text reads 'L2 Request has been submitted.' Below the text is a blue button labeled 'OK' which is highlighted with a red square.</p>

DOB NOW: *Build* – CIVIL PENALTIES REVIEW REQUEST (L2) STEP-BY-STEP GUIDE

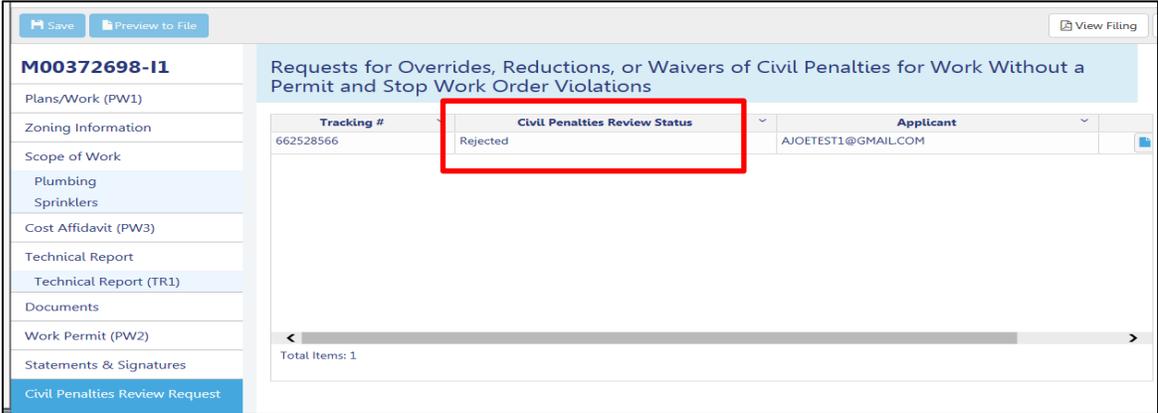
Step	Action										
42.	<p>The L2 Filing Status will update to Pending CPE/ACPE Assignment.</p>  <p>Application Highlights</p> <table border="1"> <tr> <td>Location</td> <td>290 BROADWAY MANHATTAN</td> </tr> <tr> <td>Job Number</td> <td>M00372698</td> </tr> <tr> <td>Filing Number</td> <td>11</td> </tr> <tr> <td>L2 Filing Status</td> <td>Pending CPE/ACPE Assignment</td> </tr> <tr> <td colspan="2">fees</td> </tr> </table>	Location	290 BROADWAY MANHATTAN	Job Number	M00372698	Filing Number	11	L2 Filing Status	Pending CPE/ACPE Assignment	fees	
Location	290 BROADWAY MANHATTAN										
Job Number	M00372698										
Filing Number	11										
L2 Filing Status	Pending CPE/ACPE Assignment										
fees											
43.	<p>Click on View Filings to download a PDF version of the L2 Request.</p>  <p>View Filing</p> <p>Application Highlights</p> <table border="1"> <tr> <td>Location</td> <td>290 BROADWAY MANHATTAN</td> </tr> <tr> <td>Job Number</td> <td>M00372698</td> </tr> </table>	Location	290 BROADWAY MANHATTAN	Job Number	M00372698						
Location	290 BROADWAY MANHATTAN										
Job Number	M00372698										
44.	<p>A PDF will appear.</p>  <p>Application Highlights</p> <table border="1"> <tr> <td>Location:</td> <td>290 BROADWAY MANHATTAN</td> </tr> <tr> <td>Job Number:</td> <td>M00372698</td> </tr> <tr> <td>Filing Number:</td> <td>11</td> </tr> <tr> <td>L2 Filing Status:</td> <td>Pending CPE/ACPE Assignment</td> </tr> </table> <p>Fees</p> <table border="1"> <tr> <td>L2 Fee:</td> <td>\$6,000.00</td> </tr> </table>	Location:	290 BROADWAY MANHATTAN	Job Number:	M00372698	Filing Number:	11	L2 Filing Status:	Pending CPE/ACPE Assignment	L2 Fee:	\$6,000.00
Location:	290 BROADWAY MANHATTAN										
Job Number:	M00372698										
Filing Number:	11										
L2 Filing Status:	Pending CPE/ACPE Assignment										
L2 Fee:	\$6,000.00										

DOB NOW: *Build* – CIVIL PENALTIES REVIEW REQUEST (L2) STEP-BY-STEP GUIDE

Step	Action
45.	<p>On the job filing in DOB NOW: <i>Build</i>, the Civil Penalties Review Request (L2) tab will appear. All parties associated with the job filing will be able to see the submitted L2 by clicking on the view icon.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;">  </div>
46.	<p>An email notification will be sent to you once the L2 Request is submitted. Additional email notifications will be sent when the L2 Request is assigned to a reviewer and when the review is completed.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;">  </div>
<p>You have completed the steps to submit a L2 Request in DOB NOW: <i>Build</i>. Continue to review the steps to view a rejected L2 Request.</p>	

Viewing a Rejected L2 and Submitting a New Request

Complete the following steps if your L2 request was rejected.

Step	Action
	<p>An L2 Request may be denied for various reasons. Whenever an L2 Request is denied a notification email will be sent with the reason for rejection. A new L2 Request will need to be submitted until the civil penalty violation is resolved. Please refer to the steps below for the procedure when an L2 Request is denied.</p>
47.	<p>When the L2 Request review is completed an email notification will be sent. When the L2 is rejected the email notification will contain a reason for rejection.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>L2 Request with Tracking No. 662528566 Rejected for M00372698/1/1/290 BROADWAY. Inbox</p> <p> DOB NOW Support<CRMBuildNYCDev@buildings.nyc.gov> Wed, Jul 10, 2019 at 10:48 AM To: ADAM JOE1 <AJOETEST1@gmail.com> Reply Reply to all Forward Print Delete Show original</p> <p>This email references L2 Request with Tracking No. 662528566 for M00372698/1/1/290 BROADWAY .</p> <p>This Civil Penalties Review Request (L2) has been rejected by the Fee Estimator in DOB NOW/Build for the following reasons:</p> <p>Incorrect document uploaded.</p> <p>No further action can be taken on this request, Submit a new Civil Penalties Review Request (L2) if further consideration is required.</p> <p>DOB NOW Support NYC Department of Buildings</p>  </div>
48.	<p>In DOB NOW: <i>Build</i>, the Civil Penalties Review Status will display Rejected.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;">  </div>

DOB NOW: *Build* – CIVIL PENALTIES REVIEW REQUEST (L2) STEP-BY-STEP GUIDE

Step	Action
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49. When the L2 Request is denied, a new L2 Request will need to be submitted. Go to the **Filing Action** column on the Dashboard and select **Request L2**.

