

SERVICE NOTICE

Penalties for Failure to File Sprinkler Report

Beginning January 1, 2022, owners who fail to file an acceptable report certifying sprinklers were installed in their building, as required by [Local Law 26 of 2004](#), will be subject to the civil penalties. The filing must be submitted to the Department of Buildings at NYCDOBLL26@buildings.nyc.gov.

Civil penalty information is detailed in [Section 103-11 of Title 1 of the Rules of the City of New York](#):

- **Failure to File** – \$5,000 per year beginning January 1, 2022 and ending on the filing date of an acceptable report.
- **Late Filing** – In addition to the penalty for failure to file, \$1,000 per month, beginning February 1, 2022, and ending on the filing date of an acceptable report

The Department will dismiss any DOB violation for failure to file the sprinkler report when an acceptable report has been submitted and stamped Approved by DOB and proof of payment of the civil penalty is received.

Steps to Pay Civil Penalty

1. Email the Façade Unit at NYCDOBLL26@buildings.nyc.gov and request a penalty sheet, attaching a copy of the accepted report.
2. Bring the penalty sheet and the payment to the **Central Cashier** at:
NYC Department of Buildings
280 Broadway – 1stFloor Atrium
New York, New York 10007
DOB accepts payment by credit card, certified, bank/cashier's check, and money order. Cash is **not** accepted.
3. Email a copy of the receipt and penalty sheet to the **Façade Unit** at NYCDOBLL26@buildings.nyc.gov.

Challenge the Civil Penalty

Submit proof of compliance, such as a copy of an acceptable report or a copy of a certificate of occupancy indicating the building does not need to comply with the requirement to install sprinklers in accordance with section 27-929.1 to NYCDOBLL26@buildings.nyc.gov.

Request a Full or Partial Waiver of the Civil Penalty

Submit the request, along with the required proof listed in [1 RCNY 103-11\(c\)](#), to NYCDOBLL26@buildings.nyc.gov.