

UPCOMING CHANGE

New Review Request Process for Civil Penalties (L2) in DOB NOW: *Build*

Effective July 1, 2019, requests for overrides, reductions, or waivers of civil penalties for Work Without a Permit Violations (L2) for DOB NOW filings created on or after July 1 must be submitted through DOB NOW: *Build*.

For DOB NOW filings, other than LAA, created on after July 1, 2019:

- Applicants will be prompted to select **Request L2** from the Filing Action column on their DOB NOW dashboard
- The information that had been provided on the L2 paper form will now be entered electronically.
 - Depending on the request reason selected by the user, the system will prompt for any required or supporting documents to be uploaded
- A request can be initiated and submitted by any of the following:
 - Owner specified on the associated filing
 - The Applicant of Record on the associated filing
 - Any licensed PE or RA
 - Any DOB licensee
 - Any Class II Filing Representative
- Payments, if required, will continue to be submitted in person at the applicable borough office.

For DOB NOW filings created before July 1, 2019 and all LAA filings:

- Applicants will be prompted to use the [DOB NOW Help Form](#) to submit a scan of a completed [L2 form](#) (revised 02/19).

Note: Created date is when a filing was first saved and issued a DOB NOW filing number.

For all BIS filings:

- Continue to use the [L2 form](#) (revised 02/19) and follow the [L2 instructions](#).

To learn more about DOB NOW, go to www.nyc.gov/dobnowinfo.

POST UNTIL: December 31, 2019