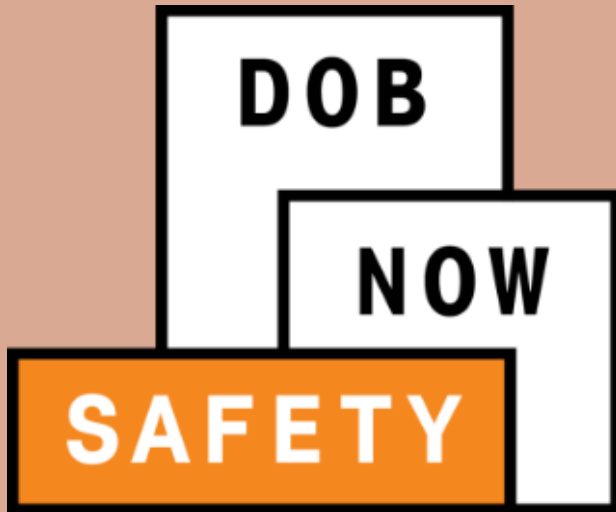




DOB NOW: *Safety*
LOCAL LAW 33 OF 2018

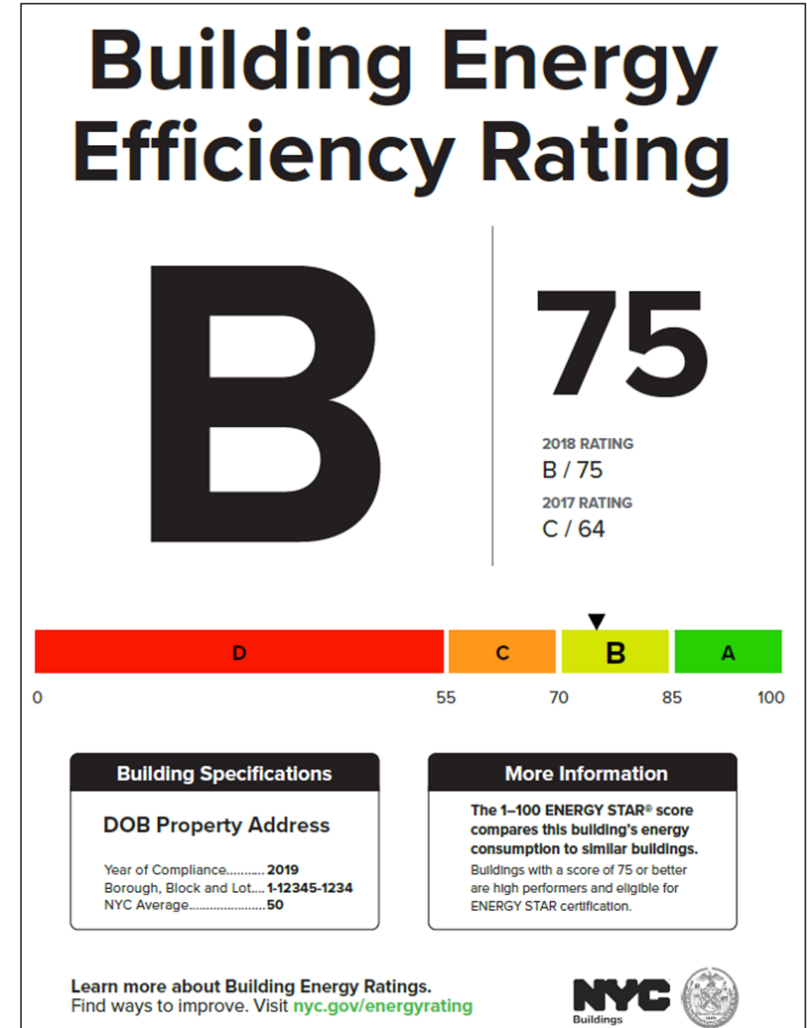


LOCAL LAW 33 OVERVIEW

This guide will provide step-by-step instructions on how to pay or challenge a Local Law 33 violation.

- The first part of the guide, beginning on page 5, will walk you through the payment process for Local Law 33 violations.
- The second part of the guide, beginning on page 18, will walk you through the process to challenge a Local Law 33 violation.

