

Permit Types: Pre-filing

Purpose: After receiving approval on the PW1 Plan/Work Application from the New York City Department of Buildings (NYCDOB), a contractor or licensee can file the PW-2 Work Permit Application in order to apply for various NYCDOB permits.

Prerequisites:

- 1) The application must be completed by a contractor or licensee pre-registered with the NYCDOB and authorized by the owner of the property.
- 2) 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 submitted.

Submission Process:

- 1) Submit to the permit clerk the signed and notarized PW-2 Work Permit Application, and the NYCDOB-approved folder with a stamp indicating that microfilm has been received. PW-3 Cost Affidavit may also be required at the submission time, depending on NYCDOB list of applications requiring PW3 submission requirements. (Currently, eFiling is set up to process Renew No-change Permits and Electrical Permits.)
- 2) The permit clerk issues permit when all fees, including balances and civil penalties for work without a permit, are paid and appropriate insurance are held. (If the permittee is a homeowner who will be performing the work himself on his own home, a waiver from Worker's Compensation Board must be submitted.)
- 3) The permit clerk enters the permit issuance date in Business Information System after the permit is generated.
- 4) The permit clerk retains the application folder and then sends it to the Record Room for filing.

Fee: A check of \$35 for final microfilming fee.

Permit Timeline: N/A



NYC Office of Environmental Remediation

Green Team Fact Sheet

NYCDOB PW-2
Work Permit Application

Office Hours	<p>Office Hours: Each NYCDOB borough office is open Monday through Friday 8:30AM to 3:00PM. However, permit applications are accepted between 8:30 am and 12:30 pm.</p> <p>Borough Offices and Customer Service Phone Nos.:</p> <ul style="list-style-type: none"> • Manhattan: 280 Broadway, 3rd fl., New York, NY 10007; 212-566-0042 • Bronx: 1932 Arthur Avenue, 5th fl., Bronx, NY 10457; 718-579-6920 • Brooklyn: 210 Joralemon Street, 8th fl., Brooklyn, NY 11201; 718-802-3675 • Queens: 120-55 Queens Blvd., Kew Gardens, NY 11424; 718-286-0600 • Staten Island: 10 Richmond Terrace, Borough Hall, 2nd fl., Staten Island, NY 10301; 718-816-2300
Websites	<p>Helpful Websites:</p> <ul style="list-style-type: none"> • NYCDOB PW2 Work Permit Application: http://www.nyc.gov/html/dob/downloads/pdf/pw2.pdf • NYCDOB PW2 Work Permit Application Instruction: http://www.nyc.gov/html/dob/downloads/pdf/pw2ins.pdf • NYCDOB PW3 Cost Affidavit: http://www.nyc.gov/html/dob/downloads/pdf/pw3.pdf • NYCDOB PW3 Cost Affidavit Fact Sheet: http://www.nyc.gov/html/dob/downloads/pdf/pw3_factsheet.pdf • NYCDOB PW3 Cost Affidavit Instruction: http://www.nyc.gov/html/dob/downloads/pdf/pw3ins.pdf • NYSDOB Fee Structure and List of Applications Requiring a PW3 Showing Details of Construction Cost: http://www.nyc.gov/html/dob/downloads/pdf/pw3_fee_schedule_factsheet.pdf • NYCDOB Permit Forms: http://www.nyc.gov/html/dob/html/forms/forms_permits.shtml • NYCDOB eFiling login: https://a810-efiling.nyc.gov/eRenewal/loginER.jsp • NYCDOB website for How to Get a Permit: http://www.nyc.gov/html/dob/html/applications_and_permits/permits_howto.shtml



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Contacts

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