Job#	Filing...	Filing Type	Filing Status	Address	Borough	Applicant...	Owner	Modified Da...	Payment...	Filing Action	View...
M00372698	I1	New Job Filing	Approved	290 BROADWAY	MANHATTAN	ADAM JOE1	APPLE ROME18	07/10/2019	Exempted	Select Action: Subsequent Filing PAA Create Work Permit Request L2	
M00372677	I1	New Job Filing	Pending CPE/ACPE...	290 BROADWAY	MANHATTAN	ADAM JOE1	APPLE ROME18	06/29/2019	Exempted		
M00372656	I1	New Job Filing	Pre-filing	1 BROADWAY	MANHATTAN	ADAM JOE2	ADAM JOE1	06/28/2019	Due		
M00372644	P2	PAA	Approved	1 BROADWAY	MANHATTAN	ADAM JOE2	ADAM JOE1	06/27/2019	Paid		
M00372644	P1	PAA	Approved	1 BROADWAY	MANHATTAN	ADAM JOE2	ADAM JOE1	06/27/2019	Exempted	Select Action: v	
M00372644	I1	New Job Filing	Permit Entire	1 BROADWAY	MANHATTAN	ADAM JOE2	ADAM JOE1	06/27/2019	Paid	Select Action: v	
M00372641	I1	New Job Filing	Prof Cert QA Review	1 BROADWAY	MANHATTAN	ADAM JOE2	ADAM JOE1	06/27/2019	Exempted	Select Action: v	
M00372617	P2	PAA	Approved	1 BROADWAY	MANHATTAN	ADAM JOE2	ADAM JOE2	06/27/2019	Paid	Select Action: v	
M00372615	S1	Subsequent Fili...	LOC Issued	1 BROADWAY	MANHATTAN	ADAM JOE2	ADAM JOE1	06/27/2019	Exempted	Select Action: v	
M00372617	I1	New Job Filing	LOC Issued	1 BROADWAY	MANHATTAN	ADAM JOE2	ADAM JOE2	06/27/2019	Paid	Select Action: v	

All L2 Request will be displayed on the **Civil Penalties Review Request (L2)** tab.

Tracking #	Civil Penalties Review Status	Applicant	Actions
564279880	Pending CPE/ACPE Assignment	AJOETEST1@GMAIL.COM	
662528566	Rejected	AJOETEST1@GMAIL.COM	

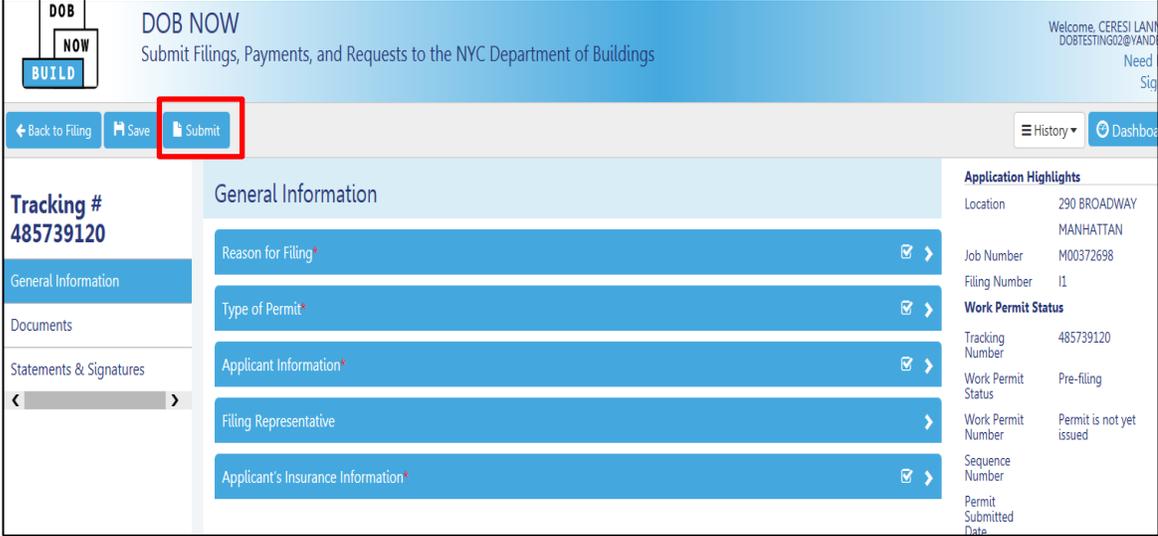
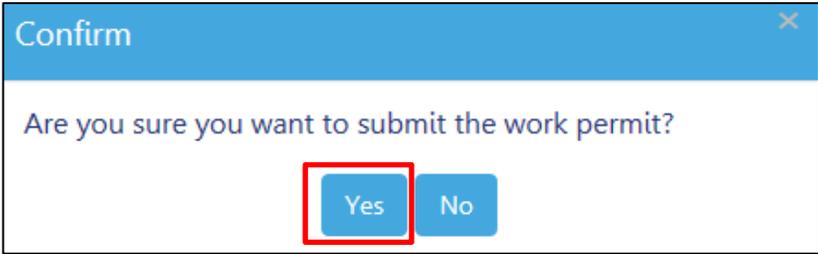
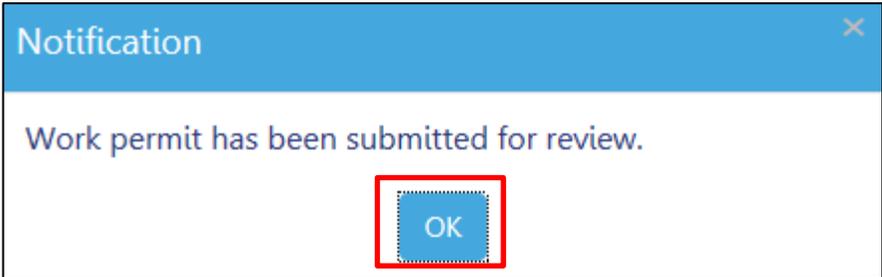
Repeat steps 2 to 44 to submit a new L2 Request. A PW2 request cannot be submitted until an approved L2 Request is in DOB NOW: *Build*.

Viewing an Approved L2 and Submitting the PW2 Request

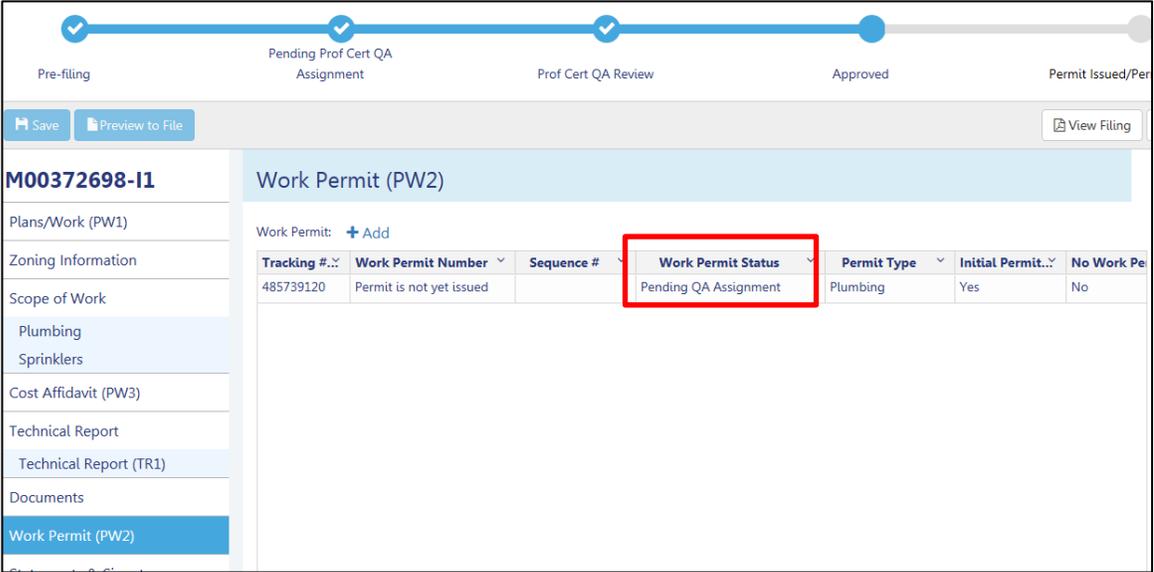
Complete the following steps when your L2 request is approved.

