

# DEPARTMENT OF BUILDINGS GUIDE TO:

## FAÇADES





# FAÇADES

A façade is an exterior side of a building made of brick, concrete, stone, etc. Over time these materials may experience deterioration due to excess moisture, substandard construction or other circumstances that degrade their integrity. Property owners are responsible for the maintenance and repair of their building façade(s).

## Inspections & Maintenance

Owners of buildings with more than six (6) stories must have exterior walls and appurtenances inspected every five (5) years. These critical examinations are performed by a private Qualified Exterior Wall Inspector (QEWI) hired by the building owner. If the QEWI reports an unsafe condition, Department inspectors will visit the location where the unsafe notification has been reported to verify safety measures are in place to protect the public.

Inspection by a Department of Buildings (DOB) inspector is also required when:

- An amended report has been submitted confirming that the unsafe conditions reported on the initial report have been repaired;
- Conducting a general audit of a location;
- Examining the general condition of a façade when a building owner fails to file the required report; or
- A shed removal request is made.

Additionally, DOB may perform an Intake Inspection on a property façade to verify the information provided on the initial report submitted to the Department.

An inspection is sometimes done if the owner or design professional questions if the building meets the height specifications of the law, or if a structure on a block and lot comprises of one building or multiple buildings. These questions may arise if the Certificate of Occupancy does not accurately identify the building structure.

## Reporting Requirements

After a thorough evaluation of the property façade, the QEWI submits the required five-year technical report a (TR6) to the Department's Façade Unit indicating the building is either Safe, Safe with Repair and Maintenance or Unsafe. The report is reviewed by the technical staff and accepted if it meets

the reporting requirements. If repairs of an unsafe condition are needed, an amended report must be filed within two weeks of completing the work. Reports must be submitted digitally in DVD or CD format.

Our comprehensive filing instructions including all required documents can be viewed on the Department's website. Reports cannot be mailed or e-mailed to the unit but must be submitted in person.

The five year reporting cycle is divided into three (3) sub-cycles (A, B and C) to assist property owners in filing timely reports. To determine the filing period and deadline for your property you will need to know the block number of your building.

The filing period and due date or deadline for submitting your report to the Department is based on the last digit of your building block number. For example, if the building block number is 8355, the filing period will be determined by the last digit in the block number, in this case 5. As seen in the chart below, the filing period would fall within Sub-Cycle A (February 21, 2015 through February 21, 2017). Your inspection report must be submitted no later than the last day of the filing period.

SUB-CYCLE	LAST DIGIT OF BLOCK NUMBER	CYCLE 8 FILING PERIOD/ DEADLINE
A	4, 5, 6, or 9	February 21, 2015 – February 21, 2017
B	0, 7, or 8	February 21, 2016 – February 21, 2018
C	1, 2, or 3	February 21, 2017 – February 21, 2019

## Violations & Penalties

The most common façade violations received by a property owner are Failure to File an Initial Façade Report, Failure to file an Amended Report, Failure to Maintain and Failure to Provide Public Protection. Penalties apply after the filing period ends.

FILING FEES & PENALTIES	
INITIAL REPORT .....	\$265.00
AMENDED/SUBSEQUENT REPORT .....	\$100.00
EXTENSION REQUEST.....	\$135.00
LATE FILING (INITIAL REPORT).....	\$250.00 per month
FAILURE TO FILE (INITIAL REPORT).....	\$1,000.00 per year
FAILURE TO CORRECT UNSAFE CONDITIONS...	\$1,000.00 per month

## Correcting Defects

If you receive a violation because the condition of your façade creates a safety concern (Failure to Maintain), you must repair the hazardous defects as described and resolve your ECB violation by certifying corrections with the Department's Administrative Enforcement Unit.

If the violation was written for Failure to Submit a Façade Report, submit the required report.

If you submitted an Initial Report identifying unsafe conditions (Filing Status: Unsafe) correct the unsafe conditions and submit an amended report to the Department.

Submit Technical Reports to

NYC Department of Buildings  
Local Law Enforcement Unit  
280 Broadway, 4th Floor  
New York, NY 10007

Submit Fees and Penalties to

NYC Department of Buildings  
Cashier  
280 Broadway, 4th Floor  
New York, NY 10007

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[nyc.gov/buildings](https://nyc.gov/buildings)