- Local Law 33 of 2018 requires buildings on the [Covered Building List](#) to post their Energy Grade and Score conspicuously near each public entrance.
- DOB will issue violations to owners who fail to post the Energy Grade Label by October 31.
- Owners who receive these violations can:
 - Pay the penalty
 - Submit a challenge to the violation within 30 days of the postmark on the violation.



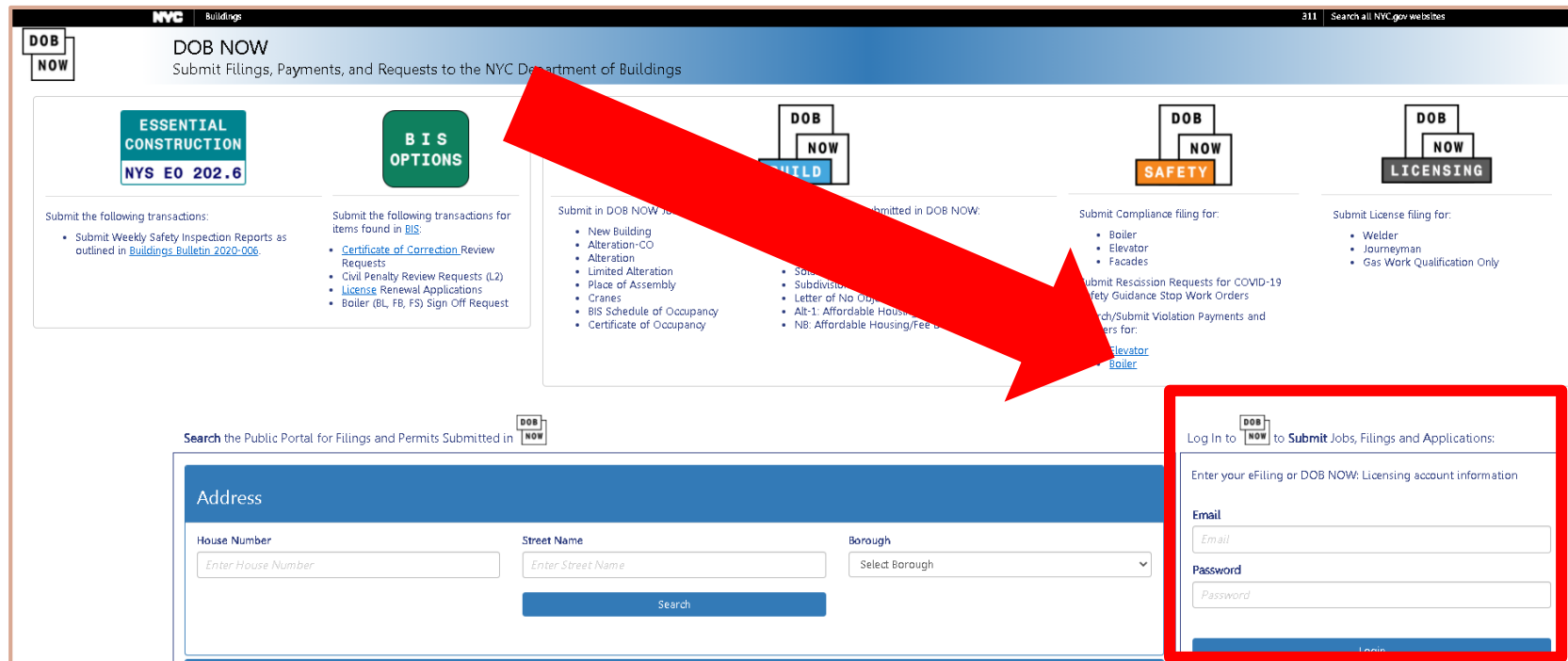
- Visit the Department's [Benchmarking](#) page for further details.
- Review the [LL33 - Frequently Asked Questions](#).
- If you need assistance with the violations portal, submit an inquiry at www.nyc.gov/dobnowhelp.
- For assistance with benchmarking tasks contact the NYC Sustainability Help Center, Monday through Friday, 9:00 am to 5:00 pm by emailing Help@NYCsustainability.org or by calling (212) 566-5584.



