

Street Works Manual



New York City
Department of Transportation

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New York City
Department of Transportation

2011



www.nyc.gov/dot

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1. REFERENCE/General

2. TRANSPORTATION/General

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The most current version of the manual, including any updates and addenda, is available for download on the New York City Department of Transportation website at www.nyc.gov/dot.

OPPOSITE:

Street work in New York City to accommodate growth and changing needs requires coordination, permitting and oversight by NYC DOT to minimize disruption in a complex street space.





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Letter from the Mayor

Dear Friends:

New York City is always growing. The telecommunications, power, water, and sewer infrastructures that lie beneath the city's streets also need to grow and be maintained. Management of New York's City's street system is a never-ending balancing act, not only among our many modes of transportation and active street life, but also between transportation, and maintenance and improvement of our underground utilities. The New York City Street Works Manual is a major step forward in enhancing New York City Department of Transportation's (NYC DOT) performance in this regard. It will allow New York City government to better serve both the traveling public and the city's utility and construction sectors.

In fiscal year 2010, NYC DOT issued nearly a quarter million permits for work in city streets by utilities, construction companies and contractors.

With the policies and procedures set forth in this Manual, we aim to protect the public's investment in good street surfaces and have our streets operating at capacity a greater percentage of the time. There will be ongoing, formalized coordination and information-sharing about upcoming street construction work by both government and the private sector, and higher penalties for violations or non-permitted work. These will reduce the number of individual street excavations and reduce costs for companies, users of city streets and New York City taxpayers.

The Manual also provides a comprehensive and transparent compendium of NYC DOT procedures and regulations governing work on city streets, including forms and online links for registration and permit application that utilities and contractors need. Its online/web version will be especially useful as a hands-on tool for the companies that need NYC DOT permits. We have streamlined the procedures for obtaining permits and will continue that process into the future. Applicants can now electronically apply for and receive construction-related permits anytime, anywhere.

As our city continues to grow, the New York City Street Works Manual will help us serve New Yorkers better and more efficiently, and improve the quality of life in neighborhoods across all five boroughs.

Sincerely,



Michael R. Bloomberg
Mayor

הַמַּלְאָכִים

Foreword from the Commissioner

Dear Fellow New Yorkers:

City streets are New York's basic circulatory system, serving huge numbers of daily foot, bus and auto trips, as well as facilitating the millions of large and small goods deliveries that keep our economy running. Our streets are also the conduits for the increasingly complex set of public utilities needed for daily life in the 21st Century - water, electricity, gas, steam and telecommunications of every kind.

At times these multiple functions conflict - nearly every New Yorker seems to have a story about a work crew digging up a freshly surfaced city street. Though better coordination of paving and sub-surface work seems elementary, it has been elusive owing to sheer scales of both our street system and the utility networks buried beneath them.

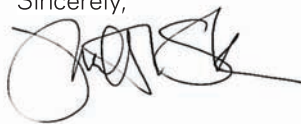
The New York City Street Works Manual represents a major step in solving this problem. The work by NYC DOT and the city's major utility companies to produce both the Manual and a series of agreements about data-sharing and consultation on work needs will go a long way to protect the public's investment in better street surfaces. New information applications will facilitate the coordination of vast and complex work schedules across the city.

In the same vein, the Manual also marks adoption of new, business-friendly technology improvements in NYC DOT's issuance of permits to contractors who need to undertake work in or under city streets. All-electronic permitting will save time and money for the utility and construction industries, while reducing costs and saving taxpayer dollars.

Transportation and good streets have always been keys to the improvement of the city's economy and daily life, which is why our Administration is a leader in infrastructure investment. While much of our country struggles to sustain basic upkeep, we have brought City-owned bridges to their best condition in a generation and expanded street resurfacing to a consistent 1,000 lane-miles per year. In just the last four years, NYC DOT has committed more than \$4.3 billion in capital investments, an unprecedented effort in the Administration's commitment to bring the city's roads, bridges and sidewalks into a state of good repair.

The Street Works Manual will help us preserve and extend the benefits of this critical work, and facilitate investment by the utility industry in other systems that are equally critical to the people of New York City.

Sincerely,



Janette Sadik-Khan
Commissioner



**There are nearly
6,000 linear
street miles in
the city.**

1. Introduction

The NYC Street Works Manual marks the beginning of new policies governing work on city streets, and clearly presents procedures for notice, approval and execution of such work. These new policies and the Manual's presentation of permit procedures are designed to deliver higher quality street surfaces, fewer transportation capacity reductions and a more efficient construction environment to the people and businesses of New York City.

There are nearly 6,000 miles of streets in New York City. City streets facilitate the movement of pedestrians, transit riders, motorists and cyclists as well as the delivery of goods and services throughout the city. Under the surface, the same streets support the city's water, sewer, power and telecommunications infrastructure, as well as its subway tunnels and building vaults. The streets themselves also serve as public spaces, fostering social, economic and recreational activities.



Management of New York City's street infrastructure is critical to the city's economic well-being and quality of life. The Street Works Manual is a new tool intended to increase the performance of both city government and the private sector in this regard. Its overall goals are both far-reaching and vital: sustaining the city's investment in its streets, enhancing access to subsurface infrastructure and minimizing transportation and community disruptions.

To this end, the Street Works Manual is intended as a resource for all parties that perform work in New York City streets, from utilities and contractors installing, replacing and repairing underground infrastructure to developers replacing roadways and sidewalks adjacent to building sites and homeowners performing their own sidewalk repairs.

New Street Works Policies

Street “excavation”, “opening”, and “cut” are often used interchangeably. Street Opening Permits are required for such excavation work.

New York City has developed and implemented the following policy changes in the course of evaluating the process of street cuts and developing the Street Works Manual:

1 Street Synergy 2011— Formalized Information Sharing

A recently executed agreement between NYC DOT and major utility companies provides for the monthly sharing of data regarding all active NYC DOT street excavation permits, NYC DOT’s list of “protected streets” (recently repaved or reconstructed streets that have strict restoration requirements if disturbed), NYC DOT’s roadway resurfacing schedule, short-term utility excavation needs and long-term utility project schedules.

The agreement brings together the most important stakeholders to collaborate to improve NYC street conditions. By leveraging information sharing technologies to identify convergent needs and schedules, all parties have the ability to undertake street-related work concurrently or in a closely-scheduled sequence, rather than excavating and surfacing streets in an uncoordinated manner.

2 NYCityMap and DOTMap

NYC DOT and the city’s Department of Information Technology & Telecommunications (DoITT) are collaborating to greatly increase the number of maps available to the public online. The public can view the city’s map portal with any of the most common Internet/web browsers. No special mapping software is needed. The anytime-anywhere availability of this information will facilitate coordination between all parties undertaking work on city streets. This

will result in fewer street excavations and better street conditions.

New York City has begun posting maps providing information about its capital projects across the full range of city agencies via the online NYCityMap. You can reach it online at <http://gis.nyc.gov/doitt/nycitymap>.

NYCityMap already features layers for the city’s Department of Design and Construction (DDC) and NYC DOT’s 10-year capital projects plan, as well as NYC DOT’s “Protected Streets” — these are streets that have been resurfaced or reconstructed within the past five years and therefore require substantially higher permit fees for street excavation work. They also require more expansive restoration if disturbed. Additional information on using NYCityMap is presented in Chapter 2.

NYC DOT has its own portal, DOTMap, within NYCityMap. You can reach it directly at <http://www.nyc.gov/dotmap>. It contains a large number of NYC DOT - related maps. NYC DOT has been working to display much of our data in contemporary GIS formats. This increases transparency and, for the purposes of this Manual, fosters additional coordination between NYC DOT and other parties performing work on city streets. NYC DOT anticipates adding scheduled street resurfacing work to DOTMap during 2011.



NYC DOT coordinates street opening and other construction on streets.

3 Incentives for Coordination and Compliance

NYC DOT and the NYC Environmental Control Board recently increased monetary penalties for four street work-related violations. Fines for opening a non-protected street without a permit were nearly doubled to \$1,500, by this action. Fines were also increased by nearly 29% for opening a Protected Street without a permit. Fines for closing streets to traffic without permits were increased by 50%. The penalty for restoring the street surface on a Protected Street without notifying NYC DOT inspectors was increased three-fold, to \$750.

Fines for improper usage of emergency permits, such as declaring an emergency when none exists, are also under review to determine whether changes are warranted.

Taken together, these actions will reduce the incidence of street work undertaken without permits, provide a stronger incentive for collaboration and coordination between city government and private sector stakeholders that engage in work on city streets and better facilitate public mobility and safety.

4 Permit and Inspection Technology Enhancements

NYC DOT has been enhancing its permit and inspection procedures. 50% of agency permits are now issued electronically, with most permits issued within 1-2 days of application. NYC DOT continues to move toward the goal of permit applications submitted anytime-anywhere online. This capability will also include the printing of permits anytime-anywhere using any printer. Registered applicants will no longer need to go in person to any office to obtain the majority of NYC DOT construction-related permits. NYC DOT will also enhance the tools its inspectors use to review street work for compliance with permit stipulations. By the end of 2011, all inspectors will use tablet computers to verify permit details and record the inspection and issue appropriate corrective action requests.


How to Use the Street Works Manual

The organization of the Street Works Manual generally follows the chronological process of planning and undertaking work in the street.

Chapter 2 describes processes and tools to enhance advance planning and coordination of street work between NYC DOT's own capital resurfacing and reconstruction programs and the street infrastructure work of other stakeholders, especially those that perform a large number of street excavations. One tool highlighted in this chapter is DOTMap, a new data sharing initiative that will allow for better coordination of planned street reconstruction and resurfacing activities with other street excavation work.

Chapter 3 describes different types of construction-related permits issued by NYC DOT and outlines the application processes for each permit type. It also provides cross-references to useful on-line forms and tools.

Chapter 4 describes the processes for executing work in the streets, after permits and approvals are obtained, and the enforcement actions NYC DOT may take to safeguard city streets.

In Chapters 3 and 4, the  symbol is used to indicate particularly time-sensitive requirements of the processes described.

Appendices to the Street Works Manual provide additional resources, including a list of common permit types and the supporting documentation required for each permit type, reference copies of applications and required forms, contact information for NYC DOT and other agencies and utilities, a list of the stipulations placed on permits under certain conditions and/or at certain locations, and useful internet links by chapter of the Manual.

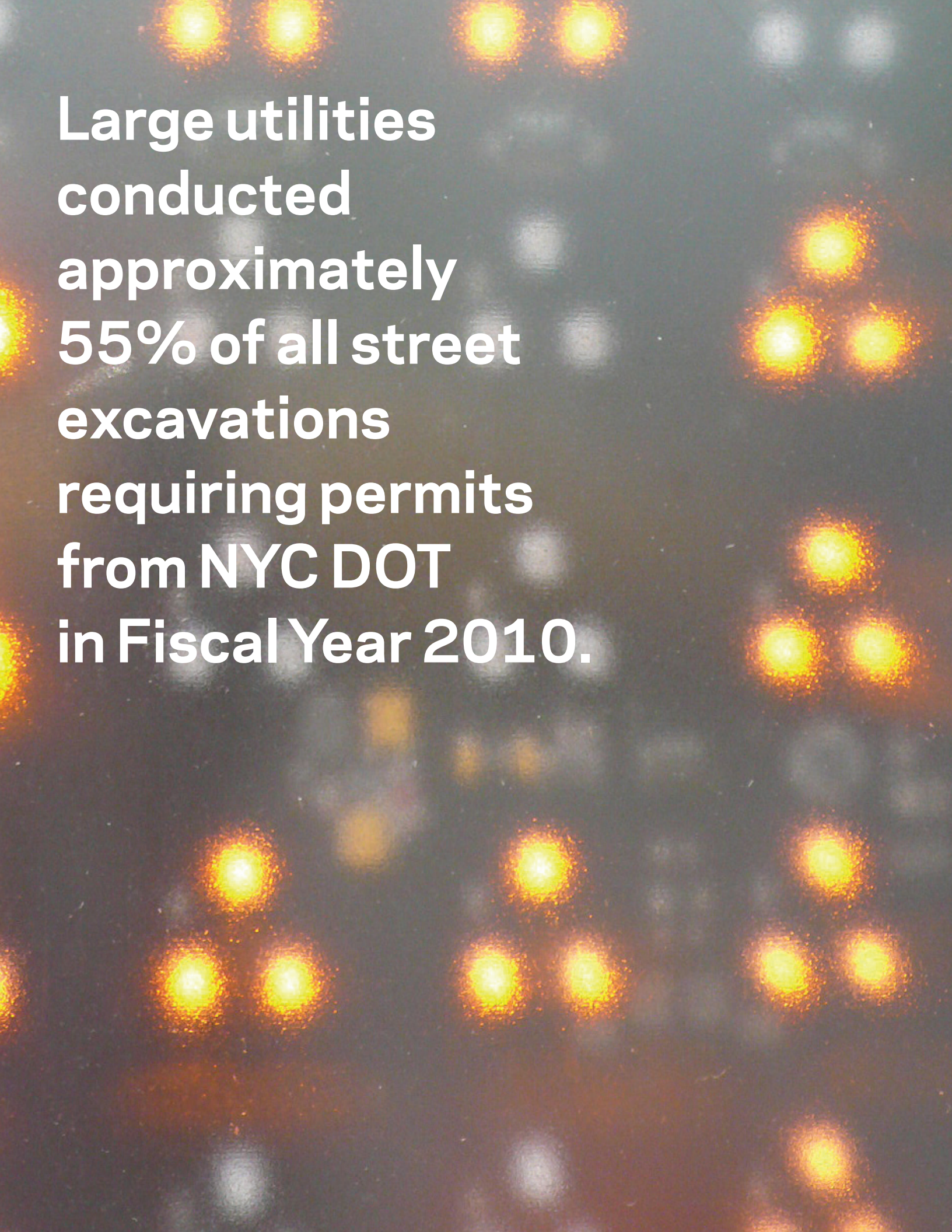
Applicability

The guidance presented in the Street Works Manual does not supersede any existing federal, state or city laws, rules and regulations. For complete NYC DOT requirements regarding the performance of work in the street, please consult the Highway Rules available at <http://www.nyc.gov/html/dot/downloads/pdf/hwyrules.pdf> and NYC DOT specifications at http://www.nyc.gov/html/dot/downloads/pdf/standard%20highway_specs_vol%201.pdf.

The Glossary and definitions found in this Manual provide a brief explanation of NYC DOT terminology. Any definitions found in existing federal, state or city laws, rules and regulations take precedence as the official and legal definitions.

NYC DOT disclaims any liability for omissions or errors that may be contained herein.

“[NYC DOT] will coordinate street and subsurface infrastructure work by city agencies, building projects and utility companies to minimize street closures and poor street surface quality and ensure that NYC DOT resources are put towards more systematic infrastructure projects.”—*Sustainable Streets. Strategic Plan for the New York City Department of Transportation (2008)*

The background of the slide is a dark, out-of-focus image of numerous bright yellow lights, likely from a construction site or a large-scale excavation project. The lights are scattered across the frame, creating a bokeh effect. The text is overlaid on the left side of the image.

**Large utilities
conducted
approximately
55% of all street
excavations
requiring permits
from NYC DOT
in Fiscal Year 2010.**

2. Advance Notice and Coordination of Planned Street Work

Advance notice and coordination of planned street work is one of the most effective tools for reducing the number of street excavations, especially on streets that are scheduled to be resurfaced or reconstructed. Street excavators, including utility companies and developers, can access New York City Department of Transportation (NYC DOT) data and attend NYC DOT coordination meetings to facilitate effective communication regarding planned street work.

Chapter Topics:

- | | |
|-------------|---|
| Section 2.1 | The Goal of Advance Notice and Coordination |
| Section 2.2 | NYCityMap, DOTMap, and Other Online Information |
| Section 2.3 | Key Principles for Effective Notice and Coordination of Major Street Work |
| Section 2.4 | Advance Notice and Coordination in Lower Manhattan |

For a list of all the web links pertaining to this chapter, refer to Appendix E, Links.

About this Chapter

Thousands of miles of utility pipes, cables and other equipment are beneath the streets of New York City. The installation and repair of this infrastructure is crucial to maintaining and strengthening the city's competitive position in the global economy. Inevitably, street excavations to install or access this infrastructure disrupt the normal activity of New York's streets, causing frustration and confusion for local residents and businesses. Street excavations also adversely affect the condition of the streets, reducing the number of years the pavement would otherwise be expected to remain in good or excellent condition following resurfacing or reconstruction, and increasing repair and life cycle costs for the city.

The goal of advance coordination is to reduce the number of excavations in New York City streets. To this end, this chapter discusses existing mechanisms that help inform utility companies and other potential [street excavators](#) of impending NYC DOT work, including how to access information on NYC DOT's planned capital projects, weekly street resurfacing schedules, "[protected street](#)" information and other data that can help to facilitate effective communication regarding street work. It also outlines principles for coordinating with NYC DOT when proposing excavation work to help make certain that excavation on streets occurs before or in conjunction with city street work, where applicable.

Advance notice and coordination refers to project information sharing and communication activities that occur between NYC DOT and street excavators prior to the issuance of a permit.

STREET EXCAVATORS: include utility companies, developers, city and state agencies and other entities that are permitted to carry out excavation work in the street or hire contractors to do such work on their behalf.

PROTECTED STREETS: A street is considered to be in protected status for a period of five years from the date it was last resurfaced or reconstructed. The purpose of placing a street in protected status is to maintain the integrity of a new street surface.

The Street Synergy 2011 initiative discussed earlier in Chapter 1 formalizes information sharing between NYC DOT and utilities that do a large amount of street excavation work. Proposed project locations can be reviewed to identify project coordination opportunities.

All parties will have the ability to undertake more street-related work concurrently or in a closely-scheduled sequence, rather than re-excavating and re-surfacing particular streets in an uncoordinated manner.

NYC DOT project locations, protected streets, and other maps are available online at the Department of Information Technology & Telecommunications (DoITT) NYCityMap website and the DOTMap portal. Permittees can use these maps to make informed decisions while planning new projects.

Section 2.1 The Goal of Advance Notice and Coordination

Advance notice and coordination of planned street work is one of the most effective tools for reducing the number of street excavations on newly resurfaced or reconstructed streets. With advance notice of proposed excavation work, NYC DOT can sequence the timing of the large

number of roadway and utility works being undertaken across the city. Similarly, the sooner a potential street excavator knows about NYC DOT's intent to work in a particular location, the better it can make arrangements to avoid or reduce potential conflicts.

The Street Synergy 2011, NYCityMap, and DOTMap projects will all contribute to NYC DOT's vision for enhanced coordination.

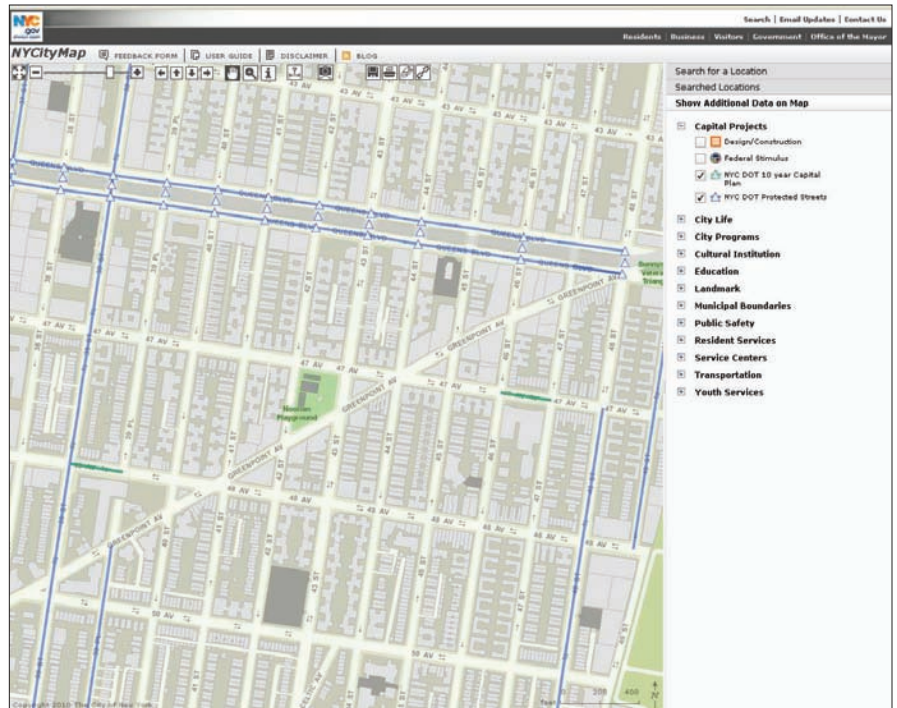


New York City streets include a complex mix of assets such as electric, gas, telephone, cable, water, sewer and steam lines, requiring coordination among the different asset owners when street work is performed.

Section 2.2 NYCityMap, DOTMap and Other Online Information

With advance notice of NYC DOT's intent to work in a particular location, utility companies and other potential street excavators are better able to make arrangements to minimize potential conflicts or to leverage the opportunity to perform their work before resurfacing or reconstruction is complete. In order to assist the goal of advanced coordination, information about planned NYC DOT projects is available via the DOTMap portal within the NYCityMap website at <http://www.nyc.gov/dotmap>. By accessing this map portal, a utility company or any other entity that performs street excavation work can find details on NYC DOT projects included in the city's 10-year Capital Budget, as well as more imminent NYC DOT and New York City Department of Environmental Protection capital projects currently in design or under construction.

Information on how to navigate and use NYCityMap and DOTMap is available online at: <http://gis.nyc.gov/doitt/webmap-conf/docs/UserGuide.pdf>



NYCityMap is the city's web-based interactive mapping application. It includes capital construction projects.

DOTMap also features a protected streets layer, enabling utilities and other potential street excavators to view which streets are protected and for what period of time. The protected streets layer is current as of the previous business day. The screen image above displays the "NYC DOT 10 year Capital Plan" projects in green and protected streets in blue.

Clicking on the "i" button at the top center of the map will change the cursor into an arrow with an "i" next to it. With this cursor, users can click on the map to get information about a particular map layer. As shown in the screen image, the pop-up for the "NYC DOT 10 year Capital Plan" layer

features a project ID, title, and the fiscal year for which the project is planned, whereas the pop-up for "NYC DOT Protected Streets" includes street name and the date to which protected status extends.

Other Online information

1 Weekly milling and resurfacing and concrete repair schedules. NYC DOT weekly milling and resurfacing schedules are available online at <http://www.nyc.gov/html/dot/html/motorist/resurfintro.shtml>.

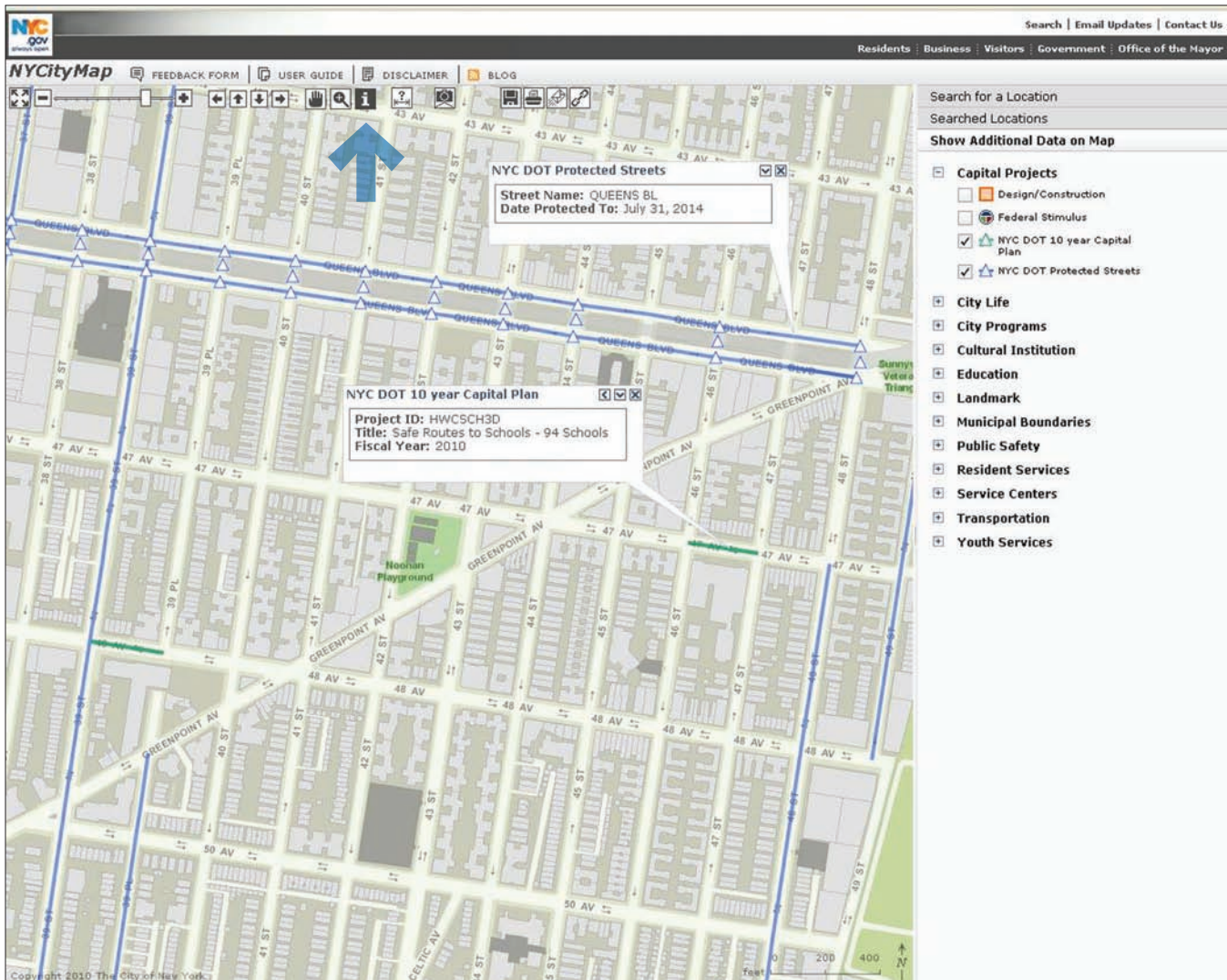
The milling and resurfacing schedules are organized by borough and are sent electronically each week to utility companies and other city agencies. A longer-term resurfacing schedule that forecasts several months of anticipated work is distributed during borough-level monthly utility coordination meetings (see Section 2.3 Key Principles for Effective Notice and Coordination of Planned Street Work). NYC DOT’s

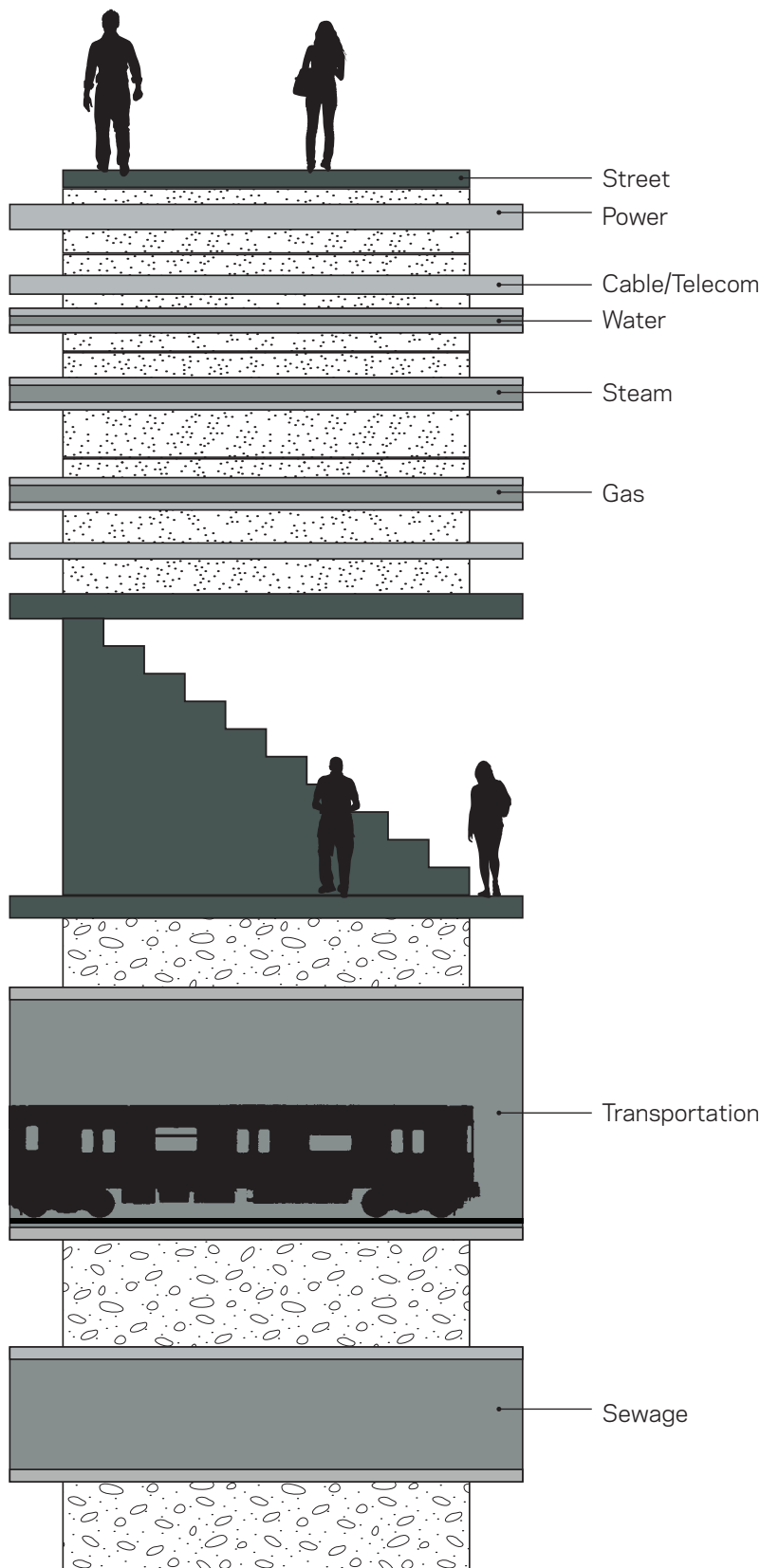
concrete repair schedule for roadways, sidewalks and other assets in the street can also be accessed from this link.

2 Embargoes. NYC DOT imposes construction “embargoes” (a temporary suspension of active permits in the affected area) for significant special events including the New York City Marathon, parades, high profile projects and the winter holiday season. A list of current construction embargoes is available online at <http://www.nyc.gov/html/dot/html/motorist/trafalrt.shtml>.

Additional information regarding embargo periods is provided in Chapter 3, Section 3.6.2.

MILLING AND RESURFACING: during street resurfacing, the top layer of existing asphalt is milled away (ground up and removed) and a new layer of asphalt is applied.





Section 2.3 Key Principles for Effective Notice and Coordination of Planned Street Work

NYC DOT is working to enhance the coordination of major planned work that impacts the streets with utility companies and other entities that perform street excavations. To this end, NYC DOT has dedicated time and resources to enhance its own systems and coordination efforts. It is important that contractors and utility companies are responsible partners as well in order for coordination to be effective. Coordinating street work in accordance with the principles of this section will help to minimize delays and disruption to road users, businesses and residents and help extend the useful life of city streets. Key principles for effective coordination include:

1 Provide notice of planned street work at earliest opportunity. The basic principle of providing adequate advance notice is the greater the disruption, the longer the notice period needed.

The notice provisions specified in Section 2-02(g) of the Highway Rules are the minimum required for street operations. The Highway Rules can be accessed at <http://www.nyc.gov/html/dot/downloads/pdf/hwyrules.pdf>.

By mutually sharing data before detailed construction plans have been developed NYC DOT and street excavators can adjust their project plans to avoid conflict and maximize the potential opportunity for street work coordination.

2 Share long-term capital plans for planned repairs, upgrades and new service. Information on long-term capital programs from potential street excavators helps NYC DOT to effectively coordinate planned street work. It also helps NYC DOT to identify opportunities for joint bidding and to coordinate the timing of the agency's resurfacing and reconstruction activities.

3 Regular input and attendance of decision makers at coordination meetings. Regular coordination meetings allow decision makers to share information and to discuss project difficulties and constraints. Several forums are in place to provide advance notice of city capital projects. NYC DOT hosts borough-level meetings to discuss the scheduling of upcoming resurfacing

projects with utility companies and other potential street excavators. NYC DOT also routinely meets with utility companies and others who perform street excavations to inform these organizations of upcoming events and major construction projects with which NYC DOT is involved. Additionally, in the middle of each fiscal year, the New York City Department of Design and Construction (DDC) convenes a meeting with other agencies and utilities to discuss city projects under its purview that are expected to begin construction during the next four years. During the final design stage of a city project, DDC will also hold a series of alignment meetings with the utilities and other agencies to inform them about proposed changes to the location of street infrastructure that would require facility relocation.



Coordination aims to reduce street excavation work on recently repaved streets.

**NYC DOT issued
more than 244,000
construction-related
street work
permits during
Fiscal Year 2010.**

3. Permits and Approvals

Utility companies, developers, contractors, and excavators who undertake any type of construction that will impact the street or occupy it with equipment, structures or other installations must obtain a permit.

Chapter Topics:

Section 3.1	General Provisions for Construction-Related Permits
Section 3.2	The Permittee Registration Process
Section 3.3	The Permit Application Process (Non-Emergency Work)
Section 3.4	Canopy Authorizations and Permits
Section 3.5	Other Provisions Pertaining To Permits
Section 3.6	Emergency Work and Special Circumstances
Section 3.7	Vault Approvals

For a list of all the web links pertaining to this chapter, refer to Appendix E, Links.

About this Chapter

New York City is brimming with construction activity—from the building of skyscrapers, rehabilitating and reconstructing of bridges and roadways, to the digging of new subway lines. At the foundation of the city that never sleeps lays a network of streets that helps keep New York and New Yorkers moving forward. In order to maintain world-class streets, permits must be obtained for the work performed in the street.

The term “street” means a public street, avenue, road, alley, lane, highway, boulevard, concourse, parkway, driveway, culvert, sidewalk, crosswalk, boardwalk, viaduct, square or place, except those streets adjacent to any waterfront property designated as a marginal street on a city map. This chapter describes the different types of permits that are issued by the New York City Department of Transportation (NYC DOT), the one-time permittee registration process, the application procedure for each permit type, and special circumstances and procedures.



Permit windows at the central Permit Office

Section 3.1 General Provisions For Construction-Related Permits

PERMITTEE:
is an individual, corporation,
business or other entity who
secures permits for all work
regulated by NYC DOT, pursuant
to the Highway Rules.

NYC DOT's mission is to provide for the safe, efficient and environmentally responsible movement of pedestrians, goods, bicycles and vehicular traffic on the streets of the city of New York. In addition, the streets serve as the access point for the subsurface infrastructure that provides water, sewer, power, and telecommunications services for the city. NYC DOT registers permittees, and coordinates and issues permits for construction-related activity on streets.

Anytime-anywhere applications and *any printer* plain paper production of approved permits are becoming available to more NYC DOT customers. Many people and businesses who pay by credit card no longer need to visit a NYC DOT office to apply for or receive their approved permits.

Previously, electronic filing and permitting was available only to the city's large utilities. They account for over half of all street construction permit requests. Using the Internet, NYC DOT will make this convenient and efficient capability available to all applicants.

