

SERVICE NOTICE

Civil Penalties for Failure to File Retaining Wall Report

Beginning with Cycle 3, owners who fail to file an acceptable retaining wall compliance report with the Department of Buildings by the due date will be subject to the civil penalties listed in [1 RCNY Section 103-09](#).

Cycle 3 Filing Deadlines

Bronx	December 31, 2024
Manhattan	December 31, 2025
Staten Island	December 31, 2026
Queens	December 31, 2027
Brooklyn	December 31, 2028

Civil Penalties

- **Failure to File:** \$1,000 per year beginning on the first of January following the deadline and ending on the filing date of an acceptable report
- **Late Filing:** In addition to the penalty for failure to file, \$250 per month, beginning on the first of February following the deadline and ending on the filing date of an acceptable report

Pay the Civil Penalty

1. Send a request for a penalty sheet to LL37RetainingWalls@buildings.nyc.gov and attach a copy of the accepted report.
2. Bring the penalty sheet and the payment to the Central Cashier at 280 Broadway in Manhattan, Atrium, 1st floor. DOB accepts payment by credit card, certified, bank and cashier's check, and money order. Cash is not accepted.
3. Send a copy of the receipt and penalty sheet to LL37RetainingWalls@buildings.nyc.gov.

DOB will dismiss the DOB violation for failure to file the retaining wall report issued to the property when an acceptable report has been submitted and stamped **Approved** by DOB, and proof of payment of the civil penalties is received.

Challenge the Civil Penalty

Submit one of the following to LL37RetainingWalls@buildings.nyc.gov:

1. proof of compliance, such as a copy of an acceptable report
2. evidence of removal of the retaining wall; **or**
3. accepted RWIP-11 submittal indicating the retaining wall is not subject to 1 RCNY 103-09.

Request a Full or Partial Waiver of the Civil Penalty

Submit the request, with the required proof listed in [1 RCNY 103-09\(j\)](#), to LL37RetainingWalls@buildings.nyc.gov.

Additional Information

For instructions on how to file the retaining wall compliance report, review the [January 30, 2023 Industry Notice](#), Review [NYC Administrative Code §28-305.4](#) and 1 RCNY Section 103-09 and visit nyc.gov/buildings for more information about retaining wall inspection requirements.