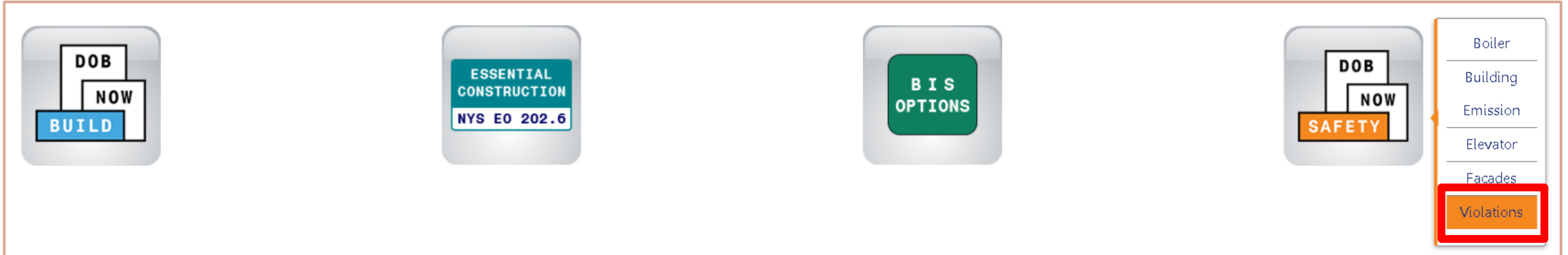
LOCAL LAW 33

VIOLATION PAYMENT PROCESS

- Begin by logging into DOB NOW at www.nyc.gov/dobnow. Enter your eFiling account email address and password.



- If you need to create an eFiling account, go to www.nyc.gov/efilingtips for instructions.



- Hover over DOB NOW: *Safety* and select **Violations**.

- Energy Grade Violation Payments may be seen in the **Energy Grade Violations** tab.

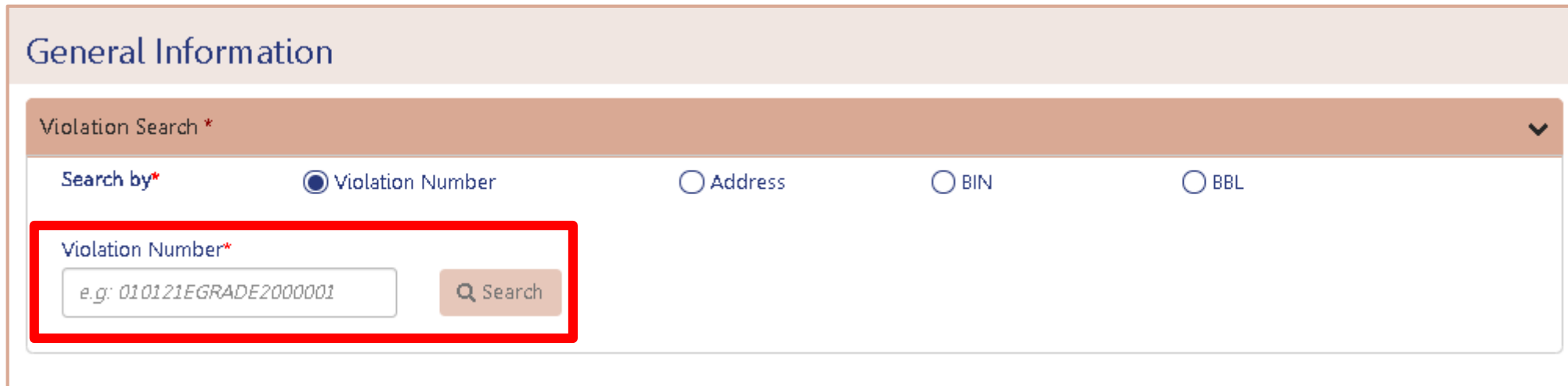
The screenshot shows the DOB NOW interface with the following elements:

- Top navigation bar with buttons: Home, + Violations Payments, + Civil Penalty Waiver, + SWO Rescind Request, **+ Energy Grade Violation Payment** (highlighted), + Energy Grade Violation Challenge.
- Secondary navigation bar with tabs: Elevator Violations, Boiler Violations, Civil Penalty Waivers, SWO Rescind Requests, **Energy Grade Violations** (highlighted), Energy Grade Violation Challenge Requests, Search Violations.
- Table of violations with the following data:

Actions	Tracking Number	Violation Number	Transaction Status	Payment Status ...	Address	Respondent	Created Date
	010112BENCH00006-EGRA...	010112BENCH00006	Paid-Pending Violation Dismissal	Paid	35 BROAD STREET	JOE ADAM	03/31/2021

- Click **+ Energy Grade Violations Payment** to make a payment.

