



Buildings



SUMMONS NUMBER:

SUMMONS AND COMMISSIONER'S ORDER-CIVIL PENALTIES APPLY

ENFORCEMENT AGENCY: NYC DEPT OF BUILDINGS

AGENCY ADDRESS AND WEBSITE: 280 Broadway, New York, NY 10007 www.nyc.gov/buildings

RESPONDENT: (FIRST NAME/ENTITY, LAST)

MAILING ADDRESS: DOB LICENSE/REGISTRATION#:

CELL PHONE: N/A

DATE OF OCCURRENCE: TIME OBSERVED: BOROUGH:

PLACE OF OCCURRENCE: BLOCK: LOT: BIN:

You must appear or respond to the details of violation(s) below. For HOW TO RESPOND, see next page.

HEARING DATE: AT:

OFFICE OF ADMINISTRATIVE TRIALS AND HEARINGS: (See locations on next page)

REFER TO THE SUMMONS NUMBER ABOVE ON ALL CORRESPONDENCE.

WARNING: If you do not appear or respond to this Summons, the City will decide the Summons against you and impose penalties. Failure to pay a civil penalty could lead to the denial of an application for, or the suspension, termination or revocation of a City license, permit or registration. In addition, the City may enter a judgment against you in court.

COMMISSIONER'S ORDER TO CORRECT VIOLATING CONDITION(S) AND CERTIFY CORRECTION

CURE DATE (Zero Penalty Option, if available): Must Appear: (If disputing the charge)

Type of Construction: No. of Stories: Related Job#:

Occupancy at Time of Inspection: Basis of Violation:

Based on an inspection of the premises or the records of the Department, the undersigned has determined that you are in violation of the section of law cited below of the NYC Administrative Code, the NYC Zoning Resolution and/or Titles 1 or 2 of the Rules of the City of New York.

Violating Conditions Observed

Table with 5 columns: Infraction Code, Class, Provision of Law, Standard Penalty, Maximum Penalty. Includes checkboxes for Recurring Condition, Aggravated II Condition, Illegal Conversion-Class 1, and Stop Work Order/Vacate Order.

Violation Detail(s):

Remedy:

NYC Charter Sections 1048 and 1049-a and the rules of the City of New York authorize the NYC Office of Administrative Trials and Hearings (OATH) to hold hearings. For hearing options, see next page of this notice. Uncorrected violations are subject to additional violations and penalties. For certain charges, additional DOB civil penalties may apply pursuant to sections 28-213.1, 28-219.1 and 28-207.2.6 of the Administrative Code. A property owner may be liable for payment of these additional civil penalties even if not cited as respondent on this summons.

I, an employee of the Department of Buildings, affirm under penalty of perjury that I personally observed the commission of the violation(s) charged above and/or verified their existence through a review of departmental records. False statements made herein are punishable as a Class A Misdemeanor pursuant to section 210.45 of the Penal Law.

Issuing Officer: Signature: Badge#:

The Department of Buildings (DOB) has alleged that you committed the described violation or violations indicated on this Summons. A mail notice of this Summons contains a "Mail-in Penalty." You may admit the charge at any time by paying the penalty in full prior to your hearing. **YOU MUST ALSO CERTIFY CORRECTION. Note:** If the front of the Summons states you **MUST APPEAR, then you or an authorized representative must attend** the hearing in person if you wish to dispute the charge(s). **See this Summons for the date, time and borough of your hearing.**

To admit the charge and pay the penalty by mail:

- Make the check or money order payable to "Finance Commissioner" in the amount of the Mail-in Penalty and **write the Summons Number on the check or money order.**
- Within 10 days before the hearing date on this Summons, mail a copy of this Summons and the check or money order to: **OATH, PO Box 2307, Peck Slip Station, New York NY 10272**

To admit the charge and pay the penalty in person:

- On any business day **before** the Hearing Date listed on this Summons, bring this Summons and your payment to an OATH Hearings Center between 8:00 AM and 3:30 PM. Checks, money orders and credit cards are accepted.

To admit the charge and pay the penalty online:

- Go to <http://a836-citypay.nyc.gov/citypay/ecb>

CERTIFYING CORRECTION

EACH SUMMONS CONTAINS AN ORDER TO CORRECT THE CONDITION AND AN ORDER TO TIMELY FILE AN ACCEPTABLE CERTIFICATE OF CORRECTION. This is required for all violations unless the summons is dismissed. To obtain the required forms to certify correction and/or more information on how to certify correction, you may visit our website at <http://www1.nyc.gov/site/buildings/business/resolving-violations-ecb.page> or contact the Administrative Enforcement Unit at 212-393-2405.

Some summonses are eligible for a ZERO or reduced penalty for early correction in the form of cure, stipulation or mitigation.

- **Cure:** If the front of this Summons states a "Cure Date", you have the option to admit the violation and submit an acceptable Certificate of Correction to DOB by the "Cure Date" listed on the front of this Summons. If DOB approves your certification of correction on or before the "Cure Date", you will be found in violation but you will not have to attend a hearing or pay a penalty. If your "cure" submission is not approved before the "Cure Date", you must attend your hearing or admit and pay the amount indicated. If this option is not available and you are found in violation after a hearing, a penalty will be imposed.
- **Stipulation:** If eligible, you may receive a pre-hearing offer from DOB by which you may admit the violation and receive a reduced penalty of one-half the standard penalty. If you accept the offer prior to the hearing, you must submit an acceptable certificate of correction within 75 days of the first scheduled hearing date. If you do not submit an acceptable certificate of correction, the penalty will be increased to the standard or aggravated penalty, whichever is applicable.
- **Mitigation at Hearing:** For some charges, you may be entitled to receive a reduced penalty if you attend the hearing and demonstrate that the violating condition was corrected by the first scheduled hearing date.

If you do not admit the charge, the independent NYC Office of Administrative Trials and Hearings will hear and decide your case. **If you do not pay the penalty or appear for your hearing, a default judgment may be entered against you and additional penalties may be imposed. In addition, your NYC license, registration or permit privileges may be denied or revoked.**

If your case is NOT marked "MUST APPEAR", you may be able to deny the charge and present a defense online, by phone or by mail.

- **Online:** To submit a defense online, visit www.nyc.gov/oath.
- **Phone:** To schedule a hearing by phone, call (212) 436-0777.
- **Mail:** To submit a defense by mail, send a signed statement of facts that must say "My signature in this statement certifies that all facts in it are true", with all documents you wish to have considered to: **OATH Mail Unit, 66 John Street, 9th Floor, New York, NY 10038**

To deny the charge and present a defense in person:

- You or an authorized representative may appear in person on the hearing date at the time and location shown on this

OATH HEARINGS CENTERS - Phone: (844) 628-4692 1-844-OATH-NYC nyc.gov/oath	
• Manhattan: 66 John St. 10th Floor, New York, NY 10038	• Brooklyn: 9 Bond St. 7th Floor, Brooklyn, NY 11201
• Bronx: 3030 Third Avenue, Room 250, Bronx, NY 10455	• Queens: 31-00 47th Avenue, 4th Floor Long Island City, NY 11101
• Staten Island: 350 St. Mark's Place, Main Floor, Staten Island, NY 10301	

Summons.

- Please be fully prepared for a hearing at that time by bringing this Summons and all of your evidence with you.
- If you require assistance with English, free language assistance will be provided.
- If you have a disability and require a **reasonable accommodation** on the day of your hearing, call 1-844-OATH-NYC.