

## SERVICE NOTICE

### Failure to File the 2023 Parking Structure Inspection Report Violations to be Issued

**Beginning November 2024, the Department will issue violations for Failure to File an Initial Parking Structure Report for the cycle ending December 31, 2023.**

An acceptable parking structure report must be filed before payment for violations will be accepted. Penalties will continue to increase until a submitted report is accepted.

#### Search Violations & Make Payments

The new requirements do not apply to:

- Use a NYC.ID to login to DOB NOW at [nyc.gov/dobnow](https://nyc.gov/dobnow). If you need to create a NYC.ID account, visit [nyc.gov/dobnowtips](https://nyc.gov/dobnowtips).
- Select **DOB NOW: Safety** and then the **Violations** portal.
- From the dashboard select **+Violations Payments** and then **Parking Structures**.
- Search by Violation Number, Reference ID Number (Parking Structure ID Number), Address or BIN. Select the violation, click **+Add** and then **Save** the application. Complete the **Statements & Signature** section and then select **Proceed to Pay** to complete the payment. Only one violation can be paid per application.

Payments can be made by eCheck, credit card, PayPal, or Venmo. There is a 2% surcharge for credit card, PayPal, and Venmo payments. Payments made by eCheck may take up to 10 business days to process. In-person and mail-in payments will not be accepted.

#### Civil Penalty Waiver

- Use a NYC.ID to login to DOB NOW at [nyc.gov/dobnow](https://nyc.gov/dobnow). If you need to create a NYC.ID account, visit [nyc.gov/dobnowtips](https://nyc.gov/dobnowtips).
- Select **DOB NOW: Safety** and then the **Violations** portal.
- From the dashboard select **+Civil Penalty Waiver** and then **Parking Structures**.
- Search by Violation Number, Reference ID Number (Parking Structure ID Number), Address or BIN. Select up to 5 violations and click **+Add**. Up to 5 violations can be submitted per reference ID number per application.
- Select the **Waiver Request Reason** and then **Save** the application. See [1 RCNY §103-13](#) for waiver information.
- Upload any required supporting documentation on the **Documents** tab.
- Complete the **Statements & Signature** section and **Save** the application again.

Challenges and waivers of civil penalty requests for parking structures must meet the eligibility and evidentiary requirements specified in [1 RCNY §103-13](#).

For more information, visit [nyc.gov/buildings](https://nyc.gov/buildings) and search for **Parking Structures**. For additional assistance, submit an inquiry at [nyc.gov/dobhelp](https://nyc.gov/dobhelp).