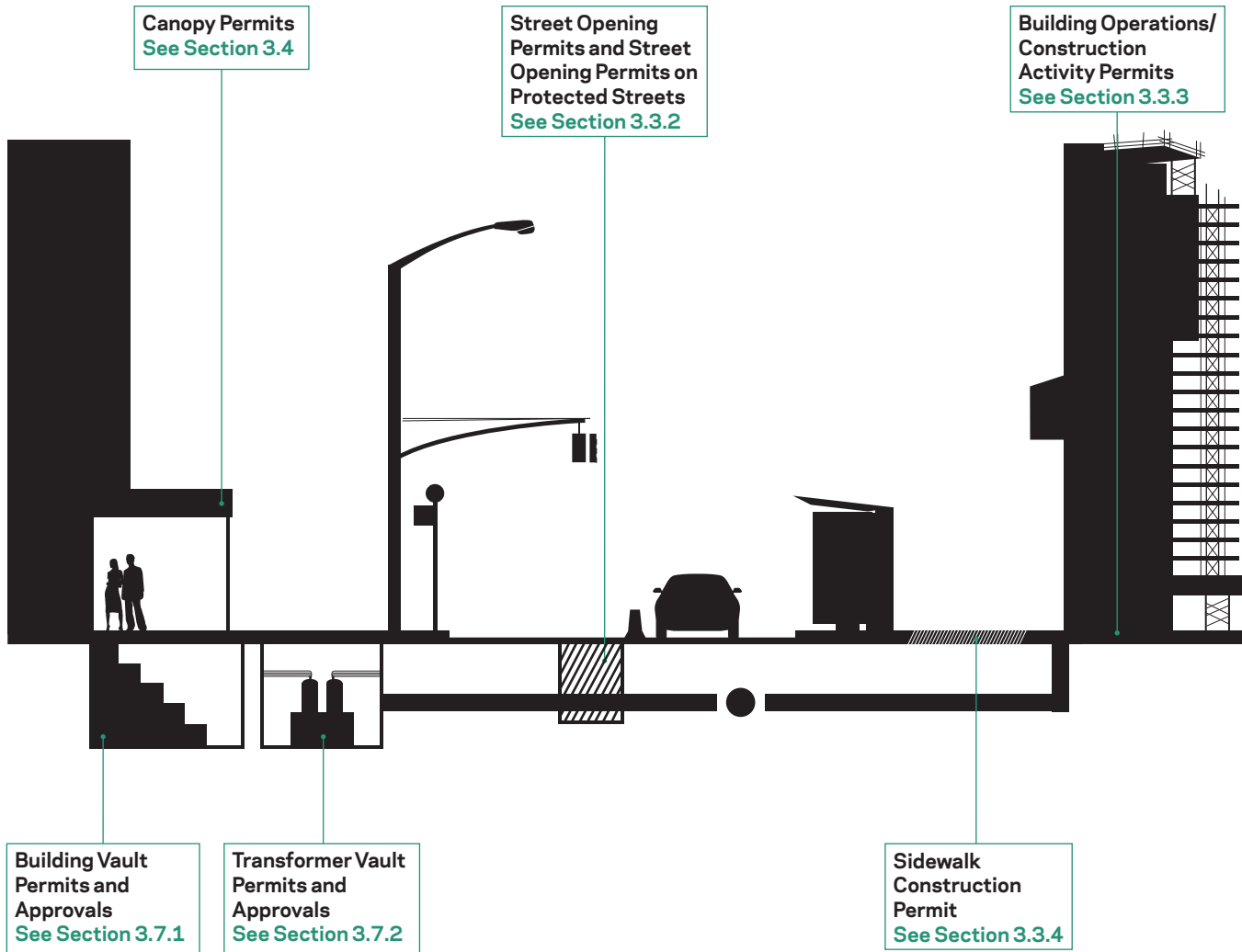
The city's new Commercial Refuse Container permit application was the first permit type available online to apply for and print approved permits *anytime-anywhere*. These permits help NYC DOT regulate and monitor the location and duration of the placement of commercial refuse containers that are placed in the street.

During the second quarter of 2011 *anytime-anywhere* applications became available for additional permit types:

- Street Opening
- Building Operations
- Sidewalk Construction
- Permit Renewals

Anytime-anywhere permit applications also enhances the efficiency of NYC DOT permitting operations. By eliminating manual steps, some applications that used to take up to five business days for approval and printing may now be approved and issued within a single business day.

NYC DOT Permits and Approvals



Who Issues Construction-Related Permits for Work on a Street?

The NYC DOT Bureau of Permit Management and Construction Control (the Bureau) is responsible for overseeing all construction-related permitting. The Bureau is comprised of two offices:

1 The Office of Permit Management (Permit Office) registers permittees, receives all construction-related permit applications, reviews them for accuracy and completeness and applies appropriate fees. There is a central Permit Office in Manhattan and borough Permit Offices in each of the other boroughs.

2 The Office of Construction Mitigation and Coordination (OCMC) reviews all construction permit applications and develops construction activity [stipulations for permits](#) to allow for work to occur with minimal disruption to businesses, motorists, bicyclists and pedestrians, and avoid conflicts with other construction projects and special events. OCMC also interfaces with project engineers, city agencies, community boards, elected officials and the general public to resolve construction issues related to mobility.



All work within the street requires a NYC DOT permit to minimize construction impacts.

PERMIT STIPULATIONS:
are terms and conditions listed on the permit that must be followed by the permittee. Permit stipulations can include allowable days and hours for work, restrictions on street usage, and provisions for the maintenance and protection of traffic.

Types of Permits

There are four categories of construction-related permits for work on a street: Street Opening, Building Operations/Construction Activity, Sidewalk Construction, and Canopy Permits. To provide an overview, each is described briefly in the remainder of this section. More specific information on each permit type, including application procedures and fee structures are described in greater detail in *Section 3.3 The Permit Application Process* of this chapter. Procedures to follow in the event of an emergency or the need to apply for a permit during an embargo period are explained in *Section 3.6 Emergency Work and Special Circumstances* later in the chapter.

Street Opening Permits

This category of permits applies to openings/excavations or other work in a street that may cause damage to the street surface or to any work that the Permit Office believes would compromise the street surface. Street Opening Permits are generally taken out by entities that need access to subsurface infrastructure, including utility companies and contractors, such as licensed master plumbers.

Building Operations/ Construction Activity Permits

This category of permits applies to construction-related activities that take place within the street and are generally associated with construction work adjacent to the street. Typically, a valid permit issued by the New York City Department of Buildings (DOB) is required prior to application for permits in this category. Some of the construction-related activities covered under this category include placement of materials, equipment and temporary structures on the street or sidewalk (e.g., building materials, cranes, boom trucks, a shanty or trailer, construction container, security structure, tool cart, or construction parking regulation signs) or movement of construction equipment across roadways and sidewalks. This category also covers installations above the street such as banners and decorative lights and permanent installations on the street such as bike racks. Building Operations/ Construction Activity Permits are generally taken out by entities that perform construction activities, including developers and contractors.



Crane placed on the street for construction activity. Cranes may require permits from DOB in addition to NYC DOT.

Sidewalk Construction Permits

This category of permits applies to any repairs, replacements or new sidewalk installations. Sidewalk Construction Permits are generally taken out by entities that need to perform work on sidewalks, including developers, contractors, and private homeowners (for sidewalk repairs and only if performing the work themselves).

Canopy Authorizations and Permits

This category of permits applies to authorizations and permits required to place a **canopy** over the sidewalk. A one-time Street Opening Permit must also be obtained to install the poles that support the canopy. Canopy permits are generally taken out by building owners, business owners, and canopy installers.

In Fiscal Year 2010, NYC DOT issued approximately:

136,000 Street Opening Permits throughout the five boroughs

88,000 Building Operations/ Construction Activity Permits

17,000 Sidewalk Construction Permits.

CANOPY:

is a supported cover, usually made of fabric, located over the sidewalk and held up by poles installed into the sidewalk.

Basic Registration Process



Section 3.2 The Permittee Registration Process


In order to apply for a permit, an applicant must first register in person with NYC DOT by submitting a completed Permittee Registration Application. Although registration is a one-time process, registered applicants must keep all insurance and general information up to date, which must be done in person at the central Permit Office.

3.2.1 Required Documentation for a Permittee Registration Application

The required documents include:

- 1** Completed Permittee Registration Application, found at <http://www.nyc.gov/html/dot/downloads/pdf/regapp.pdf> and in Appendix B, Forms.
- 2** Copy of E.I.N. or Tax I.D. number as provided by the Internal Revenue Service (IRS).
- 3** Original insurance certificates for Commercial General Liability (CGL) insurance and Worker's Compensation insurance.
 - a.* CGL insurance. The applicant must satisfy all of the requirements listed in the Highway Rules, Section 2-02(a) (3) found at <http://www.nyc.gov/html/dot/downloads/pdf/hwyrules.pdf> or at <http://www.nyc.gov/html/dot/downloads/pdf/insurancereq.pdf>. Additionally, Section 2-02(a) (3) contains an indemnification provision to which all permittees are subject.

- A Certificate of Insurance may be provided as proof of insurance coverage only if accompanied by a certification form by the insurance broker or insurance company attesting to the accuracy of the coverage described on the certificate. A sample certification form can be found at http://www.nyc.gov/html/dot/downloads/pdf/certification_broker.pdf and in Appendix B, Forms. A sample of an acceptable Certificate of Insurance can be found at <http://www.nyc.gov/html/dot/downloads/pdf/insurancercert.pdf> and in Appendix B. Applicants may provide complete copies of insurance policies instead of certificates of insurance.
- The applicant must obtain CGL insurance policies written by companies that may lawfully issue such policies, with an A.M. best rating of at least A-VII or a Standard & Poor's rating of at least AA. The CGL policy should provide coverage in the amount of no less than \$1 million combined single limit per occurrence, except for applications for permits to place a crane on a street, which requires \$3 million combined single limit per occurrence.

All CGL insurance policies must contain the following cancellation clause: *In the event of expiration or cancellation of any such policy, the company will give the Permit Office at least **30 days'**  written notice prior to such expiration or cancellation.*

b. Worker's Compensation Insurance.

Each applicant must obtain and provide Worker's Compensation insurance in accordance with the laws of the State of New York from a licensed insurance company.

4

Permit Bond. Where applicable, an applicant must submit an original Permit Bond to the Permit Office at the time of permit issuance to cover all costs and expenses that may be incurred by the city as a result of the activity for which the permit is issued or for the purpose of otherwise safeguarding the interests of the city. Permit Bonds, as described in the [Highway Rules](#), Section 2-02 (a) (4), should cover all permitted activities.

5

Copies of incorporation papers, licenses, and business certificate or filing receipt filed with the state of New York.

All addresses must be the same on all above referenced documents.

HIGHWAY RULES:
are codified in **Chapter 2 of Title 34 of the Rules of the City of New York.**

Instructions for Permittee Registration Application

The instructions below apply to both corporations and individuals. For individuals, "Not Applicable" should be filled in for all corporation-related questions. Registration applications should be printed on 8 1/2"x 14" paper.

Section A: Applicant Information

- 1 Name:** Enter the name of the individual or corporation to be registered with NYC DOT. If AKA (also known as) is applicable, enter this name.
- 2 Identification:** Enter the applicant's Tax Identification Number (AKA Employer Identification Number) or the individual's Social Security Number.
- 3 Address:** Enter the applicant's contact address (street number and name).
- 4 City, state, zip:** Enter city, state and zip code.
- 5 Telephone Number:** Enter daytime telephone number.
- 6 Fax Number:** Enter applicant's fax number.
- 7 24-Hour Emergency Telephone Number:** Enter a telephone number where the applicant can be reached at all times (for emergency situations).
- 8 Email:** Enter applicant's email address.

Section B: Applicable License Numbers

Enter the license numbers as required for each type of work to be performed, including the plumber's license number and name on license (if applicable).

Section C: Category of Work Performed

Check all types of work that will be performed by the applicant or his/her corporation.

Section D: Work in Borough

Check each borough in which the applicant expects to work.

Section E: Authorized Representatives to Obtain Permits

Enter all persons authorized to obtain permits for the applicant, their affiliation to the applicant and their telephone number, including the name of any expediter. If the applicant makes any changes to these authorized representative(s), he or she must update the Permittee Registration Application.

Section F: Company Officers/Directors/Managing Agents/etc.

Enter at least two names of corporate officers, with title.

Section G: Designated Representative(s) to Accept Service of Summons at the Applicant's Business Office:

Enter the names of at least two people who are authorized to accept summonses for his/her corporation and who are located at his/her business address.

Section H: Signature of Company Officer

Print his/her name and title and provide a signature.

NOTARIZE THE FORM.

These instructions also can be found at http://www.nyc.gov/html/dot/downloads/pdf/inst_regapp.pdf.

3.2.2 Permittee Registration Application Submittal

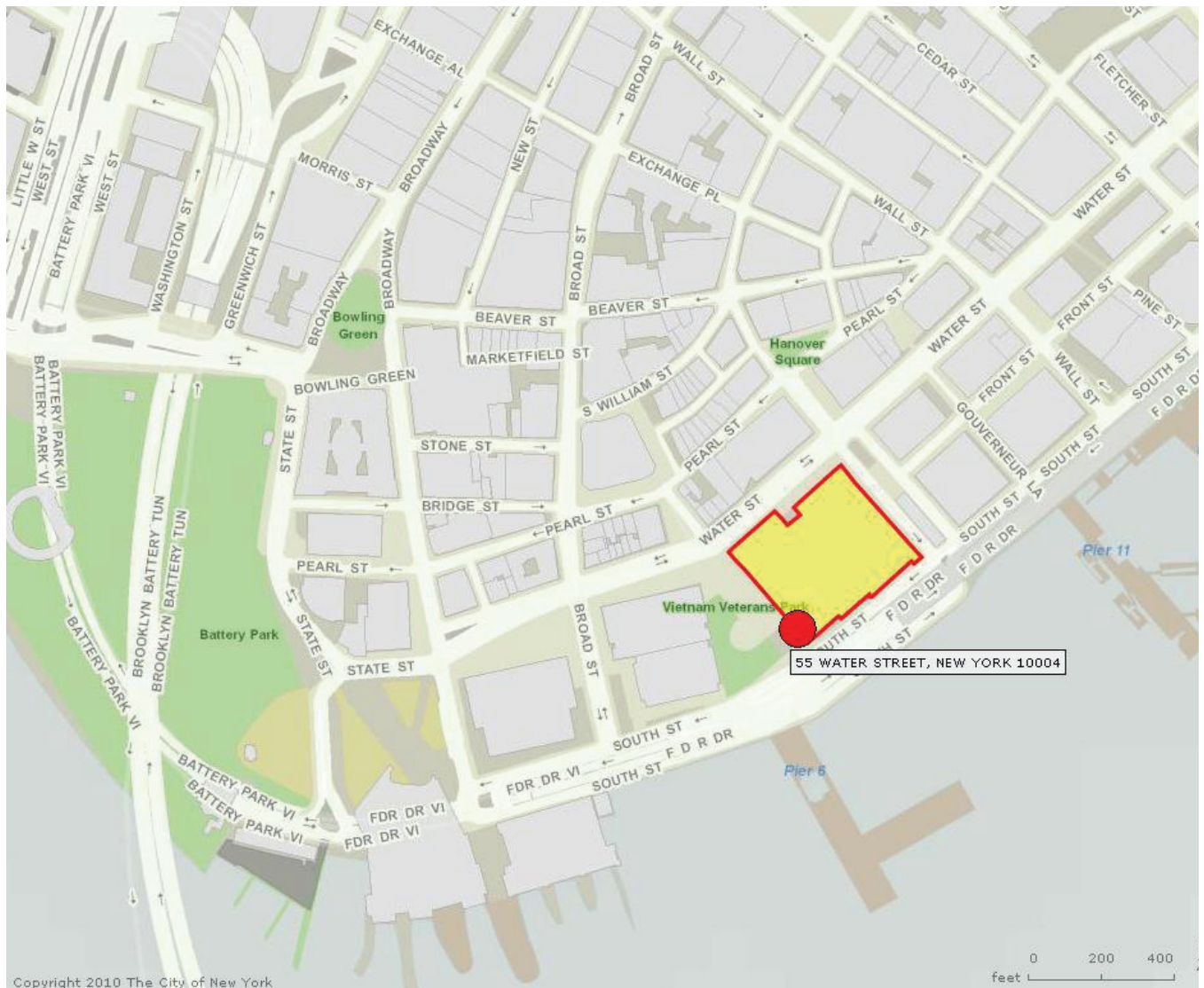
The completed Permittee Registration Application and other required documents must be submitted in person to the NYC DOT central Permit Office to complete the registration process.

A full review will typically take between two and seven days. If a new Permit Bond is being submitted as part of the registration documents, it requires an additional review.

When all necessary information has been submitted and reviewed, the applicant is issued a Permittee ID Number that must be used on all permit applications. This number should be kept confidential and only used to apply for NYC DOT permits.

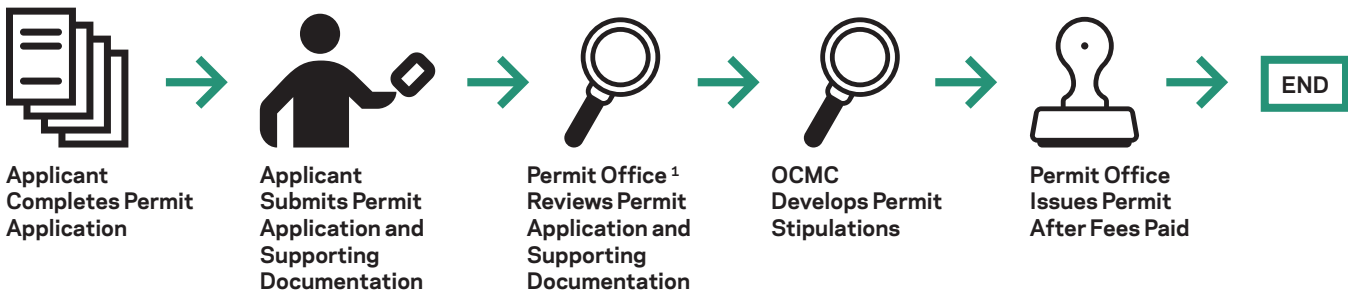
Questions regarding permit registration can be directed to the central Permit Office. The contact information and hours of operation can be found in Appendix C, NYC DOT Contact Information.

Homeowners applying for Sidewalk Construction permits who intend to do the work themselves do not need to register.



The central Permit Office entrance is via Vietnam Memorial Plaza between Water and South Streets.

Basic Permit Application Process for All Streets in Manhattan and Critical Streets in All Boroughs (Non-Emergency Work)



Note:

1. For Staten Island: work on critical streets in Staten Island can be submitted to the borough office

Section 3.3 The Permit Application Process (Non-Emergency Work)

There is one permit application form that covers Street Opening, Building Operations/Construction Activity, and Sidewalk Construction permits for non-governmental work. Applications for most permits can be submitted online using anytime-anywhere permitting, which can be found at <http://www.nyc.gov/dot/constructionpermits>. For applicants who prefer to apply in person, Application for Roadway/Sidewalk Permit(s), can be found at <http://www.nyc.gov/html/dot/downloads/pdf/permapp.pdf> or in Appendix B, Forms. There are separate permit applications for governmental work, Canopy Permits, and permit renewals and re-issuance, all of which are explained later in this chapter.

In some cases, applications and supporting documentation must be submitted in person. The location to which the application should be submitted depends on the location and type of construction-related work to be performed:

Central Permit Office

in Manhattan — In-person applications for non-emergency work, including work on all streets in Manhattan and on all **critical streets** in Brooklyn, Queens and the Bronx; all work to be performed for sewer and water system construction; and all capital project work, all utility work, all crane requests, and all full closures of sidewalks and roadways must be submitted only to the central Permit Office in Manhattan.

Borough Permit Offices

— In-person applications for all other construction-related work can be submitted to the borough office in the borough in which the work is to be performed. The Staten Island borough permit office also accepts applications for work on critical streets in Staten Island. The contact information and hours of operation for all Permit Offices can be found in Appendix C, NYC DOT Contact Information.

Permit processes may be revised as anytime-anywhere permits are increasingly used. Check <http://www.nyc.gov/permits> for updated information.

CRITICAL STREETS: are locations where construction will significantly impact pedestrians, motorists, and bicyclists. A list of all critical streets can be found in the Highway Rules, Section 2-07 (c) (5) at <http://www.nyc.gov/html/dot/downloads/pdf/hwyrules.pdf>.

EMBARGO PERIOD: means a period of time in which permitted work is temporarily suspended due to significant events and activities as designated by NYC DOT.

Basic Permit Application Process for All Streets other than Critical Streets in Brooklyn, Queens, Staten Island and the Bronx (Non-Emergency Work)



3.3.1 Common Requirements for All Permit Types

1

Applicants must be registered with NYC DOT and have a Permittee ID Number, except in the case of a Sidewalk Repair Permit taken out by a homeowner, where the work will be performed by the homeowner.

2

Applicants must submit a completed permit application. Generally, applicants must provide business and contact information; proposed work information, including location, size of proposed work, and the work start and end date; type of permit(s) being requested; detailed work zone sketch; and date and signature of applicant or authorized representative. The permit application can be found at <http://www.nyc.gov/html/dot/downloads/pdf/permapp.pdf> or in Appendix B, Forms.

3

Applicants must obtain all applicable original permits and/or approvals from any other governmental agencies prior to applying for a permit. Common examples include approval from the New York City Department of Parks and Recreation (Parks) if any street trees or tree pits will be affected by the proposed work;

a permit from the New York City Department of Environmental Protection (DEP) if any water or sewer line will be affected; and a Certificate of Appropriateness from the New York City Landmarks Preservation Commission (LPC) if the proposed work is within an Historic District. Copies may be accepted if approved by the Permit Office in advance. A table showing the agencies that must be contacted prior to applying for certain NYC DOT permit types can be found in Appendix A, Common Permit Types and Documents Needed; a list of contact numbers for these agencies can be found in Appendix D, Other Agency and Utility Contact Information.

4

If the applicant intends to work on a contract that has been awarded by a government agency or authority, the applicant must bring a copy of the contract, Order on Letter, Notice to Proceed or a Letter of Authorization. Applicants should indicate on the application, Application for Governmental Work Permit(s), their name and the name of the governmental agency or authority for which they are working. The Application for Governmental Work Permit(s) can be found at http://www.nyc.gov/html/dot/downloads/pdf/govt_work_permit_app.pdf or in Appendix B, Forms.

5

If the applicant intends to fully close a roadway, a Request for Full Roadway Closure must be completed. The Request for Full Roadway Closure can be found at http://www.nyc.gov/html/dot/downloads/pdf/roadway_closure_app.pdf or in Appendix B, Forms.

6

If the applicant intends to do work associated with a Franchise, Concession or Revocable Consent Agreement, the applicant must have a copy of the Agreement prior to applying for a permit. Further information regarding these agreements can be found at <http://www.nyc.gov/html/dot/html/permits/franinfo.shtml>.

7

Any work is subject to suspension during an NYC DOT-issued **embargo period**, unless otherwise designated.

Questions regarding permit registration or application processes can be directed to any Permit Office. Contact information can be found in Appendix C, NYC DOT Contact Information.

3.3.2 Application Procedures for a Street Opening Permit

Street Opening Permits are required for excavations or other work in a city street that disturbs the street surface.

Outlined below are the basic application procedures for Street Opening Permits. These are in addition to the “Common Requirements” listed at the beginning of this section. Additional requirements are contained in Sections 2-02 and 2-11 of the Highway Rules at <http://www.nyc.gov/html/dot/downloads/pdf/hwyrules.pdf> and should be consulted before any work is performed on the street.

1 Street Opening Permits are designated as the “01” permit series, meaning all permits in this category begin with “01.” Listed on the following page are the most commonly requested Street Opening Permit types which may be used when completing an application. A separate permit is required for each street opening activity.

2 All Street Opening permit types usually allow for work within 300 linear feet by a width of 12 feet.

Other conditions may apply, such as a variation in the distance and width of the job, which may increase the fee required. For further information regarding fees, the applicant should refer to Section 2-03 of the Highway Rules.

3 An application for a Street Opening Permit on a protected street will automatically be placed on a Street Arterial Maintenance (SAM) hold if the proposed work is to start within 18 months of the street being resurfaced or reconstructed. The hold is to review the proposed work and set conditions for the work and/or the street restoration. More information on this and other “holds” that may be placed on permit applications can be found in *Section 3.5 Other Provisions Pertaining to Permits* of this chapter.

Information on restoration requirements following street openings/excavations can be found in **Chapter 4. Executing Work in the Street**.

Protected Streets Listing

A street is considered to be protected for five years from the date it was last resurfaced or reconstructed. The purpose of placing a street in protected status is to maintain the integrity of a new street surface.

The list of protected streets is updated daily and is accurate as of the previous business day. Prior to submitting a Street Opening Permit application, the Protected Streets Listing should be consulted in order to determine if the proposed work location is in protected status. If the proposed work location is in protected street status, the application will automatically be placed on SAM hold for further review.

Only in circumstances where the applicant can demonstrate that the work could not have been reasonably anticipated prior to the street resurfacing/reconstruction, will an application for a Street Opening Permit on a Protected Street be reviewed.

The Protected Streets Listing consists of four separate files, each covering all five boroughs:

Protected street status for segments

Protected street status for intersections

Active/Future start dates of projects for segments

Active/Future start dates of projects for intersections

All streets on the “Active/Future” lists show the anticipated start date of the project. This information should be used to plan work before streets go into protected street status.

The Protected Streets Listing can be accessed at <http://www.nyc.gov/html/dot/html/permits/protectedst.shtml#plisting>.

PROTECTED STREETS:
A street is considered to be in protected status for a period of five years from the date it was last resurfaced or reconstructed. The purpose of placing a street in protected status is to maintain the integrity of a new street surface.

Street Opening Permits (Non-Protected)				Street Opening Permits (Protected)	
Type	Name	Fee	Duration in Days	Permit No.	Fee
0100	Open Sidewalk To Install Foundation	\$135	30/90	0100P	\$135
0102	Major Installations - High Voltage	\$135	30/90	0102P	\$380
0103	Major Installation - Gas	\$135	30/90	0103P	\$380
0104	Major Installations - Steam	\$135	30/90	0104P	\$380
0105	Major Installations - Telephone	\$135	30/90	0105P	\$380
0106	Transformer Vault - In Roadway	\$135	15/30	0106P	\$380
0107	Transformer Vault - In Sidewalk Area	\$135	15/30	0107P	\$135
0108	Installation Of Poles	\$135	30	0108P	\$135
0109	Major Installations - Water	\$135	30/90	0109P	\$380
0110	Major Installations - Cable	\$135	30/90	0110P	\$380
0111	Major Installations - Sewer	\$135	30/90	0111P	\$380
0112	Rapid Transit Construct/ Alteration	\$135	30/90	0112P	\$380
0113	Repair Water	\$135	15/30	0113P	\$380
0114	Repair Sewer	\$135	15/30	0114P	\$380
0115	Repair Water - Sewer	\$135	15/30	0115P	\$380
0116	Fuel Oil Line	\$135	15	0116P	\$135
0117	Vault Construction Or Alteration	\$135	30	0117P	\$135
0118	Reset, Repair Or Replace Curb	\$135	30	0118P	\$135
0119	Pave Street-W/ Engineering & Inspection Fee	\$135	15	0119P	\$135
0120	Tree Pits	\$135	30	0120P	\$135
0121	Construct Or Alter Manhole Or Casting	\$135	15	0121P	\$380
0122	Repair Gas	\$135	30	0122P	\$380
0123	Repair Steam	\$135	30	0123P	\$380
0124	Repair Electric/Communications	\$135	30	0124P	\$380
0126	Test Pits, Cores Or Boring	\$135	15	0126P	\$380
0127	Conduit Construction And Franchise	\$135	15	0127P	\$380
0128	Erect Canopy	\$135	30		
0129	Install Street Furniture	\$135	30	0129P	\$135
0130	Land Fill	\$135	30	0130P	\$135
0131	Private Sewer	\$135	30	0131P	\$380
0132	Install Fence	\$135	30	0132P	\$135
0133	Install Traffic Signals	\$135	30	0133P	\$380
0134	Repair Petroleum Leak	\$135	30	0134P	\$380
0138	Installation Of Fire Alarm Box	\$135	30	0138P	\$135
0139	Installation Of Bus Shelter	\$135	30	0139P	\$135
0151	Installation Public Pay Telephone	\$135	30	0151P	\$135

3.3.3 Application Procedures for a Building Operations/Construction Activity Permit

Building Operations/Construction Activity Permits apply to construction activities that take place within the street and are generally associated with construction work adjacent to the street. A valid permit issued by DOB is usually required in order to apply for permits in this category. Some of the activities covered include placement of materials, equipment and temporary structures on the street or movement of construction equipment across roadways and sidewalks. It also covers installations above the street such as banners and decorative lights and permanent installations on the street such as bike racks.

Outlined below are the basic application procedures for Building Operations/Construction Activity Permits. These are in addition to the “Common Requirements” listed at the beginning of this section. Additional requirements are contained in Sections 2-02 and 2-05 of the Highway Rules at <http://www.nyc.gov/html/dot/downloads/pdf/hwyrules.pdf> and should be consulted before any work is performed on the street.

1 Building Operations/Construction Activity Permits are designated as the “02” permit series, meaning all permits in this category begin with “02”. Listed in the table are the most commonly requested Building Operations/Construction Activity Permit types, which may be used when completing an application. A separate permit is required for each construction-related activity, except where otherwise provided in the Highway Rules or by permit stipulations.

Building Operations/Construction Activity Permits

Permit No	Name	Fee	Duration
0201	Place Material On Street	\$50	90 days
0202	Crossing Sidewalk	\$50	90 days
0203	Place Crane Or Shovel On Street	\$50 +\$100 inspection fee	1 week
0204	Place Equipment Other Than Crane Or Shovel	\$50	90 days
0205	Place Shanty Or Trailer On Street	\$50	90 days
0207	Franchise Installations (Overhead Structures)	\$50	90 days
0208	Temporary Pedestrian Walk	\$50	90 days
0211	Occupancy Of Roadway As Stipulated	\$50	90 days
0214	Place Container On The Street	\$50	90 days
0215	Occupancy of Sidewalk As Stipulated	\$50	90 days

2

An Occupancy of Sidewalk Permit is required when either more than 3 feet from the property line is obstructed by a fence or a minimum of 5 feet of clear path cannot be maintained for pedestrians, or as otherwise stipulated.

3

An Occupancy of Roadway Permit is required for closing all or part of one or more lanes of roadway and/or during blasting operations.

4

A permit is required to place any construction trailer or similar structure in the street.

5

For building operations, a crane permit is required for all cranes and derricks operating in the street on building construction or related activity under the jurisdiction of DOB, with the exception of truck cranes with telescopic, hydraulic or folding booms, over 50 feet and not more than 135 feet with a maximum rated capacity of 3 tons, for which a construction activity permit has been issued. Other requirements may apply to the movement of cranes within city limits, such as daily or annual over-dimensional travel permit(s) as issued by NYC DOT.

6

For street operations, a crane permit is required for all cranes and derricks operating in the street with a maximum rated capacity greater than 20 tons and which are not related to building operations. Other requirements may apply to the movement of cranes within city limits, such as daily or annual over-dimensional travel permit(s) as issued by NYC DOT.

7

The applicant may be required to address the circumstances of a hold before a permit is released. An explanation and description of “holds” may be found in *Section 3.5 Other Provisions Pertaining to Permits* of this chapter.

3.3.4 Application Procedures for a Sidewalk Construction Permit

Sidewalk Construction Permits apply to any repairs, replacements or new sidewalk installations.

Outlined below are the basic application procedures for Sidewalk Construction Permits. These are in addition to the “Common Requirements” listed at the beginning of this section. Additional requirements are contained in Sections 2-02 and 2-09 of the Highway Rules at <http://www.nyc.gov/html/dot/downloads/pdf/hwyrules.pdf> and should be consulted before any work is performed on the street.

1 Sidewalk Construction Permits are designated as the “04” permit series, meaning all permits in this category begin with “04”. Listed in the table at the bottom of this page are the most commonly requested Sidewalk Construction Permit types, which may be used when completing an application.

A permit is not required to install, repave, reconstruct or repair any sidewalk where the work involves an area of less than 25 square feet, unless the purpose of the work is to remove a violation.

2 A separate Occupancy of Sidewalk Permit is required if a minimum of 5 feet cannot be maintained on the sidewalk for unobstructed pedestrian passage.

3 If the existing sidewalk is the structural roof of a vault or other opening, a DOB-approved plan for the restoration of the sidewalk, must be submitted as part of the application process.

4 The applicant may be required to address the circumstances of a hold before a permit is released. An explanation and description of “holds” may be found in *Section 3.5 Other Provisions Pertaining to Permits* of this chapter.

NYC DOT accepts and processes applications by mail for sidewalk repair performed by private homeowners. This unique procedure is described below.

Sidewalk Construction Permits

Permit No	Name	Fee	Duration
0401	Repair Sidewalk	\$70	30 days
0402	Construct New Sidewalk	\$70	30 days
0403	Replace Sidewalk	\$70	30 days
0404	Construct New Sidewalk With Heating Pipe	\$70	30 days
0405	Construct New Sidewalk Builders Pavement	\$70	30 days



A permit is required for new sidewalk installation, repairs, and replacements. Projects requiring sidewalk closure may require additional permits.

Applying for a Sidewalk Repair Permit by Mail (Private Homeowners ONLY)

If a private homeowner is applying for a Sidewalk Repair Permit, and will be making the repair by himself/herself, the homeowner may apply for a permit by mail. (If the homeowner is using a contractor, the contractor must be registered with NYC DOT and must take out the permit.) Outlined below are the basic procedures in applying for a Sidewalk Repair Permit by mail:

1

The private homeowner must complete the application for a Roadway/Sidewalk Permit. This permit application can be found at <http://www.nyc.gov/html/dot/downloads/pdf/permapp.pdf>, in Appendix B, Forms, or by calling 311.

2

A mandatory Affidavit of Ownership must be completed, notarized and returned with the permit application. This form can be obtained at <http://www.nyc.gov/html/dot/downloads/pdf/affidavitform.pdf> or in Appendix B, Forms. This form verifies that the person applying for the permit is the homeowner and will be performing the repairs to the sidewalk pursuant to the permit issued by NYC DOT. No permit will be issued unless the affidavit is complete and notarized.

3

The completed application, affidavit, a stamped self-addressed envelope and a certified check made payable to NYC DOT for the permit fee (currently \$70.00 for up to 300 linear feet) must be mailed to:

The New York City
Department of Transportation
Permit Management & Construction
Control Permit by Mail
55 Water Street, Concourse Level
New York, New York 10041

Upon receipt of the above and verification for completeness, a Sidewalk Repair Permit will be issued and mailed to the applicant.

Information on the restoration requirements for sidewalk repairs can be found in **Chapter 4. Executing Work in the Street.**

3.3.5 Permit Application Review and Issuance (for Street Opening, Building Operations/ Construction Activity, and Sidewalk Construction Permits)

Permit Review is the process by which NYC DOT reviews permit applications and supporting documentation and makes determinations regarding the issuance of permits and permit stipulations. In some cases, applications and supporting documentation must be submitted in person, however the majority of permit applications may be submitted online.

Review Procedures in the Central Permit Office

In-person applications for non-emergency work, including work on all streets in Manhattan and on all critical streets in Brooklyn, Queens and the Bronx; all work to be performed for sewer and water system construction; and all capital project work, all utility work, all crane requests, and all full closures of sidewalks and roadways must be submitted to the central Permit Office in Manhattan.