Step	Action												
	Once an L2 Request is approved a notification email will be sent. At that time the PW2 can be submitted.												
50.	<p>A notification email will be sent once the L2 Request is approved.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>L2 Request with Tracking No. 564279880 Approved for M00372698/I1/290 BROADWAY. Inbox</p> <p>DOB NOW Support <CRMBuildNYCDev@buildings.nyc.gov> Wed, Jul 10, 2019 at 2:59 P</p> <p>To: ADAM JOE1 <AJOETEST1@gmail.com></p> <p>Reply Reply to all Forward Print Delete Show original</p> <p>This email references L2 Request with Tracking No. 564279880 for M00372698/I1/ 290 BROADWAY.</p> <p>This Civil Penalties Review Request (L2) has been Approved by the Fee Estimator. The applicant may now select Create Work Permit from the Filing Action column on the dashboard in DOB NOW:Build.</p> <p>DOB NOW Support NYC Department of Buildings</p>  </div>												
51.	<p>The Civil Penalties Review Status will update in DOB NOW: <i>Build</i>. Everyone associated with the job filing be able to see the approved L2 in the job filing in DOB NOW: <i>Build</i>.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 25%;"> <p>M00372698-I1</p> <ul style="list-style-type: none"> Plans/Work (PW1) Zoning Information Scope of Work <ul style="list-style-type: none"> Plumbing Sprinklers Cost Affidavit (PW3) Technical Report <ul style="list-style-type: none"> Technical Report (TR1) Documents Work Permit (PW2) Statements & Signatures <li style="background-color: #0070c0; color: white; padding: 2px;">Civil Penalties Review Request (L2) </div> <div style="width: 75%;"> <p>Requests for Overrides, Reductions, or Waivers of Civil Penalties for Work Without a Permit and Stop Work Order Violations</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e1eef6;"> <th style="width: 15%;">Tracking #</th> <th style="width: 25%;">Civil Penalties Review Status</th> <th style="width: 35%;">Applicant</th> <th style="width: 25%;">Actions</th> </tr> </thead> <tbody> <tr> <td>564279880</td> <td>Approved</td> <td>AJOETEST1@GMAIL.COM</td> <td style="text-align: center;"> </td> </tr> <tr> <td>662528566</td> <td>Rejected</td> <td>AJOETEST1@GMAIL.COM</td> <td style="text-align: center;"> </td> </tr> </tbody> </table> <p>Total Items: 2</p> </div> </div> </div>	Tracking #	Civil Penalties Review Status	Applicant	Actions	564279880	Approved	AJOETEST1@GMAIL.COM	 	662528566	Rejected	AJOETEST1@GMAIL.COM	 
Tracking #	Civil Penalties Review Status	Applicant	Actions										
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DOB NOW: *Build* – CIVIL PENALTIES REVIEW REQUEST (L2) STEP-BY-STEP GUIDE

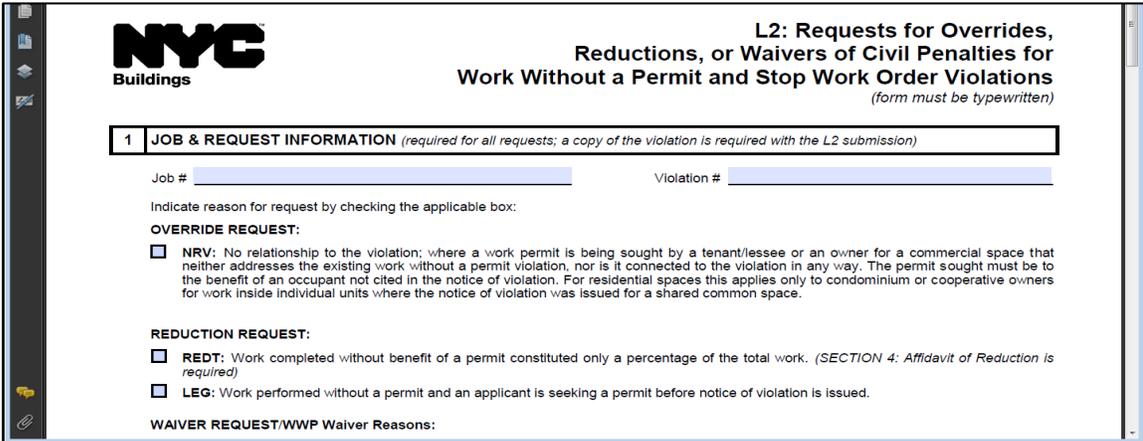
Step	Action
52.	<p>The contractor or appropriate person will now be able to submit the Permit Request (PW2) in DOB NOW: <i>Build</i>. On the PW2 click Submit.</p>  <p>The screenshot shows the DOB NOW Build web application. At the top, there is a navigation bar with the DOB NOW logo and the text 'DOB NOW Submit Filings, Payments, and Requests to the NYC Department of Buildings'. On the right, there is a user greeting: 'Welcome, CERESI LANI DOBTESTING02@YAND'. Below the navigation bar, there are buttons for 'Back to Filing', 'Save', and 'Submit'. The 'Submit' button is highlighted with a red box. The main content area is divided into sections: 'Tracking # 485739120', 'General Information', 'Documents', and 'Statements & Signatures'. The 'General Information' section contains several fields: 'Reason for Filing*', 'Type of Permit*', 'Applicant Information*', 'Filing Representative', and 'Applicant's Insurance Information*'. On the right side, there is an 'Application Highlights' section with details like Location (290 BROADWAY, MANHATTAN), Job Number (M00372698), Filing Number (11), and Work Permit Status (Pre-filing, Permit is not yet issued).</p> <p>Note: For detail steps on how to submit a PW2, please refer to the Permit Request Step-By-Step Guide.</p>
53.	<p>The following confirmation pop-up will appear. Click Yes to confirm that you would like to submit the work permit request.</p>  <p>The screenshot shows a 'Confirm' dialog box with a blue header and a white body. The text inside reads: 'Are you sure you want to submit the work permit?'. At the bottom, there are two buttons: 'Yes' and 'No'. The 'Yes' button is highlighted with a red box.</p>
54.	<p>The following confirmation pop-up will appear. Click OK.</p>  <p>The screenshot shows a 'Notification' dialog box with a blue header and a white body. The text inside reads: 'Work permit has been submitted for review.'. At the bottom, there is a single button labeled 'OK', which is highlighted with a red box.</p>

