



Waiver, Reduction, and Dismissal Request Cover Sheet

INSTRUCTIONS:

If you would like to submit a request for a waiver or reduction of civil penalties, or a dismissal associated with Local Law (LL) 62/91, 10/81, 11/98, a PVT (DOB) Elevator Violation, or an Electrical Violation, please fill out the following information and attach supporting documentation as required by Policy and Procedure Notice 1/05. A summary of documentation requirements for facades, boilers, and elevators is provided on page 2 of this document.

APPLICANT CONTACT INFORMATION:

Name:	Date:
Address:	
Phone Number:	E-Mail:

THIS REQUEST IS FOR (PLEASE SELECT ONE):

<input type="checkbox"/> LL 62/91 (Boilers)	<input type="checkbox"/> PVT (DOB) Elevator Violations
<input type="checkbox"/> LL 10/81 (Elevators)	<input type="checkbox"/> Electrical Violations
<input type="checkbox"/> LL 11/98 (Facades)	

THIS REQUEST IS FOR THE FOLLOWING PROPERTY:

Address:		
Block:	Lot:	BIN:

A WAIVER, REDUCTION, OR DISMISSAL IS BEING REQUESTED DUE TO THE FOLLOWING CONDITIONS (PLEASE SELECT ONE):

<p>Based on Owner Status:</p> <input type="checkbox"/> New Owner <input type="checkbox"/> Government Ownership <input type="checkbox"/> Bankruptcy	<p>Based on Building Status:</p> <input type="checkbox"/> Demolished Building <input type="checkbox"/> Sealed or Vacated Building <input type="checkbox"/> Building with Less Than 6 Families (62/91 Only) <input type="checkbox"/> Mixed Use Building (LL 62/91 only)
<p>Based on Device Status:</p> <input type="checkbox"/> Removal/Dismantling/Disconnection of Device <input type="checkbox"/> New or Replaced Device <input type="checkbox"/> Work in Progress	<p>Based on Time of Filing:</p> <input type="checkbox"/> On Time <input type="checkbox"/> Late Filing (On-time Inspection, LL 62/91 Only) <input type="checkbox"/> Filing between 1981 and 1987 (LL 10/81 Only)
<p>Satisfactory Report (Elevator):</p> <input type="checkbox"/> Satisfactory Elevator Inspection Report or PVT (DOB) Re-Inspection	<p>Satisfactory Reinspection (Electrical)</p> <input type="checkbox"/> Electrical Permit Application <input type="checkbox"/> Certificate of Electrical Inspection

Please attach this sheet to your supporting documentation, thank you.