

SERVICE UPDATE

Work Without a Permit or SWO Violations: Requesting an Override, Reduction or Waiver of Penalties UPDATED

To request an override, reduction or waiver of civil penalties for Work Without a Permit or Stop Work Order (SWO) violation, applicants or property owners must submit the new [L2 form](#). Read the service notice about this [new process](#), and see the [L2 instructions](#) for more on the new form and submission requirements. Following a thorough review of the submitted L2 and supporting documentation, the Department will advise the applicant or owner of the decision regarding the request.

Frequently Asked Questions

Overrides

Is the L2 form required when seeking an override to obtain a work permit in an area not related to a civil penalty violation?

Yes, the applicant or property owner must complete and submit the L2 for these types of overrides.

Is the owner's signature required for override requests?

The owner's notarized signature or notarized signature of an authorized designee is required for override requests. The authorized designee may be the managing agent, tenant, contractor, applicant, architect or any individual associated with the filing.

Process

Is the L2 form required for all override, waiver and reduction requests listed in Section 1 of the L2 form?

Yes, submit an L2 form for all override, waiver and reduction requests.

Must I submit one L2 form per permit type (e.g. construction, plumbing, etc.)?

Yes, one L2 form must be submitted per permit type.

If multiple violations exist for a specific job, may I submit all violations on one L2?

Yes, if the violations relate to one job, applicants can submit these requests on one L2.

Should I submit a copy of the violation with the L2 form?

Yes, submit a copy of the violation with your submission, along with any additional supporting documentation.