Following are the steps for permit application, review and issuance at the central Permit Office:

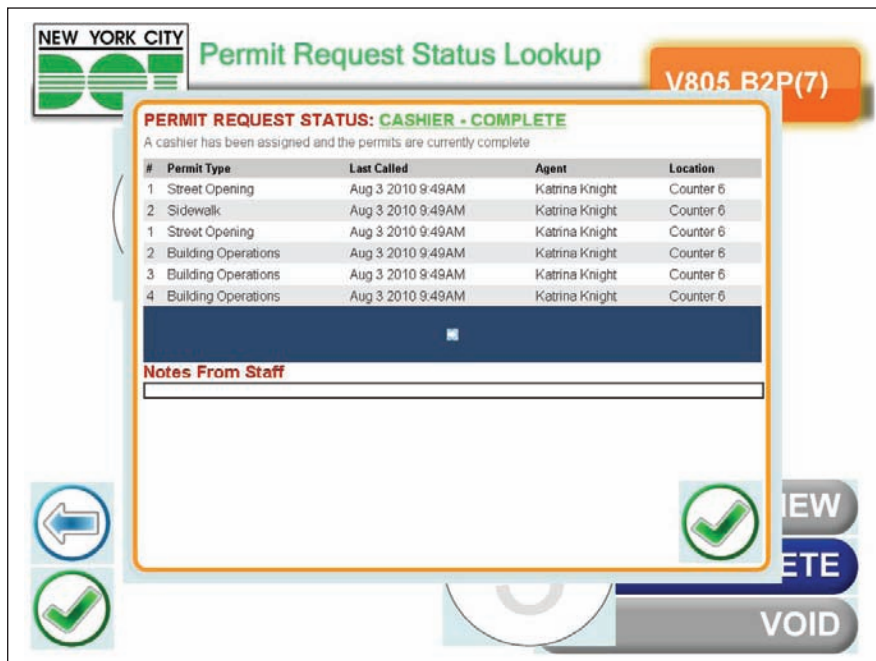
- 1** The applicant submits permit application, proof of insurance (originally supplied during the registration process) and supporting documentation for review as to accuracy and completeness.
- 2** If the application and its supporting documentation are accepted, the OCMC Project Manager (PM) reviews

the application and all associated documents and adds the permit stipulations to the permit application. The most commonly issued permit stipulations may be found at <http://www.nyc.gov/html/dot/downloads/pdf/trafstip.pdf> or in Appendix F, Permit Stipulations.

- 3** If the applicant does not accept the permit stipulations, he or she can request a review with the PM. If the applicant does not agree with the PM, he or she is informed of the appeals process.

- 4** During the processing of the permit, if there is a hold, the applicant is notified of the type of hold and the steps the applicant must take to release the hold. *Section 3.5 Other Provisions Pertaining to Permits* contains more information on holds.

- 5** If there is no hold, the permit is issued to the applicant after appropriate payment is received. The central Permit Office accepts money orders, company checks, certified checks and most major credit cards as payment for permit fees.



Applicants can check the status of their permit applications using kiosks located in the Permit Office. If they have applied online they can check their status by revisiting the anytime-anywhere website at <http://www.nyc.gov/dot/constructionpermits>

Permit applicants can check the status of their applications using the Permit Office kiosk.

Review Procedures in Borough Permit Offices

Applications for all other construction-related work, including work on critical streets in Staten Island, can be submitted to the borough office in the borough in which the work is to be performed.

Following are the steps for permit application, review and issuance at the borough Permit Offices:

1

The applicant submits permit application, proof of insurance (originally supplied during the registration process) and supporting documentation for review as to accuracy and completeness.

2

If all the documentation is accepted, pre-determined permit stipulations are added to the permit and the application is sent for processing.

3

If there is a hold during the processing of the permit, the applicant is notified of the type of hold and the steps to take to release the hold. *Section 3.5 Other Provisions Pertaining to Permits* contains more information on holds.

4

If there is no hold, the permit is issued to the applicant after appropriate payment is received. All borough Permit Offices accept money orders, company checks, certified checks and most major credit cards for permit fees.



There are borough permit offices in Brooklyn, the Bronx, Queens and Staten Island. The Queens borough permit office is located in Queens Borough Hall.

3.3.6 Permit Renewals and Re-Issuances (for Street Opening, Building Operations/Construction Activity, and Sidewalk Construction Permits)

All construction-related permits have expiration dates. If a permit is about to expire and the permittee has not completed the work, the permittee must apply for a permit renewal as all work must be performed pursuant to an active permit at all times. The permittee may apply for a renewal online, or in-person by accessing either the *Application to Renew Permits* at <http://www.nyc.gov/html/dot/downloads/pdf/permapprenew.pdf> or the *Application to Renew Governmental Permit(s)* at http://www.nyc.gov/html/dot/downloads/pdf/govt_work_permit_renew_app.pdf. These forms may also be found in Appendix B, Forms. The permittee must attach a copy of the original permit to the application when it is submitted for renewal and all applicable reviews and fees will apply. This form cannot be used if the permit has already expired.

Permits that have expired may be reissued only within **30 days** of expiration. The permittee may apply for a re-issuance online, or in-person by accessing either the *Application to Re-Issue Permits* at <http://www.nyc.gov/html/dot/downloads/pdf/permappreissue.pdf> or the *Application to Re-Issue Governmental Work Permit(s)* at http://www.nyc.gov/html/dot/downloads/pdf/govt_work_permit_app.pdf. These forms may also be found in Appendix B, Forms. Re-issued permits will not apply retroactively and are subject to new permit stipulations. The permittee must attach a copy of the original permit to the application when requesting a re-issuance and all applicable reviews and fees will apply. If the permit has been expired for more than **30 days**, a new permit application must be submitted.

Section 3.4 Canopy Authorization and Permits

Canopy authorizations and permits are required to place a canopy over the sidewalk. Canopy placement must be adequate for public safety and must be suitable to the circumstances of the proposed canopy location and not interfere with the public use of the sidewalk.

Listed in the following paragraphs are some of the requirements for canopy authorizations and permits. The full list of rules and regulations is contained in the Highway Rules, Sections 2-02 and 2-04, and should be consulted before any work is performed on the street. The Highway Rules can be accessed at <http://www.nyc.gov/html/dot/downloads/pdf/hwyrules.pdf>.

- 1** Canopy placement must be approved by the owner of the property to which the canopy will be attached.
 - 2** Canopy design and construction must be in accordance with NYC DOT Standard Details of Construction. See most recent version of Drawing # H1029 of the NYC DOT Standard Details of Construction at http://www.nyc.gov/html/dot/downloads/pdf/nycdot_std_details_const.pdf.
 - 3** Canopy permits are not transferable from person to person or from the location of original issue.
 - 4** No attachments of any kind are permitted on a canopy, including, but not limited to temporary or permanent signs, balloons, streamers, flags, banners or pennants.
 - 5** Canopies must be well-maintained at all times.
 - 6** Canopies must be fully roofed.
- A list of partially and fully restricted streets where canopy placement is limited or prohibited can be found in the Highway Rules, Section 2-04(f).



NYC DOT authorization is required before installing a canopy over the sidewalk.

3.4.1 Application Procedure for Canopy Authorizations and Permits

Application for a canopy installation involves three major steps. First, the applicant must obtain authorization from the Highway Inspection and Quality Assurance (HIQA) unit for the placement of the canopy at the proposed location. Second, after obtaining HIQA's authorization, the applicant must obtain a permit to install the canopy at the approved location and apply for a permit to maintain the canopy once it is installed. The permit to maintain the canopy will remain on hold until after the canopy is installed and inspected. Third, following installation of the canopy, a final inspection by HIQA is required to confirm compliance with the applicant's submitted plans. After the canopy passes final inspection, HIQA will release the hold and the applicant must return to the Permit Office to obtain the permit to maintain the canopy.

Following are the specific steps for canopy authorizations and permits:

Authorization

1
To request authorization for the installation of a canopy, an applicant must initiate the process at the HIQA office in the borough where the proposed canopy will be located. At the HIQA borough office, applicants will be given a Canopy Authorization Application (Appendix B, Forms, contains a copy of this application), which outlines the requirements necessary to gain authorization. HIQA borough office locations may be found in Appendix C, NYC DOT Contact Information.

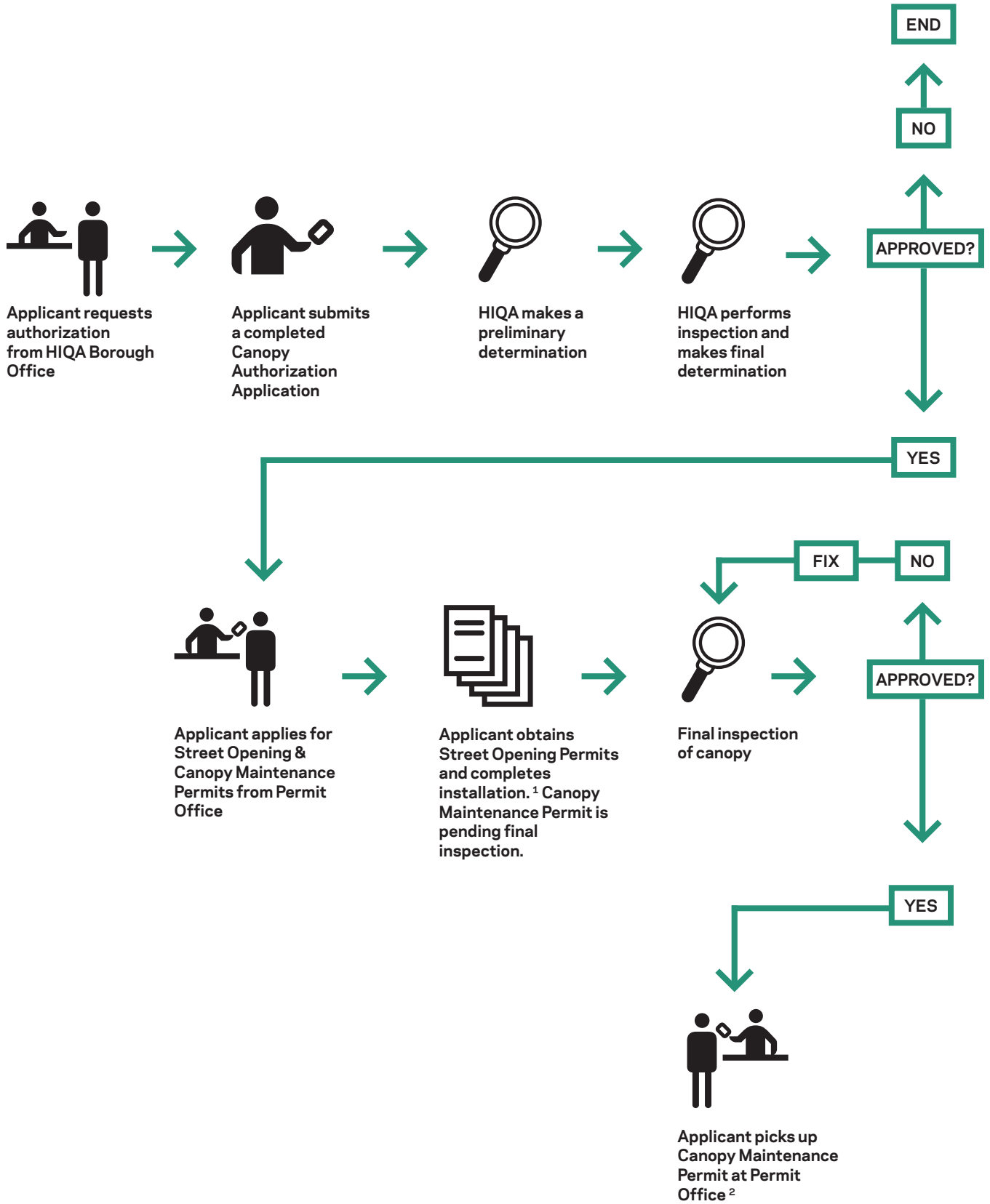
2

The applicant submits a completed Canopy Authorization Application, which must include the following:

- a. Written approval from the owner of the property to which the canopy will be attached.
- b. A statement of the basic construction details including type, description and color of the canopy covering; type, diameter and gauge of all supporting members; description of the frame, wind bracing assembly and sidewalk and building fastenings; description of proposed lettering on the canopy covering including exact wording and dimensions thereof; three 5 inch by 7 inch photographs of the proposed site.
- c. A statement that the canopy design and construction conforms to NYC DOT Standard Details of Construction. See the most recent version of Drawing # H1029, of the NYC DOT Standard Details of Construction at http://www.nyc.gov/html/dot/downloads/pdf/nycdot_std_details_const.pdf.
- d. A sketch showing the canopy dimensions, location and all street facilities and furniture within 15 feet of both sides of the proposed canopy.
- e. If applicable, a permit from the Landmarks Preservation Commission (LPC) for the placement of a canopy in an historic district or attached to a landmarked building. The permit application may be obtained from http://www.nyc.gov/html/lpc/downloads/pdf/forms/application_form_full.pdf. For additional information about historic districts, consult <http://www.nyc.gov/landmarks>.
- f. Certification by the manufacturer that the covering is flameproof. Where certification is unobtainable from the manufacturer, certification by the installer may be submitted instead.

Lessees may apply for a canopy with the written approval of the property owner.

Canopy Permit Issuance Process



Notes:

- 1. Canopy installer must be registered with NYC DOT (see Section 3.2).
- 2. Canopy Maintenance Permit expires one year after date of issuance.

3 Based on the documents submitted, HIQA makes a preliminary determination as to whether the proposed location may be suitable for a canopy. If the proposed location may be suitable, HIQA performs an inspection in order to confirm its suitability.

4 Upon completion of the inspection, HIQA makes a final determination as to whether the location is suitable for a canopy placement. If the location is deemed suitable, HIQA signs the Canopy Authorization Form indicating HIQA approval and returns it to the applicant. **If the proposed location is unsuitable, the canopy authorization is denied and the request for a canopy ends at this point. However, a new request may be submitted at a later date, if conditions at the location change.**

Obtaining Installation Permit, Installation and Application for Maintenance Permit

5 After obtaining HIQA's authorization, the applicant will be referred to the Permit Office in the borough in which the canopy will be located.

A permit must be obtained to install the canopy at the approved location (Erect Canopy Permit from the "01" Street Opening Permit series). Only a canopy installer or authorized agent that is registered with NYC DOT can apply for a permit to install the canopy.

In addition, a second permit must be applied for to maintain the canopy. The canopy maintenance permit is from the "07" Canopy Permit series; the specific permit type to be applied for depends on the land use to which the canopy is being attached. The full list of Canopy Permit types is shown in the table below. The applicant may apply directly for this permit type without being a registered permittee, provided he or she can demonstrate proof of required insurance. The applicant must maintain valid insurance and a canopy maintenance permit as long as the canopy exists.

6 Once the canopy installation permit application has been reviewed and approved by the Permit Office, the permit is issued to the canopy installer or authorized agent, and canopy installation can begin. The second permit for canopy maintenance is automatically placed on a **Canopy (CAN) hold** until a final inspection has been conducted by HIQA. *Section 3.5 Other Provisions Pertaining to Permits* contains more information on holds.

Inspection and Obtaining Maintenance Permit

7 Once the canopy is installed, the canopy installer or authorized agent must contact the HIQA borough office for a final inspection to determine whether the installed canopy conforms to the submitted plans.

8 If the installed canopy fails final inspection, HIQA will reject the canopy maintenance permit and notify the applicant of the rejection. The applicant will also be notified of any corrective action necessary and recourses available.

9 If the installed canopy passes final inspection, HIQA releases the CAN hold on the canopy maintenance permit and notifies the original applicant. The applicant will be able to pick up the permit from the Permit Office in the borough in which the canopy is located upon payment of the appropriate fee.

3.4.2. Canopy Permit Renewals

Each canopy maintenance permit expires **one year**  after the date of issuance, unless revoked sooner by NYC DOT.

Applications for renewal of a canopy maintenance permit must be made at least one month prior to the permit expiration date and must be submitted to the Permit Office in the borough in which the canopy is located. All applicable fees will apply.

Canopy Permits

Permit Type	Name	Fee	Duration
0701	Canopy For Hotel	\$50	1 Year
0702	Canopy For Restaurant	\$50	1 Year
0703	Canopy For Residence	\$50	1 Year
0704	Canopy For Miscellaneous	\$50	1 Year
0705	Canopy In Connection With Sidewalk Café	\$25	1 Year

Section 3.5 Other Provisions Pertaining to Permits

The following section provides information on some issues that may delay the issuance of a permit or that may lead to the revocation of a permit.

3.5.1 Holds

A hold is a “do not release” order that can be placed on permits or permittees to prevent the permit from being processed. Any given permit or permittee may be subject to one or more holds. Contact information pertaining to the release of holds by NYC DOT can be found in Appendix C, NYC DOT Contact Information.

Permit Office and OCMC Holds

1

Capital Project In-House (CPI) hold.

A CPI hold is automatically placed if the proposed permit location involves a street that will be resurfaced by a NYC DOT in-house resurfacing operation in the near future.

CPI holds are regularly released by the borough Administrative Superintendent of Highway Operations (ASHO) if the proposed work does not interfere with the in-house street resurfacing operation. If the hold is not released, the applicant must contact the borough ASHO to determine the feasibility of the work being completed prior to the final resurfacing. If it is determined to be unfeasible, the pending permit will be rejected.



Permit applications near bridges are subject to approval by the Division of Bridges.

2

Street Arterial Maintenance (SAM) hold.

A Street Opening Permit request to perform work on a protected street will automatically have a SAM hold placed on it if the proposed work start date is within 18 months of the street being resurfaced/reconstructed. The hold is to review the proposed work and set conditions for the work and/or restoration.

To request a release of a SAM hold, the borough ASHO must be contacted to discuss the work and allow the ASHO to determine the extent of the restoration requirements.

3

Capital Project by Other Agency (CPO) hold.

A CPO hold is automatically placed if the proposed permit location involves a current capital street reconstruction project or one that is being planned.

For New York City Department of Design and Construction (DDC) capital projects, a CPO hold can only be released by DDC. CPO holds will typically be released by DDC if the proposed work does not interfere with its schedule. If the hold is not released, the applicant must contact DDC (DDC contact information is available in

Appendix D, Other Agency and Utility Contact Information).

For non-DDC capital projects, the applicant may contact the Permit Office to request release of a CPO hold.

4

Bridge (BOB) hold.

Any planned work requiring a Building Operations/ Construction Activity Permit that may potentially be within 100 feet of a bridge structure will be placed on a Bridge hold. If any proposed work is within 100 feet of a bridge or structure, applicants must submit a scaled drawing showing the work and exact location. If the work is more than 100 feet away from the bridge structure, applicants must send a certification by e-mail stating so. Either response must be sent to NYC DOT's Division of Bridges at bridgeshold@dot.nyc.gov for review and release prior to commencing work. Emergency work will not be placed on hold and shall proceed in accordance with Highway Rules, Section 2-11 (g).

The Bridge Hold Map shows locations where Bridge holds apply, which can be found at http://www.nyc.gov/html/dot/downloads/pdf/bridge_hold_maps.pdf.



A Full Closure Review (FCR) hold is triggered when a street is closed for 90 days.

5 Executive (EXC) hold. An EXC hold is automatically placed if the proposed permit locations involve locations deemed necessary by NYC DOT. These include major construction-related projects or planned traffic enhancements (e.g., Second Avenue subway, bus rapid transit, water tunnel route), or where there are significant traffic issues (e.g., “thru” streets, exits and entrances to major tunnels and bridges).

These holds can only be released by OCMC executive staff. Once OCMC executive staff determines the final permit stipulations, the permit will be released. However, if extraordinary conditions are present, the applicant may be asked to meet with OCMC.

6 Full Closure Review (FCR) hold. An FCR hold is automatically placed on the 90th consecutive calendar day of any full street closure. OCMC will review the project to determine if a Community Reassessment Impact and Amelioration (CRIA) statement must be submitted to NYC DOT. A CRIA statement is required if the closure is expected to last for more than 180 consecutive calendar days, as set forth in the Highway Rules, Section 2-16, at <http://www.nyc.gov/html/dot/downloads/pdf/hwyrules.pdf>.

To release an FCR hold, the applicant must demonstrate that either he or she has begun the CRIA process or that the CRIA statement is not required. At that point, OCMC executive staff will determine if additional permit stipulations are required. If no changes are required, the permit will be released.

7 OCMC (MTC) hold. An MTC hold is automatically placed for utility companies submitting permit requests electronically.

OCMC will release the hold after it reviews the proposed work and adds the permit stipulations.

8 Poles (POL) hold. A POL hold is automatically placed if the proposed permit work is for the installation of a pole on the sidewalk, which must be reviewed, approved and released by NYC DOT Street Lighting.

To release a POL hold, the Division of Traffic Operations, Office of Street Lighting must be contacted.

9 Vault (VLT) hold. A VLT hold is automatically placed if the proposed permit work is for the installation or repair of a vault, which must be reviewed and released by the Permit Office.

To release a VLT hold, the Permit Office’s Plan Examination Unit must be contacted.

HIQA Holds

There are two categories of HIQA holds. These holds can only be released by HIQA:

a. Holds for Specific Permit Type or Unique Street Treatment

- **Cobblestone (COB) hold.** All permits issued to work on a cobblestone street are automatically placed on hold until a HIQA inspector performs an inspection of the work site to establish existing conditions before work begins.

To request release of a COB hold, the applicant must contact the HIQA borough office in the borough in which the proposed work is to be performed to arrange for an inspector to visit the work site prior to the start of the work.

- **Concrete (CON) hold.** All permits issued to work on concrete portions of the roadway are automatically placed on hold until a HIQA inspector performs an inspection of the work site to establish existing conditions before work begins.

To request release of a CON hold, the applicant must contact the HIQA borough office in the borough in which the proposed work is to be performed to arrange for an inspector to visit the work site prior to the start of the work.

- **Special Treatment Project (STP) hold.** Any permits issued to work in areas that have a special treatment such as Times Square, Madison Square, Herald Square and other pedestrian plaza areas are automatically placed on hold.

To request release of an STP hold, the applicant must contact the HIQA borough office in the borough in which the proposed work is to be performed. HIQA will determine whether an inspection of the work site is warranted to establish existing conditions before work begins.

- **Canopy (CAN) hold.** A CAN hold is automatically placed on a canopy maintenance permit application until a HIQA inspector performs a final inspection confirming the submitted plans.

To request release of a CAN hold, the applicant must contact the HIQA borough office in the borough in which the canopy is installed to arrange for a final inspection following canopy installation.

- **Re-Dig (RED) hold.** In cases where an inspection has revealed a failed restoration and permittees have been told to redo the entire restoration, a RED hold will be placed. A HIQA inspector must be present during the restoration.

To request release of a RED hold, the applicant must contact the HIQA borough office in the borough in which the proposed work is to be performed.

b. Holds that May Be Placed on Permittees

Any of these holds will prevent a permittee from applying for new permits:

– **New York City Department of Finance (DOF or Finance) hold.**

If a permittee has failed to pay previously issued summonses/ Notices of Violation (NOVs) to the New York City Environmental Control Board (ECB), all future permit requests may be placed on hold until the fees associated with the outstanding summonses/ NOVs are paid. (See Chapter 4, *Section 4.5 Street Construction Inspections and Enforcement* regarding the circumstances in which summonses/NOVs may be issued.)

To request release of a DOF hold, permittees must contact Finance and either make a payment or agree to a payment schedule for all fees associated with the outstanding summonses/ NOVs. Once Finance contacts HIQA, the hold(s) will be released.

– **Revenue hold.** If the permittee owes NYC DOT money for an open [Corrective Action Request \(CAR\)](#) or [Jolt Elimination Team \(JET\)](#) bill, all future permit requests may be placed on hold until the bills are paid. (See Chapter 4, *Section 4.5 Street Construction Inspections and Enforcement* regarding the circumstances in which CARs may be issued.)

To request release of a Revenue hold, the permittee must contact NYC DOT's Fiscal Affairs Office to arrange for payment of outstanding bills. Upon satisfactory payment, the hold(s) will be released.

– **Incorrect Information on File.** If a permittee's 24/7 phone number, address or other contact information is inaccurate or has changed without being updated, all future permit requests may be placed on hold until the information is updated.

To request release of the hold, the permittee must contact HIQA's central office or one of the borough offices to update the file. Upon completion of updates, the holds will be released.

– **Unsafe Conditions.** If the permittee has been notified and fails to address an unsafe condition, all future permit requests may be placed on hold until the unsafe condition has been eliminated.

To have the hold released, the permittee must correct the unsafe condition, and then contact HIQA to arrange for an inspection. Upon a satisfactory inspection, the hold(s) will be released.

– **Working Without a Permit.** If the permittee has been issued a summons/NOV for working without a permit, all future permit requests may be placed on hold until the applicant takes out a permit of record for the work that was performed.

To request release of the hold, the permittee must take out a permit of record for the work that was performed without a permit and then contact HIQA to submit a copy of the permit. Upon completion of this action, the hold(s) will be released.

CARS:
Corrective Action Requests are issued by HIQA to address inadequate street conditions.

JETS:
Jolt-Elimination Teams respond to critical or emergency street work requirements.

3.5.2 Permit Revocation

NYC DOT may revoke or refuse to renew a permit for any of the reasons listed below. The Highway Rules, Section 2-02(k) contains additional information.

1
For failure to comply with the terms or conditions of such permit, the Highway Rules or other applicable law in carrying out the activity for which the permit was issued;

2
Whenever there has been any false statement or any misrepresentation as to a material fact in the application or accompanying papers upon which the issuance of the permit was based; or

3
Whenever a permit has been issued in error and the conditions are such that the permit should not have been issued.

Prior to any permit revocation, NYC DOT will give the permittee an opportunity to be heard with not less than two days' notice.

NYC DOT may revoke a permit without affording the permittee an opportunity to be heard prior to the revocation if NYC DOT determines that an imminent peril to life or property exists. In this case, upon request of the permittee, NYC DOT will provide an opportunity to object to the permit revocation within five days after the request is received by NYC DOT.

3.5.3 Other Actions

1 Suspension of Application Review.
NYC DOT may suspend the review of applications for permits pending:

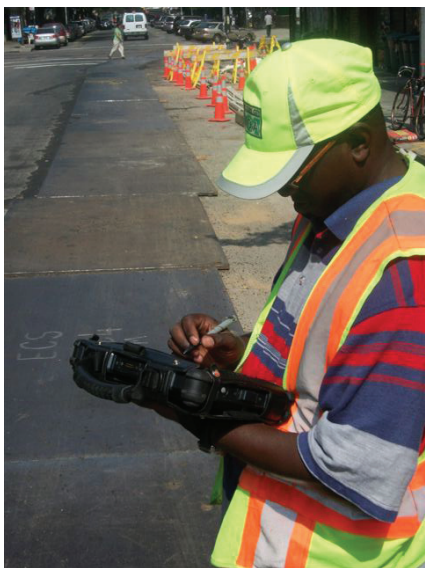
- Payment by an applicant of outstanding fines, civil penalties or judgments imposed or entered against such applicant by a court or ECB;
- Payment by an applicant of outstanding fees or other charges lawfully assessed by NYC DOT against such applicant pursuant to the Highway Rules or other applicable law; and/or
- Satisfactory compliance by an applicant with a CAR or order issued by the Commissioner. See the Highway Rules, Section 2-02(j)

2 Refusal to Issue Permit. NYC DOT may refuse to issue a permit to an applicant:

- Who has exhibited a pattern of disregard for the rules or orders of NYC DOT or the terms or conditions of permits issued by NYC DOT or for other applicable law.
- Who has been found liable by a court or in a proceeding before the ECB of a violation of a rule or order of NYC DOT or the terms or conditions of a permit issued by NYC DOT or other applicable law, which violation caused an imminent peril to life or property. See the Highway Rules, Section 2-02(l).

3 Voiding and Reissuing of Permits.
Permits may be voided and reissued only within three business days of issuance. The fee for reissuance may be found in the Highway Rules, Section 2-03 at <http://www.nyc.gov/html/dot/downloads/pdf/hwyrules.pdf>. Permits reissued after **three business days** 🕒 must be subject to the full permit fee.

See the Highway Rules, Section 2-02(n).



HIQA staff inspecting a work site.



Section 3.6 Emergency Work and Special Circumstances

In addition to the application procedures for the four categories of permit types, there are some situations or street conditions that require special procedures. These include:

- Emergency utility access cover openings and emergency street openings/excavations
- Embargoes

3.6.1 Emergency Utility Access Cover Openings and Emergency Street Openings

Certain circumstances are considered to be emergencies, meaning situations that endanger the public safety or cause or are likely to cause the imminent interruption of service. Special and separate procedures govern emergency work: one for utility access covers (including those for "manholes," valve covers and grates) and one for street openings/excavations. The following procedures must be followed to obtain either an emergency authorization number (EAN) for emergency utility access cover work or an Emergency Street Opening Permit Number for emergency street opening/ excavation work.

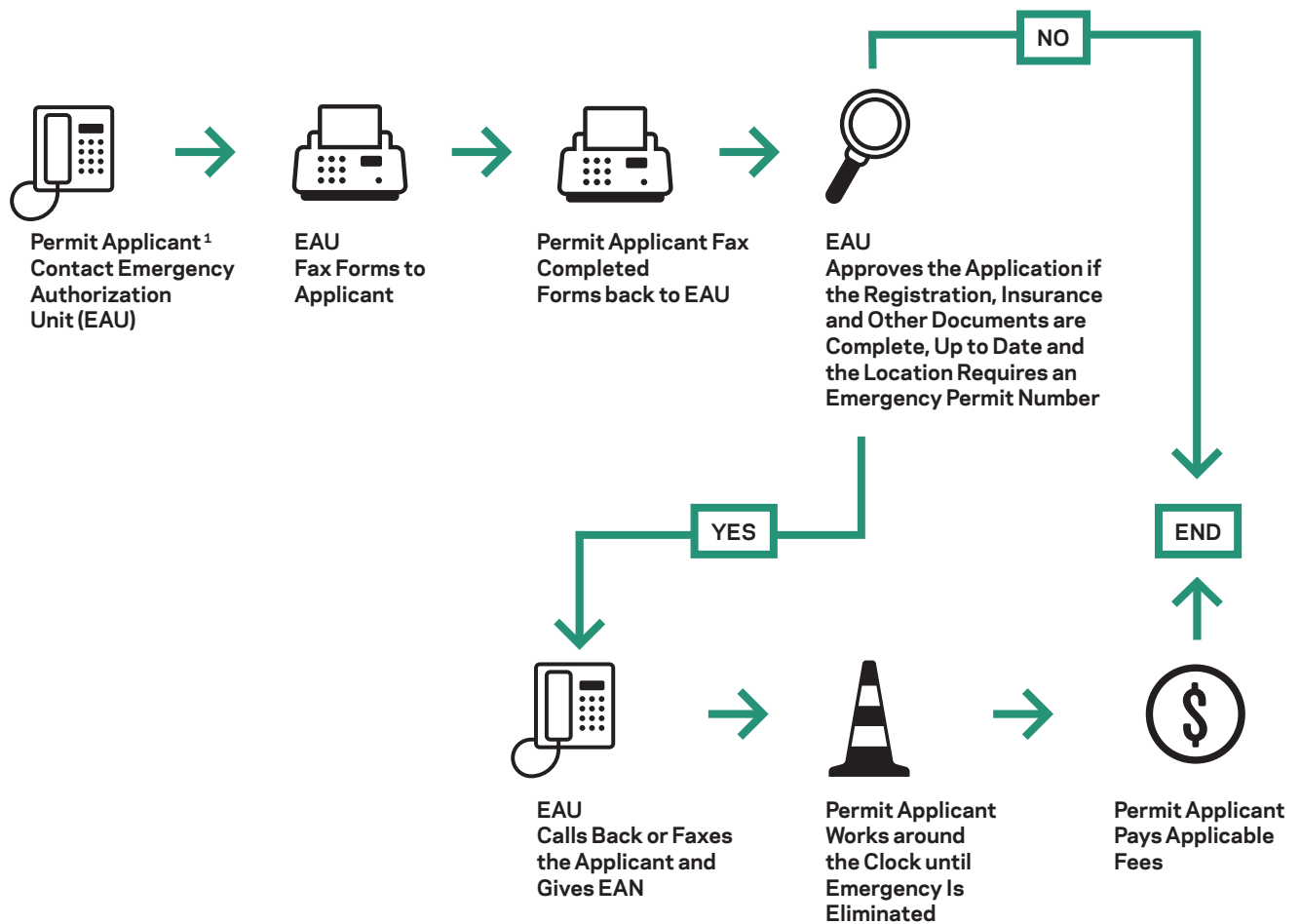
Procedures for Obtaining Authorization Numbers for Emergency Utility Access Cover Openings

Any emergency work on a street that involves opening a utility access cover to gain access to an underground facility on a critical street during restricted hours requires an EAN. NYC DOT has a separate procedure for obtaining authorization for emergency utility access cover openings so that applicants can expeditiously perform such work.

The applicant must first submit an Emergency Authorization Number Form. A copy of the form can be found at http://www.nyc.gov/html/dot/downloads/pdf/emergency_auth_number_app.pdf and in Appendix B, Forms. The form must be completed and faxed to NYC DOT's Emergency Authorization Unit (EAU), which will confirm that the applicant's insurance is current and that the location requires an EAN.

If all information is satisfactory, EAU will fax or call the applicant with an EAN, which must be available at the work site and presented to any governmental employee upon request. An EAN is required for each utility access cover opening at a location, provided that the work is performed around the clock until the emergency is eliminated, at which time the EAN expires. The Highway Rules, Section 2-07(c) (4) contains additional information. The applicant will be charged a fee of \$30 for each utility access cover opening EAN.

Emergency Number Process for Utility Access Cover Openings



Note:

1. Permit applicant must be registered with NYC DOT (see Section 3.2).

Procedures for Obtaining an Emergency Street Opening Permit

Any emergency work on a street that involves a street opening/excavation requires a Street Opening Permit. NYC DOT has a separate procedure for obtaining permits for emergency street opening/excavation work, so that applicants can expeditiously obtain such permits.