DOB NOW: *Build* – CIVIL PENALTIES REVIEW REQUEST (L2) STEP-BY-STEP GUIDE

Step	Action														
55.	<p>The Work Permit Status will update to Pending QA Assignment.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;">  <p>The screenshot shows a progress bar at the top with five stages: Pre-filing (checked), Pending Prof Cert QA Assignment (checked), Prof Cert QA Review (checked), Approved (not checked), and Permit Issued/Per (not checked). Below the progress bar are buttons for 'Save', 'Preview to File', and 'View Filing'. The main content area is titled 'Work Permit (PW2)' and shows a table with the following data:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Tracking #...</th> <th>Work Permit Number</th> <th>Sequence #</th> <th>Work Permit Status</th> <th>Permit Type</th> <th>Initial Permit...</th> <th>No Work Pe</th> </tr> </thead> <tbody> <tr> <td>485739120</td> <td>Permit is not yet issued</td> <td></td> <td>Pending QA Assignment</td> <td>Plumbing</td> <td>Yes</td> <td>No</td> </tr> </tbody> </table> </div> <p>Note: For additional informaiton on the work permit request process please refer to the Permit Request Step-By-Step Guide.</p>	Tracking #...	Work Permit Number	Sequence #	Work Permit Status	Permit Type	Initial Permit...	No Work Pe	485739120	Permit is not yet issued		Pending QA Assignment	Plumbing	Yes	No
Tracking #...	Work Permit Number	Sequence #	Work Permit Status	Permit Type	Initial Permit...	No Work Pe									
485739120	Permit is not yet issued		Pending QA Assignment	Plumbing	Yes	No									
<p>You have completed the steps to submit an L2 Request in DOB NOW: <i>Build</i>. Continue with the steps below for the process for submitting an L2 Request on the Online Help Form for job filings that were initiated prior to July 1, 2019.</p>															

Civil Penalties Review Request (L2) Process for Job Filings Created Before July 1, 2019.

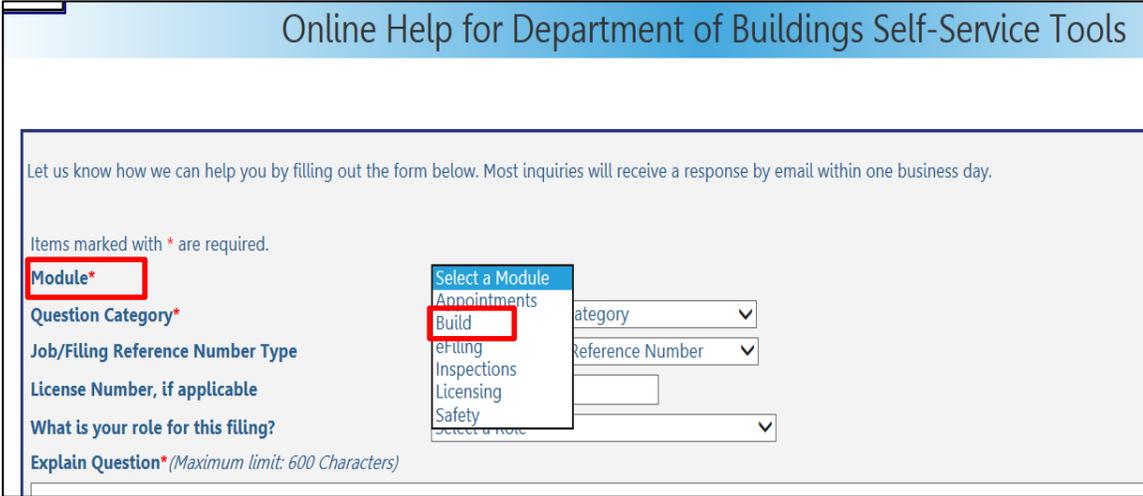
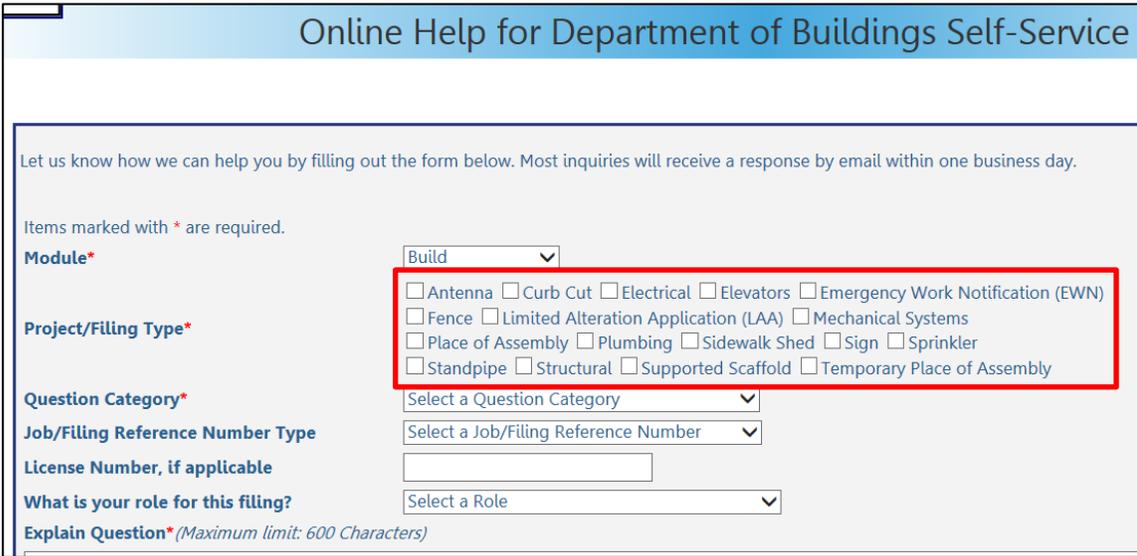
Complete the following steps to submit an L2 Request for a job filing that was submitted in DOB NOW: *Build* prior to July 1, 2019.

