



User Manual

How to monitor violations, deadlines, and local-law compliance
for any New York City building — in one place.

cornicenyc.com · hello@cornicenyc.com
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SECTION 1

What Cornice does

Cornice is a compliance intelligence platform for New York City buildings. It pulls violations, complaints, permits, Certificates of Occupancy, and local-law filings from official city data sources nightly, translates them into plain English, and turns them into deadlines, dollar exposure, and next steps you can act on.

It is built for co-op and condo **boards**, **building owners**, **managing agents**, and anyone doing due diligence on a NYC property.

Eleven agencies, one screen

Every building lookup checks records from:

Agency	What Cornice shows
DOB	Department of Buildings violations, permits, C of O
OATH / ECB	Summonses, hearings, and penalties adjudicated at OATH
HPD	Housing maintenance code violations (Classes A/B/C/I)
FDNY	Fire code violations and inspections
DEP	Water, sewer, noise, and asbestos summonses
DSNY	Sanitation summonses
DOT	Sidewalk, curb, and street-related summonses
DOHMH	Health code summonses
DCWP	Consumer & worker protection summonses
LPC	Landmarks violations and designation status
NYS SLA	Liquor licenses active at the address

Every violation Cornice surfaces links directly to the official record on the issuing agency's own portal (DOB BIS, OATH, HPD Online), and for OATH/ECB tickets, to the scanned summons PDF exactly as it was served.

SECTION 2

Quick start — look up any building

No account is needed for a basic lookup.

1. Go to **cornicenyc.com** and type a street address into the search bar on the home page — or open the **Building lookup** page from the header.
2. Pick the matching address. Cornice resolves it to the building's **BIN** (Building Identification Number), the 7-digit ID the city uses for every structure.
3. If you already know the BIN, enter it directly. You can find a BIN on any DOB document, or via the DOB BIS link on the lookup page.
4. The building page loads with live data. First-time lookups may take a few extra seconds while Cornice ingests the building's full record history.

Address vs. BIN vs. BBL

- **BIN** — one per structure. This is Cornice's primary key; every building page URL is `cornicenyc.com/building/<BIN>`.
- **BBL** — Borough-Block-Lot, one per tax lot. Some agencies (OATH, DOF) file by BBL; a lot can hold several BINs. Cornice shows other buildings on the same lot.
- **Address** — buildings can carry multiple addresses; if a lookup misses, try the corner address or the BIN.

SECTION 3

Reading the building page

The building page is organized top-to-bottom from identity → risk → detail. Key panels:

Building facts

BIN, BBL, year built, stories, units, square footage, zoning, building class, landmark status, and C of O status — the baseline facts other panels interpret.

Compliance narrative

A plain-English summary of the building's overall posture: what is urgent, what is routine, and what deserves a closer look.

Financial exposure

Three numbers per agency: **currently owed** (unpaid balances), **imposed historically** (all-time penalties), and **projected exposure** (typical penalty × open violations). Use projected exposure to prioritize cures.

Violations by agency

A card per agency with open/total counts. Click through to the full list, then click any violation for its detail page — plain-English translation, why it matters, what happens if ignored, how to cure it, typical penalties, and links to the official record.

Occupancy & construction history

A timeline of new-building applications, major alterations, demolitions, and every Certificate of Occupancy on record (see Section 5).

Local law compliance

Which local laws apply to this specific building (based on size, height, and class), the latest filing found in city data, and the next due date (see Section 6).

Deadline calendar

Upcoming compliance dates — FISP windows, boiler and elevator filings, LL84/LL87/LL97 cycles, LL152 gas piping windows — sorted by urgency.

Complaints, 311 & flags

Recent DOB complaints and 311 activity, plus red flags like Stop Work Orders and HPD's Alternative Enforcement Program.

Official portal links

Direct links to this building on DOB BIS, HPD Online, DOB NOW, the OATH Summons Finder, FDNY Business, and ACRIS (deeds & mortgages).

SECTION 4

Violations, explained agency by agency

DOB violations

Issued for building-code conditions (facade, elevator, boiler, construction, zoning). A DOB violation stays on the record until DOB accepts proof of correction — even paying an associated penalty does not clear it. Open DOB violations block many permit and C of O actions and show up in every title search.

OATH / ECB summonses

The enforcement arm: a summons has a **hearing date**, a **penalty**, and a **compliance status**. Cornice shows hearing results, balances due, and links to both the OATH/ECB record and the scanned summons PDF. Missing a hearing usually means a default judgment at the maximum penalty — treat hearing dates as hard deadlines.

HPD violations (Classes A / B / C / I)

- **Class A** — non-hazardous (90 days to certify correction).
- **Class B** — hazardous (30 days).
- **Class C** — immediately hazardous: heat, hot water, lead, mold. 24-hour to 5-day cure windows; miss them and HPD's Emergency Repair Program can do the work at your expense, typically 2–4× market rate.
- **Class I** — court-order related. Escalate to counsel.

