DOB NOW: Safety
LOCAL LAW 33 OF 2018
LOCAL LAW 33 OVERVIEW

This guide will provide step-by-step instructions on how to pay or challenge a Local Law 33 violation.

• The first part of the guide, beginning on page 5, will walk you through the payment process for Local Law 33 violations.

• The second part of the guide, beginning on page 18, will walk you through the process to challenge a Local Law 33 violation.
Local Law 33 of 2018 requires buildings on the Covered Building List to post their Energy Grade and Score conspicuously near each public entrance.

DOB will issue violations to owners who fail to post the Energy Grade Label by October 31.

Owners who receive these violations can:
- Pay the penalty
- Submit a challenge to the violation within 30 days of the postmark on the violation.
Visit the Department’s Benchmarking page for further details.

Review the LL33 - Frequently Asked Questions.

If you need assistance with the violations portal, submit an inquiry at www.nyc.gov/dobnowhelp.

For assistance with benchmarking tasks contact the NYC Sustainability Help Center, Monday through Friday, 9:00 am to 5:00 pm by emailing Help@NYCsustainability.org or by calling (212) 566-5584.
LOCAL LAW 33
VIOLATION PAYMENT PROCESS
Begin by logging into DOB NOW at www.nyc.gov/dobnow. Enter your eFiling account email address and password.

If you need to create an eFiling account, go to www.nyc.gov/efilingtips for instructions.
Hover over DOB NOW: Safety and select Violations.
• Energy Grade Violation Payments may be seen in the Energy Grade Violations tab.

• Click + Energy Grade Violations Payment to make a payment.
In the General Information tab, search for the violation by:

- Violation Number; or
- Address; or
- BIN; or
- Borough, Block and Lot

Enter your search criteria and click **Search**.
A pop-up window will appear with the search results. Click the radio button next to the violation you are paying and then click Add.
### DOB NOW: Safety – LL33 PAYMENT PROCESS

#### Violation Information

<table>
<thead>
<tr>
<th>Violation Number</th>
<th>BIN</th>
<th>Transaction Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>010121EGRADE2000002</td>
<td>3813359</td>
<td>Pre-filing</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Violation Issued Date</th>
<th>ISN Number</th>
<th>Violation Sequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/01/2022</td>
<td>00019119900</td>
<td>20000002</td>
</tr>
</tbody>
</table>

**Remarks**

FAILURE TO DISPLAY ENERGY EFFICIENCY SCORE AND ENERGY EFFICIENCY GRADE AS PER AD CODE SEC. 28-301.12.5

#### Associated Violation

<table>
<thead>
<tr>
<th>Violation Number</th>
<th>Violation Fee</th>
<th>Violation Payment Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>010121EGRADE2000002</td>
<td>$1,250.00</td>
<td>Pre-filing</td>
</tr>
</tbody>
</table>

#### Location

<table>
<thead>
<tr>
<th>House Number</th>
<th>Street Name</th>
<th>Borough</th>
</tr>
</thead>
<tbody>
<tr>
<td>111</td>
<td>TESTING AVENUE</td>
<td>Manhattan</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Book</th>
<th>Lot</th>
<th>BIN</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>3813359</td>
</tr>
</tbody>
</table>
Either the Owner or an Owner’s Representative can be the Respondent.

The Respondent information will be auto populated based on the login of the user.

Use the drop-down option to select your role. If you are an Owner’s Representative, you must enter your Relationship to the Owner.
- A Secondary Contact may be added if desired.

- You must save the Transaction before moving to the next tab. A pop-up Notification will appear to remind you of the process.

You have selected 010121EGRADE2006002. The violation number cannot be changed after you click Save. Select Save to proceed or select Cancel to return to select a different violation number.
The Respondent must click the checkbox on the Statements and Signature tab to Attest.
Click **Proceed to Pay**.

A pop-up will appear with payment details. Click **Yes** to continue.

You will be brought to the CityPay site.

The payment amount is **$1,250** and may be paid by credit card or by eCheck.

There is a 2% ($25) processing fee for credit card payments.
Once payment is complete, you will receive an electronic receipt that can be printed for your records.

A pop-up will appear confirming your payment.
Payments made by **credit card** will be processed immediately and the Violation Payment Status will be updated to **Violation Dismissed**.

Payments made by **eCheck** will take up to 10 days to be processed. Once the eCheck has been processed, the Violation Payment Status will be updated to **Violation Dismissed**.
LOCAL LAW 33 CHALLENGE PROCESS
Title 1 of the Rules of the City of New York Section 103-06:

(m) Challenge to violations.

(2) An owner may challenge a violation for failure to post issued pursuant to paragraph (2) of subdivision (l) of this section. Proof in support of such challenge may include, but not be limited to, photographic proof of timely posting of the energy efficiency grade and the energy efficiency score, as directed in section 28-309.12.3 of the Administrative Code.

