

SERVICE NOTICE

Local Law 196 of 2017: New Form Created to Certify Correction for Summonses Issued for Failing to Comply with Site Safety Training Requirements

Effective November 13, 2018, the new [AEU3321](#) form must be used to certify the correction of summonses issued for failing to comply with safety training requirements mandated by the New York City Building Code (BC) [Section 3321.1 and/or Section 3321.2](#).

The new [AEU3321](#) form combines the [AEU2](#) (Certificate of Correction) and the [AEU20](#) (Statement in Support) to streamline the Certificate of Correction application process. The new form must be submitted to the Department's Administrative Enforcement Unit and will be the **only** form accepted to correct site safety training summonses. The standard [AEU2](#) and [AEU20](#) forms must be used to certify correction of summonses issued for failing to comply with the log requirements set forth in BC Section 3321.2 items 3 and 4.

Named respondents, property owners and DOB-issued ID holders can receive same-day service, for a maximum of two Certificates of Correction per person, Monday through Friday from 8:30am to 2:30pm. However, the Administrative Enforcement Unit will not limit the number of in-person form submissions for a particular job site to establish its compliance with site safety training requirements. In instances where a submission exceeds the allowable two Certificate of Correction applications, the submitter will be notified when the review is complete. Documents can also be submitted by mail.

The Administrative Enforcement Unit is located at:

NYC Department of Buildings
280 Broadway, First Floor
New York, New York 10007

For more information on how to certify correction and access Certificate of Correction forms, visit the Department's [Resolving Violations](#) page or call the Administrative Enforcement Unit at (212) 393-2405.

POST UNTIL: July 1, 2019