- In the General Information tab, search for the violation by:
 - Violation Number; or
 - Address; or
 - BIN; or
 - Borough, Block and Lot
- Enter your search criteria and click **Search**.

A screenshot of a web application interface titled 'General Information'. Below the title is a 'Violation Search *' section with a dropdown arrow. Underneath, there are four radio button options: 'Violation Number' (selected), 'Address', 'BIN', and 'BBL'. Below these options is a search input field with the placeholder text 'e.g: 010121EGRADE2000001' and a 'Search' button with a magnifying glass icon. A red rectangular box highlights the search input field and the 'Search' button.

General Information

Violation Search *

Search by* Violation Number Address BIN BBL

Violation Number*

e.g: 010121EGRADE2000001

- A pop-up window will appear with the search results. Click the radio button next to the violation you are paying and then click **Add**.

Search Results for Energy Grade Violation Payment

Associated Violation(s)

Select	Violation Number	Violation Status	Violation Type	Issue Date
<input type="radio"/>	010121EGRADE2000002	Active	EGRADE	01/01/2021

Violation Information *

Violation Number 010121EGRADE2000002	BIN 1813359	Transaction Status Pre-filing
Violation Issued Date 01/01/2021	ISN Number 0002519900	Violation Sequence 2000002
Violation Type EGRADE	Remarks FAILURE TO DISPLAY ENERGY EFFICIENCY SCORE AND ENERGY EFFICIENCY GRADE AS PER AD CODE SEC. 28-309.12.3	

Associated Violation

Violation Number	Violation Fee	Violation Payment Status
010121EGRADE2000002	\$1,250.00	Pre-filing

Location

House Number 111	Street Name TESTING AVENUE	Borough Manhattan
Block 1	Lot 1	BIN 1813359

- The Violation Information and the Location will auto populate in the tab.

Stakeholder

Respondent

Email	First Name	Last Name
AJOETEST@GMAIL.COM	JOE	ADAM
Business Address	City	State
JA LLC	JERSEY CITY	NJ
Zip Code	Business Telephone	Mobile Telephone
07302	5455568622	2128745874

Respondent Type*

Select:

- Select:
- Owner
- Owner's Representative

- Either the Owner or an Owner's Representative can be the Respondent.
- The Respondent information will be auto populated based on the login of the user.
- Use the drop-down option to select your role. If you are an Owner's Representative, you must enter your Relationship to the Owner.

- A Secondary Contact may be added if desired.

Secondary Contact

Email

Name

- You must save the Transaction before moving to the next tab. A pop-up Notification will appear to remind you of the process.

Notification

You have selected 010121EGRADE2000002. The violation number cannot be changed after you click Save. Select Save to proceed or select Cancel to return to select a different violation number.

- The Respondent must click the checkbox on the Statements and Signature tab to Attest.

Statements & Signature

Respondent's Statement*

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 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 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.

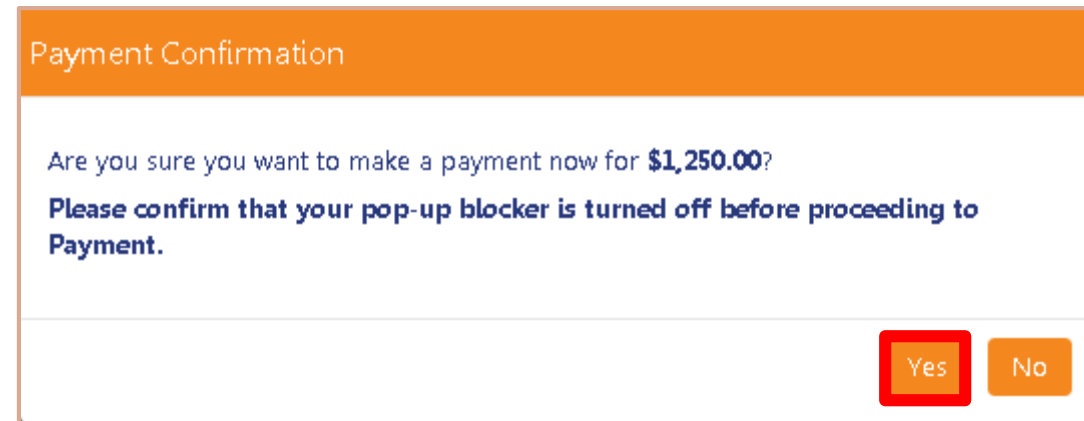
Name

Date

- Click **Proceed to Pay**.



