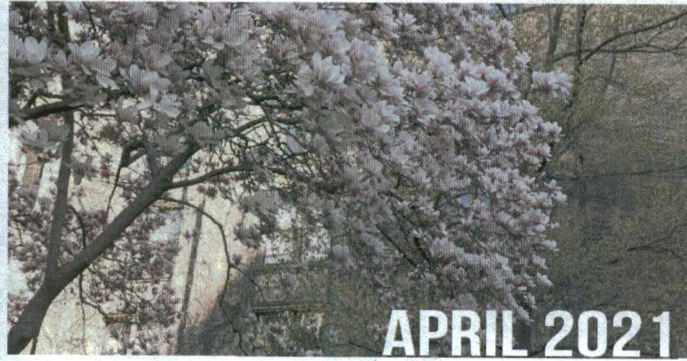


COMMUNITY NEWS LETTER



APRIL 2021

Welcome to
DOB's **Community
Newsletter**. Keep
reading to find out
what's new at the
Department and how
we can serve you!

Questions

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Answers

?

MOST COMMON Questions Answered!

DOB's Community Engagement and Programming team works with members of the public on a regular basis to help address any DOB-related issues they might have. Below you will find answers to two of the most common questions we receive.

Q1. How do I resolve a violation issued by DOB?

DOB issues a violation, also referred to as an OATH Summons, when a property does not comply with a part of the New York City Construction Codes, the Zoning Resolution or other applicable regulations. We want to ensure safe conditions throughout the City and in order to help achieve this goal, we've put together a step-by-step guide you can use to resolve violations issued by DOB. You can also watch a [webinar](#) on this topic.

All violations contain an order to correct the conditions cited. You must certify correction with DOB's Administrative Enforcement Unit (AEU) online. You may also challenge a violation by attending a hearing at OATH.



Community Engagement and
Programming Contacts

Press Releases

Weather Advisory

NYCTM
Buildings



All violations contain an order to correct the conditions cited. You must certify correction with DOB's Administrative Enforcement Unit (AEU) online. You may also challenge a violation by attending a hearing at OATH.

DOB issues three different classes of violations:

- **CLASS 1 (Immediately Hazardous)** – Correction of the violating condition is required immediately.
PLEASE NOTE: DOB will re-inspect following the issuance of a Class 1 violation, unless we receive AND accept a Certificate of Correction. Re-inspections could result in additional violations being issued.
- **CLASS 2 (Major)** – Correction of the violating condition is required in 40 days.
- **CLASS 3 (Lesser)** – Correction of the violating condition is required in 40 days.

Correcting a Violation/OATH Summons

To certify correction, you must submit the following documents to AEU in DOB NOW at www.nyc.gov/dobnow:

- an **original Certificate of Correction affidavit** (AEU2 or AEU3321 Form) completed by one of the following individuals: respondent named on the summons, officer of the named corporation, property owner, managing agent of place of occurrence, partner of named respondent partnership; contractor or other agent;
- **notarized statement** (AEU20 Form) attesting to how the violating condition(s) were corrected if submitting an AEU2 form;
- **proof of correction**: permits, receipts, photographs, inspection results, etc.; and
- **proof of payment** of any applicable DOB civil penalties.

Certificates of Correction are currently being reviewed within 22 days. Please visit our [Service Levels Tracker](#) to view the current wait time. To get forms and for questions about violations/summons contact the AEU Customer Service team via our help form at www.nyc.gov/dobhelp or call **(212) 393-2405**.