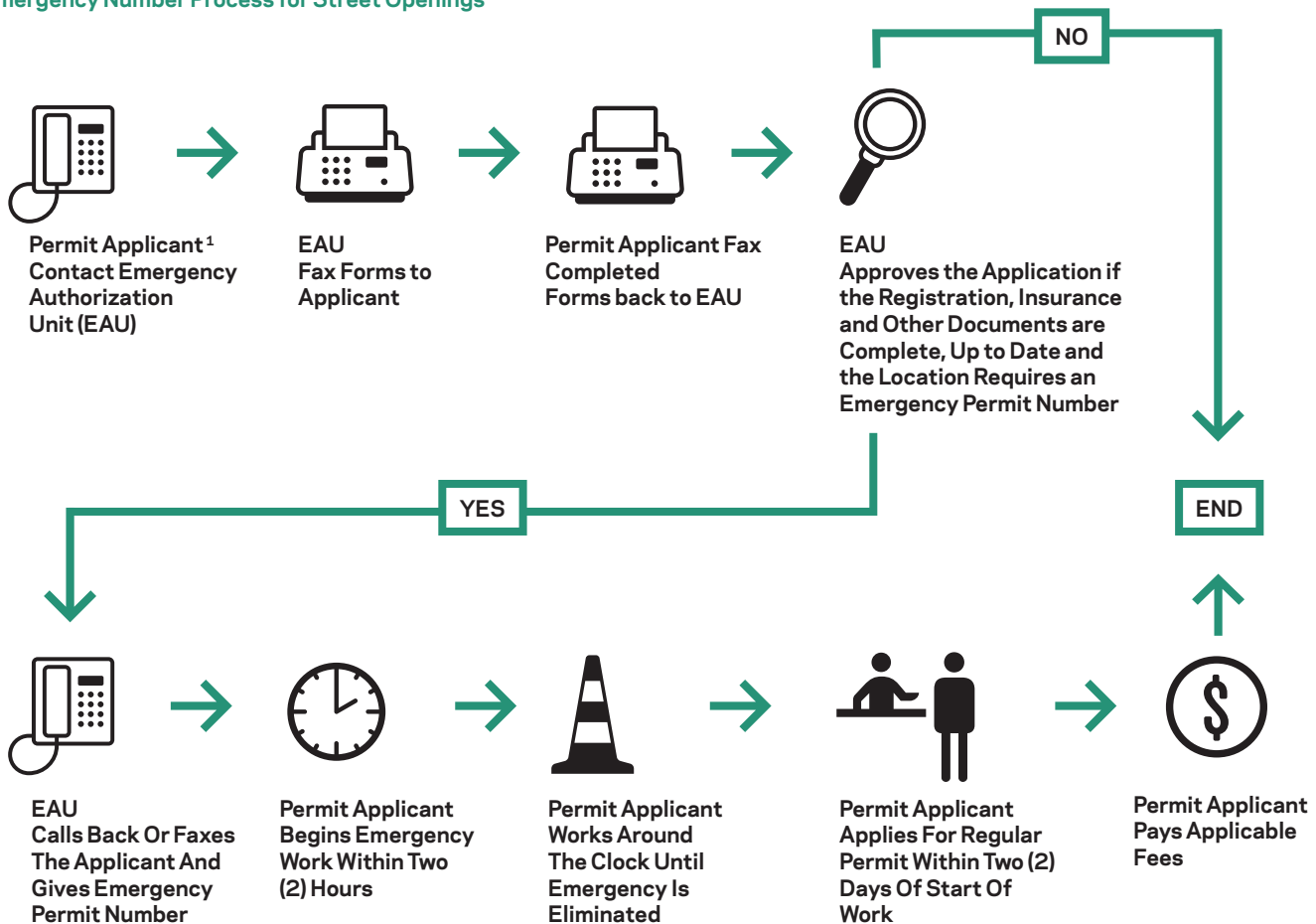
The applicant must first submit an Emergency Street Opening Permit Form. A copy of the form can be found at http://www.nyc.gov/html/dot/downloads/pdf/emergency_street_opening_app.pdf and in Appendix B, Forms. The form must be completed

and faxed to EAU, which will confirm that the applicant’s insurance is current. EAU will process the request and fax or call the applicant with an Emergency Street Opening Permit Number, which authorizes the emergency street opening/excavation work. If the insurance is not current, the request will be denied. The Emergency Street Opening Permit Number must be available at the site and presented to any governmental employee upon request. Work must begin within **two hours** after obtaining an Emergency Street Opening Permit Number and must be performed around the clock until the

emergency is eliminated, unless otherwise directed by NYC DOT. Only one Emergency Street Opening Permit Number is required for a specific work location.

Following issuance of the Emergency Street Opening Permit Number, the permittee must submit an application for a regular Street Opening Permit within **two business days** (Highway Rules, Section 2-11(g)). This Street Opening Permit retroactively covers the emergency street opening/excavation work already performed.

Emergency Number Process for Street Openings



Note:
1. Permit applicant must be registered with NYC DOT (see Section 3.2).

3.6.2 Embargoes

OCMC imposes **construction embargoes** for significant special events including the New York City Marathon, parades, high profile projects and for the winter holiday season. All active permits in the affected area(s) are suspended during the dates and times of the embargo period and no new permits may be approved, unless a waiver for the work is granted by OCMC. The suspension does not apply to emergency authorizations and permits (see *Section 3.6.1 Emergency Utility Access Cover Openings and Emergency Street Openings*).

A list of construction embargoes under way at any given time can be found under the “Special Traffic

Advisory” link on NYC DOT’s website at <http://www.nyc.gov/html/dot/html/motorist/trafadvisories.shtml> or at the borough Permit Offices.

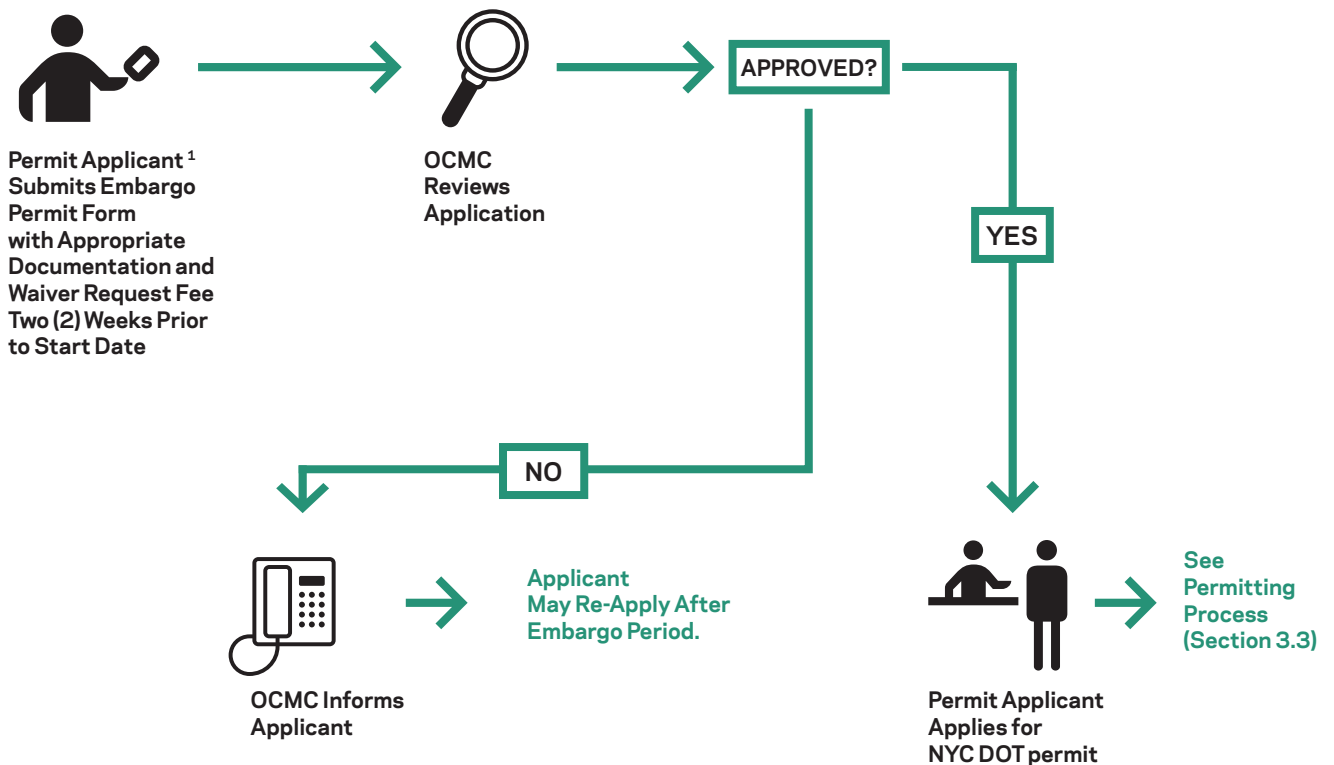
In order to apply for an embargo waiver, a Request for Roadway/ Sidewalk Permits during Embargo Periods form must be submitted for review and consideration to the Permit Office. This form can be found at <http://www.nyc.gov/html/dot/downloads/pdf/holidayembapp.pdf> and is also available in Appendix B, Forms. The applicant should submit this form with the appropriate documentation and waiver request fee. Payment of the waiver request fee, as specified in the Highway Rules, Section 2-03, does not guarantee that approval to work during the embargo period will be granted. If the request is approved or modified, then

all conditions, restrictions, fees and application procedures for obtaining a construction-related permit apply.

Winter holiday embargo: The winter holiday embargo typically starts in mid-November and lasts through January 2. Embargo waiver forms are due approximately **two weeks** prior to the start of the winter holiday embargo. Details about the exact holiday embargo dates, times, and locations are posted on NYC DOT’s Special Traffic Advisory page, generally in mid-October.

CONSTRUCTION EMBARGOES: are issued for special events such as the New York City Marathon and the Thanksgiving Day Parade.

Permitting Process During an Embargo



Note:

1. Permit applicant must be registered with NYC DOT (see Section 3.2).



Section 3.7 Vault Approvals

This section describes the application and review process for obtaining approvals to construct or repair vaults under the sidewalks of New York City streets. NYC DOT issues permits for two types of vaults: building vaults and transformer vaults.

A building vault, as described in Section 2-13 of the Highway Rules, is any opening below the surface of the street that projects outside of the property line and is covered over, except for those openings: (1) used exclusively to access, by means of steps, the cellar or basement of any building; (2) used primarily for light and ventilation; (3) constructed or maintained by utility companies (including transformer vaults); and (4) which are subways, railroads and related structures.

A transformer vault is a subsurface structure or room that houses electrical transformers and appurtenant equipment. Transformer vaults are typically installed, owned and maintained by an electric utility company. The city has master revocable consent agreements with electric utility companies that allow them to occupy and use city property for transformer vaults.

The construction, alteration or repair of any building vault or transformer vault requires a permit from NYC DOT. Most vault work also requires plan approval and a permit from DOB. In some cases, approval from the LPC (if the vault is in an historic district) or the Metropolitan Transportation Authority (MTA) (if the vault is near a subway or tunnel entrance) is required. In addition, a vault license from NYC

DOT's Office of Franchises, Concessions and Revocable Consents is required to construct a new building vault or enlarge an existing building vault.

Applications for NYC DOT vault permits are reviewed on a case-by-case basis. Applicants should contact the NYC DOT Plan Examination Unit (PEU) of the Permit Office to initiate the application process and to determine specific requirements for a permit and a license, if required. A list of the forms most commonly used during this process can be found in Appendix B, Forms. A \$35 filing fee is required for all vault applications.

3.7.1 Building Vaults

PEU performs the initial review of all applications for building vault permits and licenses. A DOB-approved plan must be obtained and submitted to PEU with the application for a final approval and permit.

If the applicant plans to construct a new vault or enlarge an existing vault, PEU will refer the applicant to NYC DOT's Office of Franchises, Concessions and Revocable Consents for a vault license. When the license is issued, the applicant must pay a one-time license fee of \$2 per square foot.

PEU also accepts applications to abandon existing vaults that are no longer in use. NYC DOT may order a vault licensee or the owner of the premises where the vault is located to fill in an abandoned vault. Specific requirements for filling in abandoned vaults can be found in Section 2-13(o) of the Highway Rules. DOB approval is also required.

3.7.2 Transformer Vaults

All applications for construction or repair of a transformer vault must be accompanied by an electric utility company layout, and must comply with the minimum clearance requirements for transformer vaults unless an approval or waiver is obtained from the appropriate agency or utility (more information is available in Appendix B, Forms). Contact PEU for further information regarding the procedure to obtain initial and final approval for a transformer vault.

3.7.3 Vaults Requiring a Revocable Consent

The construction of any vault that extends beyond the curb must be authorized under a revocable consent agreement, as required in Section 2-13(c) of the Highway Rules, in addition to approval by PEU. An explanation and instructions for obtaining a revocable consent can be found at <http://www.nyc.gov/html/dot/html/permits/franinfo.shtml>.



**NYC DOT conducted
550,000 inspections
for construction-
related street work
during Fiscal Year
2010.**

4. Executing Work in the Street

Entities that perform work in the streets — from utilities or contractors accessing subsurface infrastructure to property owners repairing sidewalks — must follow certain procedures when undertaking such work and must meet restoration requirements following its completion.

Chapter Topics:

- Section 4.1 General Requirements for Executing Work
- Section 4.2 Street Excavation Requirements
- Section 4.3 Street Restoration Requirements
- Section 4.4 Sidewalk Repairs
- Section 4.5 Street Construction Inspections and Enforcement
- Section 4.6 Sidewalk Violation Inspections and Enforcement

For a list of all the web links pertaining to this chapter, refer to Appendix E, Links.



Street work at Third Avenue and Saint Marks Place, Manhattan as part of a larger Cooper Square area reconstruction project.

About this Chapter

The way street work is executed impacts vehicular and pedestrian movement, the useful life of the street surface, and the experience of the street as a public space. The New York City Department of Transportation (NYC DOT) has adopted specifications and regulations stipulating how street work must be performed in order to minimize disruption and maintain the integrity of the street surface.

This chapter describes the basic steps for performing work in the street, for restoring the street after work is performed, and for responding to each type of notice or request that may be issued during a Highway Inspection and Quality Assurance (HIQA) inspection.

Section 4.1 General Requirements for Executing Work

1 Permits. In order to perform work in the street, it is necessary to obtain a permit from NYC DOT. Permits are available for various types of work, including Street Opening Permits, Building Operations/Construction Activity Permits, and Sidewalk Construction Permits. The requested permit must be appropriate for the type of work that is planned. Typically, permits must be kept at the work site or designated field headquarters at all times and must be made available for inspection. Further information on permits is available in **Chapter 3. Permits and Approvals.**

2 Insurance and Permit Bonds. After initial registration, active permittees must submit proof of all insurance and bonds annually. Further information on insurance and bonds is available in **Chapter 3. Permits and Approvals** and in the Highway Rules, Section 2-02(a) at <http://www.nyc.gov/html/dot/downloads/pdf/hwyrules.pdf>.

3 Work Site Safety. All obstructions on the street must be protected by barricades, fencing, railing with flags, lights, and/or signs placed at proper intervals and at prescribed hours in accordance with the most recent version of the Manual on Uniform Traffic Control Devices (MUTCD), published by the Federal Highway Administration, and the New York State Supplement. Further information is available in the Highway Rules, Section 2-02(h) at <http://www.nyc.gov/html/dot/downloads/pdf/hwyrules.pdf>.

4 Signage. Signs must be displayed at the work site or at 100-foot intervals along a series of excavations or continuous cuts indicating the name of the entity performing the work, the

name of the entity for whom the work is being performed and, if applicable, the name(s) of the subcontractor(s). Signs must also include:

- Permittee telephone number in case of complaints
- Contractor's telephone number, if different from the permittee
- The permit number under which the work is being performed
- The purpose of the street opening/excavation
- The start and scheduled completion dates of the work

Signs must be conspicuously displayed and face the nearest curb line. They should be clear, readable and in letters at least 1" in height, and conform to all NYC DOT specifications.

Further information is available in the Highway Rules, Section 2-02(c) at <http://www.nyc.gov/html/dot/downloads/pdf/hwyrules.pdf>.

5 Restoration. Once work in the street has been completed, permittees are required to restore the street excavation to provide a smooth riding surface. Permittees are responsible for maintaining the restoration for the duration of the "Guarantee Period" and must retain insurance for this purpose. The Guarantee Period is considered to be three years on unprotected streets, and up to five years, but at no time less than three years, on protected (recently resurfaced or reconstructed) streets commencing on the restoration completion date. This is discussed in greater detail under *Section 4.3 Street Restoration Requirements*, and in the Highway Rules, Sections 2-11(e)(15), 2-11(e)(16) and 2-11(f) at <http://www.nyc.gov/html/dot/downloads/pdf/hwyrules.pdf>.

6

Inspections. All work performed in the street is subject to inspection by the HIQA unit. HIQA inspects work sites for compliance with Title 19 of the NYC Administrative Code, NYC DOT Rules and Regulations, NYC DOT specifications and NYC DOT permit stipulations. HIQA performs inspections during active construction through its completion and up to the end of the **Guarantee Period**. The HIQA unit also responds to 311 calls.

7

Existing Infrastructure. Permittees must not remove parking meters, traffic signs, street lights, street furniture, and similar items unless authorized on the permit. Unauthorized removal of muni-meters is prohibited.

Process for Performing Work in the Street




GUARANTEE PERIOD:
 the period of time that the street restoration must be maintained by the entity that performed the street work.

Section 4.2 Street Excavation Requirements

Street excavations must be performed in accordance with the Highway Rules, Section 2-11(e). For the complete requirements, refer to <http://www.nyc.gov/html/dot/downloads/pdf/hwyrules.pdf>. Some of the requirements include, but are not limited to the following, where the applicant must:

New York 811:
Acts as a link between street excavators and utility companies so that subsurface infrastructure is “marked out” prior to excavation work. This promotes safe digging and protects infrastructure.

- 1**
Give notice to New York 811. In accordance with New York State Industrial Code Rule No. 53 relating to construction, for excavation and demolition operations at or near underground facilities, permittees must contact New York 811 at least **48 hours**  prior to beginning any work. New York 811 may be reached by calling 1-800-272-4480 or 811.
- 2**
Break the existing pavement using only hand-held tools (no “ram hoes” or truck-mounted tools), unless otherwise authorized.
- 3**
Assure that tools, debris, or other materials are not allowed to block water flow in gutters.
- 4**
Use timber, sheeting or bracing for any open excavation deeper than 5 feet.
- 5**
Not perform tunneling or jacking without a permit.
- 6**
Use full trenching for all sewer repair/connections.
- 7**
Limit traffic obstruction to one lane unless otherwise authorized by NYC DOT.
- 8**
Employ and display appropriate barricades, signs, lights, and other approved traffic control devices in accordance with the most recent version of the MUTCD, published by the Federal Highway Administration, and the New York State Supplement.

- 9**
Cover all unattended street openings/excavations with plates unless otherwise directed by NYC DOT.
- 10**
Follow all permit stipulations, such as the hours and/or days in which street operations and construction may take place, and removal of applied markings pursuant to a New York 811 notification at Special Treatment Project (STP) locations. Work on critical streets may be limited to nights, weekends, or off-peak periods; however, work outside of the weekday daytime period (7:00 AM to 6:00 PM) requires a noise variance from the NYC DOT Office of Construction Mitigation and Coordination (OCMC).
- 11**
Maintain at least 5 feet of unobstructed sidewalk for pedestrians at all times. Any work that narrows the sidewalk to less than 5 feet may require a temporary Sidewalk Closing Permit.
- 12**
Store construction materials in areas adjacent to the work site only as designated on the permit. Excavated material must either be removed from the site or stockpiled at a designated curb with proper barricading. Storage of construction-related equipment, excluding cranes, must follow any special stipulations on the permit. Storage of cranes, as noted in the Highway Rules, Section 2-05(j), requires an additional permit from NYC DOT.

Section 4.2.1 New York 811, Inc. [*]

New York 811 is a nonprofit organization that acts as a communications link between utility companies and individuals planning any digging activity in the five boroughs of New York City and Nassau and Suffolk Counties on Long Island. New York State law (Article 36 of General Business Law and 16 NYCRR Part 753, AKA Industrial Code 53) requires excavators to contact New York 811, via 811, 800-272-4480 or the internet, within 2 to 10 working days before performing any digging or excavation work. New York 811 then relays digging and excavation requests to its member network of utility companies and underground facility owners, who are required to mark the location of their underground facilities within two working days. Excavators use those markings to help identify underground facility locations "in order to promote public safety and to prevent damage to public and private property." (16 NYCRR Part 753)

Tips for Excavators

- Call before you dig. 811 or 800-272-4480.
- Wait the required time.
- Confirm utility response.
- Respect the marks.
- Dig with care.

Additional information can be obtained by contacting New York 811 at 800-272-4480, or <http://www.NewYork-811.com>.


Required Information for Call


- Name of caller
- Name, address and phone number of excavator
- Excavator's field phone number
- Name of field contact person
- Address/location of work area
- Start date and time
- Means of digging and excavation
- Brief description of the planned digging and excavation


* Most of the information provided on this page was obtained from New York 811's website: <http://www.NewYork-811.com>

Marking Color Codes

When utility company representatives mark a location, they use colored flags and/or paint to identify the type of underground service:


 Red - Electric power lines, cables, conduit and lighting cables

 Yellow - Gas, oil, steam, petroleum and gaseous materials

 Orange - Communications, alarm, signal lines, cables and conduit

 Blue - Potable water

 Purple - Reclaimed water, irrigation and slurry lines

 Green - Sewers and drain lines

 Pink - Temporary survey markings

 White - Proposed excavation



Streets can hide a complex infrastructure of underground utilities. One call to New York 811 provides for where gas (yellow), electric (red) and phone (orange) are located.



It is essential to call New York 811 before digging anywhere, including sidewalks and soil. This New York 811 marking shows where a cable television line is located beneath the sidewalk.

Section 4.3 Street Restoration Requirements

WEARING COURSE:
The “wearing course” is generally the top 2-3+ inches of asphalt pavement (depending on the composition of the roadway base), which is designed to provide an even surface and withstand the wear of traffic.

TRENCH:
A “trench” is a narrow excavation which is typically greater in depth than in width. “Full trenching” refers to one continuous linear trench rather than multiple non-contiguous short trenches on the same street.

- 1 **Permanent Restoration** Upon completion of work in a street, permittees are required to restore **all** street openings/excavations in accordance with the Highway Rules, Section 2-11(e) including, but not limited to, the following required restoration elements:
 - a. “Backfill” refers to the bottom layer of the restoration. All materials used for backfill must be free from bricks, blocks, excavated pavement materials and/or organic material or other debris.
 - b. “Base course” refers to the layer of material below the wearing course. The concrete base must be restored at the same grade as the existing base; at no time may it be brought up to the asphalt course unless authorized by NYC DOT.
 - c. **Wearing course** refers to the top layer of pavement, which is designed to provide an even surface and withstand the wear of traffic. The wearing course material must conform to NYC DOT specifications, and the finished grade of the wearing course must be flush with the surrounding pavement on all sides of the cut. The restored wearing course must extend 6 inches beyond the edge of the base course.

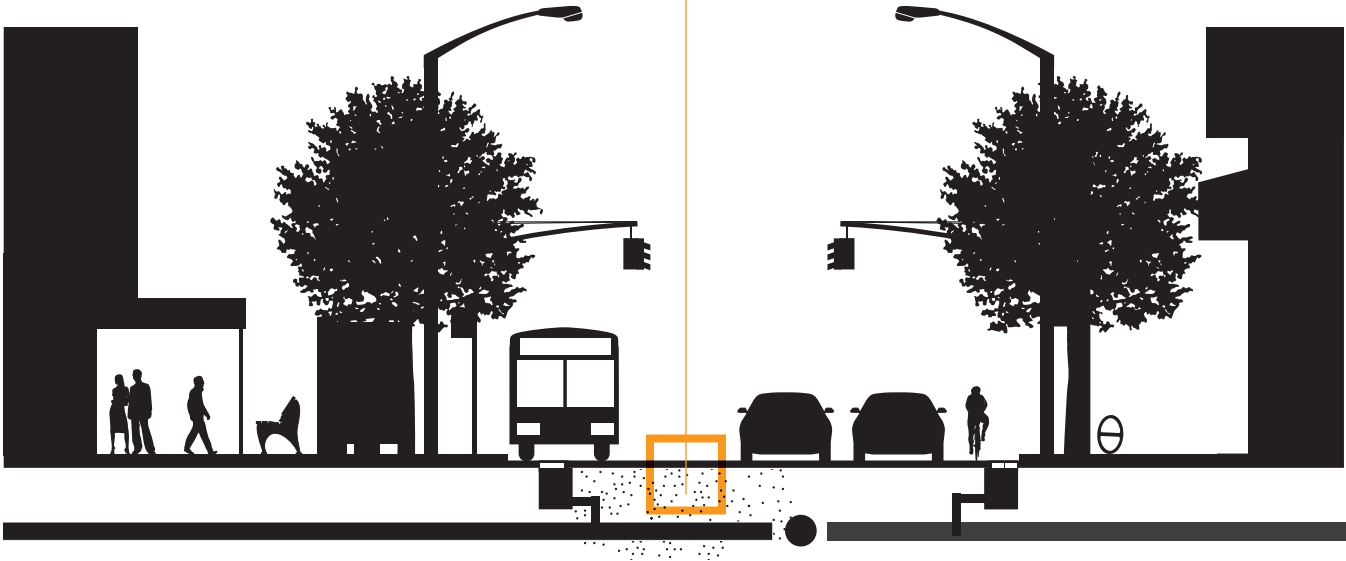
- 2 **Temporary Restoration** If street opening/excavation work remains unfinished at the end of the day, the permittee must perform temporary repairs in accordance with the Highway Rules, Section 2-11(e) including, but not limited to the following requirements:
 - a. Immediately upon completing the compaction of the backfill of any street opening/excavation, a temporary pavement of an acceptable asphalt paving mixture not less than 4 inches thick after compaction must be installed flush with the adjacent surfaces; or
 - b. If plating or decking will be used, the size of the plate or decking must extend a minimum of 12 inches beyond the edge of the **trench**, be firmly placed to prevent rocking, and be sufficiently ramped, covering all edges of the steel plates to provide a smooth riding surface. All plating and decking must be made safe for vehicles, cyclists and/or pedestrians and be adequate to carry the load.



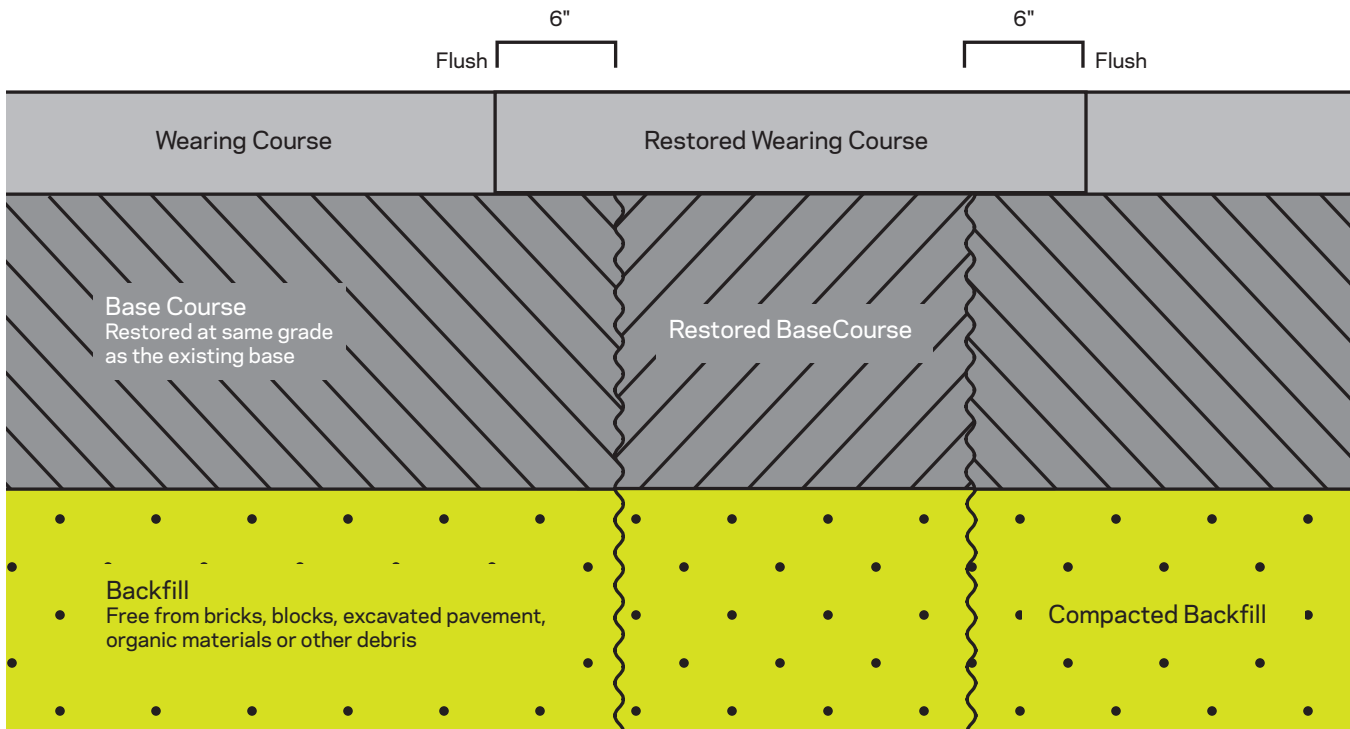
Street resurfacing in progress. NYC DOT’s street reconstruction and resurfacing programs include nearly 6,000 miles of city streets.

4.3: Street Restorations

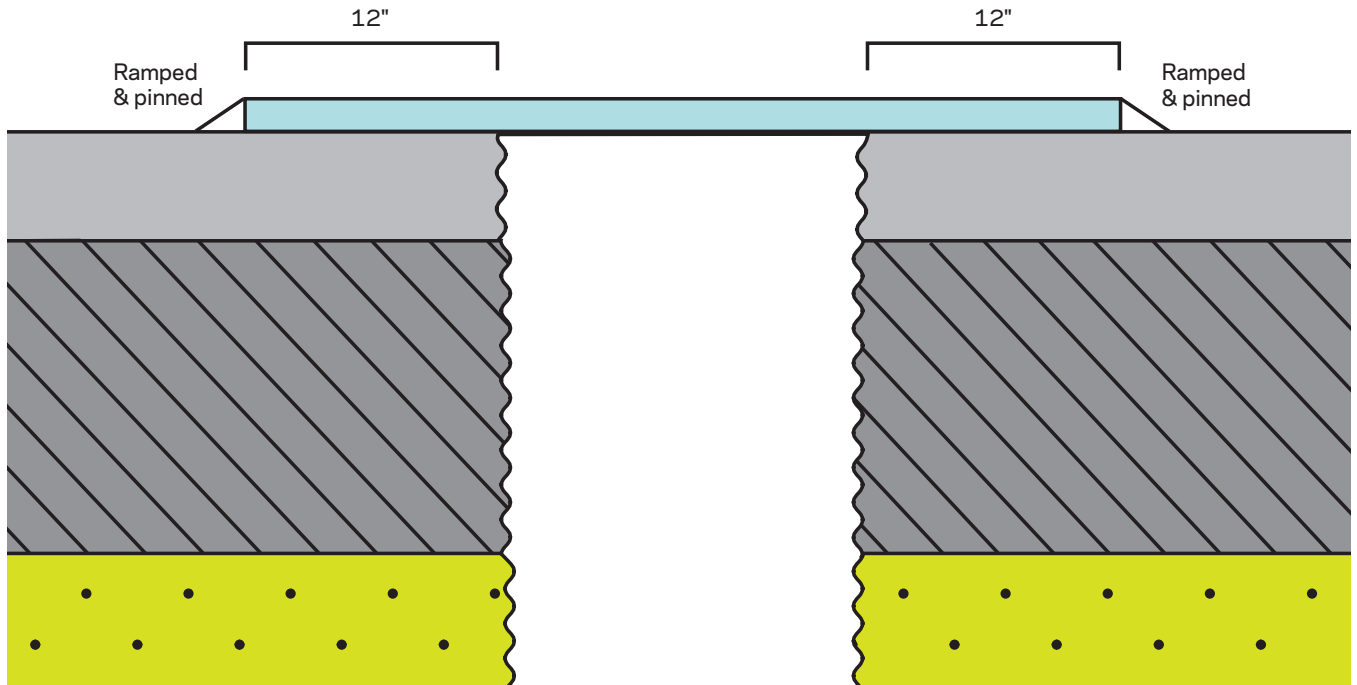
Street Restoration Types:
Permanently Restored Opening / Excavation
Temporary Repair: Plate
Temporary Repair: Fill



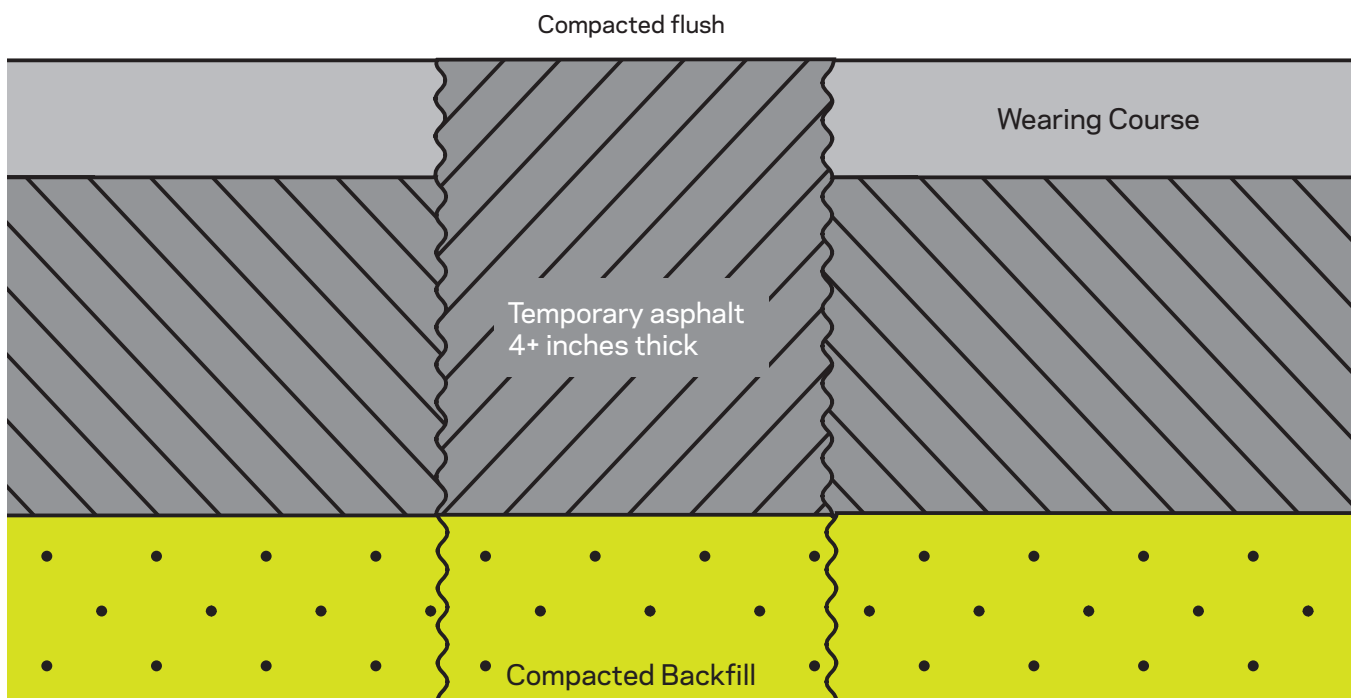
Permanently Restored Opening/Excavation



Temporary Repair: Plate



Temporary Repair: Fill



Section 4.4 Sidewalk Repairs

Upon completion of work, sidewalks must be restored according to Highway Rules, Section 2-09(f)(4) and NYC DOT Standard Highway Specifications. Some of the requirements include but are not limited to:

Some of the requirements described in Section 4.4 apply to the predominant sidewalk material, concrete. Sidewalks that are currently constructed of other materials, such as stone or pavers, generally must be repaired using the same material.

1 Expansion Joints. Expansion joints must be placed at 20-foot intervals, expansion joint filler material must be placed to the full depth of the sidewalk, and all expansion joints must be recessed and sealed.

2 Concrete must be poured and finished in accordance with NYC DOT Standard Highway Specifications at http://www.nyc.gov/html/dot/downloads/pdf/standard%20highway_specs_vol%201.pdf.

3 Sidewalk flags must be 5'x 5' where feasible. All flags containing substantial defects as defined in the Highway Rules must be replaced; patching of individual flags is not permitted.