- A pop-up will appear with payment details.
Click **Yes** to continue.



- You will be brought to the CityPay site.
- The payment amount is **\$1,250** and may be paid by credit card or by eCheck.
- There is a 2% (\$25) processing fee for credit card payments.



Receipt for : Energy Grade Violation Payment: 110319BENCH00071-EGRADE-01

Premises : ROCKWELL PLACE , BROOKLYN

BIN : 3059170

Block : 2107

Lot : 2

Request number # : 110319BENCH00071-EGRADE-01

Receipt Details

Invoice Number : 100078231

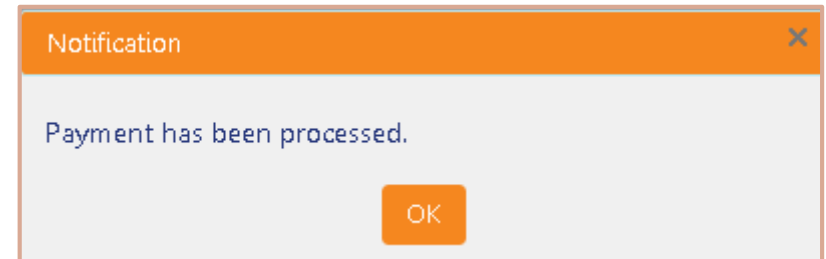
Receipt Number : CPY100231547

Date Issued : 4/7/2021 10:31:15 AM

Amount Paid : \$1,275.00

Print

- Once payment is complete, you will receive an electronic receipt that can be printed for your records.
- A pop-up will appear confirming your payment.



- Payments made by **credit card** will be processed immediately and the Violation Payment Status will be updated to **Violation Dismissed**.
- Payments made by **eCheck** will take up to 10 days to be processed. Once the eCheck has been processed, the Violation Payment Status will be updated to **Violation Dismissed**.

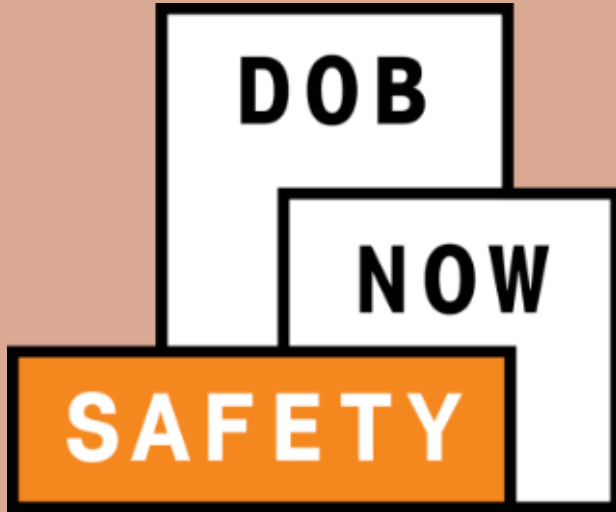
General Information

Violation Information

Violation Number	BIN	Transaction Status
010121EGRADE2000003	1813360	Violation Dismissed
Violation Issued Date	ISN #	Violation Sequence
01/01/2021	2465683	2000003
Violation Type	Remarks	
EGRADE	FAILURE TO DISPLAY ENERGY EFFICIENCY SCORE AND ENERGY EFFICIENCY GRADE AS PER AD CODE SEC. 28-309.12.3	

Associated Violation

Violation Number	Violation Fee	Violation Payment Status
010121EGRADE2000003	\$0.00	Violation Dismissed



LOCAL LAW 33 CHALLENGE PROCESS

Title 1 of the Rules of the City of New York Section 103-06:

(m) Challenge to violations.

(2) An owner may challenge a violation for failure to post issued pursuant to paragraph (2) of subdivision (l) of this section. Proof in support of such challenge may include, but not be limited to, photographic proof of timely posting of the energy efficiency grade and the energy efficiency score, as directed in section 28-309.12.3 of the Administrative Code.

