

SERVICE UPDATE

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

Beginning February 14, 2012, applicants or property owners must submit a new [L2 form](#) when requesting an override, reduction or waiver of civil penalties for Work Without a Permit or Stop Work Order violation. See the [L2 instructions](#) for more on the new form and submission requirements.

To transition to this new process, the Department will accept the prior LL58/88 Affidavit of Registered Architect or Professional Engineer form through March 14, 2012. Thereafter, the L2 must be used to submit these requests.

New L2 Submission Process

- The L2 is required for all override, waiver and reduction requests listed in Section 1 of the L2 form.
- When seeking an override to obtain a work permit in an area not related to a civil penalty violation, the applicant or property owner must complete and submit the L2.
- The reason for the override, waiver or reduction request must be checked in the L2.
- L2 forms must be submitted in person at the appropriate location for the project: a borough office; the Limited Alteration Application Unit; or the NYC Development Hub.
- Submit all supporting documentation with the L2 form.

L2 Decisions

Following a thorough review of the submitted L2 and supporting documentation, the Department will advise the applicant or owner of the decision regarding the L2 request.