NYC Small Business Services Waterfront Permits Unit

DOB Training Presentation - March 2015

Maryam Khabbazian

Plan Examiner Officer

www.nyc.gov/waterfrontpermits

Small Business Services

NYC Small Business Services (SBS) Jurisdiction

- **NYC Charter § 1301 (2)(c)**
  - SBS Commissioner has "exclusive power to enforce with respect to **public markets**, **waterfront property** and any **structures on waterfront property under its jurisdiction**, the labor law and such other laws, rules and regulations as may govern the dredging, filling, removal, construction, alteration, maintenance, use, occupancy, safety, sanitary conditions, mechanical equipment and inspection of structures in the city, and the **issuance of permits** and **certificates of completion** in reference thereto, and to establish and amend fees to be charged for the issuance of such permits or certificates of completion, which fees shall be established by the rules of the commissioner."

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- **Administrative Code (AC) § 22-116**

To improve waterfront property, a permit is required:

- To place or maintain any building, platform, sign, advertising device or any construction or obstacle of any kind, **on waterfront property owned by the City, and on any other private waterfront property** when used in conjunction with and in furtherance of **waterfront commerce and/or navigation.**

- Before any piles shall be driven, or any filling-in or construction, repairs, alterations, removal, dredging or demolitions of any kind be made on any part of the waterfront.

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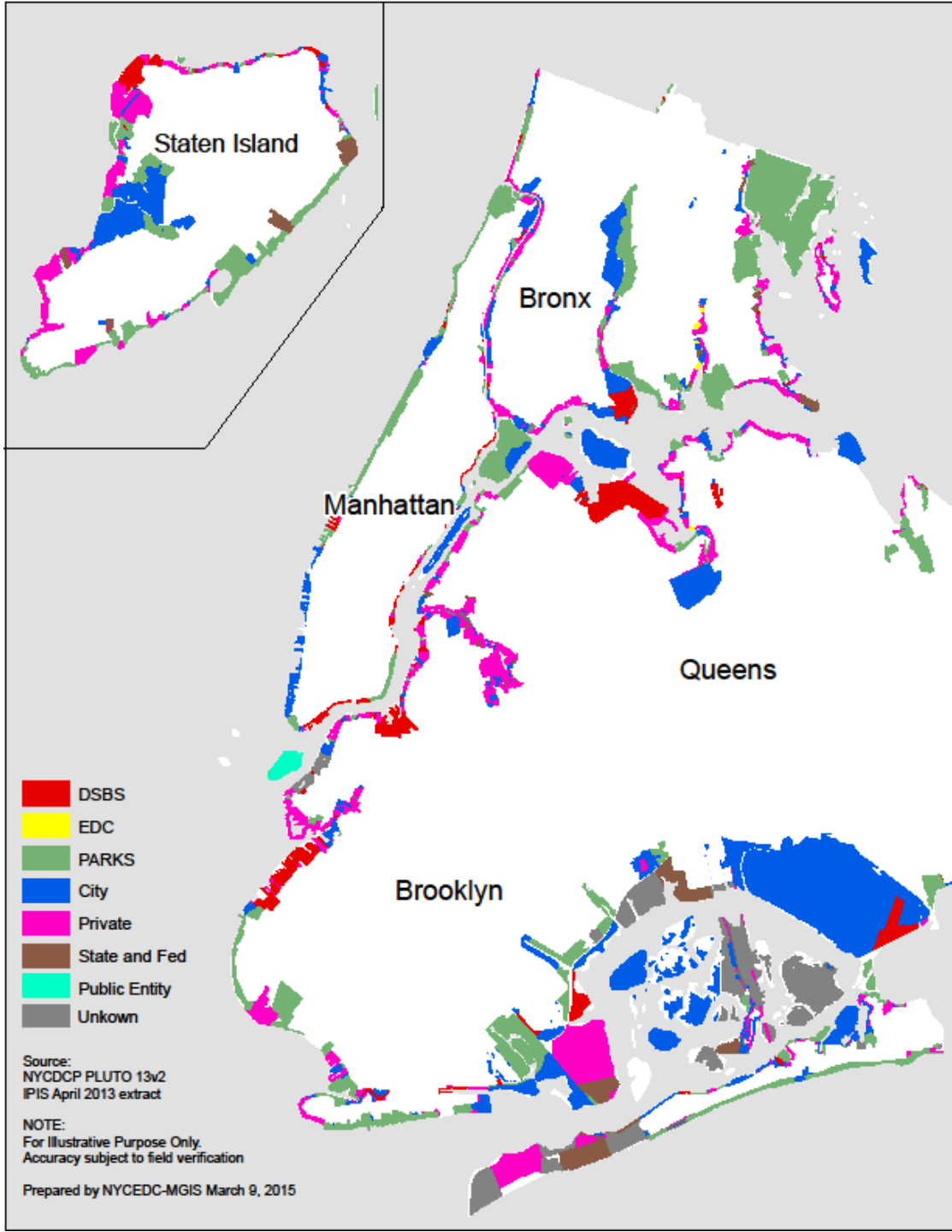
- **NYC Construction Code §28-103.1.2**

