

Resolving Your Department of Buildings Violations

To view violations on your property

Access the [Buildings Information System](http://www.nyc.gov/buildings) (BIS) online at www.nyc.gov/buildings or via a public access terminal in any borough office. The Department issues three types of violations that have different requirements for resolution: Environmental Control Board (ECB) violations, DOB violations, and Electrical Unit violations. Refer to the BIS *Property Profile Overview* for the number of open ECB and DOB violations. For electrical violations, call the Electrical Unit Information Center or call or visit your Electrical Unit borough office for information.

To identify open violations

BIS shows ECB violations in either open status (A - active) or closed (D - dismissed). Open ECB violations are always shown in active (A) status. Open DOB violations are shown without an asterisk next to the violation number; dismissed DOB violations are shown with an asterisk, e.g., V*7052-18P. To identify open Electrical Unit violations, contact your Electrical Unit borough office.

To obtain copies of violations

ECB: Detailed information on all ECB violations is available in BIS.

DOB: Detailed information on certain DOB violations is available in BIS. If detailed information is not available, you may request copies of DOB violations as follows:

- For the specific DOB violation types listed in the table below, request a copy of the violation from the issuing unit named in the right column. Be prepared to provide the violation number indicated in BIS.
- For all other DOB violation types, request a copy of the violation from your borough's Construction customer service counter. Be prepared to provide the violation number indicated in BIS. The processing fee is \$8 per copy for each violation; each additional duplicate copy of a violation is \$5. Alternatively, you may submit a written request to your borough's Records Control Officer, citing the Freedom of Information Law (FOIL); the processing fee for FOIL requests is \$0.25 per page. It may take up to five business days for the Department to acknowledge receipt of your FOIL request, and if approved, may take additional time to fulfill the request.

Electrical Unit: To obtain a copy of an electrical violation, visit the DOB Cashier for the Electrical Unit at 280 Broadway, 4th floor. The processing fee is \$5 per copy for each violation; each additional duplicate copy of a violation is also \$5.

To obtain forms and Policy and Procedure Notices

Forms and Policy and Procedure Notices (PPNs) referenced below are available at www.nyc.gov/buildings. Forms are available via the [Forms](#) link, and [PPNs](#) are available via the [Reference Materials](#) link.

To Resolve or Contest Violations

Table 1 describes how to resolve ECB, DOB, and Electrical Unit violations. Table 2 describes the documentation that is necessary to obtain waivers or reduction of penalties and violation dismissals (pertaining to facades, boilers, and elevators).

TABLE 1

RESOLVING A VIOLATION

Violation type	How to resolve	Who to contact
Environmental Control Board (ECB)		
All ECB violations	<p>Correct the condition cited in the violation. Obtain a <i>Certificate of Correction</i> (form AEU-2) and the accompanying instructions. Submit the form with proof of correction and a copy of the violation to the Administrative Enforcement Unit.</p> <p>Important: Even if you have paid the ECB penalty, the violation remains open in BIS until NYC Buildings has approved your Certificate of Correction. For more information on certifying correction see “ECB Violations Reference Guide Part I & Part II ECB Violations</p> <p>Note: Inquiries about ECB violations not related to certifying correction should be directed to your ECB borough office. ECB contact information is available online at www.nyc.gov/ecb.</p>	<p>Administrative Enforcement Unit (AEU), 5th fl., 280 Broadway, NY, 10007 (212) 566-2850</p>
DOB Fire Safety Violation		
All occupancies (Local Law 16/84)	Obtain a <i>Report of Compliance with Local Law 16/84</i> form (form LL 16/84). Submit according to instructions.	<p>Local Law Enforcement Unit, 4th fl., 280 Broadway, NY, 10007 (212) 566-5120</p>
Requirements pertain to office buildings only (Local Law 5/73)	Ensure that a registered architect or professional engineer submits the documents required for Department signoff. Requirements vary according to the height and type (central or non-central air conditioning) of building. Refer to Local Law 5 of 1973 Informational Checklist (form PEO-4) for requirements.	
DOB Façade Violation (Local Law 11/98)		
Failure to file a façade technical report (“NRF”) violation	Ensure that a registered architect or professional engineer submits the outstanding LL11/98 technical report (form TR-6). Pay the late filing penalties owed: \$150 for every month that report is not filed.	<p>Local Law Enforcement Unit, 4th fl., 280 Broadway, NY, 10007 (212) 566-5120</p>
Failure to file an amended façade technical report violation	Ensure that the unsafe façade condition resulting in a technical report of “unsafe” has been corrected. Ensure that a registered architect or professional engineer submits, and the Department approves, an amended LL11/98 technical report (form TR-6).	
DOB Boiler Violation (Local Law 62/91)		
Boiler annual inspection violation	<p>Ensure that an <i>Annual Boiler Inspection Report</i> (form BO-9) for the current year is on file with the Department. Submit a copy of the violation with payment of the penalty due via certified check or money order:</p> <ul style="list-style-type: none"> \$500 penalty if building is six stories or less; \$1500 penalty if building is greater than six stories <p>Should you decide to challenge the violation or request a reduced penalty, Table 2 outlines the Department’s requirements. Refer to Administrative PPN 296 for specific requirements and forms.</p>	<p>Central Inspections Boiler Division, 4th fl., 280 Broadway, NY, 10007 (212) 566-5048/5034</p>

