

Purpose of form:

This form must be completed by the contractor or licensee authorized by the owner of the subject premises in order to obtain a permit to perform work. *Be sure to attach the appropriate job number sticker and write its related document number in the boxes at the upper right hand corner of the first page of the form.*

1 Reason for Filing

- **Initial Permit:** select if this is the first time applying for this permit. Expected work start date must be provided.
- **No Work Permit:** select if this application will **not** include any physical work to be performed under this permit.
- **Renewal Permit with changes:** select if this application is to renew an existing permit, but changes to permit application information are required. All necessary signatures and seals will be required to process the application.
- **Renewal Permit without changes:** select if this application is to renew an existing permit and no changes to permit application information are required. All necessary signatures and seals will be required to process the application.

2 Location Information

- A complete and accurate set of location information is required for all applications. If the information provided is not consistent with the location established during the application process, this application will not be processed.

3 Type of Permit

- The type of permit being applied for must be indicated in this section. The type of permit selected must be compatible with the job filing submitted during the design approval process.
- 3A through 3D must be completed based on the type of permit.
- 3D must be applicable to the type of safety registration endorsement applicable to your safety registration number.

4 Applicant / Contractor Information

- The applicant / contractor must provide all required information in this section.
- For initial permit applications and renewal permit with changes applications, select the applicant type in the left most part of the section. Applicants may only apply for permits they are qualified for as governed by the New York City Building Code and other rules and regulations.
- 4A through 4E must be completed based on the applicant type.

5 Filing Representative

- If the filing representative is different than the applicant, the filing representative section must be filled out. All filing representatives must be registered with the Department of Buildings and must have an active registration number.

6 Insurance

- When a Professional Engineer or Registered Architect submits an initial permit application or a renewal permit with changes application, the appropriate insurance documentation must be indicated and submitted with the application. **Compensation insurance has been secured in accordance with the requirements of the Workers' Compensation Law.*

7 Site Safety Requirements: Construction Superintendent, Site Safety Manager / Coordinator

- When a general contractor submits an application, the Construction Superintendent, Site Safety Manager, or Site Safety Coordinator, must be named, when required, on the application in accordance with the New York City Building Code and other rules and regulations.
- When a Construction Superintendent is required for an application, that individual must provide a notarized signature on this form. All statements should be reviewed in detail in this section before it is signed.

8 Demolition Subcontractor

- The general contractor must provide information in this section if yes is checked to specific questions in section 3D.
- When a general contractor submits an application, he/she must identify if the work being performed will be done by him/her or a Demolition Subcontractor.
- If the work is to be performed by a Demolition Subcontractor, the individual must be named, when required, on the application in accordance with the New York City Building Code and other rules and regulations.
- When a Demolition Subcontractor is required for an application, that individual must provide a notarized signature on this form.
- All statements should be reviewed in detail in this section before it is signed.

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9 Concrete Information

- The applicant is required to state if the concrete work will be excluded from this permit.
 - If the concrete work will not be performed at the time the permit is obtained then the applicant will indicate so by answering "Yes" and no further information is required at this time.
 - If the concrete work will be performed at the time the permit is obtained then the applicant will indicate so by answering "NO". If the work involves 2,000 cubic yards or more of concrete then the applicant must indicate so in section 9B and provide the concrete subcontractor in section 10.

10 Concrete Subcontractor

- The general contractor must provide information in this section if yes is checked to specific questions in section 3D.
- When a general contractor submits an application, he/she must identify if the work being performed will be done by him/her or a Concrete Subcontractor.
- If the work is to be performed by a Concrete Subcontractor, that individual must be named, when required, on the application in accordance with the New York City Building Code and other rules and regulations.
- When a Concrete Subcontractor is required, that individual must provide a notarized signature on this form.
- All statements should be reviewed in detail in this section before it is signed.

11 Concrete Safety Manager

- When a general contractor submits an application, the Concrete Safety Manager must be named, when required, on the application in accordance with the New York City Building Code and other rules and regulations.
- When a Concrete Safety Manager is required for an application, that individual must provide a notarized signature on this form. All statements should be reviewed in detail in this section before it is signed.

12 Contractor Statements and Signatures

All statements should be reviewed in detail in this section before the application is signed.

The applicant's signature and seal are required if the applicant is a licensee. If the applicant is not a licensee, a notary is required.

The applicant must agree and sign to the terms and conditions of the application.

- **Site Safety, Subcontractor, and other Safety Individuals:** the applicant is required to notify the individual of his/her designation and certify the individual is registered with the Department and in good standing to perform his/her duties.
- **New York City Noise Code:** the applicant is required to certify they are aware of the applicable NYC Noise Code regulations that apply to work proposed on the application.
- **Renewal Application:** the applicant is required to indicate the information on the renewal application has not changed.
- **Owner's Authorization to the Contractor:** the applicant is required to certify they received authorization from the owner to obtain a permit to perform work on the premises referenced in the application.
- **Posting of Permit:** the applicant is required to certify they are aware of the applicable NYC Building Code, rules and regulations to post the permit in a location easily visible to the public within three days of the issuance, but not later than commencement of work and shall remain posted throughout the duration of work for this application.
- **Insurance:** the applicant is required to certify they are aware of the applicable NYC Building Code, rules and regulations to obtain the required insurance coverage for the work performed herein. The applicant **must** indicate by checking the box if such work does not require adjacent property insurance.
- **Pre-Construction Survey:** the applicant is required to certify they are aware of the applicable NYC Building Code, rules and regulations to perform all required examinations and prepared documentation on adjoining property that are affected by the work performed on the premises referenced in this application.