

Department of Buildings' Admit Program for NOV's Heard by the ECB

FAQ's

1. If I just want to admit to the violation and pay the fine without attending a hearing, what do I need to do?

Please send payments to the following address:

Environmental Control Board

P.O. Box 2307

Peck Slip Station

New York, NY 10272

2. What must I include with my check in order for payment to be processed?

If you are eligible for the program the only information you must provide is Notice of Violation number. You must clearly write the number on the face of the check.

3. How long do I have to admit to the violation and pay the penalty?

You can admit to the violation and pay the penalty up until your hearing date. This date will be on the violation which was issued to you by the Department of Buildings.

4. How can I confirm that my check has been received?

When your check is received and cashed, that information will appear on the Department of Buildings' website at www.nyc.gov/buildings

If you have questions you can call The Environmental Control Board's Customer Service Center at (212) 361-1400.

5. Why do I need a Certificate of Correction?

All Department of Buildings notices which are found in violation by ECB must be corrected. Since you are admitting to the violation, you must also provide the Department of Buildings proof that you have corrected the violating condition. Once you have corrected the condition, you must submit:

- *An original Certificate of Correction (AEU-2 Form)*
- *Proof of correction (photographs, receipts, etc)*
- *Notarized statement attesting to how the violation was corrected*

6. How do I get a Certificate of Correction?

*Please visit the DOB website at www.nyc.gov/buildings.
Under the “Forms” section please go to “Violations”*

Or follow the link below:

http://www.nyc.gov/html/dob/html/forms/forms_violations.shtml#viol

7. How do I file my Certificate of Correction?

DOB handles all Certificate of Correction issues.

To certify that you have corrected the violating condition(s) in the Notice of Violation, you must file a Certificate of Correction form and the Department of Buildings must approve the certificate.

A violation that is not dismissed by ECB will continue to appear as open on Dept. of Buildings records until you submit acceptable proof that the violating condition has been corrected. This is true even if you have paid the penalty imposed by ECB.

The completed Certificate of Correction documentation must be submitted in person or by mail to:

*Department of Buildings
Administrative Enforcement Unit (AEU)
280 Broadway, 5th Floor
New York, NY 10007*

8. How can I respond to the violation without admitting to the violation?

You can respond to the violation by coming to your hearing at the Environmental Control Board (ECB). ECB is an independent administrative tribunal where Administrative Law Judges hear cases involving violations issued by other City agencies. You can call ECB Customer Service at (212) 361-1400 for more information about the hearing process or visit ECB at www.nyc.gov/ecb

9. What if I want to attend a hearing but cannot attend on the date listed on my ticket?

You can call ECB's Customer Service at (212) 361-1400 to reschedule your hearing; however, you must do this before the hearing date listed on your violation.