

For appointments with a **plan examiner**, submit requests to the appropriate borough email address below (include the property address, job number and job type in the email subject line):

- |   |   |
|---|---|
| <input type="checkbox"/> <b>BRONX</b><br><a href="mailto:BronxPER11PlanExam@buildings.nyc.gov">BronxPER11PlanExam@buildings.nyc.gov</a>                       | <input checked="" type="checkbox"/> <b>BROOKLYN</b><br><a href="mailto:BrooklynPER11PlanExam@buildings.nyc.gov">BrooklynPER11PlanExam@buildings.nyc.gov</a> |
| <input type="checkbox"/> <b>MANHATTAN</b><br><a href="mailto:ManhPER11PlanExam@buildings.nyc.gov">ManhPER11PlanExam@buildings.nyc.gov</a>                     | <input type="checkbox"/> <b>QUEENS</b><br><a href="mailto:QueensPER11PlanExam@buildings.nyc.gov">QueensPER11PlanExam@buildings.nyc.gov</a>                  |
| <input type="checkbox"/> <b>STATEN ISLAND</b><br><a href="mailto:StatenIslandPER11PlanExam@buildings.nyc.gov">StatenIslandPER11PlanExam@buildings.nyc.gov</a> |   |

## 1 ATTENDEE (Required for all applications)

<input type="checkbox"/> <b>Applicant of Record</b>	<input type="checkbox"/> <b>Filing Representative (Class 2)</b>
<b>Name</b> Andrew Fenlon	<b>DOB ID#</b>
<b>Business Phone</b>	<b>Cell Phone</b> 617-359-8361
<b>Email</b> fenlonorama@gmail.com	<b>Number of Attendees</b> 1

## 2 PROPERTY DETAILS (Required for all applications)

**Address** 316 Eckford St, Brooklyn, NY, 11222

<b>Job Number</b>	<b>Document Number</b>	<b>Job Type</b>
<b>Applicant</b>	<input type="checkbox"/> <b>P.E.</b> <input type="checkbox"/> <b>R.A.</b>	<b>License #</b>
<b>Plan Examiner</b>		

## 3 APPOINTMENT REQUEST

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> <b>Reassignment</b>   | <input type="checkbox"/> <b>Pro-Cert Zoning Review</b>                 | <input type="checkbox"/> <b>Fee Exempt Job)</b>   |
| <input type="checkbox"/> <b>Reinstatement</b>  | <input type="checkbox"/> <b>Special Audit (attach Objection Sheet)</b> | <input type="checkbox"/> <b>Special Inspection Reports</b>                                |
| <input type="checkbox"/> <b>Withdrawal</b>   | <input type="checkbox"/> <b>TCU Audit (attach Objection Sheet)</b>     | <input type="checkbox"/> <b>Self-Certification of Objections (attach Objection Sheet)</b> |
| <input checked="" type="checkbox"/> <b>PW3 Changes/Fee Adjustment (attach L2 form when required)</b> |  |   |
| <input type="checkbox"/> <b>Other</b> _____  |  |   |

## 4 COMMENTS/REASON FOR MEETING (Provide detailed explanation for all appointment requests identified above)

Request Work-Without-Permit (AC §28-213.1) civil penalty assessment for Summons 039159250K, 316 Eckford St (Block 2576 Lot 46). The unpermitted fence was removed on 2025-09-26; no legalization permit is needed. Owner: Linda J. Salop Irrevocable Trust; Trustee: Joseph Russo. I am the authorized occupant/representative; notarized authorization letter attached. Please create the fee record so I can pay and clear CoC COC0366947.

**316 ECKFORD STREET BIN# 3065222**  
**039159250K**

Civil penalties due for violation #039159250K cannot be determined because an application to legalize or remove conditions noted in the violation has not been filed. For DOB to determine the civil penalty due, file an application to legalize or remove the conditions noted in the violation. At this time, customer may pay the maximum civil penalty of \$10000.00

Request for civil penalties calculation for violation that has been removed shall be accompanied by the following:  
A notarized affidavit from the owner of the premises that swears to the following:

- The " " in question have been removed such that the space has been restored to its usual and lawful condition.
- Timestamped photographs of the space in question (before and after) establishing that the space has been restored to its usual and lawful condition.

BKK

e, submit requests to the appropriate borough email address below (include the property address, job number and job type in the email subject line):

**BROOKLYN**  
[BrooklynPER11Appointments@buildings.nyc.gov](mailto:BrooklynPER11Appointments@buildings.nyc.gov)  
**QUEENS**  
[QueensPER11Appointments@buildings.nyc.gov](mailto:QueensPER11Appointments@buildings.nyc.gov)

**CIVIL PENALTY IMPOSED FOR WWOP VIOS**  
VIO(S): 039159250K

**COMMENTS:** \$ 10000.00 IS DUE TO THE DEPARTMENT

**Reviewed by:** bkordonchik

**Date:** 12/2/2025

Please provide a copy of this document with your L2 submission