(3) Such challenge must be made in writing to the Department within thirty (30) days from the postmark date of the violation served by the Department.

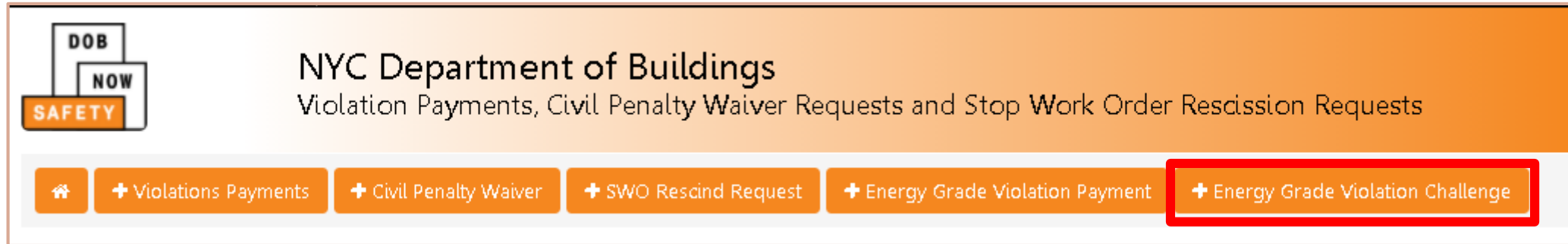
DOB NOW: Safety – LL33 CHALLENGE PROCESS

- Select the **Energy Grade Violation Challenge Requests** tab to view existing Challenges.

The screenshot shows the NYC Department of Buildings web application interface. At the top left is the 'DOB NOW SAFETY' logo. The main header reads 'NYC Department of Buildings' and 'Violation Payments, Civil Penalty Waiver Requests and Stop Work Order Rescission Requests'. Below this is a navigation bar with several tabs: '+ Violations Payments', '+ Civil Penalty Waiver', '+ SWO Rescind Request', '+ Energy Grade Violation Payment', and '+ Energy Grade Violation Challenge'. A secondary navigation bar contains 'Elevator Violations', 'Boiler Violations', 'Civil Penalty Waivers', 'SWO Rescind Requests', 'Energy Grade Violations', 'Energy Grade Violation Challenge Requests' (highlighted with a red box), and 'Search Violations'. Below the navigation is a table with the following columns: Actions, Tracking Number, Violation Number, Request Status, Address, Borough, Respondent, and Created Date. The table contains seven rows of data.

Actions	Tracking Number	Violation Number	Request Status	Address	Borough	Respondent	Created Date
	33ADJ-000001037	060614BENCH00027	Pending LL33 Administrator Assign...	35 BROAD STREET	MANHATTAN	JOE ADAM	03/26/2021
	33ADJ-000001036	050217BENCH00006	Pending LL33 Administrator Assign...	35 BROAD STREET	MANHATTAN	JOE ADAM	03/26/2021
	33ADJ-000001017	010112BENCH00086	Pending LL33 Administrator Assign...	189 AVENUE C		JOE ADAM	03/23/2021
	33ADJ-000001008	060614BENCH00027	LL33 Administrator Review	35 BROAD STREET		JOE ADAM	03/23/2021
	33ADJ-000001002	060313BENCH01395	Denied	35 BROAD STREET	MANHATTAN	JOE ADAM	03/19/2021
	33ADJ-000001001	050217BENCH00006	Accepted	35 BROAD STREET	MANHATTAN	JOE ADAM	03/19/2021
	33ADJ-000001000	050217BENCH00006	Accepted	35 BROAD STREET	MANHATTAN	JOE ADAM	03/19/2021

- To start a new challenge, click **+ Energy Grade Violation Challenge**.



- You will be brought directly into the Challenge Request. First, search for your violation by **Violation Number, Address, BIN, or BBL**.

Search Results for Energy Grade Violation Payment

Associated Violation(s)

Select	Violation Number	Violation Status	Violation Type	Issue Date
<input type="radio"/>	010121EGRADE2000002	Active	EGRADE	01/01/2021

- Search results will appear in a pop-up window. Select the appropriate violation using the radio button. Another pop-up will appear reminding you of timing requirements. Click **OK**. Then click **+Add**.

