

SERVICE NOTICE

COVID-19 Response: Civil Penalty Review Requests (L2) and Post Approval Amendment (PAA) Payments

As part of the citywide response to the Coronavirus, Department of Buildings (DOB) customers are being urged to immediately limit the amount of walk-in traffic to DOB offices. Effective Thursday, April 2, 2020, Civil Penalty Review Requests (L2) and Post Approval Amendment (PAA) payments must be submitted online.

Civil Penalty Review Requests (L2)

The paper form for L2: Requests for Overrides, Reductions or Waivers of Civil Penalties for Work Without a Permit will no longer be accepted in person at a borough office. To submit an L2 request for a BIS job, use an eFiling account to log into DOB NOW at www.nyc.gov/dobnow and select the BIS portal. If you need to create an eFiling account, visit www.nyc.gov/DOBNOWtips.

From the DOB NOW BIS portal, select **+L2 Request** and enter the BIS job and document number. The initial/renewal PW2: Work Permit Application must have the status **In Process** in the [Buildings Information System \(BIS\)](#) to create an L2 request.

The system will populate the L2 request with the active/open violation numbers found in BIS for that BIN. For each violation, select the edit icon and in the new window, provide the selected L2 code and enter any additional required information. Complete all required sections including the Documents and Statements & Signature tabs. Once the Save button is selected, a Submit button will appear. The request will not be reviewed by a DOB plan examiner until the Submit button is selected and confirmation is given for it to be submitted.

An email notification will be sent to the applicant and any additional contact with the final status of the L2 request.

The L2 process for DOB NOW jobs has not changed. See the [New Review Request Process for Civil Penalties \(L2\) in DOB NOW: Build](#) Service Notice for more information.

Post Approval Amendment (PAA) Payments

After a PAA has been processed by the borough office and the status in BIS is PAA Fee Due, submit payment in eFiling at www.nyc.gov/DOBeFiling. Log into eFiling and select Express Cashier Payments and PAA fees. Payment can be made by eCheck or credit card, which includes a 2% service charge. In-person payments will no longer be accepted.

If you need to create an eFiling account, visit www.nyc.gov/DOBNOWtips. Currently there is no in-person processing of PAA applications. They can be mailed or dropped off at the borough office in the designated drop-off box or submitted in eFiling. See the [COVID-19 Response: Application Processing Update](#) Service Notice for more information.

Upcoming Service Changes

- Additional Payments
- Certificates of Correction
- License Renewals
- Weekly Safety Inspection Reports

Alternate methods are being developed to provide online options for the above transactions. Additional Service Notices will be posted when these methods are available.

POST UNTIL: June 30, 2020