



L2: REQUESTS FOR OVERRIDES, REDUCTIONS, OR WAIVERS OF CIVIL PENALTIES FOR WORK WITHOUT A PERMIT AND STOP WORK ORDER VIOLATIONS

FORM MUST BE TYPEWRITTEN

1 Job and Request Information (Required for all requests. A copy of the violation is required with the L2 submission.)

Job # \_\_\_\_\_ Violation # \_\_\_\_\_

Indicate reason for request here by checking the applicable box:

OVERRIDE REQUEST:

- NRV: No relationship to the violation; where a permit is being sought for work in a space that is not related to the Work Without a Permit (WWP) violation.

REDUCTION REQUEST:

- REDT: Work completed without benefit of a permit constituted only a percentage of the total work. (Section 4 Affidavit of Reduction is required.)

WAIVER REQUEST:

WWP Waiver Reasons:

- BFP: Where the owner is representing that he or she is a bona fide purchaser and the work was performed by the previous owner. (See AC §28-213.2). The following supporting documentation is required: Copy of the deed, A notarized affidavit or letter of no relationship, which substantiates the owner's claims. If the bona fide purchaser is other than an individual, the affidavit or letter must be submitted on the entity's letterhead and signed by the owner or an officer of the corporation. The affidavit or letter must include: the name of the bona fide purchaser; the location of the property; a statement that the property was not received as a gift; and, a statement that there was no interest or relationship with the prior owner and the new owner is not acting in any way for the benefit of the prior owner.
CPP: Where the civil penalty was already fully paid. (Provide BIS Invoice #: \_\_\_\_\_ Or provide copy of front and back of cancelled check.)
DUPW: For another WWP violation that remains open and that was issued for the same work and at the same location. (The initial violation shall require payment of the civil penalty. Provide BIS Invoice # for the penalty that was already paid: \_\_\_\_\_)
ECB: Where an Environmental Control Board (ECB) violation for WWP has been dismissed whether on substantive or technical grounds.
EWG: Emergency work performed by the NYC Department of Housing Preservation & Development (HPD) or other agency as directed by the Commissioner or work on unsafe buildings performed by HPD or other agency pursuant to a precept. (See AC §28-215.1).
EWP: Emergency work performed without a permit, where an application for the work is filed with the Department within two business days after commencement of the work, except for emergency work described by Code EWG above. (See AC §28-105.4.1).
EXP1: Where a fence, shed or scaffold or other temporary construction equipment was installed with a valid permit and the permit had expired. (See BC 105.8.2).
EXP2: When permits (other than for temporary construction equipment) expired and there was no ongoing work.
GOV: For Federal, New York State, NYC or other government-owned property, or for property owned by eligible public authorities.
TPT: HPD third party transfers where a court issues a foreclosure judgment allowing the City to transfer title of a foreclosed property to a new owner. (See AC §11-412.1). Any civil penalties accrued before the closing date of the transfer must be waived. The new owner must provide a letter from HPD stating that there was a third party transfer and that penalties should be waived.

Stop Work Order (SWO) Waiver Reasons:

- SWBC: Where the Commissioner had determined that the violation should not have been issued for working against the SWO.
SWOE: Where the ECB violation issued for violating the SWO was dismissed for any reason.

2 Location Information (Required for all requests)

House No(s) Street Name
Borough Block Lot BIN CB No.
Work on Floor(s) Apt/Condo No(s)

3 Owner Information (Required for all requests. Notarized signature by owner or authorized designee is required in Section 6.)

Last Name First Name M.I.
Business Name Phone E-mail Address
Address City Zip Code

**4 Affidavit of Reduction** (Only required if reduction is requested. Affidavit needs to be provided by PE or RA. If the reduction request relates to a Limited Alteration Application—LAA—then the affidavit may be provided by another licensee type, such as a licensed plumber.)

- \_\_\_\_\_ , being duly sworn, deposes and says:
1. This affidavit is submitted in support of the request indicated in Section 1 of this form (Job and Request Information).
  2. On \_\_\_\_\_ (date) at \_\_\_\_\_ (am / pm) I inspected the above-captioned premises to determine whether the work covered by the application was commenced without benefit of a New York City Department of Buildings Permit.
  3. This affidavit is being submitted to the New York City Department of Buildings within two business days of my inspection.
  4. My inspection revealed that the following work, (*written description must be provided below with at least four (4) supporting photographs in order to be accepted for consideration*), filed for in the application, was completed without benefit of a permit. (*Photographs need to have been taken within two business days of inspection.*)

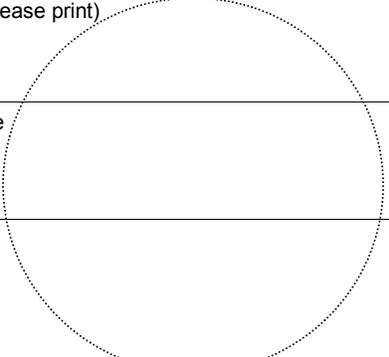
Internal Use Only — Preliminary Borough Review	
Building Classification _____	Reduction Amt \$ _____
Name (please print) _____	
Signature _____	Date _____

**5 PE/RA/Other Licensee Applicant Data** (Only required if reduction is requested)

Last Name _____	First Name _____	M.I. _____
Business Name _____	Phone _____	
Address _____		
City _____	State _____	Zip Code _____
<input type="checkbox"/> PE	<input type="checkbox"/> RA	<input type="checkbox"/> Other _____ License No. _____

Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



Falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. 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. Violation is punishable by imprisonment or fine or both.

PE / RA / Other Seal (apply seal, then sign and date over seal)

6 Notarization	Internal Use Only
State of New York, County of _____	<b>Borough Commissioner Review</b>
Sworn to before me this _____ day of _____ 20____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Reduction Amt \$ _____
Notary Seal _____	Approval/Denial Reason: _____
Notary Signature _____	Name (please print) _____
Owner or Authorized Designee Signature _____	1st Level Signature _____ Date _____
Date _____	<b>2nd Level Review—Fiscal</b>
	<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Reduction Amt \$ _____
	Approval/Denial Reason: _____ Tracking #: _____
	Name (please print) _____
	2nd Level Signature _____ Date _____