NYC Buildings

INSTRUCTIONS:
L2: Requests for Overrides, Reductions or Waivers of Civil Penalties for Work Without a Permit

PURPOSE OF FORM

This form must be completed by the owner, or authorized designee, of the subject premises to request an Override, Reduction, or Waiver of Civil Penalties for Work Without a Permit (WWP) or Stop Work Order (SWO) violations. The L2 form must be typewritten.

INSTRUCTIONS

SECTION 1: Job & Request Information

- Owner, or authorized designee, must indicate the applicable job number and violation number.
- Owner, or authorized designee, must indicate the reason for the request by selecting an applicable reason from the provided list shown under the appropriate heading, depending upon whether the request is for a waiver, override, or reduction.
- A copy of the violation, and any additional supporting documentation, must be provided with the request.

SECTION 2: Location Information

- A complete and accurate set of location information is required for all request forms. If the information provided is not consistent with the location established during the application process, the request will not be processed.

SECTION 3: Location & Work Information

- Complete and accurate owner data is required for all request forms. If the information provided is not consistent with the owner data established during the application process, the request will not be processed.

SECTION 4: Affidavit of Reduction

- If a reduction of the civil penalty fee is requested, an affidavit must be provided by a Professional Engineer (PE) or Registered Architect (RA) regarding the status of work inspected. If the reduction request relates to a Limited Alteration Application (LAA), then the affidavit may be submitted by another licensed professional such as a licensed plumber.
- Supporting documentation, including a written description and at least four (4) supporting photographs, must be provided to describe the work completed without benefit of a permit. Attach additional pages if more space is needed for the written description. Photographs need to have been taken within two business days of inspection.
- A copy of the violation must be attached.
- The PE, RA or other licensed professional must indicate the date and time of inspection as well as the percentage of total work already completed.

SECTION 5: PE/RA/Other Licensee Applicant Data

- If a reduction in the civil penalty is requested, the PE, RA, or other licensed professional providing the affidavit must complete this section, including signature and professional seal.

SECTION 6: Notary

- A notarized signature is required for all request types.
- Owner, or authorized designee, signature must be provided. All statements should be reviewed in detail before signed. Signature must be accompanied by notarization.

1. **NRV** – Civil Penalty Override does not address the resolution of the underlying violation for Work Without a Permit. Rather, an NRV override allows an applicant to obtain a permit for work unrelated to that cited on the Work Without a Permit (WWP) violation. Where a work permit is being sought by a tenant/lessee or an owner for a commercial space that neither addresses the existing work without a permit violation, nor is it connected to the violation in any way. The permit being sought must be to the benefit of an occupant not cited in the notice of violation. For residential spaces this applies only to condominium or cooperative owners for work inside individual units where the notice of violation was issued for a shared common space. **Space – A particular location, area, section of a building.*
2. **REDT** – Where the work completed without benefit of a permit constituted only a percentage of the total work. (SECTION #4 is required)
3. **LEG** – Where work was performed without the benefit of a permit. The applicant is seeking to legalize said work and no notice of violation was issued. The penalty for unpermitted work is $600 when performed on a one-family or two-family dwelling and $6,000 when performed on another building type.
4. **FEP** – When work is performed on a property not subject to permit fees pursuant to §28-112.1 of the Administrative Code. Unpermitted work penalty is $600 when performed on a one- or two-family dwelling and $6,000 when performed on another building type. A current copy of the Department of Finance's **Final Assessment Roll** indicating an assessed zero value must be submitted. **DOF Link: https://www1.nyc.gov/site/finance/taxes/property-assessments.page**
5. **ASPW** – Accessory sign penalty waiver. Outstanding penalties imposed on or after December 28, 2017. See §28-213.1 and LL15 of 2026.
6. **BFP** – Where an applicant is representing that they are a bona fide purchaser and the work resulting in the WWP violation was performed by a previous owner
7. **CPP** – Where proof is submitted that the civil penalty was fully paid
8. **DUPW** – For another WWP violation that remains open and was issued for the same work and space. The initial violation requires payment.
9. **ECB** – Where a violation was dismissed whether on substantive or technical grounds by the ECB tribunal.
10. **EWG** – Emergency work performed by city agencies as directed by the Commissioner or work on unsafe buildings performed by an agency pursuant to a precept.
11. **EWP** – Emergency work performed without a permit. An application must be filed with the Department within two business days after commencement of work, except for emergency work described in the Buildings Code.
12. **EXP1** – Where a fence, scaffold or other temporary construction equipment was installed with a valid permit and has expired.
13. **EXP2** – When permits other than temporary construction equipment expired and there was no ongoing work.
14. **ROIW** – Removal of illegal work. If work that was performed without a permit is removed, the penalty for the unpermitted work is $600 when performed on a one- or two-family dwelling or $6,000 when performed on a building other than a one- or two-family dwelling, even if the removal did not require a permit.
15. **GOV** – Properties owned by Federal, NY State, NYC, other government or eligible public authorities.
16. **TPT** – HPD third party transfers, where a court issues a foreclosure judgment allowing the City to transfer title to a new owner. Civil penalties accrued prior to the closing of the transfer date should be waived.
17. **SBW** – See Executive Order #2 **Small Business Forward**, Rules 102-01, 102-04, and 103-01 of Chapter 100 of Title 1 of the City of New York.
18. **SWBC** – Commissioner has determined that the violation should not have been issued.
19. **SWOE** – Where the ECB violation issued for violating the SWO was dismissed for any reason