4 Foundation Material. When replacing a concrete sidewalk, the foundation material may be retained and graded to the required subgrade. Any foundation material not meeting specifications must be removed.

5 Sidewalk Grades. Unless granted a waiver from NYC DOT, permanent sidewalks must be laid to the legal curb grades.

6 Transverse Slope. Sidewalks must be laid to pitch from the building line toward the curb. The minimum slope, calculated on a line perpendicular to the curb, must be 1" in 5', and the maximum is limited to 3" in 5'. Minimum slopes should be used wherever possible. The maximum transverse slope permitted for vault covers, gratings and other sidewalk structures is 1" in 5'.

7 Longitudinal Slope. The longitudinal slope of the sidewalk must be uniform and parallel to the curb at the curb's proper grade.



A temporary sidewalk closure while a sidewalk repair is underway.



Workers pour cement during sidewalk reconstruction.

8
Corner Treatment. The two slope lines meeting at the intersection of the two building lines must drop from a common point at the building corner toward their respective curbs at a rate within the limits prescribed in the Highway Rules. If this is not possible, sketches or drawings must be submitted, in duplicate, showing the proposed method of treatment to NYC DOT for approval.

9
Pedestrian Ramps. When a corner is constructed, reconstructed or repaired, pedestrian ramps must be installed in accordance with NYC DOT Standard Highway Specifications found at http://www.nyc.gov/html/dot/downloads/pdf/standard%20highway_specs_vol%201.pdf and in accordance with the most recent revision of Drawing H-1011 from the NYC DOT's Standard Details of Construction at http://www.nyc.gov/html/dot/downloads/pdf/nycdot_std_details_const.pdf.

10
Adjoining Existing and New Sidewalks. Junctions and transitions between new and existing sidewalks must conform to specifications.

Section 4.6 Sidewalk Violation Inspections and Enforcement

Private property owners are responsible for installing, repairing and maintaining sidewalks abutting their properties. NYC DOT inspects sidewalks for defects and when a defect is identified, a Sidewalk Violation is issued to the property owner and a copy is submitted to the County Clerk's office. There is no fine associated with a Sidewalk Violation. The violation provides a property owner **45 days** 🕒 to make repairs (see the Sidewalk Repairs section above for further details). If repairs have not been made within the 45-day period, the City may make the repairs and bill the property owner for the cost of the repairs.

Private homeowners applying for Sidewalk Repair Permits who will be making the repairs themselves may apply for permits by mail. If a contractor is being used, the contractor must be registered with NYC DOT and must take out the permit.

After repairs are complete, the property owner can contact 311 to schedule a Sidewalk Violation Dismissal. A dismissal inspection is always required to close out a violation. A Sidewalk Violation will be removed if the work has been satisfactorily completed. Further information on responding to Sidewalk Violations may be found at <http://www.nyc.gov/html/dot/html/faqs/sidewalkfaqs.shtml>.

Glossary of Acronyms and Common Terms



311 New York City's call-in system for government information and non-emergency services.

A

Administrative Code

The Administrative Code of the City of New York.

ASHO Administrative Superintendent of Highway Operations, a position within NYC DOT's Roadway Repair and Maintenance division.

B

Block Segment The linear stretch of the street between the curb lines of the cross streets that intersect such block. [*]

BPP Builder's Pavement Plan, issued by DOB.

Building Vault Any opening below the surface of the street that projects beyond the property line and is covered over. [**]

The Bureau NYC DOT's Bureau of Permit Management and Construction Control.

C

Canopy A supported cover, usually made of fabric, located over the sidewalk and held up by poles installed into the sidewalk.

CAR The term "corrective action request" or "CAR" means a formal notice by the Department that work performed and/or a condition created or maintained on a street is in violation of these rules or other applicable law with a request that action be taken by the person to whom such notice is addressed to correct the work and/or the condition so described. [*]

CGL Commercial General Liability insurance, required for a permittee registration application.

Critical Street A roadway where construction will significantly impact pedestrians, motorists, and bicyclists.

D

DCA New York City Department of Consumer Affairs.

DCP New York City Department of City Planning.

DDC New York City Department of Design and Construction.

DEC New York State Department of Environmental Conservation.

DEP New York City Department of Environmental Protection.

Design Commission (PDC) Public Design Commission of New York City.

DOB New York City Department of Buildings.

DoITT New York City Department of Information Technology and Telecommunications.

DOTMap is NYC DOT's presentation of mapped data within New York City's NYCityMap website. It can be accessed on the Internet at <http://www.nyc.gov/dotmap>.

E

EAN Emergency Authorization Number.

EAU NYC DOT Emergency Authorization Unit.

ECB New York City Environmental Control Board.

EDC New York City Economic Development Corporation.

Embargo Period A period of time during which street work (except for emergency work) is temporarily suspended due to a holiday, special event or other significant activity, as designated by NYC DOT. [*]

Emergency A situation endangering the public safety or causing or likely to cause the imminent interruption of service required by law, contract or franchise to be continuously maintained. [*]

Emergency Work Work necessary to correct a situation endangering the public safety or causing or likely to cause the imminent interruption of service required by law, contract or franchise to be continuously maintained (for example, by a government agency, a public utility, a franchisee). Such term shall not include work on new construction, regrades of existing hardware, continuation of an existing permit that has expired or will expire imminently or any other work that is not necessary to correct a condition to cause such imminent interruption. [*]

F

FDNY New York City Fire Department.

FHWA United States Department of Transportation Federal Highway Administration.

Finance New York City Department of Finance.

Fiscal Year the city's fiscal year runs from July 1 to June 30.

G

Guarantee Period is the period of time that the street restoration must be maintained by the entity that performed the street work.

H

HIQA NYC DOT's Highway Inspection and Quality Assurance unit is responsible for inspecting construction sites for compliance with Title 19 of the NYC Administrative Code, NYC DOT Rules and Regulations, NYC DOT Specifications and NYC DOT permit stipulations.

Highway Rules The New York City Department of Transportation Highway Rules are codified in Chapter 2 of Title 34 of the Rules of the City of New York. <http://www.nyc.gov/html/dot/downloads/pdf/hwyrules.pdf>

Hold A "do not release" order that can be placed on permits or permittees to prevent the permit from being processed.

I

Intersection the area contained within the grid created by extending the curb lines of two or more streets at the point at which they cross each other. [*]

J

JETs Jolt-Elimination Teams from NYC DOT's Roadway Repair and Maintenance division respond to critical or emergency work requirements.

L

LMCCC Lower Manhattan Construction Command Center.

LPC New York City Landmarks Preservation Commission.

M

Milling mechanical removal of asphalt from a roadway prior to resurfacing the pavement.

MTA Metropolitan Transportation Authority.

MUTCD the Manual on Uniform Traffic Control Devices, a publication issued by the Federal Highway Administration containing the basic principles that govern the design and use of traffic control devices for all streets, highways, bikeways, and private roads open to public travel. <http://mutcd.fhwa.dot.gov>

N

New York 811, Inc. (formerly DigNet and One Call Center) is a nonprofit organization that acts as a communications link between utility companies and individuals planning any digging activity in the five boroughs of New York City and Nassau and Suffolk counties on Long Island so that subsurface infrastructure is "marked out" prior to excavation work to promote safe digging and protect that infrastructure. <http://www.NewYork-811.com>

NICA Notice of Immediate Corrective Action.

NOV Notice of Violation (see "summons").

NYC DOT New York City Department of Transportation.

NYS DOT New York State Department of Transportation

O

OCMC NYC DOT Office of Construction Mitigation and Coordination.

OEM New York City Office of Emergency Management.

P

Parks New York City Department of Parks and Recreation.

Permit Stipulations terms and conditions listed on the permit that must be followed by the permittee. Permit stipulations can include allowable days and hours for work, restrictions on street usage, and provisions for the maintenance and protection of traffic.

Permit Office NYC DOT Office of Permit Management.

Permittee an individual, corporation, business, or other entity who secures permits for all work regulated by NYC DOT pursuant to the Highway Rules. [*]

PEU NYC DOT Plan Examination Unit.

PM Project Manager.

Protected Street a street that has been resurfaced or reconstructed within five years prior to the date of application for a permit. [*]

R

Reconstruction when the entire street, including the base and surface pavement as well as curbs, sidewalks and related street assets, is rebuilt from building line to building line.

Resurfacing a process in which the top layer of existing asphalt is milled away (ground up and removed) and a new layer of asphalt is applied.

Roadway that portion of a street designed, improved or ordinarily used for vehicular travel, exclusive of the shoulder and slope. [*]

S

SCARA Sidewalk Curb and Roadway Application. <http://www.nyc.gov/html/dot/downloads/pdf/instfilingplan.pdf>

Sidewalk that portion of a street between the curb lines, or the lateral lines of a roadway, and the adjacent property lines, intended for the use of pedestrians. [*]

Sidewalk Flags a square of sidewalk, typically 5' x 5' in size. An entire sidewalk is comprised of multiple sidewalk flags.

Specifications the NYC DOT Standard Highway Specifications, indicating required construction materials. [*]

Standards the NYC DOT Standard Details of Construction, which contains drawings showing required dimensions of items to be constructed. [*]

Street a public street, avenue, road, alley, lane, highway, boulevard, concourse, parkway, driveway, culvert, sidewalk, crosswalk, boardwalk, viaduct, square or place, except those designated as marginal streets on a city map. [*]

Street Cut see "street excavation".

Street Excavation refers to any operation in which the street is cut open to install or access subsurface infrastructure.

Street Opening see "street excavation".

Summonses/Notices of Violation (NOVs) issued when there is a violation of laws, rules, regulations, specifications or stipulations.

T

Trench a narrow excavation which is typically greater in depth than in width.

W

Wearing Course generally the top 2-3+ inches of asphalt pavement (depending on the composition of the roadway base), which is designed to provide an even surface and withstand the wear of traffic.

* Refer to Highway Rules, Section 2-01.

** Refer to Highway Rules, Section 2-13.



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Intueor Consulting, Inc.

Strategic Urban Solutions, Inc.

Design by Pure+Applied

Appendices

A close-up photograph of a red, woven basket with a lid. The basket is made of a dark red, textured material, possibly wicker or a similar natural fiber, woven into a complex, interlocking pattern. The lid is made of a smooth, solid red material, likely plastic or a different type of wood, and is placed over the basket. The lid has a slightly curved, domed shape. The background is a light, neutral color, possibly a wall or a surface, which makes the vibrant red of the basket stand out. The lighting is soft and even, highlighting the texture of the wicker and the smooth surface of the lid.

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Appendix A**Common Permit Types and Documents Needed**

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Street Opening Permits

Permit Type	Description	Fee	Maximum Duration (Days)	Conditions	Necessary Documentation
0100	Open Swalk To Install Foundation	\$135	30/90	Requires DOB Approval or Requires DOT Franchise	DOB Permit DOT Franchise Agreement
0102	Major Installation- High Voltage	\$135/ 380	30/90	Limited To City Franchisee	N/A
0103	Major Installation- Gas	\$135/ 380	30/90	Limited To City Franchisee	N/A
0104	Major Installation- Steam	\$135/ 380	30/90	Limited To City Franchisee	N/A
0105	Major Installation- Telephone	\$135/ 380	30/90	Limited To City Franchisee	N/A
0106	Transformer Vault- On Rdway	\$135/ 380	15/30	Limited To City Franchisee	N/A
0107	Transformer Vault- On Sidewalk	\$135	15/30	Limited To City Franchisee	N/A
0108	Installation Of Poles	\$135	30	Requires DOT Street Lighting Approval	N/A
0109	Major Installation- Water	\$135/ 380	30/90	Requires DEP Approval	Requires DEP Approval
0110	Major Installation- Cable	\$135/ 380	30/90	Limited To City Franchisee	DoITT Franchise Agreement (Initial Submission Only)
0111	Major Installation- Sewer	\$135/ 380	30/90	Requires DEP Approval	DEP Sewer Slip
0113	Repair Water	\$135/ 380	15/30	Requires DEP Approval	DEP Water Slip
0114	Repair Sewer	\$135/ 380	15/30	Requires DEP Approval	DEP Sewer Slip
0115	Repair Water And Sewer	\$135/ 380	15/30	Requires DEP Approval	DEP Water And Sewer Slips
0116	Fuel Oil Line (Sidewalk Only)	\$135	15	Requires Property Owner Approval Requires Fire Department Approval	Letter From Property Owner Letter From Fire Department
0117	Vault Construction Or Alteration	\$135	30	Requires DOB Approval Requires DOT Approval	DOB Vault Permit DOT Approved Plans
0118	Reset, Repair Or Replace Curb	\$135	30	Requires DOB Approval or Requires DOT Approval	DOB Builder's Pavement Plan (BPP) Authorization Form DOT Approved SCARA Form
0119	Pave Street	\$135	15	Requires DOB Approval or Requires DOT Approval	DOB Builder's Pavement Plan (BPP) Authorization Form DOT Approved SCARA Form

Permit Type	Description	Fee	Maximum Duration (Days)	Conditions	Necessary Documentation
0120	Tree Pit	\$135	30	Requires DPR Approval or Requires DOB Approval	DPR Permit DOB Builder's Pavement Plan (BPP) Authorization Form
0122	Repair Gas	\$135/ 380	30	Limited To City Franchisee	N/A
0123	Repair Steam	\$135/ 380	30	Limited To City Franchisee	N/A
0124	Repair Electric Or Communications	\$135/ 380	30	Limited To City Franchisee	N/A
0126	Test Pits Or Cores Or Borings	\$135/ 380	15	Requires Property Owner Approval (Unless Government Contract)	Letter From Property Owner (Unless Government Contract) Engineering Plans
0127	Conduit Construction (Cable, Telecommunication) And Franchise	\$135/ 380	15	Requires City Franchise or Requires DOT Franchise	City Franchise Agreement DOT Franchise Agreement
0128	Erect Canopy	\$135	30	Requires DOT Highway Inspection Quality Assurance (HIQA) Approval	N/A
0129	Install Street Furniture	\$135	30	Requires DOT Franchise	DOT Franchise Agreement
0130	Land Fill	\$135	30	Property Owner Approval Requires DOT Approval	Letter From Property Owner
0131	Private Sewer	\$135/ 380	30	Requires DOT Franchise Requires DEP Approval	DOT Franchise Agreement DEP Approved Engineering Plans
0132	Install Fence	\$135	30	Requires DOB Approval	DOB Fence Permit
0133	Install Traffic Signals	\$135/ 380	30	Requires Approval From DOT Signals Unit or Requires DOT Contract	DOT Signals Approved Plans DOT Notice To Proceed (Initial Submission Only) DOT Signals Approved Plans
0138	Installation Of Fire Alarm	\$135	30	Requires Fire Department Contract	FDNY Notice To Proceed
0139	Installation Of Bus Shelter	\$135	30	Requires DOT Franchise	DOT Franchise Agreement
0151	Public Telephones	\$135	30	Limited To City Franchisee	DoITT Franchise Agreement (Initial Submission Only) DoITT Approval Letter (Each Location)

Building Operations/Construction Activity Permits

Permit Type	Description	Fee	Maximum Duration (Days)	Conditions	Necessary Documentation
0201	Place Material On St	\$80-140	30-90	Requires DOB Approval (If in conjunction with a new building or building alteration) Requires DOT Approval	DOB Permit In Conjunction With Other DOT Permits
0202	Crossing Sidewalk	\$50	30-90	Requires DOB Approval (If in conjunction with a new building or building alteration) Requires DOT Approval	DOB Permit In Conjunction With Other DOT Permits
0203	Crane Or Shovel On Street	\$150 1 st Wk Then \$50 Per	1 Wk- 12Wks	Requires DOB Approval May Also Require DOT Approval	DOB Cranes And Derricks Form DOB Crane Notice (Cn) (If Applicable) Engineering Plans (If Applicable) DOT Over-Dimensional Permit
0204	Place Equip. Other Than Crane Or Shovel	\$50 Per	30-90	Requires DOB Approval (If in conjunction with a new building or building alteration) Requires DOT Approval	DOB Permit In Conjunction With Other DOT Permits
0205	Place Shanty Or Trailer On Street	\$50 Per	30-90	Requires DOB Approval	DOB Permit
0207	Franchise Installation (Overhead Structure)	\$50	30-90	Requires DOT Franchise	DOT Franchise Agreement
0208	Temporary Pedestrian Walk	\$50	30-90	Requires DOB Approval (If in conjunction with a new building or building alteration) Requires DOT Approval	DOB Permit In Conjunction With Other DOT Permits
0210	Decorative Street Lights	\$50	30-90	Requires Approval From DOT Street Lighting Unit	DOT Street Lighting Approval Form
0211	Occupancy Of Roadway As Stipulated	\$50	30-90	Requires DOB Approval (If in conjunction with a new building or building alteration) Requires DOT Approval	DOB Permit In Conjunction With Other DOT Permits
0214	Place Container On Street	\$50 Per	30-90	Requires DOB Approval (If in conjunction with a new building or building alteration) Requires DOT Approval	DOB Permit In Conjunction With Other DOT Permits
0215	Occupancy Of Sidewalk As Stipulated	\$50	30-90	Requires DOB Approval (If in conjunction with a new building or building alteration) Requires DOT Approval	DOB Permit In Conjunction With Other DOT Permits
0221	Signs & Pavement Markings	\$50	30-90	Requires DOT Approval	DOT Approved Engineering Plans

Sidewalk Construction Permits

Permit Type	Description	Fee	Maximum Duration (Days)	Conditions	Necessary Documentation
0401	Repair Sidewalk	\$70 Per 300 LF	30	N/A	Plan or Sketch
0402	Construct New Sidewalk	\$70 Per 300 LF	30	Requires DOT Approval	DOT Approved SCARA Form
0403	Replace Sidewalk	\$70 Per 300 LF	30	Requires DOT Approval	DOT Approved SCARA Form
0405	New Sidewalk , Builders Pavement (BPP)	\$70 Per 300 LF	30	Requires DOB Approval	DOB Builder's Pavement Plan (BPP) Authorization Form
0500	Vault License	\$35	1 Time	DOT Franchise Approval	DOT and DOB Approved Plans

Canopy Permits

Permit Type	Description	Fee	Maximum Duration (Days)	Conditions	Necessary Documentation
0701	Hotel Canopy	\$50	1 Year	Requires DOT Highway Inspection Quality Assurance (HIQA) Approval	N/A
0702	Restaurant	\$50	1 Year	Requires DOT Highway Inspection Quality Assurance (HIQA) Approval	N/A
0703	Residence	\$50	1 Year	Requires DOT Highway Inspection Quality Assurance (HIQA) Approval	N/A
0704	Miscellaneous	\$50	1 Year	Requires DOT Highway Inspection Quality Assurance (HIQA) Approval	N/A
0705	Sidewalk Café	\$25	1 Year	Requires DOT Highway Inspection Quality Assurance (HIQA) Approval	N/A

Appendix B**Forms**

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Emergency Authorization Number Form	4
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Application to Reissue Governmental Work Permit(s)	23-24
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How to Access Instructions for Filing Plans and Guidelines for the Design of Sidewalks, Curbs, Roadways and Other Infrastructure Components	27
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NOTE: For all forms marked SAMPLE, an original 8½" X 14" form must be submitted for NYC DOT review.

CERTIFICATION BY BROKER

The undersigned insurance broker represents to the City of New York that the attached Certificate of Insurance, dated _____, concerning insurance policy number _____ is accurate in all material respects, and that the described insurance is effective as of the date of this Certification.

_____ [Name of broker (typewritten)]

_____ [Address of broker (typewritten)]

_____ [Signature of authorized official or broker]

_____ [Name and title of authorized official (typewritten)]

Sworn to before me this
_____ day of _____, 20__

ACORD® CERTIFICATE OF INSURANCE

ISSUE DATE (MM/DD/YY):

PRODUCER

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

COMPANIES AFFORDING COVERAGE

COMPANY **A**

COMPANY **B**

COMPANY **C**

COMPANY **D**

COMPANY **E**

COMPANY **F**

INSURED

COVERAGES

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN ARE SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

C0. LTR.	TYPE OF INSURANCE	POLICY NUMBER	EFFECTIVE DATE	EXPIRATION DATE	LIMITS	
	GENERAL LIABILITY				GENERAL AGGREGATE	\$
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				PRODUCTS-COMP/OP AGG.	\$
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR.				PERSONAL & ADV. INJURY	\$
	<input type="checkbox"/> OWNER'S & CONTRACTORS PROT.				EACH OCCURRENCE	\$
					FIRE DAMAGE (Any One Fire)	\$
					MEDICAL EXP. (Any One Person)	\$
	AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT	\$
	<input type="checkbox"/> ANY AUTOMOBILE				BODILY INJURY (Per Person)	\$
	<input type="checkbox"/> ALL OWNED AUTOMOBILES				BODILY INJURY (Per Accident)	\$
	<input type="checkbox"/> SCHEDULED AUTOMOBILES				PROPERTY DAMAGE	\$
	<input type="checkbox"/> HIRED AUTOMOBILES				EACH OCCURRENCE	\$
	<input type="checkbox"/> NON-OWNED AUTOMOBILES				AGGREGATE	\$
	<input type="checkbox"/> GARAGE LIABILITY					
	EXCESS LIABILITY					
	<input type="checkbox"/> UMBRELLA FORM					
	<input type="checkbox"/> OTHER THAN UMBRELLA FORM					
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				<input checked="" type="checkbox"/> STATUTORY LIMITS	
					EACH ACCIDENT	\$
					DISEASE - POLICY LIMIT	\$
					DISEASE - EACH EMPLOYEE	\$
	OTHER					

SAMPLE

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS:

The policy of insurance names the City of New York as additional insured and provides completed operations coverage.

CERTIFICATE HOLDER

**The City of New York
c/o DOT Office of Permit Management
55 Water Street
New York, NY 10041**

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE:



AFFIDAVIT OF OWNERSHIP

This form must be printed out. Type or print clearly. Mail to:
New York City Department of Transportation
Permit Management & Construction Control
Permit by Mail
55 Water Street, Concourse Level
New York, New York 10041

STATE OF NEW YORK
COUNTY OF: _____

I, _____, being duly sworn, depose and say the following:

1. I am the owner of premises _____
in the Borough of _____
2. I personally will perform the repairs to the sidewalk of the said premises.
3. I am aware that the law requires that if the said repairs are to be made by any person other than myself, the required Workers Compensation Insurance, and Commercial General Liability Insurance policy must be filed with the Department of Transportation.

(Signature of Owner)

State of New York, County of _____ On the _____ of
_____, before me personally came _____ to
me known to be the individual described in and who executed the forgoing instrument, and
acknowledged that
_____ executed the same.

Notary Public



EMERGENCY AUTHORIZATION NUMBER FORM

Rev. 8/25/10

Date	NYC DOT CONTACT NUMBERS	
/ /	BUSINESS HOURS (8:30am-3:25pm)	NON-BUSINESS HOURS (3:30pm-8:25am)
	TEL: 212.839.9660	TEL: 718.433.3340
	FAX: 212.839.9699	FAX: 718.433.3447

SECTION A: Applicant Information

1. Permittee ID#: _____ 2. Permittee Name: _____

3. Address: _____

4. Caller Name: _____ 5. Tel #:(_____) _____ - _____

6. Employee ID#: _____ 7. Fax #:(_____) _____ - _____

8. Company Official To Certify Emergency Status: _____ 9. Tel #: _____ (_____) _____ - _____

SECTION B: Nature of the Emergency

10. Is service cut off to anyone? YES NO

10a. If YES, When was the service cut off? Date: _____ / _____ / _____ Time: _____

11. What is the Nature of the Emergency? (Describe in Detail):

SECTION C: Location of Emergency (Check One)	SECTION D: Type of Permit Requested (Check One)
<input type="checkbox"/> MANHATTAN <input type="checkbox"/> BRONX <input type="checkbox"/> BROOKLYN <input type="checkbox"/> STATEN ISLAND <input type="checkbox"/> QUEENS	<input type="checkbox"/> 0301 TELEPHONE <input type="checkbox"/> 0304 GAS LEAK <input type="checkbox"/> 0301 ELECTRICAL <input type="checkbox"/> 0305 AIR PRESSURE <input type="checkbox"/> 0301 TELECOMMUNICATIONS <input type="checkbox"/> 0306 GAS PRESSURE <input type="checkbox"/> 0302 WATER <input type="checkbox"/> 0303 STEAM <input type="checkbox"/> OTHER: _____

Official Use Only	
On Street: _____	Recorded#: _____
Cross Street #1: _____	MOSAICS#: _____
Cross Street #2: _____	
On Street: _____	Recorded#: _____
Cross Street #1: _____	MOSAICS#: _____
Cross Street #2: _____	
On Street: _____	Recorded#: _____
Cross Street #1: _____	MOSAICS#: _____
Cross Street #2: _____	
On Street: _____	Recorded#: _____
Cross Street #1: _____	MOSAICS#: _____
Cross Street #2: _____	

Official Use Only	
DOT OPERATOR _____	Date: _____ / _____ / _____



EMERGENCY STREET OPENING PERMIT FORM

Rev. 9/15/10

Emergency Number (Official Use Only)

Date NYC DOT CONTACT NUMBERS BUSINESS HOURS (8:30am-3:25pm) NON-BUSINESS HOURS (3:30pm-8:25am) TEL: 212.839.9660 TEL: 718.433.3340 FAX: 212.839.9699 FAX: 718.433.3447

SECTION A: Applicant Information

1. Permittee ID#: 2. Permittee Name: 3. Address: 4. Caller Name: 5. Tel #:() - 6. Employee ID#: 7. Time of Request: 8. Company Official To Certify Emergency Status: 9. Tel #: () -

SECTION B: Location of Emergency

10. Borough (Check One): MANHATTAN BROOKLYN QUEENS BRONX STATEN ISLAND 11. House No.: 12. On Street: 12a. Street Work On, If Different From Above: 13. Between: (Cross Street #1) and (Cross Street #2)

SECTION C: Type of Permit Requested (Check One)

0108 INSTALL POLE 0113 REPAIR WATER 0114 REPAIR SEWER 0115 REPAIR WATER/SEWER 0116 FUEL OIL LINE 0122 REPAIR GAS 0123 REPAIR STEAM 0124 REPAIR ELECTRIC / COMMUNICATIONS (Utilities Only) 0127 CONDUIT CONSTRUCTION (CABLE, TELECOMM. AND FRANCHISE) 0156 REPAIR TRAFFIC STREET LIGHT 0157 REPAIR TRAFFIC SIGNALS 0204 STEAM STACK END DATE: / / 0204 NITROGEN TANK END DATE: / /

SECTION D: Nature of the Emergency

14. Is heavy equipment being used? YES NO 15. Is service cut off to anyone? YES NO 15a. If YES, When was the service cut off? Date: / / Time: 16. What is the Nature of the Emergency? (Describe in Detail):

FOR OFFICIAL USE ONLY

Recorded # Date: / / DOT Operator Time: / /



REQUEST FOR ROADWAY/SIDEWALK PERMITS DURING EMBARGO PERIODS

(Official Use Only) Start/End Date (Today's date): / /

Permit Number (Official Use Only)

* This form is required for all requests to allow work in embargo areas during embargo times.

Permit Type: 0169

* See reverse for instructions on how to complete this form.

Rev. 9/27/10

SECTION A: Applicant Information 1. Permittee ID#: 2. Permittee Name: 3. Address: 4. Tel #: () - 5. E-Mail:

SECTION B: Work Information 6. Borough: MN BK QN BX SI 7. OCMC File: - - 8. House No.: 9. On Street: 9a. Street Work On, If Different From Above: 10. Between: (Cross Street #1) and (Cross Street #2) 11. For the Purpose of: 12. Work Start Date: / / 13. Work End Date: / /

SECTION C: Reason for Request 14. State the Reasons for this Request (In Detail):

SECTION D: Additional Information/Attachments Please attach a detailed, scaled drawing of the entire work site as it relates to all work performed outside the property line for which NYC DOT permits are being requested. This form, the attached scaled drawing and the original application must be signed and submitted to the Project Manager for further review. The telephone number of a contact person is required. Please do not call NYC DOT. Upon OCMC's determination of your appeal, we will notify the contact person immediately. 15. Contact Person Name: 16. Tel #: () - 17. Contact Person E-mail Address:

SECTION E: Acknowledgements and Agreements by Authorized Representative of the Applicant THIS IS NOT A PERMIT. This is a request for consideration to allow work to occur during an embargo period. Should OCMC approval be granted, the Applicant must follow existing procedures for obtaining the necessary permits. 18. Applicant Name (Please Print): 19. Applicant Signature: (Authorized Representative of Applicant) 20. Date: / /

SECTION F: OCMC Determination (Official Use Only) Request Approved Request Denied Request Modified Comments:

OCMC Approval by: Date: / /

INSTRUCTIONS FOR COMPLETING WORK DURING EMBARGO PERIOD APPLICATION PROPERLY

To ensure the proper processing of your application, please print all information *CLEARLY*.

SECTION A: Applicant Information

1. **Permittee ID#:** Provide the unique 5 digit identification number the Permittee received when he/she registered their company with the Department of Transportation. Permits will not be issued without a Permittee ID Number.
2. **Permittee Name:** Provide the name of the company to whom the permits will be issued and to whom the above Permittee ID# is assigned.
3. **Address:** Provide the Permittee's business mailing address.
4. **Tel #:** Provide the Permittee's daytime telephone number.
5. **E-mail:** Provide the Permittee's e-mail address.

SECTION B: Work Information

6. **Borough:** Check the Borough in which the proposed work will be performed (MN-Manhattan, BK-Brooklyn, QN-Queens, BX-Bronx, SI-Staten Island).
7. **OCMC File:** If one exists, provide the OCMC file number pertaining to the proposed work (e.g. MEC-08-001).
8. **House No.:** Provide the house number of the building where the proposed work will occur.
9. **On Street:** Provide the name of the street where the proposed work will occur.
9a. Street Work On, If Different From Above: Provide the name of the street where the physical proposed work will occur if it is not occurring on the same street to which the address applies. (e.g.: Work being performed for 55 Water Street, but excavation is on Old Slip).
10. **Between: and :** Provide the names of the two streets with which the On Street intersects (Cross Streets).
11. **For the Purpose of:** Provide the reason why you are applying for permits (e.g.: New Bldg. Construction, Repair Defective Sidewalk, etc.).
12. **Work Start Date:** Provide the date when the proposed work is expected to commence. (May be changed by NYC DOT to reflect permit restrictions)
13. **Work End Date:** Provide the anticipated completion date of the proposed work. (May be changed by NYC DOT to reflect permit restrictions)

SECTION C: Reason for Request

14. **State the Reasons for this Request (In Detail):** Provide a clear, detailed description of the nature of the proposed work and why you are submitting this request.

SECTION D: Additional Information/Attachments

Provide a detailed, scaled drawing of the entire work site as it relates to all work performed outside the property line for which NYC DOT permits are being requested.

15. **Contact Person Name:** Provide the name of the person who should be contacted with OCMC's appeal determination.
16. **Tel #:** Provide the telephone number of the contact person for this appeal.
17. **Contact Person E-mail Address:** Provide the e-mail address for the contact person for this appeal.

SECTION E: Acknowledgements and Agreements by Authorized Representative of the Applicant

18. **Applicant Name:** Print the name of the person who is submitting this application for review and approval.
19. **Applicant Signature:** The person submitting this application must be an authorized representative of the applicant and must provide his/her original signature.
20. **Date:** Provide the date of application submittal.

SECTION F: OCMC Determination

This is where OCMC will make their determination as to whether to Approve or Deny the request, or to Modify existing requirements (ongoing projects). DO NOT WRITE IN THIS AREA.



REQUEST FOR FULL ROADWAY CLOSURE

Permit Number (Official Use Only)

* See reverse for instructions on how to complete this form.

Rev. 9/15/10

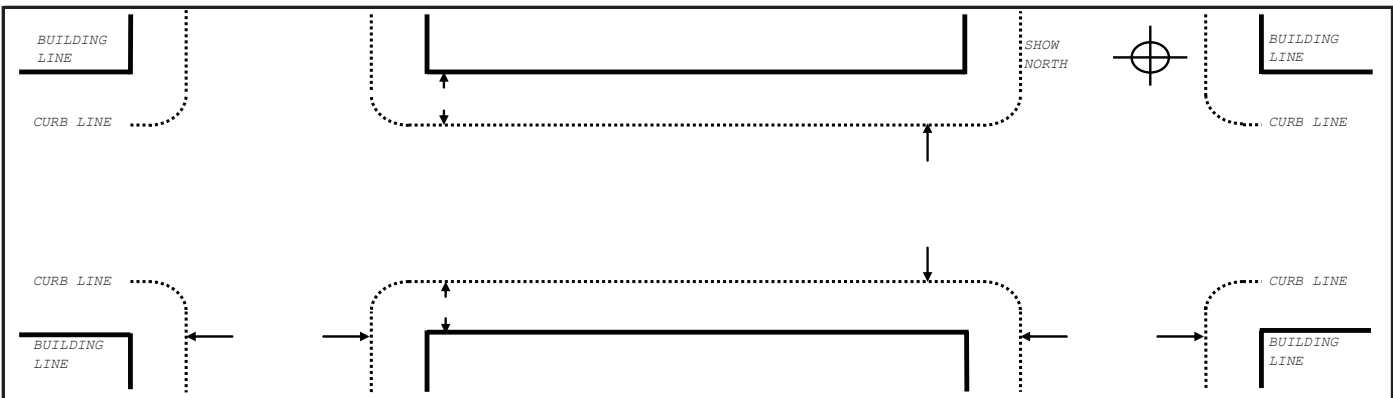
SECTION A: Applicant Information

1. Permittee ID#: _____ 2. Permittee Name: _____
3. Address: _____
4. Tel #:(_____) _____ - _____ 5. E-Mail: _____

SECTION B: Work Information

6. Borough: [] MN [] BK [] QN [] BX [] SI 7. OCMC File: _____ - _____ - _____
8. Type of Pavement: a. Roadway _____ b. Sidewalk _____ 9. DOB#: _____
10. House No.: _____ 11. On Street: _____
11a. Street Work On, If Different From Above: _____
12. Between: _____ and _____
(Cross Street #1) (Cross Street #2)
13. For the Purpose of: _____
14. Work Start Date: _____ / _____ / _____ 15. Work End Date: _____ / _____ / _____

SECTION C: Work Zone Sketch (Include On Street, both Cross Streets, North Arrow, Sidewalk/Roadway widths and proposed Work Zone)



SECTION D: Proposed Permit Stipulations (For Official Use Only)

Special Stipulations: _____

Required Notification Signage: _____ Variable Message Sign (VMS) _____ Fixed Orange Construction Sign

OCMC Approval by: _____ Date: _____ / _____ / _____

SECTION E: Acknowledgements and Agreements by Authorized Representative of the Applicant

THIS IS NOT A PERMIT. The Applicant/Permittee is required to send written notice to Police, Fire, EMS, Community Board, affected NYC Transit or private bus companies and property owners on the segment of the street in which the permit applies a minimum of seven (7) days prior to the full roadway closure. A copy of this notification must be presented to OCMC with the necessary permit application before the above permit stipulations will be approved.

16. Submitted by: _____ (Please Print) 17. Tel #:(_____) _____ - _____

18. Signed by: _____ (Authorized Representative of Applicant) 19. Date: _____ / _____ / _____

INSTRUCTIONS FOR COMPLETING FULL ROADWAY CLOSURE APPLICATION PROPERLY

To ensure the proper processing of your application, please print all information *CLEARLY*.