DOB Elevator Violation (Local Law 10/81)		
Mandated elevator inspection violation	Pay the penalty due for the filing period in question and file a current <i>Mandated Elevator Inspection Report</i> (form ELV-3) for the device, no later than September 30 of the current year.	Elevator Division, 4 th flr., 280 Broadway, NY, 10007 (212) 566-4989
Elevator (“PVT”) violation	<p>If the violation is hazardous or violation was issued for “no access to the device or machine room,” a certified elevator inspection company must submit a letter, by mail or in-person to the Elevator Division indicating corrections made and requesting a re-inspection of the device.</p> <p>If the violation is non-hazardous, the certified company may itself perform the reinspection and submit an <i>Affirmation of Correction</i> (form ELV-29) along with a copy of the violation to the Elevator Division. Refer to Operations PPN 2/03 for specific requirements.</p>	Elevator Division, 4 th flr., 280 Broadway, NY, 10007 (212) 566-4988
DOB: All other types of DOB violations		
DOB violations	Requirements vary according to the type of DOB violation. Consult with your registered architect or professional engineer. For assistance, contact the NYC Buildings Construction office in your borough, which can help you identify and resolve all other types of DOB violations.	Brooklyn (718) 802-4430 Bronx (718) 579-6905 Manhattan (212) 566-5232 Queens (718) 286-0610 Staten Island (718) 816-2209
Electrical Violations		
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 Borough Offices
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> .	Brooklyn (718) 802-4342 Bronx (718) 579-6888 Manhattan (212) 566-5354/0346 Queens (718) 286-0640 Staten Island (718) 816-2154
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.	

TABLE 2
SUPPORTING DOCUMENTATION REQUIREMENTS FOR FACADES, BOILERS, & ELEVATORS

Waiver Based on Owner Status	
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 premise 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.
Waiver Based on Building Status	
Demolished Building	City or Departmental records evidencing demolition of the building prior to the deadline for filing the pertinent report.
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"> DOB document(s) demonstrating that the building was sealed prior to the filing deadline OR 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.
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)	A copy of the current Certificate of Occupancy (may be looked up by DOB online), AND, "Self Certification of Removed or Existing Boiler(s)" form (Form OP 49) 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.
Waiver Based on Device Status	
Removed Elevator	Proof that a permit was issued by DOB for the removal of the elevator(s) (may be looked up by DOB online), AND, DOB "sign-off" indicating that the elevator was removed prior to the required filing date (may be looked up by DOB online).
Removed or Disconnected Boiler	A "Self-Certification of Removed or Existing Boiler(s)" form (Form OP 49) 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).
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).
Reduction or Dismissal Based on Time of Filing	
On Time	Copy of Annual Inspection report (BO-9 for boilers, ELV-3 for elevators), AND, 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 (BO-9 for boilers) for the current year, AND, Evidence of timely inspection, such as: <ul style="list-style-type: none"> -Inspection invoice -Receipt of payment -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).
Dismissal of a PVT (DOB) Violation	
<u>One</u> of the following: Satisfactory annual (LL 10/81) elevator report; a 2, 3, or 5 year test/inspection report (form ELV-3); 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).	