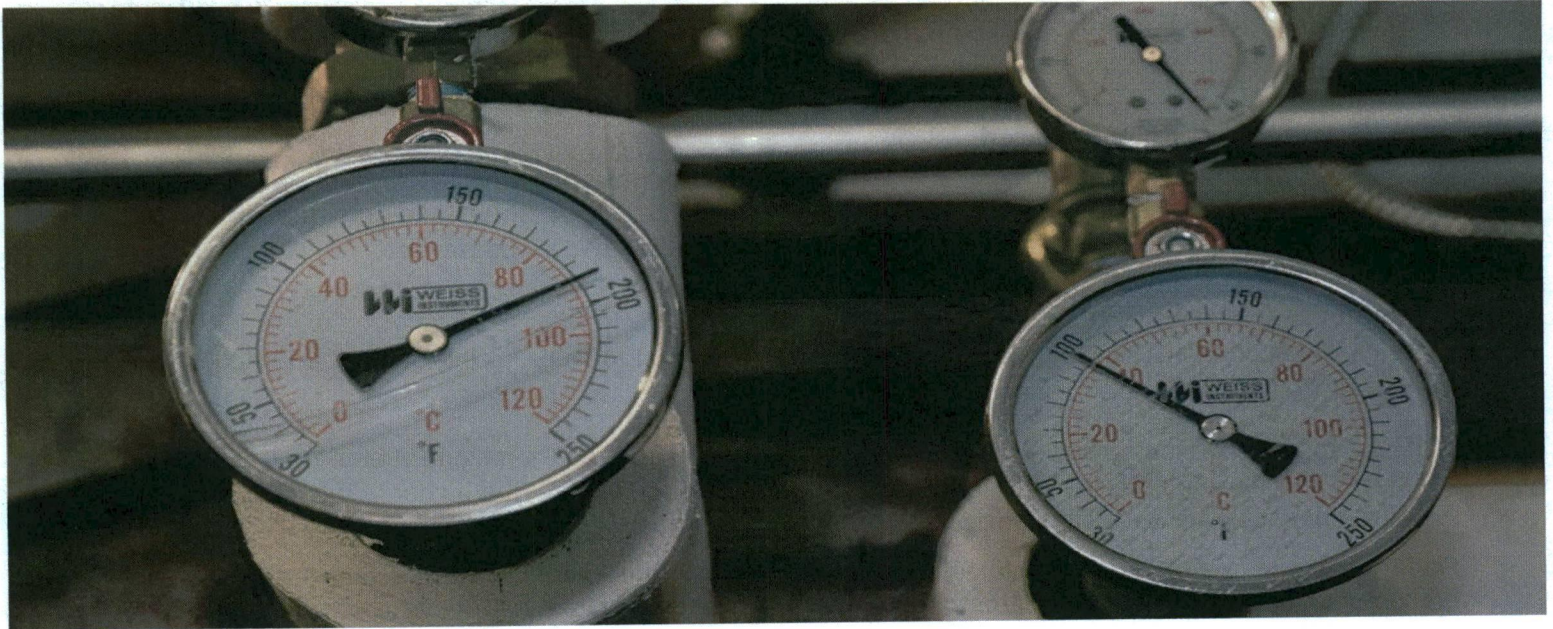
VERY IMPORTANT: *Make sure you obtain permits when necessary to correct a violation.*

Get [more information](#), including a detailed guide to submit a Certificate of Correction in DOB NOW.

Contesting a Violation/OATH Summons

You always have the right to a hearing at OATH if you wish to contest a violation. At the hearing, you have the right to representation, but it is not required. You may bring witnesses or other evidence to substantiate a defense against the violation. After the hearing, the OATH Administrative Law Judge will make a decision that will be mailed to you.

If you prevail in contesting your violation, you will not owe any penalties and your violation will be dismissed.



Q2. How do I get gas service restored in my building?

Gas disconnection in your building may occur due to several reasons including illegal connections, disruption in the gas supply, damaged piping, gas leaks, or repairs to the main line. While we know this service disruption can be a significant inconvenience, it is critically important to obtain necessary approvals and permits before doing any work to restore gas to a building.

STEP 1: Hire a Licensed Plumber

You must hire a **Licensed Master Plumber (LMP)**. LMPs are licensed by DOB to perform plumbing work in New York City. DOB encourages anyone hiring an LMP to check both their current license status and disciplinary and voluntary surrender records.

Before hiring an LMP...

Make sure their license is active by using the [License Search](#) tool. You may search a licensee by name, business name, or license number. Review the disciplinary actions taken against a licensee by DOB or voluntary surrender records by using the [Know Your Construction Professional](#) tool.