SECTION A: Applicant Information

1. **Permittee ID#:** Provide the unique 5 digit identification number the Permittee received when he/she registered their company with the Department of Transportation. Permits will not be issued without a Permittee ID Number.
2. **Permittee Name:** Provide the name of the company to whom the permits will be issued and to whom the above Permittee ID# is assigned.
3. **Address:** Provide the Permittee's business mailing address.
4. **Tel #:** Provide the Permittee's daytime telephone number.
5. **E-mail:** Provide the Permittee's e-mail address.

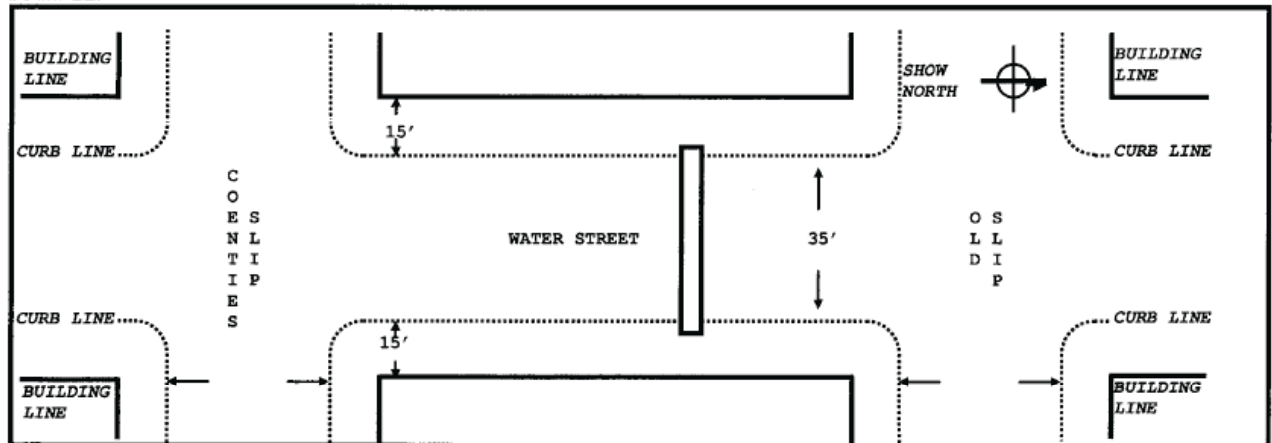
SECTION B: Work Information

6. **Borough:** Check the Borough in which the proposed work will be performed (MN-Manhattan, BK-Brooklyn, QN-Queens, BX-Bronx, SI-Staten Island).
7. **OCMC File:** If one exists, provide the OCMC file number pertaining to the proposed work (e.g. MEC-08-001).
8. **Type of Pavement:**
 - a. **Roadway:** If working in the roadway, provide the surface material of the roadway where the proposed work will occur (e.g. Asphalt)
 - b. **Sidewalk:** If working in the sidewalk, provide the surface material of the sidewalk where the proposed work will occur (e.g. Concrete)
9. **DOB#:** Provide any applicable Department of Buildings permit numbers.
10. **House No.:** Provide the house number of the building where the proposed work will occur.
11. **On Street:** Provide the name of the street where the proposed work will occur.
 - 11a. **Street Work On, if Different From Above:** Provide the name of the street where the physical proposed work will occur if it is not occurring on the same street to which the address applies. (e.g.: Work being performed for 55 Water Street, but excavation is on Old Slip).
12. **Between: and :** Provide the names of the two streets with which the On Street intersects (Cross Streets).
13. **For the Purpose of:** Provide the reason why you are applying for permits (e.g.: New Bldg. Construction, Repair Defective Sidewalk, etc.).
14. **Work Start Date:** Provide the date when the proposed work is expected to commence.
15. **Work End Date:** Provide the anticipated completion date of the proposed work. (May be changed by NYC DOT to reflect permit restrictions)

SECTION C: Work Zone Sketch

Provide a diagram of the proposed work location for which you are requesting a permit. Show all pertinent information including On Street, both Cross Streets, North Arrow, Sidewalk/Roadway widths and location of excavations or placement of construction equipment/material, etc. NOTE: If completing this form online, On Street, Cross Streets, North Arrow and Sidewalk/Roadway widths may be filled in, however the work zone sketch must be hand-drawn after printing this form.

EXAMPLE:



SECTION D: Proposed Permit Stipulations (For Official Use Only)

This area is for OCMC Project Managers' use only. This is where you will see what permit stipulations will be issued and printed on the approved permit(s). DO NOT WRITE IN THIS AREA.

SECTION E: Acknowledgements and Agreements by Authorized Representative of the Applicant

16. **Submitted By:** Print the name of the person who is submitting this application for review and approval.
17. **Tel #:** Provide a valid daytime telephone number of the person submitting this application.
18. **Signed By:** The person submitting this application must be an authorized representative of the applicant and must provide his/her original signature.
19. **Date:** Provide the date of application submittal.



PERMITEE REGISTRATION APPLICATION

Permittee Number (Official Use Only)

Rev. 9/15/10

SECTION A: Applicant Information
1. Name:
AKA:
2. Tax I.D. Number (E.I.N) or Social Security Number:
3. Address (Post Office Box Not Accepted):
4. City: State: Zip:
5. Tel #: Fax #:
7. 24-Hour Emergency Telephone Number (Must be able to make immediate contact):
8. E-Mail:

SECTION B: Applicable License Number(s)
Consumer Affairs:
Sign Hanger:
Master Rigger:
* Plumber:
Name of Company on License:
* NOTE: NYCDOT will only issue permits in the name of the licensed plumber or the company name as shown on the Department of Buildings Plumbers License (Must attach a copy of the license). If the company name being registered is NOT the same as above, you will not be issued and water/sewer permits by NYCDOT.

SECTION C: Category of Work Performed (Check All That Apply)
General Contractor
Government Contractor
Authority Contractor
Sidewalk Contractor
Crane
Commercial Refuse Container: BIC License or Registration Number:
Other (Identify):

SECTION D: Work in Borough (Check All That Apply)
In what Borough(s) will you be working?
Manhattan
Brooklyn
Queens
Bronx
Staten Island

SECTION E: Authorized Representatives to Obtain Permits - USE REVERSE FOR ADDITIONAL ENTRIES
Table with columns: Name, Affiliation, Telephone

SECTION F: Company Officers / Directors / Managing Agents / etc. (NAME AT LEAST 2) - USE REVERSE FOR ADDITIONAL ENTRIES
Table with columns: Name, Title

SECTION G: Designated Representative(s) to Accept Service of Summons at Your Business Office (NAME AT LEAST 2)
Table with columns: Name

SECTION H: Signature of Company Officer
Company Official: (Please Print) Title:
Signature: Date: / /

THIS FORM MUST BE NOTARIZED
County of _____ State of New York,
On the _____ of _____, before me personally came _____
to me known to be the individual described in and who executed the foregoing instrument, and acknowledged that _____
executed the same.

(For Official Use Only)
Approval by: Date: / /

INSTRUCTIONS FOR COMPLETING THE PERMITTEE REGISTRATION APPLICATION PROPERLY

To ensure the proper processing of your application, please print all information *CLEARLY*.

The instructions below apply to both corporations and individuals. For individuals, "Not Applicable" should be filled in for all corporation-related questions. Registration applications should be printed on 8 1/2"x 14" paper.

SECTION A: Applicant Information

1. **Name:** Enter the name of the individual or corporation to be registered with NYC DOT. If AKA (also known as) is applicable, enter this name.
2. **Identification:** Enter the applicant's Tax Identification Number (AKA Employer Identification Number) or the individual's Social Security Number.
3. **Address:** Enter the applicant's contact address (street number and name).
4. **City, state, zip:** Enter city, state and zip code.
5. **Tel #:** Enter daytime telephone number.
6. **Fax #:** Enter applicant's fax number.
7. **24-Hour Emergency Telephone Number:** Enter a telephone number where the applicant can be reached at all times (for emergency situations).
8. **E-mail:** Enter applicant's e-mail address.

SECTION B: Applicable License Number(s)

Enter the license number(s) as required for each type of work to be performed, including plumber's license number and name on license (if applicable).

SECTION C: Category of Work Performed

Check all types of work that will be performed by the applicant or his/her corporation.

SECTION D: Work in Borough

Check each borough in which the applicant expects to work.

SECTION E: Authorized Representatives to Obtain Permits

Enter all persons authorized to obtain permits for the applicant, their affiliation to the applicant and their telephone number, including the name of any expediter. If the applicant makes any changes to these authorized representatives, he or she must update the Permittee Registration Application.

SECTION F: Company Officers/Directors/Managing Agents/etc.

Enter at least two names of corporate officers, with title.

SECTION G: Designated Representative(s) to Accept Service of Summons at the Applicant's Business Office

Enter the names of at least two people who are authorized to accept summonses for his/her corporation and who are located at his/her business address.

SECTION H: Signature of Company Officer

Print his/her name and title and provide a signature.

NOTARIZE THE FORM.



Department of Transportation

APPLICATION FOR ROADWAY/SIDEWALK PERMIT(S)

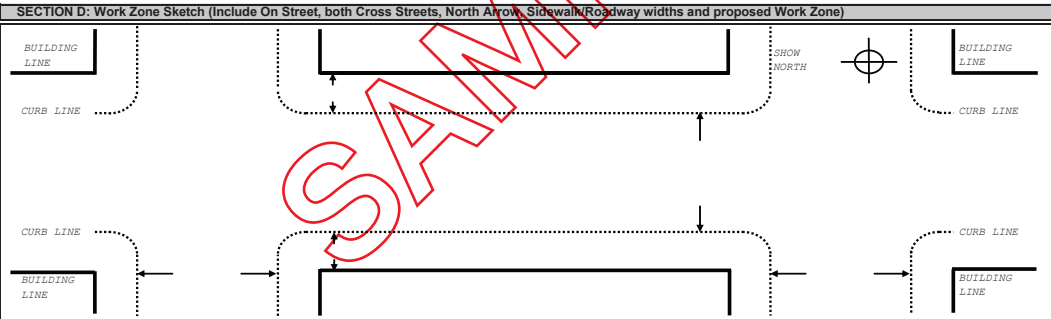
* See reverse for instructions on how to complete this form.

Rev. 9/15/10

SECTION A: Applicant Information
1. Permittee ID#: _____ 2. Permittee Name: _____
3. Address: _____
4. Tel #:(_____) _____ 5. E-Mail: _____

SECTION B: Work Information
6. Borough: [] MN [] BK [] QN [] BX [] SI 7. OCMC File: _____ - _____ - _____
8. Type of Pavement: a. Roadway _____ b. Sidewalk _____ 9. DOB#: _____
10. House No.: _____ 11. On Street: _____
11a. Street Work On, If Different From Above: _____
12. Between: _____ and _____
(Cross Street #1) (Cross Street #2)
13. For the Purpose of: _____
14. Number of Openings: _____ 15. Area Size: _____ 16. Frontage Length: _____
(In Square Feet) (In Linear Feet)
17. Work Start Date: _____ / _____ / _____ 18. Work End Date: _____ / _____ / _____

SECTION C: Type of Permit Requested (Check All That Apply)
STREET OPENING PERMITS
[] 0100 OPEN SIDEWALK TO INSTALL FOUNDATION
[] 0111 MAJOR INSTALLATION SEWER
[] 0113 REPAIR WATER
[] 0114 REPAIR SEWER
[] 0115 REPAIR WATER/SEWER
[] 0116 FUEL OIL LINE
[] 0117 VAULT CONSTRUCTION OR ALTERATION
[] 0118 RESET, REPAIR OR REPLACE CURB
[] 0119 PAVE STREET
[] 0126 TEST PITS, CORES OR BORINGS
[] 0127 CONDUIT CONSTRUCTION (CABLE, TELECOMM. AND FRANCHISE)
[] 0132 INSTALL FENCE
SIDEWALK CONSTRUCTION PERMITS
[] 0401 REPAIR SIDEWALK
[] 0402 CONSTRUCT NEW SIDEWALK
[] 0403 REPLACE SIDEWALK
[] 0405 CONSTRUCT NEW SIDEWALK - BUILDERS PAVEMENT
BUILDING OPERATIONS PERMITS
[] 0201 PLACE MATERIAL ON STREET
[] 0202 CROSSING SIDEWALK
[] 0203 PLACE CRANE OR SHOVEL ON STREET
[] 0204 PLACE EQUIPMENT OTHER THAN CRANE OR SHOVEL ON STREET
[] 0205 PLACE SHANTY OR TRAILER ON STREET
[] 0208 TEMPORARY PEDESTRIAN WALKWAY
[] 0211 OCCUPANCY OF ROADWAY AS STIPULATED
[] 0214 PLACE CONTAINER ON STREET
[] 0215 OCCUPANCY OF SIDEWALK AS STIPULATED
[] 0221 TEMPORARY CONSTRUCTION SIGN/MARKINGS
CANOPY PERMITS
[] 0701 CANOPY FOR HOTEL
[] 0702 CANOPY FOR RESTAURANT
[] 0703 CANOPY FOR RESIDENCE
[] 0704 CANOPY FOR MISCELLANEOUS
[] 0705 CANOPY FOR SIDEWALK CAFÉ
[] Other Type of Permit



SECTION E: Permit Stipulations (For Official Use Only)
Table with columns: Permit Type, Fee, Permit Stipulations, Permit Number. Includes a section for Special Stipulations and Additional Fees.

OCMC Approval by: _____ Date: _____ / _____ / _____

(For Official Use Only)
Approved for the Commissioner by: _____
Date: _____ / _____ / _____
SECTION F: Acknowledgements and Agreements by Authorized Representative of the Applicant
The permit to be granted is subject to the following conditions:
The applicant agrees to comply with all laws and rules of the Department and any other applicable laws and rules.
No permit shall be issued unless all applicable insurance and permit bonds are on file.
19. Submitted by: _____ 20. Tel #:(_____) _____ - _____
(Please Print)
21. Signed by: _____ 22. Date: _____ / _____ / _____
(Authorized Representative of Applicant)

INSTRUCTIONS FOR COMPLETING ROADWAY/SIDEWALK PERMIT APPLICATION PROPERLY

To ensure the proper processing of your application, please print all information *CLEARLY*.

SECTION A: Applicant Information

1. **Permittee ID#:** Provide the unique 5 digit identification number the Permittee received when he/she registered their company with the Department of Transportation. Permits will not be issued without a Permittee ID Number.
2. **Permittee Name:** Provide the name of the company to whom the permits will be issued and to whom the above Permittee ID# is assigned.
3. **Address:** Provide the Permittee's business mailing address.
4. **Tel #:** Provide the Permittee's daytime telephone number.
5. **E-mail:** Provide the Permittee's e-mail address.

SECTION B: Work Information

6. **Borough:** Check the Borough in which the proposed work will be performed (MN-Manhattan, BK-Brooklyn, QN-Queens, BX-Bronx, SI-Staten Island).
7. **OCMC File:** If one exists, provide the OCMC file number pertaining to the proposed work (e.g. MEC-08-001).
8. **Type of Pavement:**
 - a. **Roadway:** If working in the roadway, provide the surface material of the roadway where the proposed work will occur (e.g. Asphalt)
 - b. **Sidewalk:** If working in the sidewalk, provide the surface material of the sidewalk where the proposed work will occur (e.g. Concrete)
9. **DOB#:** Provide any applicable Department of Buildings permit numbers.
10. **House No.:** Provide the house number of the building where the proposed work will occur.
11. **On Street:** Provide the name of the street where the proposed work will occur.
11a. Street Work On, If Different From Above: Provide the name of the street where the physical proposed work will occur if it is not occurring on the same street to which the address applies. (e.g.: Work being performed for 55 Water Street, but excavation is on Old Slip).
12. **Between: and ;** Provide the names of the two streets with which the On Street intersects (Cross Streets).
13. **For the Purpose of:** Provide the reason why you are applying for permits (e.g.: New Bldg. Construction, Repair Defective Sidewalk, etc.).
14. **Number of Openings:** Provide the number of proposed open excavations to be made.
15. **Area Size:** Provide the total square footage of the proposed work area.
16. **Frontage Length:** Provide the total linear footage of all proposed work. Provide total building's frontage length if performing new building or building alteration work.
17. **Work Start Date:** Provide the date when the proposed work is expected to commence. (May be changed by NYC DOT to reflect permit restrictions)
18. **Work End Date:** Provide the anticipated completion date of the proposed work. (May be changed by NYC DOT to reflect permit restrictions)

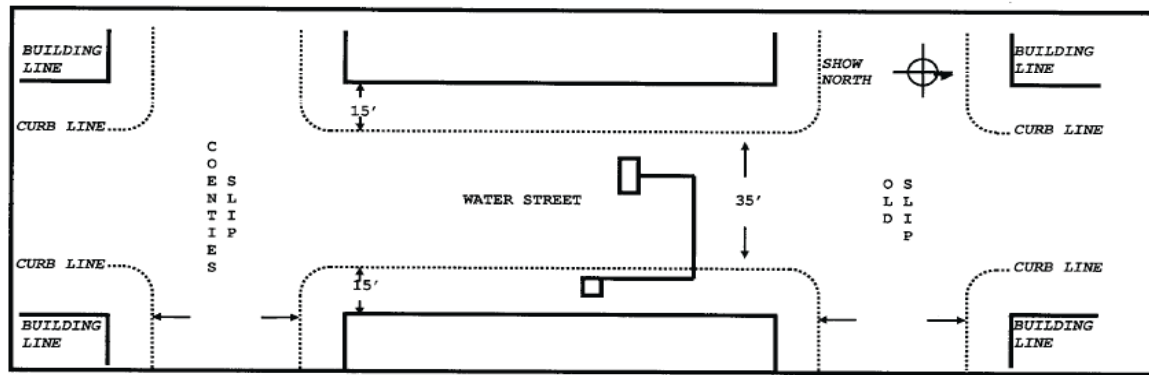
SECTION C: Type of Permit Requested

Check all permit types that you wish to apply for today based on your proposed work.

SECTION D: Work Zone Sketch

Provide a diagram of the proposed work location for which you are requesting a permit. Show all pertinent information including On Street, both Cross Streets, North Arrow, Sidewalk/Roadway widths and location of excavations or placement of construction equipment/material, etc. NOTE: If completing this form online, On Street, Cross Streets, North Arrow and Sidewalk/Roadway widths may be filled in, however the work zone sketch must be hand-drawn after printing this form.

EXAMPLE:



SECTION E: Permit Stipulations (For Official Use Only)

This area is for OCMC Project Managers' use only. This is where you will see what permit stipulations will be issued and printed on the approved permit(s). DO NOT WRITE IN THIS AREA.

SECTION F: Acknowledgements and Agreements by Authorized Representative of the Applicant

19. **Submitted By:** Print the name of the person who is submitting this application for review and approval.
20. **Tel #:** Provide a valid daytime telephone number of the person submitting this application.
21. **Signed By:** The person submitting this application must be an authorized representative of the applicant and must provide his/her original signature.
22. **Date:** Provide the date of application submittal.



Department of Transportation

APPLICATION FOR GOVERNMENTAL WORK PERMIT(S)

Rev. 9/15/10

SECTION A: Applicant Information

1. Permittee ID#: _____ 2. Permittee Name: _____
 3. Address: _____
 4. Tel #:(_____) _____ 5. E-Mail: _____

SECTION B: Contract Information

6. Borough: MN BK QN BX SI 7. OCMC File: _____ - _____ - _____
 8. Contract Number: _____ 9. DOB#: _____
 10. Sponsoring Agency: DEP DDC DOT DPR EDC MTA PANY/NJ SCA OTHER
 11. Project Engineer Name: _____ 12. Tel #:(_____) _____ - _____
 13. Resident Engineer Name: _____ 14. Tel #:(_____) _____ - _____
 15. Project Description: _____
 16. Contract Start Date: _____ / _____ / _____ 17. Contract End Date: _____ / _____ / _____
 18. Type of Pavement: a. Roadway _____ b. Sidewalk _____

SECTION C: Type of Street Opening Permit Requested (Check All That Apply) - SEE REVERSE FOR BUILDING OPERATIONS

<input type="checkbox"/> 110 MAJOR INSTALLATION CABLE	<input type="checkbox"/> 133 INSTALL TRAFFIC SIGNALS
<input type="checkbox"/> 111 MAJOR INSTALLATION SEWER	<input type="checkbox"/> 135 FINAL RESTORATION
<input type="checkbox"/> 112 RAPID TRANSIT CONSTRUCTION	<input type="checkbox"/> 136 DEP CONTRACTOR MAJOR INSTALLATIONS-WATER
<input type="checkbox"/> 113 REPAIR WATER	<input type="checkbox"/> 137 DEP CONTRACTOR MAJOR INSTALLATIONS-SEWER
<input type="checkbox"/> 114 REPAIR SEWER	<input type="checkbox"/> 157 REPAIR TRAFFIC SIGNALS
<input type="checkbox"/> 116 FUEL OIL LINE	<input type="checkbox"/> 158 DDC CONTRACTOR MAJOR RECONSTRUCTION
<input type="checkbox"/> 118 RESET, REPAIR OR REPLACE CURB	<input type="checkbox"/> 159 EDC CONTRACTOR MAJOR RECONSTRUCTION
<input type="checkbox"/> 119 PAVE STREET	<input type="checkbox"/> 160 SIDEWALK RECONSTRUCTION CONTRACTS
<input type="checkbox"/> 120 TREE PIT	<input type="checkbox"/> 161 NYCDOT BRIDGES RECONSTRUCTION
<input type="checkbox"/> 121 CONSTRUCT OR ALTER MANHOLE AND / OR CASTING	<input type="checkbox"/> 162 NYC PARKS RECONSTRUCTION CONTRACT
<input type="checkbox"/> 126 TEST PITS, CORES OR BORINGS	<input type="checkbox"/> 163 SCA CONTRACT WORK
<input type="checkbox"/> 132 INSTALL FENCE	<input type="checkbox"/> 164 NYSDOT CONSTRUCTION

SECTION D: Work Zones

On Street	Cross Street #1	Cross Street #2	Linear Feet	Start Date	End Date
1.					
Permit Stipulations:					
2.					
Permit Stipulations:					
3.					
Permit Stipulations:					
4.					
Permit Stipulations:					
5.					
Permit Stipulations:					
6.					
Permit Stipulations:					
7.					
Permit Stipulations:					
8.					
Permit Stipulations:					
9.					
Permit Stipulations:					
10.					
Permit Stipulations:					

Special Stipulations:

OCMC Approval by: _____ **Date:** _____ / _____ / _____

(For Official Use Only)

Approved for the Commissioner by: _____

Date: _____ / _____ / _____

SECTION E: Acknowledgements and Agreements by Authorized Representative of the Applicant

The permit to be granted is subject to the following conditions:
 The applicant agrees to comply with all laws and rules of the Department and any other applicable laws and rules.
 No permit shall be issued unless all applicable insurance and permit bonds are on file.

19. Submitted by: _____ 20. Tel #:(_____) _____ - _____
 (Please Print)

21. Signed by: _____ 22. Date: _____ / _____ / _____
 (Authorized Representative of Applicant)

SECTION F: Type of Building Operations Permit Requested (Check All That Apply) - SEE FRONT FOR STREET OPENINGS

- | | |
|---|---|
| <input type="checkbox"/> 201 PLACE MATERIAL ON STREET | <input type="checkbox"/> 208 TEMPORARY PEDESTRIAN WALKWAY |
| <input type="checkbox"/> 202 CROSSING SIDEWALK | <input type="checkbox"/> 211 OCCUPANCY OF ROADWAY AS STIPULATED |
| <input type="checkbox"/> 203 PLACE CRANE OR SHOVEL ON STREET | <input type="checkbox"/> 214 PLACE CONTAINER ON STREET |
| <input type="checkbox"/> 204 PLACE EQUIPMENT OTHER THAN CRANE OR SHOVEL ON STREET | <input type="checkbox"/> 215 OCCUPANCY OF SIDEWALK AS STIPULATED |
| <input type="checkbox"/> 205 PLACE SHANTY OR TRAILER ON STREET | <input type="checkbox"/> 221 TEMPORARY CONSTRUCTION SIGN/MARKINGS |

SECTION G: Work Zones

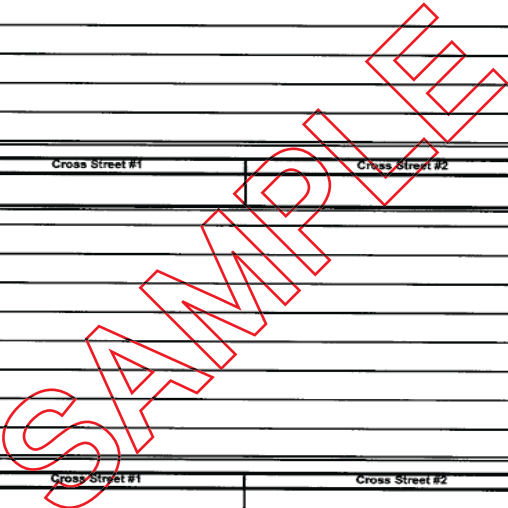
On Street	Cross Street #1	Cross Street #2	Linear Feet	Start Date	End Date
Permit Type	Permit Stipulations (Official Use Only):				Permit Number
1.					
2.					
3.					
4.					
5.					
Special Stipulations:					

On Street	Cross Street #1	Cross Street #2	Linear Feet	Start Date	End Date
Permit Type	Permit Stipulations (Official Use Only):				Permit Number
1.					
2.					
3.					
4.					
5.					
Special Stipulations:					

On Street	Cross Street #1	Cross Street #2	Linear Feet	Start Date	End Date
Permit Type	Permit Stipulations (Official Use Only):				Permit Number
1.					
2.					
3.					
4.					
5.					
Special Stipulations:					

On Street	Cross Street #1	Cross Street #2	Linear Feet	Start Date	End Date
Permit Type	Permit Stipulations (Official Use Only):				Permit Number
1.					
2.					
3.					
4.					
5.					
Special Stipulations:					

On Street	Cross Street #1	Cross Street #2	Linear Feet	Start Date	End Date
Permit Type	Permit Stipulations (Official Use Only):				Permit Number
1.					
2.					
3.					
4.					
5.					
Special Stipulations:					





Department of Transportation

APPLICATION TO RENEW PERMIT(S)

Permit(s) CANNOT be expired to use this form. Copies of CURRENT permits must be attached.

* See reverse for instructions on how to complete this form.

Rev. 9/15/10

SECTION A: Applicant Information
1. Permittee ID#: _____ 2. Permittee Name: _____
3. Address: _____
4. Tel #:(_____) _____ - _____ 5. E-Mail: _____

SECTION B: Work Information
6. Borough: MN BK QN BX SI 7. OCMC File: _____ - _____ - _____
8. Type of Pavement: a. Roadway _____ b. Sidewalk _____ 9. DOB#: _____
10. House No.: _____ 11. On Street: : _____
11a. Street Work On, If Different From Above: _____
12. Between: _____ (Cross Street #1) and _____ (Cross Street #2)
13. For the Purpose of: _____

SECTION C: Permit Information

If permit type is a building operation (for example: 203, 204, 205, etc.) you must indicate the number of items.
Example: 2 Cement Mixers - indicate "204 (x2)". FAILURE TO DO SO MAY RESULT IN YOUR PERMIT BEING VOIDED.

Table with 5 columns: Current Permit Number, Permit Type, New End Date, Fee (Official Use Only), New Permit Number (Official Use Only). Rows 1-12 with 'Permit Stipulations:' sub-rows.

Special Stipulations: _____

OCMC Approval by: _____ Date: ____/____/____

(For Official Use Only) SECTION D: Acknowledgements and Agreements by Authorized Representative of the Applicant
Approved for the Commissioner by: _____
Date: ____/____/____
14. Submitted by: _____ (Please Print) 15. Tel #:(_____) _____ - _____
16. Signed by: _____ (Authorized Representative of Applicant) 17. Date: ____/____/____

INSTRUCTIONS FOR COMPLETING PERMIT RENEWAL APPLICATION PROPERLY

To ensure the proper processing of your application, please print all information *CLEARLY*.

SECTION A: Applicant Information

1. **Permittee ID #:** Provide the unique 5 digit identification number the Permittee received when he/she registered their company with the Department of Transportation. Permits will not be issued without a Permittee ID Number.
2. **Permittee Name:** Provide the name of the company to whom the permits will be issued and to whom the above Permittee ID# is assigned.
3. **Address:** Provide the Permittee's business mailing address.
4. **Tel #:** Provide the Permittee's daytime telephone number.
5. **E-mail:** Provide the Permittee's e-mail address.

SECTION B: Work Information

6. **Borough:** Check the Borough in which the proposed work will be performed (MN-Manhattan, BK-Brooklyn, QN-Queens, BX-Bronx, SI-Staten Island).
7. **OCMC File:** If one exists, provide the OCMC file number pertaining to the proposed work (e.g. MEC-08-001).
8. **Type of Pavement:**
 - a. **Roadway:** If working in the roadway, provide the surface material of the roadway where the proposed work will occur (e.g. Asphalt)
 - b. **Sidewalk:** If working in the sidewalk, provide the surface material of the sidewalk where the proposed work will occur (e.g. Concrete)
9. **DOB#:** Provide any applicable Department of Buildings permit numbers.
10. **House No.:** Provide the house number of the building where the proposed work will occur.
11. **On Street:** Provide the name of the street where the proposed work will occur.
 - 11a. **Street Work On, If Different From Above:** Provide the name of the street where the physical proposed work will occur if it is not occurring on the same street to which the address applies. (e.g.: Work being performed for 55 Water Street, but excavation is on Old Slip).
12. **Between: and :** Provide the names of the two streets with which the On Street intersects (Cross Streets).
13. **For the Purpose of:** Provide the reason why you are applying for permits (e.g.: New Bldg. Construction, Repair Defective Sidewalk, etc.).

SECTION C: Permit Information

Provide the permit number of all current / active permits you wish to renew. Provide the Permit Type of each permit you wish to renew. Provide the New End Date (when you wish the renewed permit(s) to expire). The Fee and a New Permit Number will be added by Permit Management Staff. **DO NOT WRITE IN THESE AREAS.**

Stipulations – This area is for OCMC Project Managers' use only. This is where you will see what permit stipulations will be issued and printed (if changed from your original permit(s) on the approved permit(s)). **DO NOT WRITE IN THIS AREA.**

EXAMPLE:

	Current Permit Number	Permit Type	New End Date	Fee (Official Use Only)	New Permit Number (Official Use Only)
1.	B022010100-001	204	9/12/2010	\$50.00	B022010179-150
	Stipulations:				
2.					
	Stipulations:				
3.					
	Stipulations:				

SECTION D: Acknowledgements and Agreements by Authorized Representative of the Applicant

14. **Submitted By:** Print the name of the person who is submitting this application for review and approval.
15. **Tel #:** Provide a valid daytime telephone number of the person submitting this application.
16. **Signed By:** The person submitting this application must be an authorized representative of the applicant and must provide his/her original signature.
17. **Date:** Provide the date of application submittal.



Department of Transportation

APPLICATION TO RENEW GOVERNMENTAL WORK PERMIT(S)

Permit(s) CANNOT be expired to use this form. Copies of CURRENT permits must be attached.

* See reverse for instructions on how to complete this form.

Rev. 9/15/10

SECTION A: Applicant Information
1. Permittee ID#: _____ 2. Permittee Name: _____
3. Address: _____
4. Tel #:(_____) - _____ 5. E-Mail: _____

SECTION B: Contract Information
6. Borough: MN BK QN BX SI 7. OCMC File: _____ - _____ - _____
8. Contract Number: _____ 9. DOB#: _____
10. Sponsoring Agency: DEP DDC DOT DPR EDC MTA PANY/NJ SCA OTHER
11. Project Engineer Name: _____ 12. Tel #:(_____) - _____
13. Resident Engineer Name: _____ 14. Tel #:(_____) - _____
15. Project Description: _____
16. Contract Start Date: _____ / _____ / _____ 17. Contract End Date: _____ / _____ / _____
18. Type of Pavement: a. Roadway _____ b. Sidewalk _____

SECTION C: Permit Information

If permit type is a building operation (for example: 203, 204, 205, etc.) you must indicate the number of items.
Example: 2 Cement Mixers - indicate "204 (x2)". FAILURE TO DO SO MAY RESULT IN YOUR PERMIT BEING VOIDED.

Table with 5 columns: Current Permit Number, Permit Type, New End Date, Fee (Official Use Only), New Permit Number (Official Use Only). Rows 1-12 for permit details and Special Stipulations.

OCMC Approval by: _____ Date: _____ / _____ / _____

(For Official Use Only) SECTION D: Acknowledgements and Agreements by Authorized Representative of the Applicant
Approved for the Commissioner by: _____
Date: _____ / _____ / _____
19. Submitted by: _____ (Please Print) 20. Tel #:(_____) - _____
21. Signed by: _____ (Authorized Representative of Applicant) 22. Date: _____ / _____ / _____

INSTRUCTIONS FOR COMPLETING GOVERNMENTAL WORK PERMIT RENEWAL APPLICATION PROPERLY

To ensure the proper processing of your application, please print all information **CLEARLY**.

SECTION A: Applicant Information

1. **Permittee ID#:** Provide the unique 5 digit identification number the Permittee received when he/she registered their company with the Department of Transportation. Permits will not be issued without a Permittee ID Number.
2. **Permittee Name:** Provide the name of the company to whom the permits will be issued and to whom the above Permittee ID# is assigned.
3. **Address:** Provide the Permittee's business mailing address.
4. **Tel #:** Provide the Permittee's daytime telephone number.
5. **E-mail:** Provide the Permittee's e-mail address.

SECTION B: Contract Information

6. **Borough:** Check the Borough in which the proposed work will be performed (MN-Manhattan, BK-Brooklyn, QN-Queens, BX-Bronx, SI-Staten Island).
7. **OCMC File:** If one exists, provide the OCMC file number pertaining to the proposed work (e.g. MEC-08-001).
8. **Contract Number:** Provide the sponsoring agency's Contract Number, which is registered with NYCDOT.
9. **DOB#:** Provide any applicable Department of Buildings permit numbers.
10. **Sponsoring Agency:** Identify the agency responsible for the work performed under this contract.
11. **Project Engineer Name:** Provide the name of the Permittee's Project Engineer for this contract, who may be contacted by NYCDOT if needed.
12. **Tel #:** Provide the Project Engineer's telephone number.
13. **Resident Engineer:** Provide the name of the sponsoring agency's Resident Engineer for this contract, who may be contacted by NYC DOT if needed.
14. **Tel #:** Provide the Resident Engineer's telephone number.
15. **Project Description:** Provide a brief description of the project (e.g.: Installation of Water Mains / Sewers in Water Street)
16. **Contract Start Date:** Provide the date when the contract is to commence (Identified in the sponsoring agency's Notice to Proceed letter)
17. **Contract End Date:** Provide the date when the contract is to end (Identified in the sponsoring agency's Notice to Proceed letter)
18. **Type of Pavement:**
 - a. **Roadway:** If working in the roadway, provide the surface material of the roadway where the proposed work will occur (e.g. Asphalt)
 - b. **Sidewalk:** If working in the sidewalk, provide the surface material of the sidewalk where the proposed work will occur (e.g. Concrete)

SECTION C: Permit Information

Provide the permit number of all current / active permits you wish to renew. Provide the Permit Type of each permit you wish to renew. Provide the New End Date (when you wish the renewed permit(s) to expire). The Fee and a New Permit Number will be added by Permit Management Staff. **DO NOT WRITE IN THESE AREAS.**

Stipulations – This area is for OCMC Project Managers' use only. This is where you will see what permit stipulations will be issued and printed (if changed from your original permit(s)). **DO NOT WRITE IN THIS AREA.**

EXAMPLE:

	Current Permit Number	Permit Type	New End Date	Fee (Official Use Only)	New Permit Number (Official Use Only)
1.	B012010100-001	137	9/12/2010	\$135.00	B012010179-150
	Stipulations:				
2.					
	Stipulations:				
3.					
	Stipulations:				

SECTION D: Acknowledgements and Agreements by Authorized Representative of the Applicant

19. **Submitted By:** Print the name of the person who is submitting this application for review and approval.
20. **Tel #:** Provide a valid daytime telephone number of the person submitting this application.
21. **Signed By:** The person submitting this application must be an authorized representative of the applicant and must provide his/her original signature.
22. **Date:** Provide the date of application submittal.



