

Purpose: The most common NYCDOT permits required during the investigation and remediation phases of brownfield site cleanup include: 1) roadway/sidewalk opening permits, 2) application to re-issue permits, 3) application to re-new permits, and 4) request for roadway/sidewalk permits during embargo periods.

Permit Numbers: Below is a list of commonly required permits:

- Permit #113 – Repair water (\$135/15 days or \$380/30 days): for repairing water lines in existing sidewalk or roadway (need New York City Department of Environmental Protection [NYCDEP] water line repair permit first).
- Permit #114 – Repair sewer (\$135/15 days or \$380/30 days): for repairing sewer lines in existing sidewalk or roadway (need NYCDEP sewer line repair permit first).
- Permit #115 – Repair water/sewer (\$135/15 days or \$380/30 days): for repairing water and sewer lines in existing sidewalk or roadway (need NYCDEP sewer and water line repair permit first).
- Permit #118 – Reset, repair, or replace curb (\$135/30 days): for installing, reconstructing, or repairing curb.
- Permit #120 – Tree pits (\$135/30 days): for excavating a pit in sidewalk for tree planting.
- Permit #130 – Land fill (\$135/30 days. inspection fee of \$25 for 1st 400 CYs. Excess over 400 CY at \$0.05 per CY): for grading and land contouring in property (need New York City Department of Sanitation Fill Material Operation permit first).
- Permit #132 – Install fence (\$135/30 days): for installing temporary fence in existing sidewalk or roadway.
- Permit #134 – Install or repair petroleum pipelines/monitoring and recovery systems (\$135/30 days): for installing or repair petroleum pipelines and monitoring/recovery system in existing sidewalk or roadway.
- Permit #153 - Environmental remediation work (\$135/30 days): for installation of environmental soil boring and wells in sidewalk or roadway.
- Permit #201 - Placing material on street (\$50/90 days): for placing or storing of materials (such as for construction) on sidewalk and roadway.
- Permit #202 – Crossing Sidewalk (\$50/90 days): for any vehicle or motorized equipment to cross a sidewalk in a location without an approved driveway or dropped curb cut in order to deliver or remove any construction material or equipment.
- Permit #203 - Place crane or shovel on street (\$50/7 days): for placing crane or backhoe shovel on existing sidewalk or roadway.
- Permit #204 - Place equipment other than crane or shovel on street (\$50/90 days): for placing heavy equipment other than crane or shovel on existing sidewalk or roadway.
- Permit #205 - Place shanty or trailer on street (\$50/90 days): for placing a temporary shanty or trailer on existing sidewalk or roadway.
- Permit #208 - Temporary pedestrian walk (\$50/90 days): for installing a temporary pedestrian walk in existing sidewalk or roadway.
- Permit #211 – Occupancy of roadway as stipulated (\$50/90 days): for occupying existing roadway temporarily.

- Permit #214 - Place container on street (\$50/90 days): for placing a container on existing sidewalk or roadway.
- Permit #215 – Occupancy of sidewalk as stipulated (\$50/90 days): for occupying existing sidewalk temporarily.

Prerequisites:

- 1) Permittee Number [Permittee Registration Application](#) ([Instructions for Registration Application](#)).
- 2) NYC Department of Buildings, Landmark Preservation Commission, or other agency’s applicable job number(s).
- 3) Previous Office of Construction Mitigation and Coordination (OCMC) number, if applicable.
- 4) Plumber’s Restoration, Testing Lab, Master Rigger Number.
- 5) Letter of authorization for a regulatory agency directing the work.
- 6) Description of work to be performed.

Permit Process: Prior to submitting the [Application for Roadway/Sidewalk Permits](#), the applicant should obtain a letter of authorization from the regulatory agency directing the work. (Permit #153 should be entered in the “Other Permit Type” line which covers remediation work.) If the Application includes roadway/sidewalk closures, the applicant should first submit the application to the OCMC Streets or OCMC Highways for time restrictions, traffic and other stipulations. Once all additional permit documents (http://www.nyc.gov/html/dot/downloads/pdf/inst_permapp.pdf) are submitted, the permits will be issued after the fees are paid.

If you are using a Permit Expediting Service, you must include the name(s) of the representative(s) authorized to obtain permits on your behalf on your [Permittee Registration Application](#) currently on file with the Office of Permit Management (OPM).

Extending Permits: If a permit has not expired, an applicant may apply for an [Application to Renew Permits](#). If a permit has expired, the applicant may apply for an [Application to Re-Issue Permits](#). In both cases, the applicant should have already submitted the Application for Roadway/Sidewalk Permits and received permits from the NYCDOT. A copy of the original Application for Roadway/Sidewalk Permits must be submitted the Application to Renew or Re-Issue Permits.

Embargo Periods: During special events such as the NYC Marathon, parades, and street fairs, the OCMC halts construction activities by setting embargo period. All routine work is suspended during these periods. An applicant may petition the OCMC to perform work during an embargo period by submitting a [Request for Roadway/Sidewalk Permits During Embargo Periods](#) form, a copy of the original Application for Roadway/Sidewalk Permit, and any additional data as required by OCMC with a detailed explanation of the reasons and implications of the embargo request. A working telephone number and email address are required of the authorized representative, as the Permit Office will contact the authorized representative immediately upon the determination of the Request.

	<p>Permit Timeline: If all of the proper paperwork is submitted, allow up to five business days for permit approval and two to four weeks for traffic stipulation or embargo request reviews by OCMC or OPM.</p> <p>Permit Fees: See above</p>	
Office Hours	<p>Office Hours: All applications for roadway/sidewalk closures must be submitted <u>in person</u> to the Central Permit Management Office (CPMO) on the Concourse Level of 55 Water Street, with the public entrance located at the Vietnam Memorial Plaza between Water and South Street. The CPOM is open Monday through Friday 8:00AM to 3:30PM. The CPMO accepts new applications from 8:00AM to 11:30AM.</p>	
Websites	<p>Helpful Websites:</p> <ul style="list-style-type: none"> • Permittee Registration Application http://www.nyc.gov/html/dot/downloads/pdf/regapp.pdf • Instructions For Registration Application http://www.nyc.gov/html/dot/downloads/pdf/inst_regapp.pdf • Application for Roadway/Sidewalk Permits(s) http://www.nyc.gov/html/dot/downloads/pdf/permapp.pdf • Instructions for Permit Application Form http://www.nyc.gov/html/dot/downloads/pdf/inst_permapp.pdf • Application to Renew Permits http://www.nyc.gov/html/dot/downloads/pdf/permapprenew.pdf • Application to Re-Issue Permits http://www.nyc.gov/html/dot/downloads/pdf/permappreissue.pdf • Request for Roadway/Sidewalk Permits During Embargo Periods http://www.nyc.gov/html/dot/downloads/pdf/holidayembapp.pdf • Permit Types and Fees http://www.nyc.gov/html/dot/downloads/pdf/permitnumber.pdf 	
Contacts	<p>Agency Contact:</p> <p>Joseph Noto or Frank Puccio NYC Department of Transportation Office of Permit Management 55 Water Street, 7th Floor New York, NY 10041 212-839-9647/9648</p>	<p>OER Green Team Coordinator:</p> <p>Cavy Chu, P.E. NYC Office of Environmental Remediation 100 Gold Street, 2nd Floor New York, NY 10038 CavyC@dep.nyc.gov 212-788-3774</p>