

**OP-106 SUPPORTING DOCUMENTATION REQUIREMENTS  
FOR FACADES, BOILERS, ELEVATORS, & ELECTRICAL**

| <b>Waiver Based on Owner Status</b>                    |   |
|--|---|
| New Owner  | Proof of a recorded deed evidencing transfer of ownership to the current owner(s) after the penalties were incurred.  |
| Government Ownership                                   | Official documentation from the government entity affirming that the premises was entirely owned by that government entity during the period for which a waiver is requested.   |
| Bankruptcy   | A copy of the bankruptcy petition, together with proof that either DOB or the Law Department was served with "Notice of Bar Date" in a Bankruptcy Claim. If such documentation is submitted, the respective Local Law divisions should consult with the General Counsel's Office to confirm whether and until what date, a waiver of penalties should be granted.   |
| <b>Waiver Based on Building Status</b>                 |   |
| Demolished Building                                    | City or Departmental records evidencing demolition of the building prior to the deadline for filing the pertinent report AND/OR evidence that a New Building permit has been issued for that property.  |
| Sealed or Vacated Building (for LL 10/81 and LL 62/91) | <p><u>One</u> of the following:</p> <ul style="list-style-type: none"> <li>• DOB document(s) demonstrating that the building was sealed prior to the filing deadline <b>OR</b></li> <li>• A sworn affidavit by the owner stating that the building was sealed or vacant prior to the filing deadline along with DOB document(s) showing that the building was ordered to be vacant prior to the filing deadline.</li> </ul>                             |
| Building with Less than Six Families (LL 62/91 Only)   | Copy of the current Certificate of Occupancy (may be looked up by DOB online) showing that the building has less than six dwelling units (absent evidence that each unit is occupied by more than one family).  |
| Mixed Use Building (LL 62/91 Only)                     | <p>A copy of the current Certificate of Occupancy (may be looked up by DOB online)</p> <p>AND:</p> <p>"Self Certification of Removed or Existing Boiler(s)" form (<a href="#">Form OP 49</a>) completed by a licensed plumber, registered architect or professional engineer stating that the boiler for which the waiver is sought heats only the residential space and that the space served by the boiler is occupied by less than six families.</p> |
| <b>Waiver Based on Device Status</b>                   |   |
| Removed Elevator                                       | <p>Proof that a permit was issued by DOB for the removal of the elevator(s) (may be looked up by DOB online)</p> <p>AND:</p> <p>DOB "sign-off" indicating that the elevator was removed prior to the required filing date (may be looked up by DOB online).</p>   |
| Removed or Disconnected Boiler                         | A "Self-Certification of Removed or Existing Boiler(s)" form ( <a href="#">Form OP 49</a> ) must be filed indicating the earliest date of the removal or disconnection and how the building is being heated.  |
| New or Replaced Device                                 | Proof of the Acceptance Test (for elevators) or First Test (for boilers) as part of a new installation sign-off during the period that the report was due (may be looked up by DOB online).   |



## Waiver, Reduction, and Dismissal Request Cover Sheet

|  |   |   |
|--|---|---|
| Work In Progress   | Proof of work in progress such as work permit or approval from DOB to perform the work in the same year that the violation was served (may be looked up by DOB online).   |   |
| <b>Reduction or Dismissal Based on Time of Filing</b>  |   |   |
| On Time  | Copy of Annual Inspection report ( <a href="#">BO-9</a> for boilers, <a href="#">ELV-3</a> for elevators)<br>AND:<br>Canceled check (front and back) as proof of payment of the filing fee prior to the filing deadline.  |   |
| Late Filing (LL 62/91 Only)  | Filed inspection report ( <a href="#">BO-9</a> for boilers) for the current year.<br>AND:<br>Evidence of timely inspection, such as:<br>-Inspection invoice<br>-Receipt of payment<br>-Executed contract with insurance company or inspector  |   |
| Filing between 1981 and 1987 (LL 10/81 Only)   | Proof of compliance of filing requirement in any year between 1981 through 1987 and receipt of payment of remaining 15% (after 85% penalty reduction).  |   |
| <b>Dismissal of a PVT (DOB) Violation</b>  |   |   |
| <u>One</u> of the following: Satisfactory annual (LL 10/81) elevator report; a 2, 3, or 5 year test/inspection report ( <a href="#">ELV-3 Form</a> ); proof of a satisfactory inspection or test from a re-inspection conducted by a DOB/Professional Elevator Inspection Company (PVT) - (inspection records may be looked up by DOB online). |   |   |
| <b>Electrical Violations</b>   |   |   |
| Violation to owner – no application on file  | Engage a licensed electrical contractor to file an application. Penalties for unfiled work range from two to ten times the ordinary fee otherwise payable.  | Electrical Unit<br>Borough Offices<br><br>Brooklyn<br><b>(718) 802-4342</b><br>Bronx<br><b>(718) 579-6888</b><br>Manhattan<br><b>(212) 566-5354/0346</b><br>Queens<br><b>(718) 286-0640</b><br>Staten Island<br><b>(718) 816-2154</b> |
| Violation to owner – defective electrical equipment  | Engage a licensed electrical contractor to repair or replace the defective equipment. Contractor is required to file an application, make repairs, and obtain a <i>Certificate of Electrical Inspection</i> .   |   |
| Violation to owner – non-electrical work not in compliance (storage in electric room, improper signs at electric room, no access to electrical equipment)  | Filing of an application by a licensed electrical contractor is not required. The owner should address the condition(s) cited in the violation (remove stored items; install proper signs; render equipment accessible) and call the Electrical Unit borough office for an inspection |   |
| Violation to electrical contractor – filed work not in compliance  | Ensure that a licensed electrical contractor obtains a <i>Certificate of Electrical Inspection</i> . Filing of an additional application is not required if the contractor is the original filer.   |   |