Notification

Energy Grade Violation Challenge Request must be submitted within thirty (30) days from the postmark date of the violation served by the Department.

Violation Challenge Information

Violation Number 010121EGRADE2000002	Violation Issued Date 01/01/2021	ISN Number 0002519900
Violation Sequence 2000002	Violation Type EGRADE	Remarks FAILURE TO DISPLAY ENERGY EFFICIENCY SCORE AND ENERGY EFFICIENCY GRADE AS PER AD CODE SEC. 28-309.12.3

Challenge Reason*

Select: ▾

- Select:
- Label Printing Issue
- Property Exempt
- Label Temporarily Removed
- Label Posted(Violation Incorrect)

- In the Violation Challenge Information section, click the drop-down to select your Challenge Reason.
 - Label Printing Issue
 - Property Exempt
 - Label Temporarily Removed
 - Label Posted (Violation Incorrect)


- **Location Information** will be auto-filled from the details of the Violation.

Location *		
House Number 35	Street Name BROAD STREET	Borough Manhattan
Block 25	Lot 10	BIN 1000823

- The user who started the process will be automatically added to the **Respondent** section. The Respondent must be either the **Owner** or the **Owner's Representative**.

Stakeholder		
Respondent		
Email AJOETEST@GMAIL.COM	First Name JOE	Last Name ADAM
Business Address JA LLC	City JERSEY CITY	State NJ
Zip Code 07302	Business Telephone 5455568622	Mobile Telephone 2128745874

- Select the correct option in **Owner Type** drop-down. If Owner's Representative is selected, the **Relationship to Owner** must be filled out.



Respondent Type* Relationship to Owner*

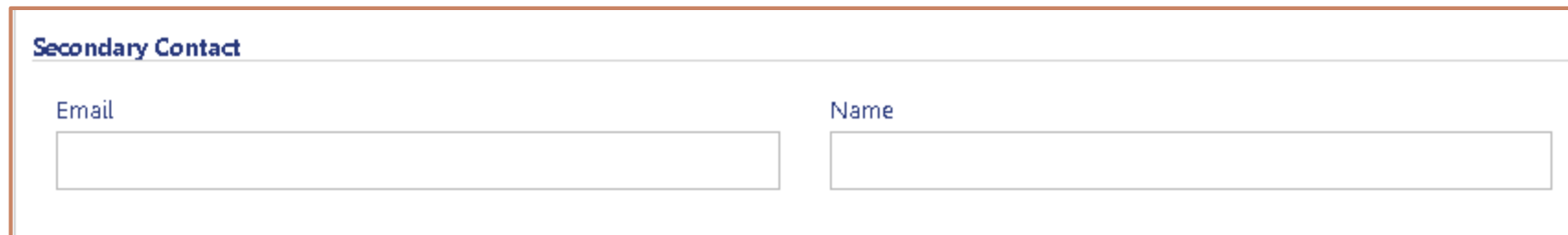
Owner's Representative

Select:

Owner

Owner's Representative

- A **Secondary Contact** may be added if desired.



Secondary Contact

Email

Name

- In the Documents tab, the system will show the required documents for the Challenge Reason selected. Click on **+Add Document** to see what can be uploaded.

The screenshot displays the 'Documents' section of the DOB NOW system. On the left, a navigation menu includes 'General Information', 'Documents' (highlighted), and 'Statements & Signature'. The main area shows a '+ Add Document' button. An 'Upload Document' modal is open, featuring a 'Document Name*' text field and a 'Document Type*' dropdown menu. The dropdown menu is open, showing options: 'Select:', 'Other Supporting Documentation', and 'Proof of Technical issue'. The 'Other Supporting Documentation' option is highlighted. At the bottom of the modal are 'Upload' and 'Cancel' buttons.

- Click on the **Document Type** drop-down menu to see what documents are required. Give the document a name and navigate to the document on your computer in order to upload it.
- More than one document may be uploaded for each Document Type.