Step	Action
	<p>The following pop up message will appear if a civil penalty violation exist on a BIN for a job filing that was submitted in DOB NOW: <i>Build</i> prior to July 1, 2019 that you are attempting to submit a PW2 request for.</p> <div data-bbox="266 709 1081 1066" style="border: 1px solid black; padding: 10px;"> <p>Notification</p> <p>There is a work without permit violation on this BIN. To request an override, reduction or waiver, complete an L2 Form. Submit the completed form and any supporting documents at www.nyc.gov/dobnowhelp (select Question category Request Override, Reduction or Waiver and include the Job Filing Number). Upload Certificate of Insurance Document (on Work Permit).</p> <p style="text-align: center;">OK</p> </div>
1.	<p>Complete an L2: Requests for Overrides, Reductions, or Waivers of Civil Penalties for Work Without a Permit and Stop Work Order Violations paper form.</p> <div data-bbox="266 1213 1409 1654" style="border: 1px solid black; padding: 10px;">  </div> <p>Note: A copy of the form can be obtained here: https://www1.nyc.gov/assets/buildings/pdf/l2.pdf</p> <p>Instructions on completing the paper form can be obtained here: https://www1.nyc.gov/assets/buildings/pdf/l2_instr.pdf.</p>

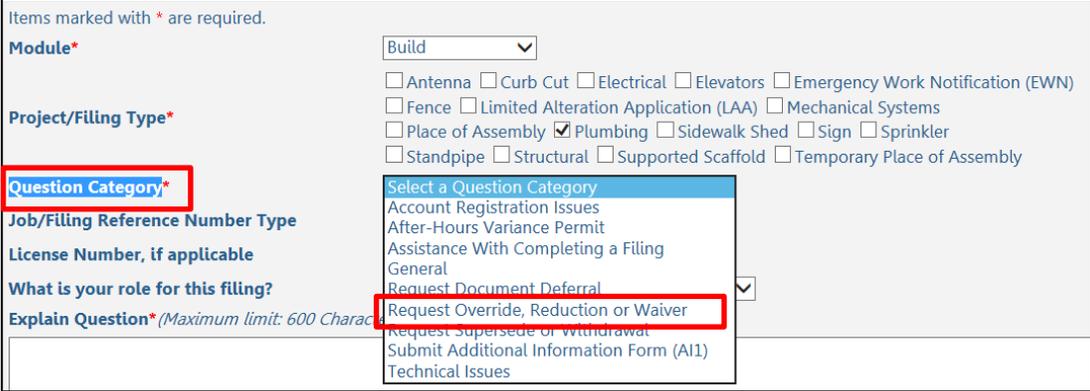
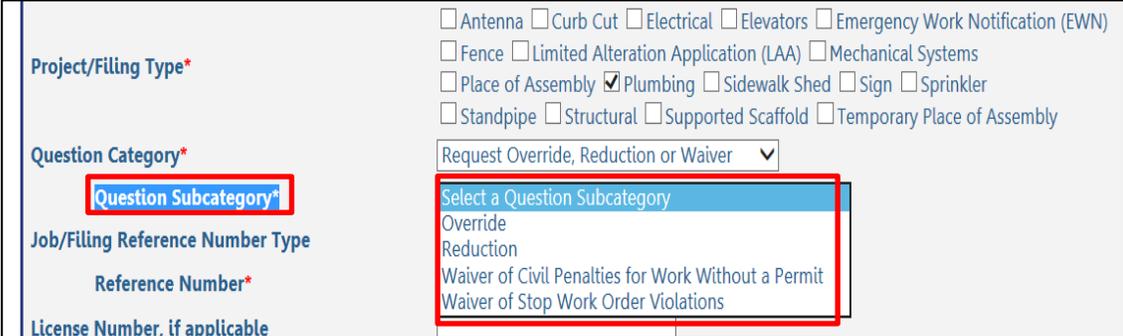
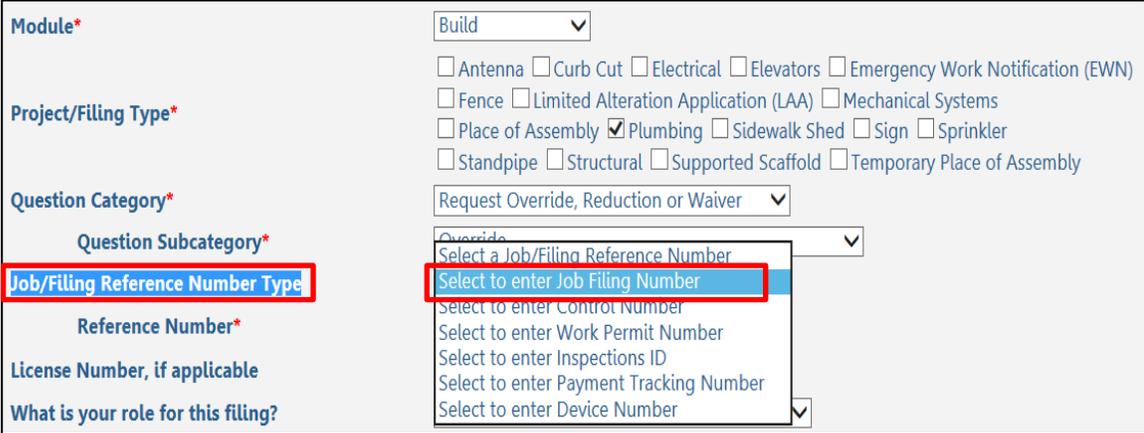
DOB NOW: *Build* – CIVIL PENALTIES REVIEW REQUEST (L2) STEP-BY-STEP GUIDE

Step	Action
2.	<p>Combine the completed L2 form, a copy of the violation and other required documents and create a PDF of one document and save the file.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> </div>
3.	<p>Go to the Online Help for Department of Buildings Self-Service Tools website located at www.nyc.gov/dobnowhelp</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> </div>

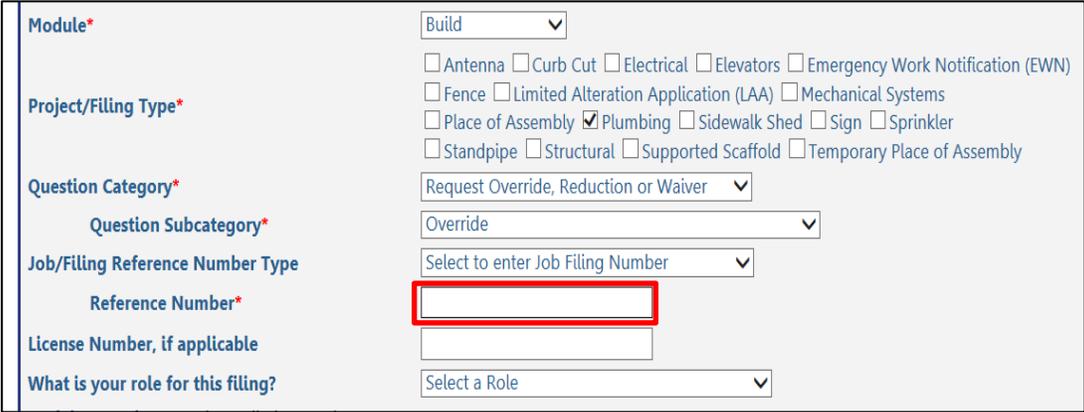
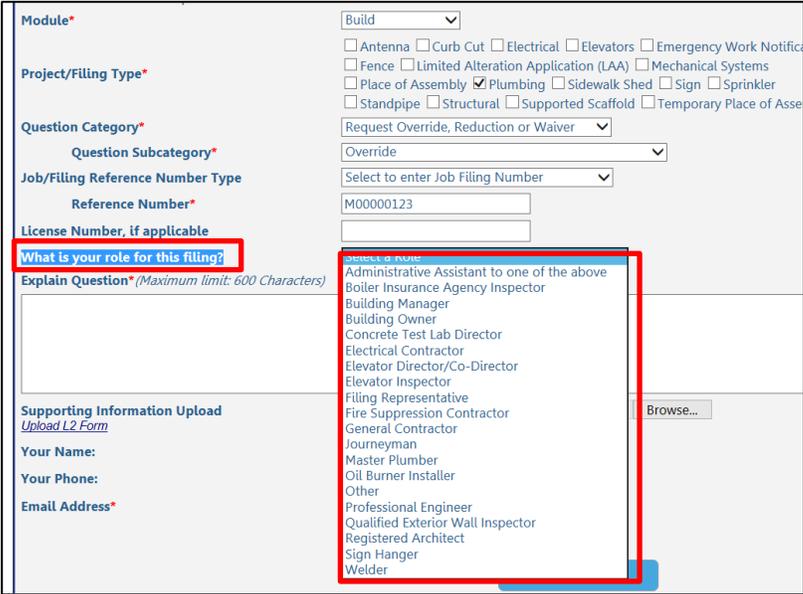
DOB NOW: *Build* – CIVIL PENALTIES REVIEW REQUEST (L2) STEP-BY-STEP GUIDE