STEP 2: Apply for a Work Permit

Permits can **ONLY** be submitted in **DOB NOW: Build** and can **ONLY** be granted to an LMP or Registered Design Professional (an engineer or architect). In cases of emergency, an LMP is likely to obtain an **Emergency Work Notification (EWN)**. Limited Alteration Applications (LAA) are to follow for more routine repair work.

We know this step is critical which is why in nearly all cases, permits can be pulled instantaneously for gas restoration work. It is also important to know an **EWN allows work to start immediately** – all the LMP has to do is submit a permit request to the Department within two business days of beginning the work.

You can check to see if a permit was requested for through the **DOB NOW Public Portal** at www.nyc.gov/dobnow. All permits applications are publicly available and active permits must be posted at the building.

STEP 3: Complete Repairs

Once a permit has been approved, your LMP may begin work.

STEP 4: Inspection ; Conducted

Once the project has commenced, the LMP can call DOB for a **gas roughing inspection**. When roughing and all other work is completed, the LMP may call DOB for a **gas finish** and **gas test inspection**. Inspection requests can only be submitted online through **DOB NOW: Inspections**.

STEP 5 Final Inspection

Once all inspections are passed, the LMP can submit a request to DOB for the gas to be turned back on (**gas authorization**).

Submit gas authorization requests in **DOB NOW: Inspections**. DOB's Plumbing Enforcement Unit will review the submission and approve or deny the request. Once approved, the owner of the property or their LMP may contact the utility company to restore gas service.

Once the entire project is complete and gas has been reintroduced into the system, the LMP and or homeowner may request a sign-off for the permit.

Check to see if your LMP has requested the needed inspections by visiting **DOB NOW: Inspections** Plumbing Inspections are generally conducted within 3 days from when they are requested. Please visit our **Service Levels Tracker** to view the current wait time.

Keep In Mind . . .

Often, we find that owners and tenants believe their gas should have been turned on and that there is a delay in the Department that is preventing this from happening. The more likely causes of delay are as follows: no permits were filed for the work, the work isn't finished, or an LMP has not requested an inspection from the Department. Always check with your LMP on the status of work, but know that you can always contact us for an update!

If you are a tenant, you may also contact 311 to request an inspection by the NYC Department of Housing Preservation and Development (HPD). Notify the 311 operator of your affected services, i.e. no heat, no hot water, and/or no cooking gas. An HPD inspector will come to your home to inspect and issue a violation if warranted.

DOB DOCS INFORMATIONAL SERIES

It's finally here! **DOB DOCS** is a series of how-to videos, which address common questions we receive. Ever had to navigate a complex issue at DOB? Wish there was an easier way to solve your problem? Well you're in luck! See the first two episodes of our series, *Elevator Safety & Repairs* and *How to Winterize Your Home*. Check the website regularly for new releases.

DOB SERVICE LEVELS

Ever wonder how long it takes for the new design in your kitchen to get approved by DOB? DOB recently released an online tool which allows New Yorkers to see average wait times for DOB services. See [average timelines](#) for metrics such as plan submission reviews, inspection requests, general customer service and much more.

NOTE: All metrics used in our Service Levels Tracker are quarterly running averages, updated monthly.



BUSINESS ACCESSORY SIGN INSPECTION MORATORIUM ~~ENDING SOON!~~ EXTENDED!

The ban on issuing business sign violations has been **extended until January 1, 2023**. DOB will **not** issue violations for business accessory signs that existed before February 9, 2019. Exceptions to this ban are if a sign poses an imminent danger to the public.

If you own a business, this is the time to bring your sign into compliance! Get more information on [Local Law 28 of 2019 \(Business Signs\)](#).

40-HOUR SAFETY TRAINING REQUIREMENT IN EFFECT



Its official! As of March 1, Local Law 196 of 2017 has been fully implemented. This means that workers at job sites that must designate a Construction Superintendent, Site Safety Coordinator or Site Safety Manager are required to have a total of 40 hours of safety training.

Remember, not all sites require workers to have this safety training. To determine whether a job site requires its workers to have safety training, view our [site safety training map](#). Get [more information](#) on everything you need to know related to site safety training requirements.