Department of Transportation

APPLICATION TO REISSUE PERMIT(S)

Permit(s) MUST have expired within 1 month of date of application to use this form. Copies of EXPIRED permits must be attached.

* See reverse for instructions on how to complete this form.

Rev. 9/15/10

SECTION A: Applicant Information
1. Permittee ID#: _____ 2. Permittee Name: _____
3. Address: _____
4. Tel #:() - _____ 5. E-Mail: _____

SECTION B: Work Information
6. Borough: MN BK QN BX SI 7. OCMC File: _____ - _____ - _____
8. Type of Pavement: a. Roadway _____ b. Sidewalk _____ 9. DOB#: _____
10. House No.: _____ 11. On Street: _____
11a. Street Work On, If Different From Above: _____
12. Between: _____ and _____
(Cross Street #1) (Cross Street #2)
13. For the Purpose of: _____

SECTION C: Permit Information

If permit type is a building operation (for example: 203, 204, 205, etc.) you must indicate the number of items.
Example: 2 Cement Mixers - indicate "204 (x2)". FAILURE TO DO SO MAY RESULT IN YOUR PERMIT BEING VOIDED.

Table with 6 columns: Current Permit Number, Permit Type, New Start Date, New End Date, Fee, New Permit Number (Official Use Only). Rows 1-12 with 'Permit Stipulations:' sub-rows.

Special Stipulations: _____

OCMC Approval by: _____ Date: ____/____/____

(For Official Use Only) SECTION D: Acknowledgements and Agreements by Authorized Representative of the Applicant
Approved for the Commissioner by: _____
Date: ____/____/____
The permit to be granted is subject to the following conditions:
The applicant agrees to comply with all laws and rules of the Department and any other applicable laws and rules.
No permit shall be issued unless all applicable insurance and permit bonds are on file.
14. Submitted by: _____ (Please Print) 15. Tel #:() - _____
16. Signed by: _____ (Authorized Representative of Applicant) 17. Date: ____/____/____

INSTRUCTIONS FOR COMPLETING PERMIT REISSUE APPLICATION PROPERLY

To ensure the proper processing of your application, please print all information *CLEARLY*.

SECTION A: Applicant Information

1. **Permittee ID #:** Provide the unique 5 digit identification number the Permittee received when he/she registered their company with the Department of Transportation. Permits will not be issued without a Permittee ID Number.
2. **Permittee Name:** Provide the name of the company to whom the permits will be issued and to whom the above Permittee ID# is assigned.
3. **Address:** Provide the Permittee's business mailing address.
4. **Tel #:** Provide the Permittee's daytime telephone number.
5. **E-mail:** Provide the Permittee's e-mail address.

SECTION B: Work Information

6. **Borough:** Check the Borough in which the proposed work will be performed (MN-Manhattan, BK-Brooklyn, QN-Queens, BX-Bronx, SI-Staten Island).
7. **OCMC File:** If one exists, provide the OCMC file number pertaining to the proposed work (e.g. MEC-08-001).
8. **Type of Pavement:**
 - a. **Roadway:** If working in the roadway, provide the surface material of the roadway where the proposed work will occur (e.g. Asphalt)
 - b. **Sidewalk:** If working in the sidewalk, provide the surface material of the sidewalk where the proposed work will occur (e.g. Concrete)
9. **DOB#:** Provide any applicable Department of Buildings permit numbers.
10. **House No.:** Provide the house number of the building where the proposed work will occur.
11. **On Street:** Provide the name of the street where the proposed work will occur.
 - 11a. **Street Work On, If Different From Above:** Provide the name of the street where the physical proposed work will occur if it is not occurring on the same street to which the address applies. (e.g.: Work being performed for 55 Water Street, but excavation is on Old Slip).
12. **Between: and :** Provide the names of the two streets with which the On Street intersects (Cross Streets).
13. **For the Purpose of:** Provide the reason why you are applying for permits (e.g.: New Bldg. Construction, Repair Defective Sidewalk, etc.).

SECTION C: Permit Information

Provide the permit number of all expired permits you wish to have reissued. Provide the Permit Type of each permit you wish to have reissued. Provide the New Start Date (when you wish the reissued permits to go into effect) and the New End Date (when you wish the reissued permit(s) to expire). The Fee and a New Permit Number will be added by Permit Management Staff. **DO NOT WRITE IN THESE AREAS.**

Stipulations – This area is for OCMC Project Managers' use only. This is where you will see what permit stipulations will be issued and printed (if changed from your original permit(s)). **DO NOT WRITE IN THIS AREA.**

EXAMPLE:

	Current Permit Number	Permit Type	New Start Date	New End Date	Fee	New Permit Number (Official Use Only)
1.	B022010100-001	204	6/2/2010	9/2/2010	\$50.00	B022010179-150
	Stipulations:					
2.						
	Stipulations:					
3.						
	Stipulations:					

SECTION D: Acknowledgements and Agreements by Authorized Representative of the Applicant

14. **Submitted By:** Print the name of the person who is submitting this application for review and approval.
15. **Tel #:** Provide a valid daytime telephone number of the person submitting this application.
16. **Signed By:** The person submitting this application must be an authorized representative of the applicant and must provide his/her original signature.
17. **Date:** Provide the date of application submittal.



Department of Transportation

APPLICATION TO REISSUE GOVERNMENTAL WORK PERMIT(S)

Permit(s) MUST have expired within 1 month of date of application to use this form. Copies of EXPIRED permits must be attached.

* See reverse for instructions on how to complete this form.

Rev. 9/15/10

SECTION A: Applicant Information
1. Permittee ID#:
2. Permittee Name:
3. Address:
4. Tel #:() -
5. E-Mail:

SECTION B: Contract Information
6. Borough: MN BK QN BX SI
7. OCMC File:
8. Contract Number:
9. DOB#:
10. Sponsoring Agency: DEP DDC DOT DPR EDC MTA PANY/NJ SCA OTHER
11. Project Engineer Name:
12. Tel #:() -
13. Resident Engineer Name:
14. Tel #:() -
15. Project Description:
16. Contract Start Date: / /
17. Contract End Date: / /
18. Type of Pavement: a. Roadway b. Sidewalk

SECTION C: Permit Information

If permit type is a building operation (for example: 203, 204, 205, etc.) you must indicate the number of items. Example: 2 Cement Mixers - indicate "204 (x2)". FAILURE TO DO SO MAY RESULT IN YOUR PERMIT BEING VOIDED.

Table with 7 columns: Current Permit Number, Permit Type, New Start Date, New End Date, Fee, New Permit Number (Official Use Only). Rows 1-12 with 'Permit Stipulations' sub-rows.

Special Stipulations: (Text input area)

OCMC Approval by: Date: / /

SECTION D: Acknowledgements and Agreements by Authorized Representative of the Applicant
Approved for the Commissioner by:
Date: / /
19. Submitted by: (Please Print) 20. Tel #:() -
21. Signed by: (Authorized Representative of Applicant) 22. Date: / /

INSTRUCTIONS FOR COMPLETING GOVERNMENTAL WORK PERMIT REISSUE APPLICATION PROPERLY

To ensure the proper processing of your application, please print all information *CLEARLY*.

SECTION A: Applicant Information

1. **Permittee ID#:** Provide the unique 5 digit identification number the Permittee received when he/she registered their company with the Department of Transportation. Permits will not be issued without a Permittee ID Number.
2. **Permittee Name:** Provide the name of the company to whom the permits will be issued and to whom the above Permittee ID# is assigned.
3. **Address:** Provide the Permittee's business mailing address.
4. **Tel #:** Provide the Permittee's daytime telephone number.
5. **E-mail:** Provide the Permittee's e-mail address.

SECTION B: Contract Information

6. **Borough:** Check the Borough in which the proposed work will be performed (MN-Manhattan, BK-Brooklyn, QN-Queens, BX-Bronx, SI-Staten Island).
7. **OCMC File:** If one exists, provide the OCMC file number pertaining to the proposed work (e.g. MEC-08-001).
8. **Contract Number:** Provide the sponsoring agency's Contract Number, which is registered with NYCDOT.
9. **DOB#:** Provide any applicable Department of Buildings permit numbers.
10. **Sponsoring Agency:** Identify the agency responsible for the work performed under this contract.
11. **Project Engineer Name:** Provide the name of the Permittee's Project Engineer for this contract, who may be contacted by NYC DOT if needed.
12. **Tel #:** Provide the Project Engineer's telephone number.
13. **Resident Engineer:** Provide the name of the sponsoring agency's Resident Engineer for this contract, who may be contacted by NYC DOT if needed.
14. **Tel #:** Provide the Resident Engineer's telephone number.
15. **Project Description:** Provide a brief description of the project (e.g.: Installation of Water Mains / Sewers in Water Street)
16. **Contract Start Date:** Provide the date when the contract is to commence (Identified in the sponsoring agency's Notice to Proceed letter)
17. **Contract End Date:** Provide the date when the contract is to end (Identified in the sponsoring agency's Notice to Proceed letter)
18. **Type of Pavement:**
 - a. **Roadway:** If working in the roadway, provide the surface material of the roadway where the proposed work will occur (e.g. Asphalt)
 - b. **Sidewalk:** If working in the sidewalk, provide the surface material of the sidewalk where the proposed work will occur (e.g. Concrete)

SECTION C: Permit Information

Provide the permit number of all expired permits you wish to have reissued. Provide the Permit Type of each permit you wish to have reissued. Provide the New Start Date (when you wish the reissued permits to go into effect) and the New End Date (when you wish the reissued permit(s) to expire). The Fee and a New Permit Number will be added by Permit Management Staff. DO NOT WRITE IN THESE AREAS.

Stipulations – This area is for OCMC Project Managers' use only. This is where you will see what permit stipulations will be issued and printed (if changed from your original permit(s)). DO NOT WRITE IN THIS AREA.

EXAMPLE:

	Current Permit Number	Permit Type	New Start Date	New End Date	Fee	New Permit Number (Official Use Only)
1.	B022010100-001	204	6/2/2010	9/2/2010	\$50.00	B022010179-150
	Stipulations:					
2.						
	Stipulations:					
3.						
	Stipulations:					

SECTION D: Acknowledgements and Agreements by Authorized Representative of the Applicant

19. **Submitted By:** Print the name of the person who is submitting this application for review and approval.
20. **Tel #:** Provide a valid daytime telephone number of the person submitting this application.
21. **Signed By:** The person submitting this application must be an authorized representative of the applicant and must provide his/her original signature.
22. **Date:** Provide the date of application submittal.



DEPARTMENT OF TRANSPORTATION
CANOPY AUTHORIZATION APPLICATION

BOROUGH: BLOCK #: LOT #: DATE:

Application is hereby made for authorization to install and maintain a canopy over the sidewalk at the entrance to the building or premises located at:

[Empty box for address]

(Address of property where canopy will be installed)

Canopy dimensions: Length: Width: Height: Clearance:

Canopy type:

Hotel Residence Restaurant Miscellaneous Sidewalk Caf

Other: (Please specify)

Applicants for canopy authorization must submit to the Highway Inspection and Quality Assurance Unit (HIQA) the following:

- 1. Notarized written consent from the property owner to install and maintain the canopy.
2. A statement of the basic construction details including the following: type, description and color of the canopy covering; type, diameter and gauge of all supporting members; description of the frame, wind bracing assembly and sidewalk and building fastenings; description of proposed lettering on the canopy covering including exact wording and dimensions thereof; three five inch by seven inch photographs of the proposed site.
3. A statement that the canopy design and construction conforms to the standard details of construction H1029. Canopy shall be fully roofed.
4. A sketch showing the canopy; dimensions, location and all street facilities and furniture within 15 feet of both sides of the canopy.
5. Certification by the manufacturer that the covering is flameproof. Where certification is unobtainable from the manufacturer, certification by the installer may be submitted instead.
6. If applicable, consent of the Landmarks Preservation Commission (LPC) for the installation of a canopy in a designated landmark, historic district or attached to a building that has LPC's historic designations.
7. If this application is made in connection with a Sidewalk Caf, the applicant must submit written approval from the NYC Department of Consumers Affairs.

The authorization to be granted is subject to the following conditions:

The applicant agrees to comply with all laws and rules of the Department and any other applicable laws and rules.

Applicant Signature and Acknowledgment:

Print: Sign: Date: (Applicant Print) (Applicant Sign)

Approved by: Date: (HIQA Borough Coordinator Signature)

After obtaining HIQA canopy authorization, the following must be submitted to the Office of Permit Management:

- 1. Permit applications:
a. Permit to install Issued to contractors for new canopies,
b. Permit to maintain Issued to property owners for new and existing canopies.
2. Permit Bond. See DOT Highway Rules Section 2-02 (a) (4) Necessary for installation permit only.
3. Commercial General Liability Insurance and certification by broker.

IMPORTANT: The permit office will accept major credit cards, money orders, company checks and certified checks. PERSONAL CHECKS WILL NOT BE ACCEPTED.



Department of Transportation

JANETTE SADIK-KHAN, Commissioner

ENGINEERING PACKAGE FOR VAULT APPLICATION

All plans must comply with SCARA format except that plan size must be 11 x 17 and to scale [any scale used must be legible]. Every page must be sealed and signed by professional engineer/architect.

The following must be shown on plans:

1. **The Cover Sheet** (see SCARA Appendix B-1) including:
 - Project Name, Building Address– Block, Lot and Location – on street, from street, to street; Owner Info; DOT Waiver Box (Appendix B-2).
 - General Notes (Appendix B-3).
 - Appropriate Certification Block (Appendix B-4).
 - DOT Approval Box (Appendix B-5).
 - List of Estimated Quantities Box (Appendix B-6).
 - Key Plan: The distance from the lot property line to the nearest corner property line.
 - Detailed Scope of Work; Condition Report for Existing Vaults (Include description of damage/deterioration – historical data: Year built).
2. **Detailed Sidewalk Plan** indicating work limits property line, curb line, all street furniture within 25 feet each side of job limit. The entire extent of the vault or vaults, length and width, not just the area of work must be identified in the drawings. Location of all existing or proposed steps, gratings, open areas, coal holes/chutes/slides, entrances, cellar doors, building encroachments, and all other installations in sidewalk area.
3. **Detailed Full Cross-Section** – show overall dimensions including curb, vault wall, location, wall thickness, and material, indicate elements whether existing to remain, repair, and replace.
4. **Sidewalk Profile**: profiles along all sides of the proposed improvement of existing grade and curb line, including elevations at 25 feet and 50 feet past the project limit lines (for projects involving new grades for sidewalk).
5. **Photo Log** with description for location - Inside/Outside pictures to present condition (and photo index describing location of photos taken).
6. **Detailed drawings for all hatches/hold doors**, and any opening on sidewalk (grating) manufacturer cut sheet.
7. **Pedestrian level of service study** (if applicable).
8. **Location Feasibility Study** (if applicable).
9. **Con Edison layout** (for Transformer Vaults only).
10. **BPP, First Floor and Cellar Floor plans or Structural plans (for existing/new Building vaults)** approved by Department of Buildings.

Revised 5/3/2010

NYC Department of Transportation
 Bureau of Permit Management and Construction Control
 Plan Examination Unit
 55 Water Street, New York, NY 10041
 T: 212-839-4396
 www.nyc.gov/dot

How to Access Instructions for Filing Plans and Guidelines for the Design of Sidewalks, Curbs, Roadways and Other Infrastructure Components

- 1 Log onto www.nyc.gov/dot
- 2 On left-hand side, click on “Permits/Franchises” and under that click on “Street and Sidewalks Construction Permits”
- 3 Scroll down and click on:

Instructions for Filing Plans and Guidelines for the Design of Sidewalks, Curbs, Roadways and Other Infrastructure Components (pdf)

How to Access New York City Department of Transportation Highway Rules

- 1 Log onto www.nyc.gov/dot
- 2 On left-hand side, click on “Motorists” and under that click on “Highway and Traffic Rules”
- 3 At the top of the screen click on:

Highway Rules (pdf)

Minimum Clearance Requirements for Transformer Vaults

Item	Obstruction Type	Clearance	Agency	Contact
1	Bench	5 ft	DOT	Franchises, Concessions and Revocable Consents (212) 839-6550
2	Bicycle Rack	5 ft	DOT	Bicycle group-(212) 839-7240
3	Bus Stop Sign	5 ft	DOT	Borough Engineering-see Appendix C for borough office
4	Bus Zone	Not Permitted	MTA	MTA/NYCT-Bus Operations (646) 252-5517 or (646) 252-5544
5	Canopy	3 ft	DOT	HIQA-see Appendix C for borough office
6	Cellar Door/ Hatch Door	Prefer 3 ft along the same line	DOT	Plan Examination Unit
7	Corner Quadrant	5 ft	DOT	Plan Examination Unit
8	Curb Cut	3 ft	DOT	Plan Examination Unit
9	Curb Offset	18 inches (maximum 24 inches) from the grating edge perpendicular to curb	DOT	Plan Examination Unit
10	Driveways	3ft out of driveway cut	DOT	Plan Examination Unit
11	All Entrances	3 ft each side	DOT	Plan Examination Unit
12	Fire Hydrant	5 ft	DEP	Division of Review & Construction Compliance (718) 595-5223 or Plan Review Section (718) 595-5191
13	Areaway, Grating, Opening	*Maintain minimum Clear Path requirement (Below)	DOT	Plan Examination Unit
14	Mailbox	3 ft	USPS	General customer service: (800) ASK-USPS
15	Newsstands	5 feet offset along the curb line (Not Permitted in front)	DOT	Department of Consumer Affairs-311 or (212)-NEW YORK outside the five boroughs
16	Parking Meter	3 ft	DOT	Parking Engineering: (718) 786-6984
17	Sign Posts	3 ft	DOT	Borough Engineering-see Appendix C for borough office
18	Standpipe	3 ft	NYFD	(718) 999-2457
19	Street Light	3 ft	DOT	Street Lighting: (718) 786-2788
20	Telephone Booth	5 ft		Owner
21	Tree Pit	7 ft (prefer 10 ft)	DPR	Department of Parks see Appendix C for borough office
22	Utility Access Cover	3 ft	Utility	Con Ed, Verizon, National Grid, etc see Appendix D for contact info
23	Utility Pole	3 ft	Utility	Con Ed, Verizon, National Grid, etc. see Appendix D for contact info
24	Water Line	3 ft	DEP	See #12 above
25	Landscaped Grass Strip	Not Permitted		Plan Examination Unit

**NYC Department of Transportation
Bureau of Permit Management and Construction Control
Plan Examination Unit**
55 Water Street, New York, NY 10041,
T: 212-839-4396, www.nyc.gov/dot

* Note: Clear Path (pedestrian walkway): This directive is intended to provide pedestrians with the maximum amount of safety and space to traverse the sidewalk. This requires a minimum distance on narrow sidewalks (10-12 feet Secondary Streets) of 5 ft., or a minimum distance on wide sidewalks (Larger than 12 feet Main Streets) of 8 ft. DOT's preference is that there is no split in Pedestrian Flow.
Note: All distances indicate measurements from nearest edge of any object to closest edge of vault.

Appendix C**NYC DOT Contact Information**

Administrative Superintendent of Highway Operations (ASHO) Offices	1
Permit Offices	1
Highway Inspection and Quality Assurance (HIQA) Offices	2
Other NYC DOT Office Contacts	2

Administrative Superintendent of Highway Operations (ASHO) Offices

The ASHO in each borough releases Capital Project In-House (CPI) holds and Street Arterial Maintenance (SAM) holds. See Section 3.5.1 Holds for more information.

The Bronx

1400 Williamsbridge Road, 2nd Floor
Bronx, NY 10461
(212) 748-6670
Office hours: 8:30 AM-4:30 PM

Brooklyn

16 Court Street, 16th floor
Brooklyn, NY 11211
(718) 222-7307/7285
Office hours: 8:30 AM-4:30 PM

Manhattan

59 Maiden Lane, 37th floor
New York, NY 10038
(212) 839-8980
Office hours: 8:30 AM-4:30 PM

Queens

120-55 Queens Boulevard, 2nd floor
Kew Gardens, NY 11424
(212) 839-2480
Office hours: 8:30 AM-4:30 PM

Staten Island

10 Richmond Terrace, Room 309
Staten Island, NY 10301
(212) 839-2399
Office hours: 8:30 AM-4:30 PM

Permit Offices

Applications for most permit types can be submitted to the Manhattan Central Permit Office. Some permit types can also be processed at the relevant borough office. See Chapter 3 Permits and Approvals for more information.

The Bronx

1400 Williamsbridge Road, 1st Floor
Bronx, NY 10461
(212) 748-6648/49
Office hours: 8:30 AM-3:30 PM

Brooklyn

16 Court Street, 15th floor
Brooklyn, NY 11211
(718) 222-7225/26/27
Office hours: 8:30 AM-3:30 PM

Manhattan / Central Permit Office

55 Water Street, Concourse Level
New York, NY 10041
(212) 839-9594/95
Office hours: Applications accepted, only from 8:30 AM to 11:30 AM; However the permit window remains open until 5:00 PM to pick up permits.

Queens

120-55 Queens Boulevard, 1st floor, Room 1-240
Kew Gardens, NY 11424
(212) 839-2475
Office hours: 8:30 AM-3:30 PM

Staten Island

10 Richmond Terrace, Room 308
Staten Island, NY 10301
(212) 839-2387/88/89
Office hours: Applications accepted, only from 8:30 AM to 12:30 PM; However the permit window remains open until 3:15 PM to pick up permits.

Highway Inspection and Quality Assurance (HIQA) Offices

To request authorization for the installation of a canopy, an applicant must initiate the process at the HIQA office in the borough where the proposed canopy will be located. See Section 3.4 Canopy Authorization and Permits for more information.

HIQA also releases many holds. See Section 3.5.1 Holds for more information.

HIQA Central Office

(212) 839-8847

(212) 839-8857

(212) 839-8856

The Bronx

1400 Williamsbridge Road, 1st floor

Bronx, NY 10461

For Holds: (212) 748-6609

All other inquiries: (212) 748-6610

Office hours: 8:30 AM–5:00 PM

Brooklyn

16 Court Street, 15th floor

Brooklyn, NY 11211

For Holds: (718) 222-7231

All other inquiries: (718) 222-7207

Office hours: 8:30 AM–5:00 PM

Manhattan

59 Maiden Lane, 34th Floor

New York, NY 10038

(212) 839-4700

Office hours: 8:30 AM–5:00 PM

Queens

120-55 Queens Boulevard, Ground Floor, Room G-210

Kew Gardens, NY 11424

(212) 839-2430

Office hours: 8:30 AM–3:30 PM (in person)

Telephone inquiries: 8:30 AM–4:30 PM

Staten Island

10 Richmond Terrace, Room 427

Staten Island, NY 10301

(212) 839-2410

Office hours: 8:30 AM–5:00 PM

Other NYC DOT Office Contacts

Street Lighting

(718) 786-2788

Franchises, Concessions and Revocable Consents

(212) 839-6550

Plan Examination Unit

(212) 839-4396

Bridges (for Over Dimensional Vehicle permit)

(212) 839-6335

Fiscal Affairs: Revenue & Accts Receivable

(212) 839-9270

Emergency Authorization Unit

To obtain forms:

From 7:00 AM to 3:30 PM

Monday to Friday, call: (212) 839-9660/61/62

All other times: (718) 433-3340

To fax forms:

From 7:00 AM to 3:30 PM

Monday to Friday: (212) 839-9697/99 or 9688

All other times: (718) 433-3447

Appendix D**Other Agency and Utility Contact Information**

Department of Design and Construction (DDC) Construction Director Offices	1
Department of City Planning (DCP) Borough Offices	1
Department of Buildings (DOB) Borough Offices	2
Department of Parks and Recreation (DPR) Borough Offices	2
Environmental Control Board (ECB) Borough Offices	3
Other City and State Offices	4
Utility Contacts	5

Department of Design and Construction (DDC) Construction Director Offices

The Bronx and North Queens (north of the Long Island Expressway)

30-30 Thomson Avenue, 4th Floor
Long Island City, NY 11101
(718) 391-1008
Office hours: 8:30 AM-4:30 PM

South Queens (south of the LIE)

30-30 Thomson Avenue, 4th Floor
Long Island City, NY 11101
(718) 391-1958
Office hours: 8:30 AM-4:30 PM

Brooklyn

30-30 Thomson Avenue, 4th Floor
Long Island City, NY 11101
(718) 391-1937
Office hours: 8:30 AM-4:30 PM

Lower Manhattan (south of Canal Street)

40 Worth Street 8th Floor
New York, NY 10013
(212) 442-1890
Office hours: 8:30 AM-4:30 PM

Manhattan

40 Worth Street 8th Floor
New York, NY 10013
(212) 442-7962
Office hours: 8:30 AM-4:30 PM

Staten Island

30-30 Thomson Avenue, 4th Floor
Long Island City, NY 11101
(718) 391-1110
Office hours: 8:30 AM-4:30 PM

Department of City Planning (DCP) Borough Offices

The Bronx

One Fordham Plaza, 5th Fl.
Bronx, NY 10458-5891
Phone: (718) 220-8500
Fax: (718) 584-8628

Brooklyn

16 Court Street, 7th Fl.
Brooklyn, NY 11241-0103
Phone: (718) 780-8280
Fax: (718) 596-2609

Central Office

22 Reade Street
New York, NY 10007-1216
Phone: (212) 720-3300
Fax: (212) 720-3219

Manhattan

22 Reade Street, 6th Fl. West
New York, NY 10007-1216
Phone: (212) 720-3480
Fax: (212) 720-3488

Queens

120-55 Queens Blvd., Room 201
Kew Gardens, NY 11424
Phone: (718) 286-3170
Fax: (718) 286-3183

Staten Island

130 Stuyvesant Place, 6th Fl.
Staten Island NY 10301
Phone: (718) 556-7240
Fax: (718) 556-7305

Department of Buildings (DOB) Borough Offices

The Bronx

1932 Arthur Avenue, 5th Floor
Bronx, NY 10457
Customer Service: (718) 579-6920

Brooklyn

210 Joralemon Street, 8th Floor
Brooklyn, NY 11202
Customer Service: (718) 802-3675

Manhattan

280 Broadway, 3rd Floor
New York, NY 10007
Customer Service: (212) 566-0042

Queens

120-55 Queens Boulevard
Kew Gardens, NY 11424
Customer Service: (718) 286-0600

Staten Island

10 Richmond Terrace
Borough Hall, 2nd Floor
Staten Island, NY 10301
Customer Service: (718) 816-2300

Department of Parks and Recreation (DPR) Borough Offices

The Bronx

NYC Parks & Recreation
Attn: FORESTRY
1 Bronx River Parkway
Bronx, NY 10462
Bronx.Forestry@parks.nyc.gov
Fax: (718) 430-4663
Phone: (718) 430-1877

Brooklyn

NYC Parks & Recreation
Attn: FORESTRY
95 Prospect Park West
Brooklyn, NY 11215
Brooklyn.Forestry@parks.nyc.gov
Fax: (718) 965-7753
Phone: (718) 965-7750

Manhattan

NYC Parks & Recreation
Attn: FORESTRY
24 West 61st St., 5th Fl.
New York, NY 10023
Manhattan.Forestry@parks.nyc.gov
Fax: (212) 860-1359
Phone: (212) 860-1845

Queens

NYC Parks & Recreation
Attn: FORESTRY
80-30 Park Lane
Kew Gardens, NY 11415
Queens.Forestry@parks.nyc.gov
Fax: (718) 699-7491
Phone: (718) 699-4700

Staten Island

NYC Parks & Recreation
Attn: FORESTRY
1150 Clove Rd.
Staten Island, NY 10301
StatenIsland.Forestry@parks.nyc.gov
Fax: (718) 816-9194
Phone: (718) 390-2080

Environmental Control Board (ECB) Borough Offices

The Bronx

3030 Third Avenue

Bronx, NY 10455

Phone: (718) 993-6110

Fax: (718) 993-3077

- For hearings, Monday to Friday from 8:30 AM to 3:30 PM.
- For questions, Monday to Friday from 8:30 AM to 5:00 PM.

Brooklyn

233 Schermerhorn Street, 11th Floor

Brooklyn, NY 11201

Phone: (718) 875-7428

Fax: (718) 858-0069

- For hearings, Monday to Friday from 8:30 AM to 3:30 PM.
- For questions, Monday to Friday from 8:30 AM to 5:00 PM.

Manhattan

66 John Street, 10th Floor

New York, NY 10038

Phone: (212) 361-1400

Fax: (212) 361-1900

- For hearings, Monday to Friday from 8:30 AM to 3:30 PM.
- For questions, Monday to Friday from 8:30 AM to 5:00 PM.

Queens

144-06 94th Avenue, Main Floor

Jamaica, NY 11435

Phone: (718) 298-7300

Fax: (718) 298-7075

- For hearings, Monday to Friday from 8:30 AM to 3:30 PM.
- For questions, Monday to Friday from 8:30 AM to 5:00 PM.

Staten Island (part-time office)

350 St. Marks Place, Main Floor

Staten Island, NY 10301

Phone: (718) 815-8541 on hearing days

Fax: (718) 815-8391

- For hearings, 1st, 2nd, 3rd, and 4th Wednesdays and Thursdays of the month from 8:30 AM to 3:30 PM.
- For questions, Mon-Fri 8:30 AM to 5:00 PM.

Other City and State Offices

New York City Department of Consumer Affairs (DCA)

42 Broadway, New York, NY 10004
Phone: 311; or (212) NEW-YORK outside the five boroughs
Hours: Monday–Friday 9:00 AM–5:00 PM

New York City Department of Environmental Protection (DEP)

Division of Review & Construction Compliance
(718) 595-5223 or
Chief Plan Review Section, DEP/BWSO
(718) 595-5191

New York City Fire Department (FDNY)

Permits (hazardous storage/operations) (718) 999-2457

New York City Department of Information Technology and Telecommunications (DoITT)

75 Park Place, 9th Floor, New York, NY 10007
(212) 788-6600

New York City Landmarks Preservation Commission (LPC)

Municipal Building
1 Centre Street, 9th Floor, New York, NY 10007
Phone: (212) 669-7817
Fax: (212) 669-3844

New York City Office of Emergency Management (OEM)

165 Cadman Plaza East, Brooklyn, NY 11201
Phone: 311 or (718) 422-8700

Public Design Commission of the City of New York (PDC)

City Hall, Third Floor, New York, NY 10007
Phone: (212) 788-3071
Fax: (212) 788-3086

New York State Department of Environmental Conservation (DEC)

47-40 21st Street, 7th Floor, Long Island City, NY 11101
(718) 482-4516
Visit the DEC website at the following address to determine the appropriate contact <http://www.dec.ny.gov/63.html>

Metropolitan Transportation Authority (MTA) Bus Operations

(646) 252-5517 or (646) 252-5544

New York State Department of Transportation (NYSDOT)

Hunters Point Plaza
47-40 21st Street, Long Island City, NY 11101
(718) 482-4825

Utility Contacts

Company	Web Site	Phone
Con Edison	www.coned.com/customercentral	(800) 752-6633
National Grid	www.nationalgrid.com	(718) 643-4050
Time Warner	www.timewarner.com/corp/contacts_support.html	(212) 484-8000
Verizon	www.verizon.com	(212) 757-9940

Appendix E**Links**

Chapter 1: Introduction	1
Chapter 2: Advance Notice and Coordination of Planned Street Work	1
Chapter 3: Permits and Approvals	1-2
Chapter 4: Executing Work in the Street	3

Chapter 1: Introduction

NYCityMap: <http://gis.nyc.gov/doitt/nycitymap>
 DOTMap: <http://www.nyc.gov/dotmap>
 NYC DOT Highway Rules: <http://www.nyc.gov/html/dot/downloads/pdf/hwyrules.pdf>
 NYC DOT specifications: http://www.nyc.gov/html/dot/downloads/pdf/standard%20_highway_specs_vol%201.pdf

Chapter 2: Advance Notice and Coordination of Planned Street Work

Section 2.2: NYC DOT's Capital Project Map Portal And Other Online Information

DOTMap: <http://www.nyc.gov/dotmap>
 Guide to using NYCityMap and DOTMap: <http://gis.nyc.gov/doitt/webmap-conf/docs/UserGuide.pdf>
 Weekly milling, resurfacing and concrete repair schedules: <http://www.nyc.gov/html/dot/html/motorist/resurfintro.shtml>
 NYC DOT Construction Embargo List: <http://www.nyc.gov/html/dot/html/motorist/trafalrt.shtml>

Section 2.3: Key Principles For Effective Notice And Coordination Of Major Planned Street Work

NYC DOT Highway Rules: <http://www.nyc.gov/html/dot/downloads/pdf/hwyrules.pdf>

Chapter 3: Permits and Approvals

Section 3.2 The Permittee Registration Process

3.2.1 Required Documentation for a Permittee Registration Application

Permittee Registration Application: <http://www.nyc.gov/html/dot/downloads/pdf/regapp.pdf.pdf>
 Highway Rules: <http://www.nyc.gov/html/dot/downloads/pdf/hwyrules.pdf>
 Insurance and Indemnification Requirements from Title 34, Rules of the City of New York: <http://www.nyc.gov/html/dot/downloads/pdf/insurancereq.pdf>
 Certification by Broker form: http://www.nyc.gov/html/dot/downloads/pdf/certification_broker.pdf
 Certificate of Insurance form: <http://www.nyc.gov/html/dot/downloads/pdf/insurancercert.pdf>
 Instructions for Permittee Registration Application: http://www.nyc.gov/html/dot/downloads/pdf/inst_regapp.pdf

Section 3.3: The Permit Application Process (Non-Emergency Work)

Anytime-Anywhere Permit Application: <http://www.nyc.gov/dot/constructionpermits>
 Permit Information: <http://www.nyc.gov/permits>
 Roadway/Sidewalk Permit Application: <http://www.nyc.gov/html/dot/downloads/pdf/permapp.pdf>
 Critical Streets list in the Highway Rules, Section 2-07 (c) (5): <http://www.nyc.gov/html/dot/downloads/pdf/hwyrules.pdf>.