Step	Action
4.	<p>Click on the Module drop down list to select and select Build.</p>  <p>The screenshot shows a form titled "Online Help for Department of Buildings Self-Service Tools". Below the title, it says "Let us know how we can help you by filling out the form below. Most inquiries will receive a response by email within one business day." and "Items marked with * are required." The form fields include: <ul style="list-style-type: none"> Module*: A dropdown menu with "Build" selected and highlighted by a red box. Question Category*: A dropdown menu. Job/Filing Reference Number Type: A dropdown menu. License Number, if applicable: A text input field. What is your role for this filing?: A dropdown menu. Explain Question*: A text area with a note "(Maximum limit: 600 Characters)". </p>
5.	<p>Select the Project/Filing Type</p>  <p>The screenshot shows a form titled "Online Help for Department of Buildings Self-Service". Below the title, it says "Let us know how we can help you by filling out the form below. Most inquiries will receive a response by email within one business day." and "Items marked with * are required." The form fields include: <ul style="list-style-type: none"> Module*: A dropdown menu with "Build" selected. Project/Filing Type*: A section highlighted with a red box containing a list of checkboxes: <ul style="list-style-type: none"> <input type="checkbox"/> Antenna <input type="checkbox"/> Curb Cut <input type="checkbox"/> Electrical <input type="checkbox"/> Elevators <input type="checkbox"/> Emergency Work Notification (EWN) <input type="checkbox"/> Fence <input type="checkbox"/> Limited Alteration Application (LAA) <input type="checkbox"/> Mechanical Systems <input type="checkbox"/> Place of Assembly <input type="checkbox"/> Plumbing <input type="checkbox"/> Sidewalk Shed <input type="checkbox"/> Sign <input type="checkbox"/> Sprinkler <input type="checkbox"/> Standpipe <input type="checkbox"/> Structural <input type="checkbox"/> Supported Scaffold <input type="checkbox"/> Temporary Place of Assembly Question Category*: A dropdown menu. Job/Filing Reference Number Type: A dropdown menu. License Number, if applicable: A text input field. What is your role for this filing?: A dropdown menu. Explain Question*: A text area with a note "(Maximum limit: 600 Characters)". </p>

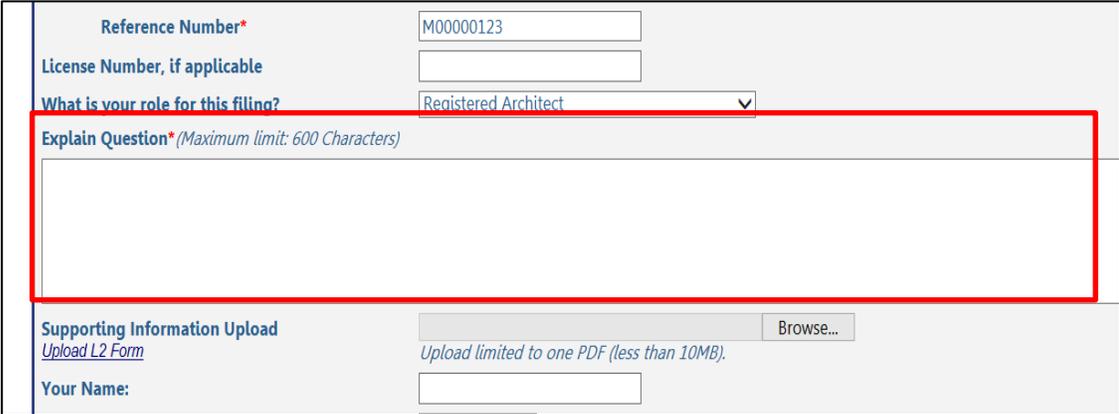
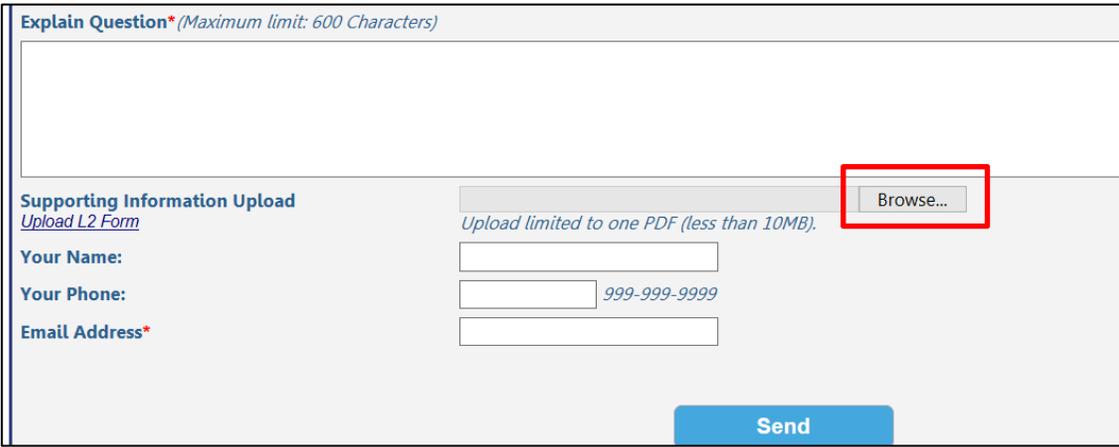
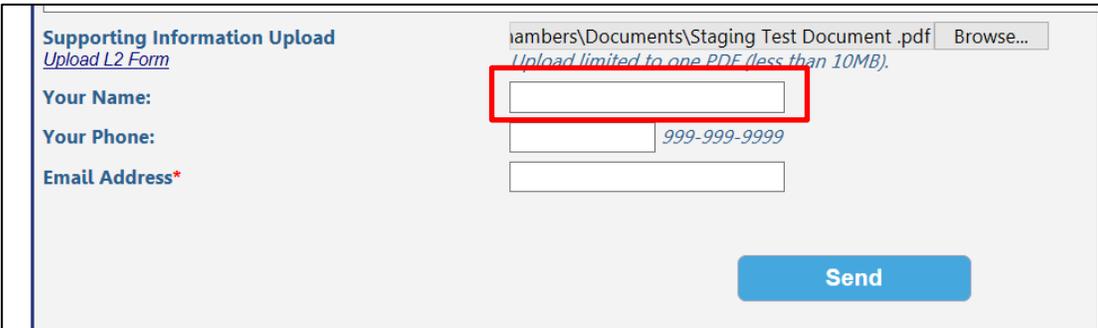
DOB NOW: *Build* – CIVIL PENALTIES REVIEW REQUEST (L2) STEP-BY-STEP GUIDE