ENFORCEMENT ACTIONS

*Want to see how
DOB disciplines
bad actors in your
neighborhood?*

See DOB-imposed disciplinary actions, including:

- penalties
- license suspensions
- revocations.

February Updates...

Every month, DOB releases an enforcement bulletin that highlights major enforcement actions taken over the prior month. Check the report to stay in the loop on what's happening around you!

Highlights from our February report, include:

- **59 violations** and **\$1.115,012 in penalties**, including daily penalties, issued for illegal building alterations at seven locations.
- **39 violations** and **\$450,000 in penalties** issued for failure to safeguard construction sites on 37 separate occasions.
- **23 violations** and **\$232,000 in penalties**, including daily penalties, issued for illegal transient use at six separate locations.
- **12 violations** and **\$120,000 in penalties** issued to eleven different individuals for failure to carry out duties of construction superintendents.



DEEPER COMMITMENT TO TENANT SAFETY

As of October 3, 2020, owners who fail to certify correction of certain immediately hazardous violations face increased penalties. This change allows the Department to get tougher on large building owners and puts added pressure on landlords who don't maintain their buildings. The penalty for failing to submit certification of correction to the Department of Buildings for an immediately hazardous violation posing a threat of imminent danger to public safety or property has now increased to **\$3,000**.

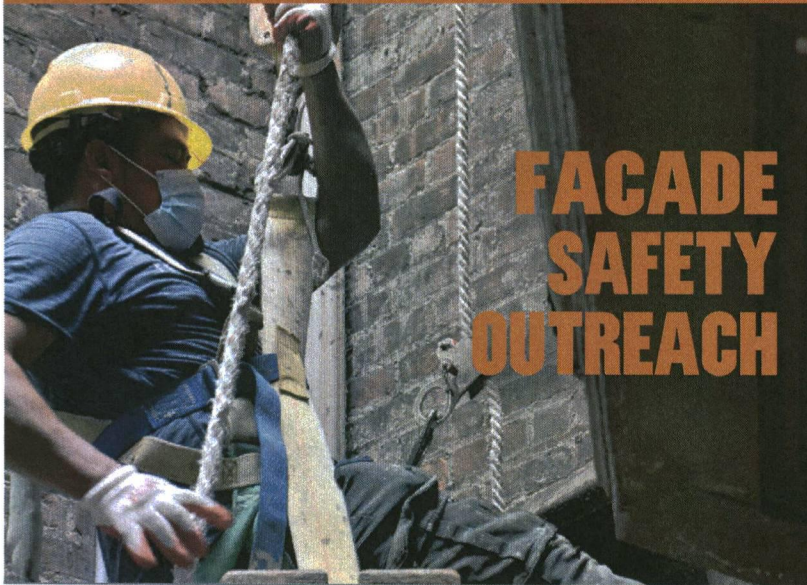
Please note, that this increase does not affect owners of 1- and 2- family homes. All buildings owners should resolve their DOB-issued violations as soon as possible, to avoid additional penalties. Get more information on [resolving your violations](#).

If you are a tenant in need of assistance, please contact our **Office of the Tenant Advocate** at TenantAdvocate@buildings.nyc.gov.

HOLDING BAD LANDLORDS ACCOUNTABLE

Landlords with multiple violations for unsafe or hazardous conditions will now be denied work permits as a result of their continued negligence. DOB will create and maintain a list (updated daily) of multiple dwellings in New York City with excessive, open, and hazardous DOB and Housing Preservation and Development (HPD) violations in relation to the number of residential units. Buildings placed on this list will be prevented from obtaining new permits until the violations are resolved and the conditions are corrected, except in situations where permits are necessary to correct a violation or other select circumstances. See the [Service Notice](#). Local Law 104 of 2019 establishes criteria for buildings that should be denied:

- buildings with 35 or more dwelling units: two (2) or more violations for every unit;
- buildings with fewer than 35 dwelling units: three (3) or more violations for every unit.