3.3.1 Common Requirements for All Permit Types

Roadway/Sidewalk Permit Application: <http://www.nyc.gov/html/dot/downloads/pdf/permapp.pdf>
 Application for Governmental Work Permit: http://www.nyc.gov/html/dot/downloads/pdf/govt_work_permit_app.pdf
 Request for Full Roadway Closure: http://www.nyc.gov/html/dot/downloads/pdf/roadway_closure_app.pdf
 Franchise, Concession or Revocable Consent: <http://www.nyc.gov/html/dot/html/permits/franinfo.shtml>

3.3.2 Application Procedures for a Street Opening Permit

Highway Rules: <http://www.nyc.gov/html/dot/downloads/pdf/hwyrules.pdf>
 Protected Street list files: <http://www.nyc.gov/html/dot/html/permits/protectedst.shtml#plisting>

3.3.3 Application Procedures for a Building Operations/

Construction Activity Permit
 Highway Rules: <http://www.nyc.gov/html/dot/downloads/pdf/hwyrules.pdf>

3.3.4 Application Procedures for a Sidewalk Construction Permit

Highway Rules: <http://www.nyc.gov/html/dot/downloads/pdf/hwyrules.pdf>

Roadway/Sidewalk Permit Application: <http://www.nyc.gov/html/dot/downloads/pdf/permapp.pdf>

Affidavit of Ownership: <http://www.nyc.gov/html/dot/downloads/pdf/affidavitform.pdf>

3.3.5 Permit Application Review and Issuance (for Street Opening, Building Operations/Construction Activity, and Sidewalk Construction Permits)

Permit Stipulations: <http://www.nyc.gov/html/dot/downloads/pdf/trafstip.pdf>

Anytime-anywhere permit application status: <http://www.nyc.gov/dot/constructionpermits>

3.3.6 Permit Renewals and Re-Issuances (for Street Opening, Building Operations/Construction Activity, and Sidewalk Construction Permits)

Application to Renew Permits: <http://www.nyc.gov/html/dot/downloads/pdf/permapprenew.pdf>

Application to Renew Government Permits: http://www.nyc.gov/html/dot/downloads/pdf/govt_work_permit_renew_app.pdf

Application to Re-Issue Permits: <http://www.nyc.gov/html/dot/downloads/pdf/permappreissue.pdf>

Application to Re-issue Government Permits: http://www.nyc.gov/html/dot/downloads/pdf/govt_work_permit_reissue_app.pdf

Section 3.4: Canopy Authorization and Permits

Highway Rules: <http://www.nyc.gov/html/dot/downloads/pdf/hwyrules.pdf>

NYC DOT Standard Details of Construction: http://www.nyc.gov/html/dot/downloads/pdf/nycdot_std_details_const.pdf

3.4.1 Application Procedure for Canopy Authorizations and Permits

NYC DOT Standard Details of Construction: http://www.nyc.gov/html/dot/downloads/pdf/nycdot_std_details_const.pdf

Work that Requires LPC Approval: http://www.nyc.gov/html/lpc/downloads/pdf/forms/application_form_full.pdf

Additional information about historic districts: <http://www.nyc.gov/landmarks>

Section 3.5: Other Provisions Pertaining to Permits

3.5.1 Holds

Bridge Hold Map: http://www.nyc.gov/html/dot/downloads/pdf/bridge_hold_maps.pdf

Highway Rules: <http://www.nyc.gov/html/dot/downloads/pdf/hwyrules.pdf>

3.5.3 Other Actions

Highway Rules: <http://www.nyc.gov/html/dot/downloads/pdf/hwyrules.pdf>

Section 3.6: Emergency Work and Special Circumstances

3.6.1 Emergency Utility Access Cover Openings and Emergency Street Openings

Emergency Authorization Number Form: http://www.nyc.gov/html/dot/downloads/pdf/emergency_auth_number_app.pdf

Emergency Street Opening Permit Form: http://www.nyc.gov/html/dot/downloads/pdf/emergency_street_opening_app.pdf

3.6.2 Embargoes

Construction Embargoes at the Special Traffic Advisory link: <http://www.nyc.gov/html/dot/html/motorist/trafadvisories.shtml>

Request for Roadway/Sidewalk Permits during Embargo Periods: <http://www.nyc.gov/html/dot/downloads/pdf/holidayembapp.pdf>

Section 3.7: Vault Approvals

3.7.3 Vaults Requiring a Revocable Consent

Franchise, Concession or Revocable Consent: <http://www.nyc.gov/html/dot/html/permits/franinfo.shtml>

Chapter 4: Executing Work in the Street

Section 4.1: General Requirements For Executing Work

NYC DOT Highway Rules: <http://www.nyc.gov/html/dot/downloads/pdf/hwyrules.pdf>

Section 4.2: Street Opening/Excavation Requirements

NYC DOT Highway Rules: <http://www.nyc.gov/html/dot/downloads/pdf/hwyrules.pdf>

Section 4.2.1: New York 811, Inc.

New York 811: <http://www.NewYork-811.com>

Section 4.4: Sidewalk Repairs

NYC DOT Highway Specifications: http://www.nyc.gov/html/dot/downloads/pdf/standard%20highway_specs_vol%201.pdf

NYC DOT Standard Details of Construction: http://www.nyc.gov/html/dot/downloads/pdf/nycdot_std_details_const.pdf

Section 4.5: Street Construction Inspections And Enforcement

Response Form for ECB Violations: <http://www.nyc.gov/html/ecb/html/respond/respond.shtml>

Section 4.6: Sidewalk Violation Inspections And Enforcement

Information regarding sidewalk violations: <http://www.nyc.gov/html/dot/html/faqs/sidewalkfaqs.shtml>

Appendix F

Permit Stipulations

1 - 11

NOTE: This list of permit stipulations is provided as a reference tool, for informational purposes only. The stipulation text on a NYC DOT permit is the official text, with which a permittee must comply.

STIP	Description
010	This permit may be extended once only, for a period of 14 days at \$40. However it must be presented for extension no later than 5 business days prior to expiring.
011	Post signs meeting NYC DOT specifications for directing pedestrians to opposite sidewalk. Signs must be posted at work zones as well as both intersections of affected sidewalk.
012	Flag person must be provided to stop pedestrian and/or vehicle traffic while lifting materials overhead and also when crossing sidewalk in conjunction with Crossing Sidewalk Permits.
013	Maintain minimum 5-foot clear sidewalk.
014	Maintain a 5-foot clear pedestrian walkway in roadway. Walkway must meet NYC DOT specifications. Walkway must be ramped at entry to sidewalk for handicapped accessibility.
015	Maintain 8-foot clear pedestrian walkway on sidewalk.
016	Full width of sidewalk shall be opened to pedestrians when site is unattended.
017	Contractors shall notify Police, Fire, EMS, Community Boards, and abutting property owners 48 hours prior to construction.
018	No noisy operations may occur after 10:00 PM
019	Work 7 AM–6 PM, Monday through Friday.
020	Restore all travel lanes to traffic. Contractor may contain a maximum of 25 linear feet, 8 feet adjacent to the curb during non-work hours. Use of metered, authorized parking and no standing zones prohibited. This does not allow for storage of material.
021	Maintain one 12-foot lane for local and emergency access at all times
022	Place barricades and post signs meeting “Federal Manual of Uniform Traffic Control Devices (MUTCD)” standards stating “road closed to through traffic.”
023	Maintain one 11-foot lane for traffic.
024	Maintain two 11-foot lanes for traffic.
025	Maintain three 11-foot lanes for traffic.
026	Maintain four 11-foot lanes for traffic.
027	Maintain 2 lanes for traffic, 1 lane in each direction.
028	Maintain 4 lanes for traffic, 2 lanes in each direction.
029	Coordinate construction activity with theatre groups prior to work.
030	Occupy a maximum of 12 ft. of roadway for asbestos removal only between the hours of 7 PM–6 AM
031	Maintain two 11-foot lanes, one 11-foot lane on each side of the existing double yellow center line.
032	Maintain four 11-foot lanes, two 11-foot lanes on each side of the existing double yellow center line.
033	Maintain two 11-foot lanes, one 11-foot lane on each side of the existing center mall.
034	Maintain four 11-foot lanes, two 11-foot lanes on each side of the existing center mall.
035	Maintain one 11-foot lane for 2-way through traffic with flaggers at each end of work zone.
036	No work may extend more than 8 feet from curb without explicit authorization of OCMC.
037	Section 24-224 Administrative Code Variance granted for hours and days stipulated herein.

STIP	Description
038	Warning signs and traffic safety devices shall be provided, installed, maintained, and removed by the permittee in accordance with the Federal MUTCD. The manual may be obtained at http://mutcd.fhwa.dot.gov .
039	Occupy 8-foot width of roadway adjacent to curb.
040	Occupy 12-foot width of roadway; full width of roadway restored to traffic when site is unattended.
041	Occupy one 11-foot lane.
042	Occupy two 11-foot lanes.
043	Occupy three 11-foot lanes.
044	Occupy four 11-foot lanes.
045	Occupy 12-foot width of roadway. Restore all travel lanes when site is unattended. Contractor may contain a maximum of 25 linear feet, 8 feet adjacent to the curb during non-work hours. Containment only to restrict parking; use of meter is not for storage of material.
047	Occupy 8-foot width of roadway adjacent to north curb line.
048	Occupy 8-foot width of roadway adjacent to south curb line.
049	Occupy 8-foot width of roadway adjacent to east curb line.
050	Occupy 8-foot width of roadway adjacent to west curb line.
051	Occupy 11-foot width of roadway adjacent to north curb line.
052	Occupy 11-foot width of roadway adjacent to south curb line.
053	Occupy 11-foot width of roadway adjacent to east curb line.
054	Occupy 11-foot width of roadway adjacent to west curb line.
055	Occupy 20-foot width of roadway adjacent to north curb line.
056	Occupy 20-foot width of roadway adjacent to south curb line.
057	Occupy 20-foot width of roadway adjacent to east curb line.
058	Occupy 20-foot width of roadway adjacent to west curb line.
060	Work may occur 24 hours a day, seven days a week. Section 24-224 Administrative Code Variance granted for hours and days stipulated herein.
061	All work operations must be restricted within 11 feet of the northeast quadrant of the intersection.
062	All work operations must be restricted within 11 feet of the northwest quadrant of the intersection.
063	All work operations must be restricted within 11 feet of the southeast quadrant of the intersection.
064	All work operations must be restricted within 11 feet of the southwest quadrant of the intersection.
065	Work crossing the roadway can not extend more than 11 feet at a time. Backfill or plate before proceeding.
066	Do not place materials, trailers, cranes, containers, or equipment in front of driveways, bus stops, within 15 feet of a fire hydrant, in authorized parking zones, or blocking access to DEP water testing boxes.

STIP	Description
067	Work 9 PM to 6 AM, Monday to Friday, maintain two 11-foot lanes for traffic, restore full width to traffic when site is unattended. Section 24-224 Administrative Code Variance granted for hours and days stipulated herein.
068	Work 11 PM to 5 AM, Monday to Friday, maintain two 11-foot lanes for traffic, restore full width when site is unattended. Section 24-224 Administrative Code Variance granted for hours and days stipulated herein.
069	Work 12:01 AM-5 AM, Monday to Friday and/or Sunday 12:01 AM to 8 AM, full closure of roadway, restore full width when site is unattended. Section 24-224 Administrative Code Variance granted for hours and days stipulated herein.
070	Work hours are eastbound 7 AM to 3 PM or westbound 10 AM to 4 PM, Monday through Friday.
071	Work 10 AM-4 PM, Monday to Friday.
072	Work 9 AM-4 PM, Monday to Friday.
073	Work Monday to Friday 10 AM-4 PM, Saturday and Sunday, with no noisy operations after midnight.
074	Work Saturday, 8 AM-6 PM and Sunday 9 AM-6 PM Section 24-224 Administrative Code Variance granted for hours and days stipulated herein.
075	Work 7 PM Friday to 6 AM Monday and 7 PM-6 AM weeknights. Section 24-224 Administrative Code Variance granted for hours and days stipulated herein.
076	Work Saturday and Sunday. Section 24-224 Administrative Code Variance granted for hours and days stipulated herein.
077	No noisy operations after midnight.
078	Full width of roadway shall be opened to traffic when site is unattended.
079	Work 7 PM-10 AM weeknights. Section 24-224 Administrative Code Variance granted for hours and days stipulated herein.
080	Work 7 PM-6 AM weeknights, no weekends. Section 24-224 Administrative Code Variance granted for hours and days stipulated herein.
081	Work 10 AM-7 PM, Monday through Friday. Section 24-224 Administrative Code Variance granted for hours and days stipulated herein.
082	Work 7 AM-4 PM, Monday through Friday.
083	Work 9 AM to 2 PM Monday to Friday.
084	Work 8 AM to 7 PM Monday to Friday. Section 24-224 Administrative Code Variance granted for hours and days stipulated herein.
085	Work from 7 PM Friday through 6 AM Monday. Section 24-224 Administrative Code Variance granted for hours and days stipulated herein.
086	Work 7 AM-3 PM, Monday through Friday.
087	Work 9 AM-3 PM, Monday through Friday.
088	Work 10 AM-3 PM, Monday through Friday.
089	Work 9 AM to 7 PM except Sunday. Section 24-224 Administrative Code Variance granted for hours and days stipulated herein.

STIP	Description
090	Before work, must coordinate and obtain approval from NYSDOT 9a EIC. Must meet all requirements as set forth in RTE 9a Reconstruction Project Repair Details for replacement of 50 years concrete pavement and sidewalk dated 9/7/2001.
091	This permit activity may not start until the permittee coordinates all work and restoration requirements with the resident engineer.
092	Requires OCMC review.
093	Work hours are northbound 7 AM to 3 PM or southbound 10 AM to 4 PM, Monday through Friday.
094	Work hours are northbound 10 AM to 4 PM or southbound 7 AM to 3 PM, Monday through Friday.
095	Work hours northbound 7 AM to 3 PM or southbound 10 AM to 6 PM, Monday through Friday
096	Work hours are northbound 10 AM to 6 PM or southbound 7 AM to 3 PM, Monday through Friday.
097	Work hours are eastbound 10 AM to 4 PM or westbound 7 AM to 3 PM, Monday through Friday.
098	Work hours are eastbound 7 AM to 3 PM or westbound 10 AM to 6 PM, Monday through Friday.
099	This permit is void if insurance is not renewed to cover period of this permit.
100	Work hours are eastbound 10 AM to 6 PM or westbound 7 AM to 3 PM, Monday through Friday.
101	The permittee is required to install, maintain, and remove all necessary temporary parking and regulatory signs and pavement markings and restore to their original condition per NYC DOT standards prior to the expiration of the permit. Permittee must notify NYPD/Traffic Management Center 48 hours prior to changing any signs/markings. Approved plans must be on site.
102	Work 10 PM to 6 AM nightly. Section24-224 Administrative Code Variance granted for hours and days stipulated herein.
103	Parking of private vehicles on the street (roadway and sidewalk) work areas is prohibited.
104	Local and emergency access must be provided from each end of the block at the intersections with use of flaggers and signage.
105	Designated cobblestone street. Roadway must be restored in kind. Approval from NYC DOT HIQA Borough Offices required before work commences. Contractor must call HIQA at 212-839-8856 before replacing cobblestones so HIQA can monitor there placement.
106	Contractors shall notify in writing by letter Police, Fire, EMS, Community Boards, and all property owners on the affected street segment a minimum of 7 calendar days prior to closure. When applicable, NYCT or private bus companies must also be notified.
107	Loading and unloading, standing or parking in a lane adjacent to the work zone in the roadway is prohibited. This applies to permittees and all of their subcontractors.
108	NYC Administrative Code, 19-142, workers on excavations: a person to whom a permit may be issued, to use or open a street, shall be required, before such permit may be issued, to agree that none but competent workers, skilled in the work required of them, shall be employed thereon, (continued on Stip 109)
109	...And that the prevailing scale of union wages shall be the prevailing wage for similar titles as established by the fiscal officer pursuant to sec. Two Hundred Twenty of the Labor Law, paid to those so employed.

STIP	Description
110	A VMS board must be placed a minimum of 7 calendar days prior to closure within a legal parking space entering the street to be closed. The VMS board must state the street to be closed and the dates and times of such closure. VMS board must be removed upon completion of the approved closure.
111	A 4' x 4' fixed orange construction sign with 5" black lettering must be placed a minimum of 7 calendar days prior to closure at a location entering the street to be closed. The sign must be placed at a height of 7 to 10 feet and state the street to be closed and the dates and times of the closure. Fixed sign must be removed upon completion of the approved closure.
112	Maintain one 11-foot lane on one-way streets and two 11-foot lanes on two-way streets.
113	Work 9 AM to 7 PM Saturday and 10 AM to 7 PM Sunday. Section 24-224 Administrative Code variance granted for hours and days stipulated herein.
115	This permit becomes void when the building structure first-floor level is covered by a roof, second floor or a second-floor slab.
116	Requires OCMC and executive review.
117	Requires OCMC and Lower Manhattan review.
118	Requires Bureau of Bridges approval prior to work.
119	The traffic stipulations on this permit do not go into effect as long as the contractor continues to work non-stop, around the clock, to correct the emergency situation
121	The contractor will conduct a field survey in coordination with the Downtown Alliance (DTA) staff prior to work to remove flag-mounted, orientation columns or heritage-trail site markers. The contractor will be required to turn signage over to the DTA for storage
204	This permit includes authorization for the storage of equipment and materials on the job site only, including jersey barriers if applicable. Off-site storage must be permitted separately.
205	All work must be pre-approved by Landmark Preservation Commission.
207	This segment is Partially Designated Landmark.
221	This permit includes authorization for installation of temporary roadway pavement markings and/or temporary construction parking or regulatory signs as agreed to by NYC DOT OCMC, and in accordance with approved plans. A separate 221 Permit is not required for this
410	Variance granted to work during the "holiday" embargo—November to January—as stipulated by the OCMC office.
411	Waiver to work during green light for midtown embargo.
452	Maintenance and protection of traffic setup and all restoration work should meet the contract plans and specification of Contract HWM207BW.
454	Permittees shall comply with all applicable laws, rules and specifications of the NYC Department of Transportation and with the terms and conditions of the permit. Failure to comply may result in revocation of the permit by the Commissioner.
460	Permittee is required to contact Rockefeller Center Organization 48 hours prior to commencing work.
461	Special procedures to follow when restoring trenches in recently reconstructed roadways: 1-Beveled saw cut in roadway; 2-Vermeer cut of trench; 3-Comply with DOT Standard #H1042c; 4-Backfill/compact in 12-inch lifts; 5-Restore concrete base; 6-Restore pavement.

STIP	Description
900	Red-light camera conduit is located in your proposed work area. Prior to beginning any work, to ensure that you restore the area in-kind, you must contact the NYC DOT red-light camera unit to obtain the construction and markings plans for this work area.
901	One speed reducer is located in the roadway of your proposed work area. Prior to beginning any work, to ensure that you restore the area in-kind, you must contact the NYC Traffic Planning Division to obtain the construction and marking plans for speed reducers.
902	Two speed reducers are located in the roadway of your proposed work area. Prior to beginning any work, you must contact the NYC Traffic Planning Division to obtain the construction and marking plans for speed-reducer installation and any signage associated with the reducer.
903	Three speed reducers are located in the roadway of your proposed work area. Prior to beginning any work, to ensure that you restore in-kind, you must contact the NYC Traffic Planning Division to obtain the construction and marking plans for speed-reducer installation
904	Four speed reducers are located in the roadway of your proposed work area. Prior to beginning any work, to ensure that you restore in-kind, you must contact the NYC Traffic Planning Division to obtain the construction and marking plans for speed-reducer installation.
905	Five or more speed reducers are located in the roadway of your proposed work area. Prior to beginning any work, to ensure that you restore in-kind, you must contact the NYC Traffic Planning Division to obtain the construction and marking plans for speed reducer.
910	Speed reducers are proposed for the roadway of your work area. Prior to beginning any work, you must contact the NYC Traffic Planning Division to obtain the construction and marking plans for speed-reducer installation and any signage associated with the reducer.
1/2+5'	Permittee is responsible for milling and paving of 1/2 + 5 feet of roadway per builders pavement plan. Permittee is required to call NYC DOT HIQA office at 212-839-8856 within 24 hours of final paving.
1/2RES	This permit is being issued with the understanding that the permittee is responsible for 1/2 roadway plus 5 feet restoration as agreed to with the Borough ASHO's office.
1FTRES	This permit is being issued with the understanding that the permittee is responsible for 12" beyond furthest cut to curb line for all cuts as agreed to with the borough ASHO's office.
8FTRES	This permit is being issued with the understanding that the permittee is responsible for restoration of cut confined to within 8 feet of the curb line in accordance with NYC DOT Rules and Regulations for protected streets.
BIKE01	If work is affecting a bike route/lane, contractor must post advance warning signs 350' and 200' prior to work zone "Construction in Bike Lane Ahead, Proceed With Caution" and also post sign at work zone "Construction in Bike Lane, Proceed With Caution." Such signs shall be orange, 3'x3', diamond-shape, with 4" black lettering. Signs shall be posted in accordance with Federal MUTCD.
BIKE02	If work is affecting a bike route/lane, contractor must post advance warning signs 350' and 200' prior to work zone "Construction in Bike Lane Ahead, Proceed With Caution" and also post sign at work zone "Construction in Bike Lane, Proceed With Caution." Such signs shall be orange, 3'x3', diamond-shape, with 4" black lettering. Signs shall be posted in accordance with Federal MUTCD.
BIKE03	If work is affecting a bike route/lane, contractor must post advance warning signs 350' and 200' prior to work zone "Construction in Bike Lane Ahead, Proceed With Caution" and also post sign at work zone "Construction in Bike Lane, Proceed With Caution." Such signs shall be orange, 3'x3', diamond-shape, with 4" black lettering. Signs shall be posted in accordance with Federal MUTCD.

STIP	Description
BIKELN	If work is affecting a bike route/lane, contractor must post advance warning signs 350' and 200' prior to work zone "Construction in Bike Lane Ahead, Proceed With Caution" and also post sign at work zone "Construction in Bike Lane, Proceed With Caution." Such signs shall be orange, 3'x3', diamond-shape, with 4" black lettering. Signs shall be posted in accordance with Federal MUTCD.
BLKRES	This permit is being issued with understanding that the permittee is responsible for block-segment curb-to-curb restoration as agreed to with the Borough ASHO's office.
BLNRES	This permit is being issued with the understanding that the permittee is responsible for building-line-to-building curb-to-curb restoration as agreed to with the Borough ASHO's office.
BRIDGE	If the location of your proposed work maybe within 100 feet of a bridge structure, you must survey the site. If the work is within 100 feet of a bridge structure, you must submit a scaled drawing showing the work and exact location. If the work is more than 100 feet away, you must forward certification. Either response must be sent to NYC DOT Div. of Bridges bridgeshold@dot.nyc.gov prior to working.
CNRRES	This permit is being issued with the understanding that the permittee is responsible for corner-quad-rant restoration as agreed to with the Borough ASHO's office.
COLRDW	Colored roadway and/or special markings are located on the roadway of your proposed work area. Prior to beginning any work, to ensure that you restore the area in-kind, you must contact the NYC DOT Traffic Operations Division to obtain the restoration plans for this roadway including color markings and any other installation required.
CORES	Permittee is participating in core-drilling pilot program.
CPIS	This project requires a construction-project informational sign as required in DOT Highway Rule Section 2-02, 4 and 5. Criteria and prototype may be found on NYC DOT web site http://www.nyc.gov/html/dot/pdf/constructionsign.pdf and http://www.nyc.gov/html/dot/html/permits/constructionsigns.shtml .
CRBRES	This permit is being issued with the understanding that the permittee is responsible for curb-lane-only restoration as agreed to with the Borough ASHO's office.
CTCRES	This permit is being issued with the understanding that the permittee is responsible for curb-to-curb restorations agreed to with the Borough ASHO's office.
CURE01	Maximum of 11 feet of roadway may remain closed after working hours only for concrete curing. Full width of roadway not required during concrete-curing period. Only for corrective action for special events.
DEP001	May also work 7 PM to 11 PM weekdays only for the purpose of DEP inspection with inspector on site. No excavation or noisy operation permitted during this time period. If permit allows work to 6 PM weekdays, work may also occur from 6 PM to 11 PM weekdays for the purpose of DEP inspection only with inspector on site.
EMBRGO	This is not a permit to perform work.
ETMRES	This permit is being issued with the understanding that the permittee is responsible for extended trench more than regular cut-back as agreed to with the Borough ASHO's office.
GRNBIK	Restoration of roadway which has green-colored bike-lane marking must be restored as follows: four coats of green # 105953 ride-a-way coating material manufactured by Flint Trading Inc. or equivalent. Phone # (508) 429-6023. Streetbond colorant is added to provide color.
HIQA01	This permit only allows for the closure of a roadway or sidewalk as stipulated. Any storage of material or storage of equipment requires a separate permit.

STIP	Description
INTRES	This permit is being issued with the understanding that the permittee is responsible for full intersection restoration as agreed to with the Borough ASHO's office.
L00001	Work 7 AM to 10 PM Monday through Friday.
L00002	Work 10 AM to 10 PM Saturday and Sunday.
L00004	Contractor must notify the Alliance for Downtown New York, 120 Broadway, Suite 3340, New York, New York 10271, (212) 566-6700, at least 3 business days prior to starting work.
L00005	As a condition of this permit, a construction manager familiar with this project is required to attend weekly Tuesday meetings at 1 Liberty Plaza, 29th floor of the I.M.C.C.C.
L00006	No noisy work 10 PM to 7 AM Monday to Friday, 10 PM Friday to 8 AM Saturday, 10 PM Saturday to 9 AM Sunday and 10 PM Sunday to 7 AM Monday.
LIGHTS	Lights must be installed prior to 11/16 and removed between 01/02 and 01/15.
MILL01	When grinding pavement in mainly residential, low-traffic-volume streets narrower than 30-foot wide, the contractor may be permitted to close the roadway but shall be required to maintain access for local and emergency traffic at all times.
MILL02	Effective 3/19/08, all remaining work may only occur 7 PM-11 PM
NOISE1	By submitting this application and/or renewal request, the permittee certifies its compliance with all applicable citywide construction-noise mitigation requirements including, but not limited to, the development of a compliant noise-mitigation or alternate noise-mitigation plan. Please contact the NYC Department of Environmental Protection (www.nyc.gov/dep) for further information.
OCCMC02	Permittee must work hours and days allowed by this permit. Permittee may be issued violations if found not to be working during days and times allowed.
OCCMC03	Work 9 PM to 6 AM nightly. Section 24-224 Administrative Code Variance granted for hours and days stipulated herein.
OCCMC05	No noisy operations between 12:01 AM and 7:00 AM, NYPD Agents and VMS Boards required as per MEC01-36.
OCCMC06	Must maintain 40 feet clear roadway.
OCCMC07	Work includes: curb/sidewalk repair as needed; roadway milling/repair and resurfacing; removal of center median; resetting utility opening; removal/reinstallation of traffic signals including conduit; installation of pavement markings and parking signage. All work to meet or exceed NYC DOT standards.
OCCMC09	Work hours 9 PM to 5 AM Section 24-224 Administrative Code Variance granted for hours and days stipulated herein.
OCCMC11	work also allowed 10 AM to 6 PM Saturday. Section 24-224 administrative code variance granted for hours and days stipulated herein.
OCCMC12	Full sidewalk closure allowed for sidewalks less than 15 feet wide. Post signs meeting NYC DOT specs at work zone and at both intersections directing pedestrians to opposite sidewalk. Maintain 5 feet for pedestrians on sidewalks 15 feet or more in width. After working hours minimum of 5 feet of sidewalk must be maintained for pedestrians in both cases.
OCCMC15	Work hours 7 AM-10 PM Monday-Friday, and 10 AM-7 PM Saturday and Sunday.
OCCMC16	One 11-foot lane may remain closed for the weekend for concrete curing only.

STIP	Description
OCMC17	Work allowed 8 AM to 4 PM Saturday. Section 24-224 Administrative Code Variance granted for hours and days stipulated herein.
OCMC18	Work nightly 9 PM-6 AM Sunday night to Friday morning and 9 PM Friday to 6 AM Sunday. As coordinated with Community Board, ConEd. Must comply with DEP noise requirements.
OCMC19	Work in accordance with OCMC stipulation sheet and location sheet which must be attached to permit and onsite.
OCMC20	Work in accordance with OCMC stipulation sheet which must be attached to permit and onsite.
OCMC21	Full sidewalk closure with walkway in roadway, weekday nights 7 PM to 6 AM and Friday night 7 PM through Monday 6 AM On weekdays from 6 AM to 7 PM must work behind barrier while maintaining half sidewalk (minimum 5 feet) for pedestrians and no use of roadway. Section 24-224 Administrative Code
OCMC24	Work allowed 8 PM to 6 AM nightly. Section 24-224 Administrative Code Variance granted for hours and days stipulated herein.
OCMC25	Work allowed 7 PM to 6 AM nightly. Section 24-224 Administrative Code Variance granted for hours and days stipulated herein.
OCMC27	Occupy one 11-foot lane 10 PM to 12 PM nightly. Occupy two 11-foot lanes 12:01 AM to 5 AM nightly. Maintain 5' sidewalk at all times. Full width of sidewalk and roadway must be restored after working hours.
OCMC29	Must coordinate with NYPD Precinct C.O. and NYCTA.
OCMC30	Maintain one 11-foot lane for through traffic 9 AM to 2 PM and 3:30 PM to 6 PM Monday to Friday. When school is out, maintain one 11-foot lane for through traffic 7 AM to 6 PM Monday to Friday. Other times, occupy 11 feet adjacent to south curb only.
OCMC32	Work one day per week 7:00 AM to 4:00 PM
OCMC37	Work hours 7 AM-10 PM Monday to Friday, and 8 AM-10 PM Saturday, and 9 AM to 10 PM Sunday. Section 24-224 Administrative Code Variance granted for hours and days stipulated herein.
OCMC38	Fire/emergency access/evacuation points for all buildings cannot be encroached. Construction-zone layout must be in accordance and compatible with any and all NYC Department of Buildings (DOB) and NYC Fire Department (FDNY) fire and emergency evacuation regulations
OCMC39	In areas where a fence/barricade usage is permitted, the fence/barricade cannot obstruct, restrict or compromise the sight lines of pedestrian/vehicular interface.
OCMC48	Maintain one 13-foot lane eastbound and one 15-foot lane westbound. May also close sidewalk on north side fronting development.
OCMC51	May also work Saturday and Sunday 7 AM to 6 PM, as well as nightly 10 PM to 5 AM
OCMC52	Work hours are 7 AM-8 PM Monday to Friday and 9 AM-6 PM Saturday. One additional lane adjacent to the enclosed work zone may occur 12:01 AM-5 AM nightly with no noise operations.
OCMC53	All mitigations including: variable message boards, NYPD Intersection Traffic Agents, construction, parking, and bus-stop signage must be in place and maintained for the life of the project.
OCMC61	If location is in school zone as specified in school stipulation, may only work 9 AM to 2 PM Monday to Friday when school is in session (083 Stipulation).

STIP	Description
OCMC62	Between 6 AM and 10 AM Monday to Friday, maintain two 11-foot lanes westbound and one 11-foot lane eastbound. Between 10 AM and 3 PM Monday to Friday maintain one 11-foot lane westbound and two 11-foot lanes eastbound on proper side of yellow line. All other times full width of roadway open.
OCMC69	Curb lane may be occupied at all times. For pumping operation, may also take one of two northbound travel lanes 7 AM-4 PM Monday to Friday only. For drilling operation, may work 7 AM-6 PM Monday to Friday in curb lane and part of sidewalk only. Provide 5 feet for pedestrians.
OCMC72	Maintain one 11-foot lane on one-way streets and two 11-foot lanes on two-way streets. Restore all travel lanes when site is unattended. Contractor may contain a maximum of 25 linear feet, 8 feet adjacent to the curb during non-working hours. Containment only to restrict parking. Not for storage of material, use of metered parking, authorized and no standing prohibited.
OCMC76	Contractor may not remove or relocate parking meters without first obtaining approval from NYC DOT Parking Meter Division at 718-894-8651.
OCMC90	Work 10 AM to 2 PM Monday to Friday.
OCMC91	One 11-foot lane may remain closed for concrete curing only for maximum of 48 hours.
OCMC92	During working hours, sidewalk may be closed provided flaggers are at each intersection and at both ends of work site to safely cross pedestrians. During non-working hours, pedestrian walkway must be maintained on sidewalk or on roadway.
OCMC93	Prior to any work, permittee must call NYC EDC 212-312-3628, ext. 3752, regarding soil handling procedures.
ODTRES	This permit is being issued with the understanding that the permittee is responsible for origin to destination for distance of trench curb to curb as agreed to with the Borough ASHO's office
ODV	All over-dimensional crane/trailers require an additional permit from the New York City Department of Transportation Division of Bridges. All permits must be on site.
OEM001	Permittee must call/fax: OEM regarding emergency situation. Phone # 718-422-8700, fax: # 718-422-8710.
POLES	The permittee must have approval from NYC DOT Street Lighting for installation and/or replacement of poles.
REDBUS	Restoration of roadway which has red-colored bus lane marking must be restored as follows: four coats of terracotta #103856 ride-a-way coating material manufactured by Flint Trading Inc. or equivalent. Phone # (508) 429-6023. Streetbond colorant is added to provide color.
RE-DIG	Permittee is required to call NYC DOT HIQA office at 212-839-8856 to schedule their re-dig.
SCA001	During working hours, sidewalk may be closed provided flaggers are at each intersection and at both ends of worksite to safely cross pedestrians. During non-working hours, pedestrian walkway must be maintained on sidewalk or on roadway. This stipulation is necessary to assist SCA meet deadline for school opening.
SCAPE1	The permittee is not permitted to enter, occupy or use any publicly owned or privately owned, non-paved, landscaped or non-landscaped location without specific written permission. When the landscape is within the right of way of a limited-access arterial highway. Written approval from the NYC DOT OCMC Highways is required. When the landscape is within the right of way of a public (continued...)

STIP	Description
SCAPE2	...park, written approval from the City of New York Parks and Recreation Department is required. When the landscape is within the right of way of any other jurisdiction such as private property, state, federal etc., it is the permittee's responsibility to determine the property owner and obtain the written approval.
SCHOOL	No work is to be performed within a block fronting a school, including intersections for one hour prior to school start time through one hour after end of school time. Permittee must notify school principal in writing 48 hours prior to beginning any work. This stipulation voids any/all other conflicting stipulations on this permit unless accompanied with Variance Stipulation Var001.
SECSTR	At the expiration of this permit, the permittee agrees to remove all listed structures, to restore the affected property of the city, and to notify DOT in writing that the structures have been removed. In order to maintain these structures after the expiration date, an NYC DOT Revocable Consent must be in effect pursuant to Title 34, Chapter 7 of the Rules of the City of New York.
SHED01	Working hours are defined as 8 PM-6 AM Monday-Friday, and 10 PM Friday through 6 AM Monday. All construction activity must comply with DEP Noise Code requirements. During working hours sidewalk may be closed on one side along crosstown streets while maintaining a minimum of 5 feet.
SIGNS	Contractor/permittee is required to post and maintain advisory signs a minimum of 48 hours prior to changing existing parking-regulation signs to approved temporary construction-parking regulation signs. The signs should be posted on all poles and drive rails on the segment affected indicating the date of the change, the new regulations, and a telephone number to obtain information.
STLRES	This permit is being issued with the understanding that the permittee is responsible for specific travel-lane restoration as agreed to with the Borough ASHO's office.
TRFLRW	Restoration of roadway which has truffle-colored marking must be restored as follows: four coats of truffle color #106675 ride-a-way coating material manufactured by Flint Trading Inc. or equivalent. Phone # (508) 429-6023. Streetbond colorant is added to provide color.
VAR001	Variance granted to work during school hours as stipulated by OCMC Office.
VAULTS	Permittee is required to obtain plan approval from DOT/Permit Management/Engineering Review at 212-839-4396.
WAGE01	NYC Administrative Code, 19-142, workers on excavations: a person to whom a permit may be issued, to use or open a street, shall be required, before such permit may be issued, to agree that none but competent workers, skilled in the work required of them, shall be employed thereon, (continued on stipulation Wage02)
WAGE02	...and that the prevailing scale of union wages shall be the prevailing wage for similar titles as established by the fiscal officer pursuant to Section Two Hundred Twenty of the Labor Law, paid to those so employed.