Challenge Reason	Documents
Label Printing Issue	<ul style="list-style-type: none">▪ Proof of Technical Issue (<i>Required</i>)▪ Other Supporting Documentation (<i>Optional</i>)
Property Exempt	<ul style="list-style-type: none">▪ DOB Confirmation of Exemption (<i>1 of 2 Required</i>)▪ DOF Confirmation of Exemption (<i>1 of 2 Required</i>)▪ Other Supporting Documentation (<i>Optional</i>)
Label Temporarily Removed	<ul style="list-style-type: none">▪ Photos – Posted Label (<i>Required</i>)▪ Reason for Removal (<i>Required</i>)▪ Other Supporting Documentation (<i>Optional</i>)
Label Posted (Violation Incorrect)	<ul style="list-style-type: none">▪ Photos – Posted Label (<i>Required</i>)▪ Description of Entrance(s) Location (<i>Required</i>)▪ Other Supporting Documentation (<i>Optional</i>)

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.

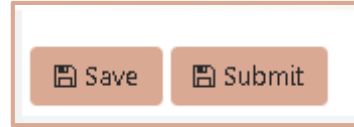
I understand and agree that by personally clicking on the box at left I am electronically signing this document and expressing my agreement with the certification statements above. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.

Name

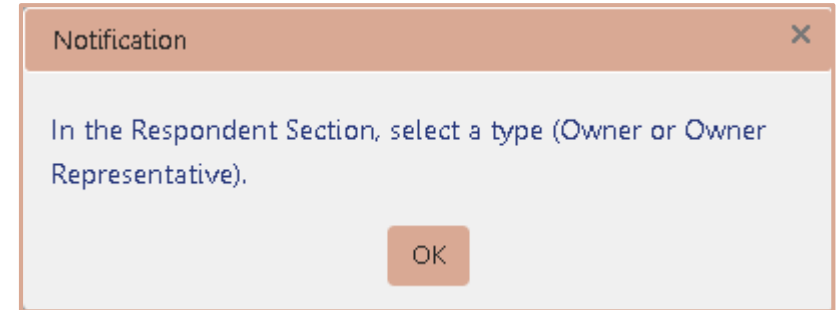
Date

- The Respondent must attest to their Challenge in the **Statements and Signature** tab.
- The Challenge can now be Submitted.

- Click **Submit** to submit your challenge.









- If there is missing information, you will be notified via a pop-up message.



- You will also see a red exclamation point on the tab(s) where action is needed.
- Make your changes and then press Submit again.

DOB NOW: *Safety* – LL33 CHALLENGE PROCESS

- You will receive an email with the result of your LL33 Challenge.
- You can also see the result of your Challenge on the Energy Grade Violation Challenge Requests dashboard in the Request Status column.

Actions	Tracking Number	Violation Number	Request Status	Address	Borough	Respondent	Created Date
 	EGV-CR-0000001054	010121EGRADE2000...	Accepted	111 TESTING AVENUE	MANHATTAN	PRODUCTION SUPPORT	04/23/2021
 	EGV-CR-0000001053	010121EGRADE2000...	LL33 QA Review	27 BISTEST STREET	MANHATTAN	PRODUCTION SUPPORT	04/22/2021
 	EGV-CR-0000001052	010121EGRADE2000...	Denied	111 TESTING AVENUE	MANHATTAN	PRODUCTION SUPPORT	04/22/2021

NYC Department of Buildings
DOB Violation Display for 010121EGRADE2000004

Premises: 1 BISTEST STREET MANHATTAN **BIN: 1813361** **Block: 1** **Lot: 1**

Issue Date:	01/01/2021	Violation Category:	V* - DOB VIOLATION - DISMISSED
Violation Type:	EGRADE - FAILURE TO POST ENERGY GRADE/SCORE		
Violation Number:	2000004	Device No.:	
OATH/ECB No.:			
Infraction Codes:			
Description:	FAILURE TO DISPLAY ENERGY EFFICIENCY SCORE AND ENERGY EFFICIENCY GRADE AS PER AD CODE SEC. 28-309.12.3		

Disposition:

Code:	D - DISMISSED	Date:	04/20/2021
Inspector:			
Comments:	CIANOW CRM Violation Dismissed		

Please review these [Frequently Asked Questions](#), the [Glossary](#), or call the 311 Citizen Service Center by dialing 311 or (212) NEW YORK outside of New York City.

[BIS Menu](#) | [Bldg Info Search](#) | [Property Profile](#) | [DOB Violations](#) | [Viol Details](#) | [Back](#)

[Privacy Policy](#) | [Terms of Use](#)

- The violation will be dismissed in BIS if your challenge request is accepted.