Early last month, DOB's Community Engagement Unit and members of DOB Enforcement teams began an educational outreach and safety blitz, reminding the construction industry and workers of the importance of working safely while on façade projects. Over the next several weeks, through the beginning of April, DOB will continue its outreach across NYC's five boroughs. See the [worker alert](#).

LOCAL LAW 160

If you owe \$25,000 or more in covered arrears to the City of New York, you may be denied New Building or Alteration-CO permits. Local Law 160 of 2017 allows the Department to deny these permits if a specific property has excessive debt associated with it or where the owners of the property together owe \$25,000 or more in covered arrears.

Covered Arrears may include any of the following that are not currently in the appeals process: unpaid fines, civil penalties, or judgments entered by a court or OATH pursuant to Chapter 2 of Title 28 of the NYC Administrative Code; and unpaid and past due fees or other charges assessed by DOB



Local Law 152 of 2016 requires all buildings, with the exception of one- and two-family homes, to be inspected by a **Licensed Master Plumber (LMP)**, or a qualified individual working under the direct and continuing supervision of an LMP, at least once every four years.

The deadline for properties in Community Boards 1, 3, and 10 was originally set for December 31, 2020, but has now been extended by 6 months to **June 30, 2021**. Properties located in Community Boards 2, 5, 7, 13 and 18 have a deadline of **December 31, 2021**.

View the [Service Notice](#) and all inspection schedules for properties located in your Community Board. We have also created a [step-by-step guide](#) you can use to comply with this requirement.

IMPORTANT THINGS TO KNOW...

DOB NOW E-FILING

Are you a property owner? Do you plan on hiring a licensed professional for a project? Then sign up for eFiling in DOB NOW. Signing up gets you access to filings registered by registered design professionals and licensees you hire. To register for eFiling go to www.nyc.gov/dobnowtips.



SUBSCRIBE TO BUILDINGS NEWS

Subscribe to **Buildings News** to stay up to date with news and changes taking place at the Department. The latest DOB information will be sent directly to your inbox. Sign up for **Buildings News** today!

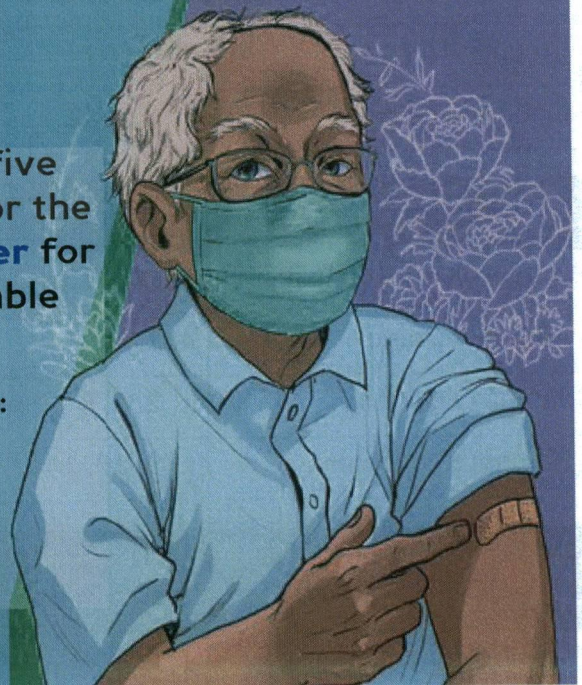
SIGN UP FOR COVID-19 VACCINE ALERTS

COVID-19 vaccination sites are open in all five boroughs. New Yorkers who are eligible for the vaccine should visit nyc.gov/vaccinefinder for information on vaccination sites and available appointments.

Get the latest NYC COVID-19 vaccine news:

- ▶ For English text: **COVID to 692692**
- ▶ For updates in Spanish/Para noticias en Español text: **COVIDSP to 692692**

SAFE, FREE, EASY



CONTACT US. . .



Do you or your constituents have a question? Don't know who to contact at DOB? Want to host a virtual event in your COMMUNITY? Do you want to partner with DOB? **DOB wants to partner with you!** If your office is interested, our **Community Engagement & Programming Unit** is here to help. Our team is dedicated to address your concerns. Send us an email at ocep@buildings.nyc.gov.

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