Enforcement of NYC construction codes on property within the jurisdiction of the Department of Small Business Services. This code and the 1968 building code shall apply to property within the jurisdiction of the department of small business services pursuant to the NYC Charter including, but not limited to, structures on waterfront property used in conjunction with and in furtherance of waterfront commerce and/or navigation.

Waterfront Permits Jurisdiction

SBS has jurisdiction over all structures on City-owned waterfront property whether devoted to maritime or non-maritime use, and all structures on privately-owned waterfront property that are devoted to maritime use, such as: piers, docks, bulkheads, and seawalls.



Waterfront Permits Unit

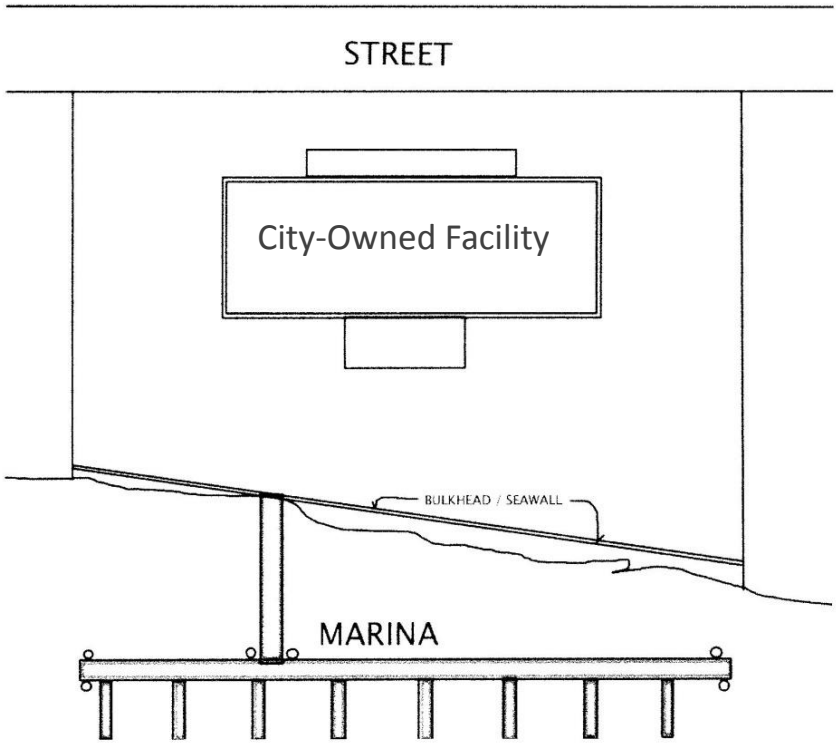
SBS Review and Permit

- New Buildings and Alterations
- Maritime Structures: Piers, Docks, Marinas, Bulkheads, Seawalls, Rip Rap Revetments
- Place of Assembly Cert. of Occupancy (PACO)
- Temporary Place of Assembly (TPAs)
- Equipment Use Permits
- Gas Cards

DOB Review and Permit

- Central Unit Reviews: Boilers, Elevators, Cranes and Construction Equipment
- Full Building Demolitions and Major Excavations, Scaffolds, Fences
- Electrical Work
- Builders Pavement Plans