Step	Action
6.	<p>Click on the drop down for the Question Category and select Request Override, Reduction or Waiver.</p>  <p>Items marked with * are required.</p> <p>Module* Build</p> <p>Project/Filing Type* <input type="checkbox"/> Antenna <input type="checkbox"/> Curb Cut <input type="checkbox"/> Electrical <input type="checkbox"/> Elevators <input type="checkbox"/> Emergency Work Notification (EWN) <input type="checkbox"/> Fence <input type="checkbox"/> Limited Alteration Application (LAA) <input type="checkbox"/> Mechanical Systems <input type="checkbox"/> Place of Assembly <input checked="" type="checkbox"/> Plumbing <input type="checkbox"/> Sidewalk Shed <input type="checkbox"/> Sign <input type="checkbox"/> Sprinkler <input type="checkbox"/> Standpipe <input type="checkbox"/> Structural <input type="checkbox"/> Supported Scaffold <input type="checkbox"/> Temporary Place of Assembly</p> <p>Question Category* Select a Question Category</p> <p>Job/Filing Reference Number Type Account Registration Issues</p> <p>License Number, if applicable After-Hours Variance Permit</p> <p>What is your role for this filing? Assistance With Completing a Filing</p> <p>Explain Question* (Maximum limit: 600 Characters) General</p> <p>Request Document Deferral</p> <p>Request Override, Reduction or Waiver</p> <p>Request Supersede or Withdrawal</p> <p>Submit Additional Information Form (A11)</p> <p>Technical Issues</p>
7.	<p>Click on the Question Subcategory drop down and select the appropriate selection for your L2 request.</p>  <p>Project/Filing Type* <input type="checkbox"/> Antenna <input type="checkbox"/> Curb Cut <input type="checkbox"/> Electrical <input type="checkbox"/> Elevators <input type="checkbox"/> Emergency Work Notification (EWN) <input type="checkbox"/> Fence <input type="checkbox"/> Limited Alteration Application (LAA) <input type="checkbox"/> Mechanical Systems <input type="checkbox"/> Place of Assembly <input checked="" type="checkbox"/> Plumbing <input type="checkbox"/> Sidewalk Shed <input type="checkbox"/> Sign <input type="checkbox"/> Sprinkler <input type="checkbox"/> Standpipe <input type="checkbox"/> Structural <input type="checkbox"/> Supported Scaffold <input type="checkbox"/> Temporary Place of Assembly</p> <p>Question Category* Request Override, Reduction or Waiver</p> <p>Question Subcategory* Select a Question Subcategory</p> <p>Job/Filing Reference Number Type Override</p> <p>Reference Number* Reduction</p> <p>License Number, if applicable Waiver of Civil Penalties for Work Without a Permit</p> <p>Waiver of Stop Work Order Violations</p>
8.	<p>On the Job/Filing Reference Number Type drop down chose Select to enter Job Filing Number</p>  <p>Module* Build</p> <p>Project/Filing Type* <input type="checkbox"/> Antenna <input type="checkbox"/> Curb Cut <input type="checkbox"/> Electrical <input type="checkbox"/> Elevators <input type="checkbox"/> Emergency Work Notification (EWN) <input type="checkbox"/> Fence <input type="checkbox"/> Limited Alteration Application (LAA) <input type="checkbox"/> Mechanical Systems <input type="checkbox"/> Place of Assembly <input checked="" type="checkbox"/> Plumbing <input type="checkbox"/> Sidewalk Shed <input type="checkbox"/> Sign <input type="checkbox"/> Sprinkler <input type="checkbox"/> Standpipe <input type="checkbox"/> Structural <input type="checkbox"/> Supported Scaffold <input type="checkbox"/> Temporary Place of Assembly</p> <p>Question Category* Request Override, Reduction or Waiver</p> <p>Question Subcategory* Override</p> <p>Job/Filing Reference Number Type Select a Job/Filing Reference Number</p> <p>Reference Number* Select to enter Job Filing Number</p> <p>License Number, if applicable Select to enter Control Number</p> <p>What is your role for this filing? Select to enter Work Permit Number</p> <p>Select to enter Inspections ID</p> <p>Select to enter Payment Tracking Number</p> <p>Select to enter Device Number</p>

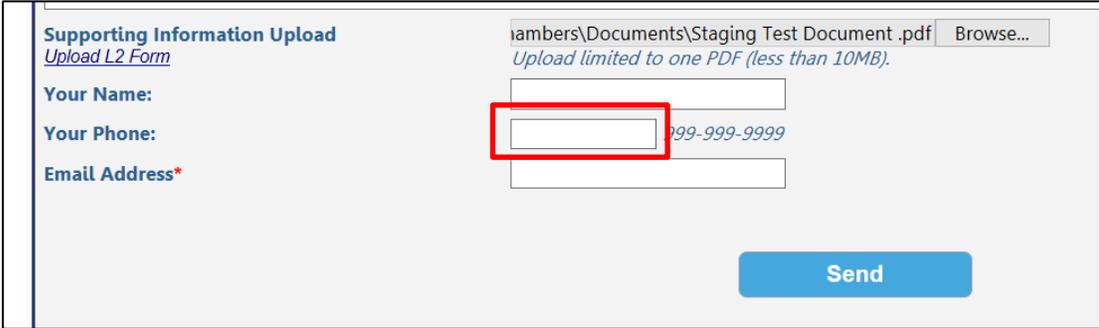
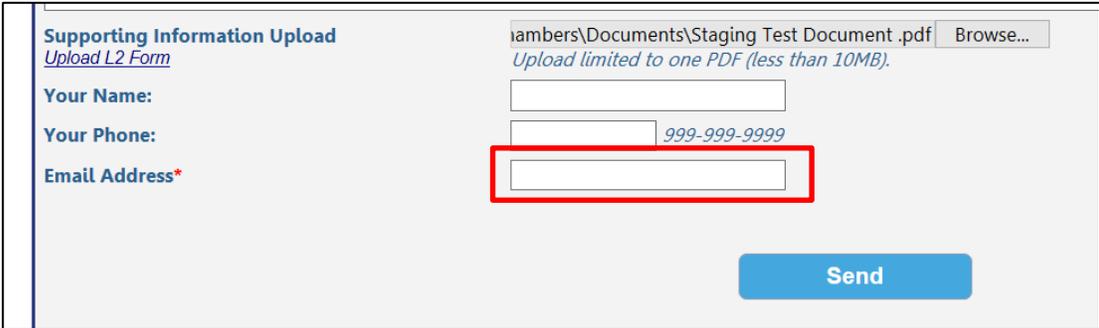
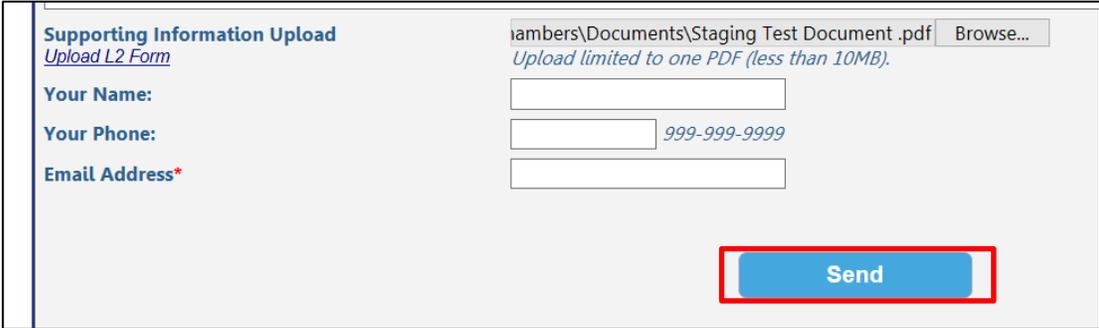
DOB NOW: *Build* – CIVIL PENALTIES REVIEW REQUEST (L2) STEP-BY-STEP GUIDE

