



WHAT YOU SHOULD KNOW: About Summonses

The NYC Department of Buildings (DOB) issues summonses (previously known as Notices of Violation) to enforce the NYC Construction Code, Administrative Code, Electrical Code, Zoning Resolution, and other City regulations. If a summons is not dismissed at a hearing held by OATH, the violating conditions must be legally corrected, and proof of legal correction must be submitted to DOB's **Administrative Enforcement Unit (AEU)**. To legally correct violating conditions, obtain permits if they are required.

RESPOND TO EVERY SUMMONS

Paying the penalty imposed by OATH does not resolve the summons in DOB's records. All summonses require a response.

SUBMIT PROOF OF FIXING THE VIOLATING CONDITIONS

Unless the Summons is dismissed, a **Certificate of Correction** must be submitted to DOB. This package of documents demonstrates that the violating conditions have been fixed correctly.

AVOID DELAYS

Submitting the Certificate of Correction form on time is crucial to prevent additional fines and potential re-inspections leading to more summonses.

HOW TO SUBMIT CERTIFICATES OF CORRECTION

Certificate of Correction requests are submitted in DOB NOW: *Safety*. Use an NYC.ID account to log into DOB NOW at nyc.gov/dobnow. Select the **DOB NOW: Safety** module and then **Violations & Notices of Deficiency**. If you need to create an NYC.ID account, visit nyc.gov/dobnowtips for more resources and step-by-step instructions. See the [Certification of Correction Request User Guide](#) for step-by-step instructions on submitting a Certificate of Correction.

ADDITIONAL INFORMATION

AEU is here to help. Detailed information, the required forms, and the summons in your language may be found on DOB's website at nyc.gov/aeu-coc. You may also contact AEU by phone at **(212) 393-2405** or by submitting an inquiry at nyc.gov/dobhelp. Translation services are available.