CITY-OWNED Waterfront Property



Waterfront Permits Unit

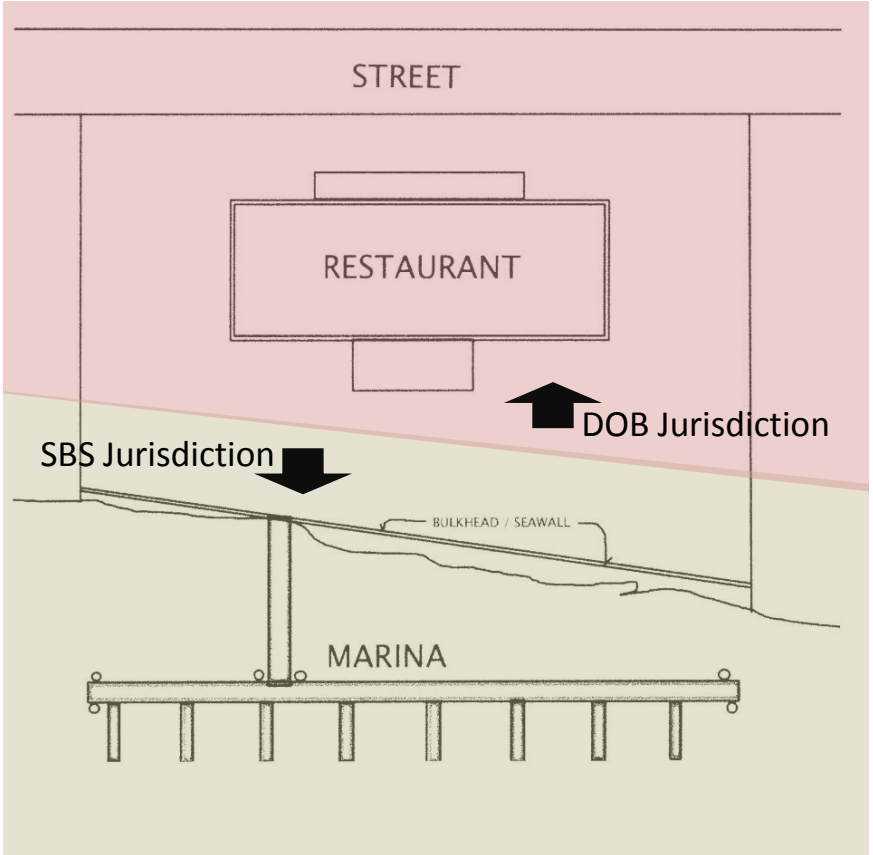
SBS Review and Permit

- Maritime Structures: Piers, Docks, Marinas, Bulkheads, Seawalls, Rip Rap Revetments
- Waterfront Commerce or Navigation Structures

DOB Review and Permit

- Non-Maritime Buildings and Structures
- Place of Assembly Cert. of Occupancy (PACO)
- Temporary Place of Assembly (TPAs)
- Central Unit Reviews: Elevators, Boilers, Cranes and Construction Equipment
- Demolitions and Excavations, Scaffolds, Fences
- Electrical Work
- Builders Pavement Plans

PRIVATELY -OWNED Waterfront Property



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HOW TO FILE WITH SBS

1- Visit the Online Page www.nyc.gov/waterfrontpermits

2- Fill out the Intake Checklist available online

3- Prepare all Documents, and Fees payable by check to SBS per Fee Schedule

4- Take an Appointment via Link Online (All Intakes by Appointment Only)

5- Large Projects Require Pre-filing Meetings

1- Visit the Online Page www.nyc.gov/waterfrontpermits

SBS - Waterfront Permits - Microsoft Internet Explorer provided by NYC Small Business Services

http://www.nyc.gov/html/sbs/html/waterfront_permits/waterfront_permits.sh

SBS - Waterfront Permits

NYC | NYC Resources | 311 | Office of the Mayor

NYC Small Business Services

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- Selling to Government
- Waterfront Permits
- Newsroom

Waterfront Permits

UPDATES, January 2015
2014 Building Code in Effect from 12/31/2014
SBS Intake Checklist New Version
TPA Filing Timing
Civil Penalty for Work without a Permit

Pursuant to Section 1301 of the NYC Charter and Title 22 of the NYC Administrative Code, the Department of Small Business Services is tasked with issuing permits for all construction related to improvement or maintenance on Waterfront Properties under SBS Jurisdiction.

SBS has the jurisdiction over maritime and non-maritime construction for all City-owned waterfront properties. For privately-owned properties, DOB has jurisdiction over the buildings, and SBS over the marine and maritime structures such as piers, docks, bulkheads, and seawalls.

2- Fill out the Intake Checklist available online

- APPOINTMENTS SCHEDULING VIA ONLINE LINK
- PREFILING MEETINGS
- COORDINATED REVIEWS WITH FDNY & DOB
- DOB FORMS USED FREQUENTLY
- SBS FORMS USED SELECTIVELY

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Waterfront Permit Unit Intake Checklist, VER. Jan 2015

Additional Information may be required as per PW1,PC1 and Plan Exam

Intakes by Appointment via: www.nyc.gov/waterfrontpermits

Please staple your business card here.