Step	Action
9.	<p>Enter the DOB NOW: <i>Build</i> job filing number in the Reference Number field.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;">  <p>The screenshot shows the 'Build' module form. The 'Reference Number*' field is highlighted with a red rectangular box. Other fields include 'Module*' (Build), 'Project/Filing Type*' (Plumbing checked), 'Question Category*' (Request Override, Reduction or Waiver), 'Question Subcategory*' (Override), 'Job/Filing Reference Number Type' (Select to enter Job Filing Number), 'License Number, if applicable', and 'What is your role for this filing?' (Select a Role).</p> </div>
10.	<p>Click on the drop down for What is your role for this filing? and select the appropriate role.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;">  <p>The screenshot shows the 'Build' module form with the 'What is your role for this filing?' dropdown menu open. The dropdown list includes roles such as Administrative Assistant, Boiler Insurance Agency Inspector, Building Manager, Building Owner, Concrete Test Lab Director, Electrical Contractor, Elevator Director/Co-Director, Elevator Inspector, Filing Representative, Fire Suppression Contractor, General Contractor, Journeyman, Master Plumber, Oil Burner Installer, Other, Professional Engineer, Qualified Exterior Wall Inspector, Registered Architect, Sign Hanger, and Welder. The dropdown menu and the role list are highlighted with a red rectangular box. The 'Reference Number*' field is filled with 'M00000123'.</p> </div>

DOB NOW: *Build* – CIVIL PENALTIES REVIEW REQUEST (L2) STEP-BY-STEP GUIDE

Step	Action
11.	<p>Enter a comment in the Explain Question field.</p>  <p>The screenshot shows a form with the following fields: Reference Number* (M00000123), License Number, if applicable, What is your role for this filing? (Registered Architect), Explain Question* (Maximum limit: 600 Characters) - highlighted with a red box, Supporting Information Upload (Browse...), and Your Name.</p>
12.	<p>Click on Browse to upload the L2 form with the supporting document PDF you created.</p>  <p>The screenshot shows the 'Explain Question' field, 'Supporting Information Upload' section with a 'Browse...' button highlighted in red, 'Your Name', 'Your Phone' (999-999-9999), 'Email Address*', and a 'Send' button.</p>
13.	<p>Enter your name in the Your Name field.</p>  <p>The screenshot shows the 'Supporting Information Upload' section with a file path 'ambers\Documents\Staging Test Document .pdf' and a 'Browse...' button, 'Your Name' field highlighted in red, 'Your Phone' (999-999-9999), 'Email Address*', and a 'Send' button.</p>

DOB NOW: *Build* – CIVIL PENALTIES REVIEW REQUEST (L2) STEP-BY-STEP GUIDE

Step	Action
14.	<p>Enter your phone number in the Your Phone field.</p>  <p>The screenshot shows a form titled "Supporting Information Upload" with a link "Upload L2 Form". It includes a file upload section with a "Browse..." button and the text "Upload limited to one PDF (less than 10MB)". Below this are three input fields: "Your Name:", "Your Phone:", and "Email Address*". The "Your Phone:" field is highlighted with a red rectangle. A "Send" button is located at the bottom right.</p>
15.	<p>Enter your email address in the Email Address field. Please ensure that the email address is entered correctly since this will be the email address that will be used to communicate with you regarding the L2 request.</p>  <p>The screenshot shows the same form as in step 14. In this step, the "Email Address*" field is highlighted with a red rectangle. The "Your Phone:" field is now filled with "999-999-9999". The "Send" button remains at the bottom right.</p>
16.	<p>Click on Send to submit the L2 request.</p>  <p>The screenshot shows the same form. In this step, the "Send" button is highlighted with a red rectangle. The "Your Phone:" field is filled with "999-999-9999" and the "Email Address*" field is empty.</p>

DOB NOW: *Build* – CIVIL PENALTIES REVIEW REQUEST (L2) STEP-BY-STEP GUIDE

Step	Action
17.	<p>An email notification will be sent to the email address that was entered on the Online Help Form.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>From: Do_Not_Reply@buildings.nyc.gov <Do_Not_Reply@buildings.nyc.gov> Sent: Friday, June 28, 2019 2:20 PM To: test@test.com Subject: Your question has been submitted to DOB</p> <p>Joe Test,</p> <p>Thank you for contacting the NYC Department of Buildings with the below comments. Most inquiries will receive a response by email within one business day. To submit another inquiry, use the DOB NOW and eFiling Online Help Form.</p> <p>Service Number: 1000075911 Area: Build ProjectFiling Type: Plumbing Question Category: Request Override, Reduction or Waiver Question Subcategory: Waiver of Civil Penalties for Work Without a Permit DOB NOW Filing Role: Filing Representative JobFiling Reference Number Type: Job Filing Number JobFiling Reference Number: M00000123 Question: PLEASE SEE ATTACHED L2 FOR OPEN VIOLATIONS AT 280 BROADWAY Name: Joe Test Phone: 212-123-4567 Email Address: test@test.com</p> </div> <p>Note: Once the review of the L2 is completed, an email will be sent send to the email address that was entered on the Online Help Form with the status of the L2.</p>
<p>You have completed the steps to submit an L2 request for a job filing with a civil penalty violation that was submitted in DOB NOW: <i>Build</i> prior to July 1, 2019.</p>	