(3) Such challenge must be made in writing to the Department within thirty (30) days from the postmark date of the violation served by the Department.
Select the **Energy Grade Violation Challenge Requests** tab to view existing Challenges.
To start a new challenge, click **Energy Grade Violation Challenge**.

You will be brought directly into the Challenge Request. First, search for your violation by **Violation Number**, **Address**, **BIN**, or **BBL**.
Search results will appear in a pop-up window. Select the appropriate violation using the radio button. Another pop-up will appear reminding you of timing requirements. Click **OK**. Then click **+Add**.
In the Violation Challenge Information section, click the drop-down to select your Challenge Reason.

- Label Printing Issue
- Property Exempt
- Label Temporarily Removed
- Label Posted (Violation Incorrect)
Location Information will be auto-filled from the details of the Violation.

- Location
  - House Number: 35
  - Block: 25
  - Street Name: BROAD STREET
  - Lot: 10
  - Borough: Manhattan
  - BIN: 1000823

The user who started the process will be automatically added to the Respondent section. The Respondent must be either the Owner or the Owner’s Representative.

- Stakeholder
  - **Respondent**
    - Email: AJOETEST@GMAIL.COM
    - Business Address: IA LLC
    - Zip Code: 07302
    - First Name: JOE
    - City: JERSEY CITY
    - Business Telephone: 545558822
    - Last Name: ADAM
    - State: NJ
    - Mobile Telephone: 2128745874
Select the correct option in **Owner Type** drop-down. If Owner’s Representative is selected, the **Relationship to Owner** must be filled out.

- **A Secondary Contact** may be added if desired.
In the Documents tab, the system will show the required documents for the Challenge Reason selected. Click on +Add Document to see what can be uploaded.

Click on the Document Type drop-down menu to see what documents are required. Give the document a name and navigate to the document on your computer in order to upload it.

More than one document may be uploaded for each Document Type.
<table>
<thead>
<tr>
<th>Challenge Reason</th>
<th>Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Label Printing Issue</td>
<td>▪ Proof of Technical Issue (<em>Required</em>)</td>
</tr>
<tr>
<td></td>
<td>▪ Other Supporting Documentation (<em>Optional</em>)</td>
</tr>
<tr>
<td>Property Exempt</td>
<td>▪ DOB Confirmation of Exemption (<em>1 of 2 Required</em>)</td>
</tr>
<tr>
<td></td>
<td>▪ DOF Confirmation of Exemption (<em>1 of 2 Required</em>)</td>
</tr>
<tr>
<td></td>
<td>▪ Other Supporting Documentation (<em>Optional</em>)</td>
</tr>
<tr>
<td>Label Temporarily Removed</td>
<td>▪ Photos – Posted Label (<em>Required</em>)</td>
</tr>
<tr>
<td></td>
<td>▪ Reason for Removal (<em>Required</em>)</td>
</tr>
<tr>
<td></td>
<td>▪ Other Supporting Documentation (<em>Optional</em>)</td>
</tr>
<tr>
<td>Label Posted (Violation Incorrect)</td>
<td>▪ Photos – Posted Label (<em>Required</em>)</td>
</tr>
<tr>
<td></td>
<td>▪ Description of Entrance(s) Location (<em>Required</em>)</td>
</tr>
<tr>
<td></td>
<td>▪ Other Supporting Documentation (<em>Optional</em>)</td>
</tr>
</tbody>
</table>
As a condition of being granted a license, registration and/or qualification from the New York City Department of Buildings, I attest that I will comply with all applicable provisions of the New York City Administrative Code and Department rules, regulations, and directives governing how licensees, registrants, and qualification holders conduct their specific trade.

I understand that falsification of any statement or record submitted to the Department is a misdemeanor and is punishable by a fine or imprisonment, or both. I understand that it is unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. I further understand that such actions are punishable by imprisonment, fine and/or suspension or revocation of license, registration, and/or qualification.

I understand that, pursuant to §§ 28-102.19 and 28-102.20 of the NYC Administrative Code, my failure to cooperate fully and completely with respect to any governmental investigation may result in disciplinary measures authorized by law, including but not limited to suspension or revocation of any license, registration, or certificate of competence issued by the Department.

I have reviewed the information provided in this application and hereby attest that, to the best of my knowledge and belief, all such information is true and accurate. I further attest that all attachments submitted with this application are copies of the original documents.

I understand and agree that by personally clicking on the box at left I am electronically signing this document and expressing my agreement with the certification statements above. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.

Name: ____________________________ Date: ____________________________

The Respondent must attest to their Challenge in the **Statements and Signature** tab.

The Challenge can now be Submitted.
Click **Submit** to submit your challenge.

If there is missing information, you will be notified via a pop-up message.

- You will also see a red exclamation point on the tab(s) where action is needed.
- Make your changes and then press Submit again.
- You will receive an email with the result of your LL33 Challenge.
- You can also see the result of your Challenge on the Energy Grade Violation Challenge Requests dashboard in the Request Status column.
The violation will be dismissed in BIS if your challenge request is accepted.