FDNY, DEP, DSNY, DOT, DOHMH, DCWP, LPC

These arrive as OATH summonses or agency violations. LPC violations on designated landmarks are especially sticky: unapproved exterior work can require full restoration.

From violation to cure — the loop Cornice closes

1. Cornice flags the violation and translates it.
2. The detail page explains the cure path and typical cost/penalty.
3. The **Recommended specialists** directory (Resources tab) lists vetted QEWLs, master plumbers, expeditors, and consultants who fix that class of problem.
4. After the fix, certify correction with the agency; Cornice's nightly refresh confirms when the city marks it resolved, and your alert email closes the loop.

SECTION 5

Certificate of Occupancy

The C of O states what a building may legally be used for and how many dwelling units it may contain. Cornice merges both city systems — BIS-era certificates and DOB NOW-era certificates (2021+) — so the status you see reflects the latest issuance in either.

- **Final C of O** — the building is approved as-is.
- **Temporary C of O (TCO)** — occupancy is allowed but conditions remain. TCOs expire (typically ~90 days) and must be renewed. Cornice flags a TCO that looks expired.
- **Amended** — a change of use, egress, or occupancy after the original certificate.
- **None on file** — buildings built before 1938 may legally lack one, unless later alterations required an updated certificate. Cornice applies this rule automatically and flags post-1938 buildings with no C of O as a serious issue.

Getting the actual documents

The building page links every scanned legacy C of O PDF directly from DOB BIS, plus the full C of O PDF listing for the BIN. Certificates issued through DOB NOW are viewable in the DOB NOW Public Portal (paste the BIN).

Why it matters

Lenders and buyers check the C of O first. Occupancy that doesn't match it (e.g., an extra unit) is a violation on its own, can void insurance, and complicates any sale or refinance. If Cornice shows a mismatch between actual use and the C of O, involve an expediter or code consultant early.

SECTION 6

Local law deadlines & the compliance calendar

Cornice determines which laws apply from the building's size, height, and class, then tracks the latest filing it can find in city data:

Law	What it is	Cycle	Applies to
LL11 / FISP	Facade inspection by a QEWI	Every 5 years (staggered sub-cycles by block)	Buildings 6+ stories
LL97	Carbon emission caps with fines for exceedance	Annual reports from 2025 (for 2024)	Most buildings > 25,000 sq ft
LL84	Energy & water benchmarking disclosure	Annual — due May 1	Buildings > 25,000 sq ft
LL87	Energy audit + retro-commissioning	Every 10 years — due year ends in the tax block's last digit	Buildings > 50,000 sq ft
LL152	Gas piping inspection by an LMP	Every 4 years — window set by community district	All except R-3 (1–2 family)
LL62/91	Low-pressure boiler inspection	Annual	Most multi-unit buildings
LL10 (elev.)	Elevator Cat-1 test (+ Cat-5 every 5 yrs)	Annual	Buildings with devices
LL126	Parking structure inspection	Every 6 years	Parking structures

Reading the status chips

- **Compliant** — a current filing was found in city data.
- **Due soon** — the next deadline is within 90 days.
- **Overdue** — the deadline passed with no filing found, or the last result requires action (e.g., an UNSAFE facade classification).
- **Unknown** — the city publishes no dataset for this law (LL152 gas piping and LL87 have no public per-building feed). Cornice shows the due window and links the official lookup so you can verify; paid users can record their own filing dates to track them.

FISP note: an UNSAFE classification requires immediate protection (sidewalk shed) and repair within 90 days. SWARMP conditions must be fixed before the next cycle or they escalate to UNSAFE automatically.

SECTION 7

The LL97 emissions calculator

Open **LL97 Calculator** in the header. It estimates your annual carbon fine exposure for both compliance periods.

1. Enter gross square footage and select the building's occupancy mix (office, residential, retail, etc.). Mixed-use buildings can split square footage.

2. Enter annual energy use, or start from your LL84 benchmarking data if the building already reports.

3. The calculator converts energy to tCO₂e, compares it to your building's cap for **2024–2029** and the much stricter **2030–2034** period, and multiplies any excess by the **\$268 per ton** statutory fine.

A building comfortably under the 2024 cap can still face six-figure fines in 2030 — the calculator shows both numbers side by side precisely so boards can plan retrofits on a realistic timeline. On any saved building's page, Cornice also shows LL97 exposure computed from the building's actual reported emissions where available.

SECTION 8

Accounts, plans & billing

Signing in

Cornice uses passwordless **magic-link** sign-in: enter your email on the Sign up or Sign in page and click the link we send you. No password to manage or leak.

Plans

Plan	Price	Includes
Free	\$0	Unlimited lookups · LL97 calculator · 1 email-alert watch
Basic	\$29.99 /mo	1 saved building — full toolkit: alerts, calendar, roadmaps, vault (50 MB)
Pro	\$99.99 /mo	5 buildings · portfolio dashboard · weekly digest · vault 500 MB
Business	\$499.99 /mo	25 buildings · PDF reports · API access · priority support · vault 5 GB
Portfolio	\$999 /mo	75 buildings · everything in Business · vault 25 GB
Enterprise	Custom	Unlimited buildings · SSO, multi-user, white-label — contact sales

Yearly billing saves 10% on every paid tier. Upgrade from the Pricing page; checkout and card management run through Stripe. Manage or cancel any time via **Account** → **Manage subscription** — cancellation keeps the plan active until the end of the paid period.

Account page

The Account page shows your plan, usage against limits, billing management, email preferences, and account deletion (email hello@cornicenyc.com from your account address).

SECTION 9

Dashboard & portfolio monitoring

1. On any building page, click **Save to portfolio** (paid plans; Basic saves 1 building, Pro 5, Business 25, Portfolio 75).

2. Open **Dashboard** from the header. Every saved building appears with open violations, dollar exposure, and its nearest compliance deadline.

3. Sort by violations, exposure, or deadline to triage the portfolio. Click through to any building page for detail.

The dashboard is the morning-coffee view: if something changed overnight — new violation, hearing scheduled, deadline inside 30 days — it will be visible here, and the same event triggers an email alert.

SECTION 10

Email alerts & the weekly digest

Free watch (no account needed)

On any building page, enter your email in the **watch** box to monitor that one building. You'll get an email when a new violation appears or a deadline approaches.

Portfolio alerts (paid)

Every saved building is monitored automatically. Alerts fire for new violations, OATH hearings scheduled, and upcoming compliance deadlines. Toggle per-building alerts from the dashboard (the bell icon).

Weekly digest (Pro and up)

Every Monday morning, one email per saved building: open-violation counts by agency, what's new in the last 7 days, deadlines in the next 30, and the current OATH/ECB balance. Each item links to the official record.

Unsubscribe links are in every email footer; per-building alert toggles are on the dashboard.

SECTION 11

Document vault

Paid plans include per-building document storage — keep FISP reports, boiler certificates, insurance certificates, contractor proposals, and correction filings next to the compliance record they belong to.

1. Open a saved building's page and scroll to **Documents**.

2. Upload files (they're stored privately; only your account can access them).

3. Download any time via secure signed links.

Storage: Basic 50 MB · Pro 500 MB · Business 5 GB · Portfolio 25 GB.

SECTION 12

PDF building reports

Business and Portfolio plans can generate a bank- and board-ready compliance report for any building: click **Download PDF report** on the building page.

The report follows the structure of a professional engineering consultancy deliverable:

- Executive summary with risk callouts
- Building description & facts
- Methodology & data sources
- Observations by agency (every violation, with official-record links)
- Recommendations & cure paths
- LL97 emissions projection
- Compliance deadline schedule
- Landmark status
- Disclaimer & data provenance

Use it for board packets, lender diligence, insurance renewals, or pre-purchase review.

SECTION 13

Resources: specialists, articles, feature requests

Recommended specialists

The **Resources** tab is a hand-curated directory of NYC compliance specialists — QEWIs for facade work, licensed master plumbers for LL152, expeditors for DOB matters, energy consultants for LL97/LL87. Filter by discipline and borough. Listings are free; Cornice takes no placement fees and no cut of engaged work. Specialists can apply via **Apply to be listed**.

Articles

The **Articles** tab covers NYC compliance in depth — filing corrections, attending OATH hearings, local laws explained, due-diligence red flags, the compliance glossary.

FAQ & feature requests

Short answers live under **FAQ**. Want something Cornice doesn't do yet? **Resources** → **Request a new feature** goes straight to the product queue.

SECTION 14

Getting help & fine print

- Email hello@cornicenyc.com — support, billing, data questions, account deletion.
- Contact form: cornicenyc.com/contact.
- Enterprise & portfolios over 75 buildings: cornicenyc.com/enterprise.

Data provenance

Cornice ingests NYC Open Data nightly and links to agency systems of record (DOB BIS, DOB NOW, HPD Online, OATH). City datasets can lag the agencies by hours to days; where a discrepancy matters — a closing, a hearing, a deadline — verify against the official record, which always governs. Every Cornice screen links you to it.

Not legal advice

Cornice provides information, not legal, engineering, or architectural advice. Deadlines and penalty estimates are informational. For binding guidance, engage licensed professionals — the Resources directory is a good place to start.