Date of Submission : Date of Pre-filing:

Delivered by : Received by:

A. SBS Application Number :

B. Project Information

1- Project Description: _____

2- Project Location: _____ ZipCode: _____

Block: _____ Lot: _____

3- Owner: _____

4- Applicant: _____

5- Name of Contact : _____

Email: _____

Telephone: _____

C.Payment Check Detail

Check # : Amount:

D.Coordinated Reviews

FDNY, Requires SBS Transmittal Letter

Fire Prevention and Suppression Systems including:

☐ Sprinkler System ☐ Standpipe System ☐ Fuel Gas Piping

☐ Fire Alarm and Detection System ☐ Others

Note: FDNY review requires TM1, $420 fee payable to FDNY

DOB, File directly with DOB

☐ Elevators ☐ Boilers ☐ Electrical Work

☐ Cranes & Equipment Use ☐ Demolition

☐ Excavation Builders Pavement Plans

E. Application Type

	PW1	PW3	PC1	POC1	TR1	TR8
New Application ☐ Response to Objection ☐ Demolition (DS1 Form)	☐ DEC ☐ ACOE Permit ☐ Application Fee/ Waiver Letter ☐ Survey NAVD 88 ☐ 3 sets of Drawing* — Roll/ Folded — 11X17 — 1/2 Set ☐ DOF Tax Map					
☐ Post Approval Amendment	☐ AI1 ☐ All applicable Requirements for New Application ☐ Fee $200					
☐ Work Permit	☐ PW2 ☐ Copy of Contractor's Certificate of Insurance(ACORD) ☐ TR1					
☐ Renewal of Work Permit	☐ PW2 Copy of Previous Work Permit Fee $100 ☐ Copy of Contractor's Certificate of Insurance(ACORD)					
☐ After Hour Variance	☐ PW5 ☐ Valid Work Permit ☐ Application Fee					
☐ Temporary Place Assembly	☐ Fee $250 ☐ 3 sets of Drawing* — Roll/ Folded — 11X17 ☐ Owner's Letter					
☐ Place of Assembly	☐ PA ☐ Fee $200 ☐ POC ☐ Copy of NOC/COC ☐ 3 sets of Drawing — Roll/ Folded — 11X17					
☐ Notice of Completion	☐ Request Letter ☐ WFU5 ☐ Completed TR1 ☐ Applicable Linked Inspections					
☐ Certificate of Completion	☐ Request Letter ☐ WFU8 ☐ Completed TR1 ☐ Applicable Linked Inspections					
☐ Renewal of TNOC and TCOC	☐ Request Letter ☐ Fee $100/ Waiver Letter					
☐ Equipment Use Permit	☐ Request Letter ☐ WFU6 ☐ 3 Sets of Drawing 11 x 17					
☐ Gas Card	☐ Request Letter ☐ Self-Certification of Gas Card					
☐ Additional Documents						
☐ Record Search, Jurisdiction, Code Determination, LNO Requests						

* Drawing Size : min 11X17 - Max 24X36

SBS notes: _____

3- Fee Schedule

Waterfront Applications are Subject to SBS Fee Category III.

Add $550.00 for each additional 100,000 Square Feet or Part of.

CATEGORY III		MISCELLANEOUS FEE		FEE
0	to	1,000.00		$ 28.00
1,001	to	5,000.00		$ 55.00
5,001	to	10,000.00		$ 110.00
10,001	to	20,000.00		$ 220.00
20,001	to	50,000.00		$ 440.00
50,001	to	100,000.00		$ 660.00
100,001	to	200,000.00		$ 880.00
200,001	to	300,000.00		$1,320.00
300,001	to	400,000.00		$1,760.00
400,001	to	500,000.00		$2,200.00
500,001	to	600,000.00		$2,640.00
600,001	to	700,000.00		$3,080.00
700,001	to	800,000.00		$3,520.00
800,001	to	900,000.00		$3,960.00

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Drawings Standards Checklist Includes But Not Limited To:

- ❑ Follow DOB Drawing and Graphic Standards.
- ❑ Submit Three (3) sets, original sealed and signed, to-scale legible drawings, max. size 24”x36”. Where FDNY coordinated review is required submit Four (4) sets of which at least Two (2) sets must be 11”x17”.
- ❑ Provide Space for SBS ‘Received’ and ‘Accepted’ Stamps, minimum 3”x3”.
- ❑ Once an SBS # number is provided, note that # on all drawings and documents for that work.
- ❑ Note BIN numbers where available.

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Document Order Checklist Includes But Not Limited To:

- ❑ Title/Index Page. List all drawings labelled per DOB Discipline Designator.
- ❑ General Notes. Include TR1 Special Inspections, design parameters, structure durability and service life, berthing vessel information, and linked applications.
- ❑ Include FEMA FIRM 2007 and PFIRM 2013 Panels & Appendix G Analysis.
- ❑ Topographic Surveys, Hydrographic and Bathymetric Surveys in NAVD 88. Include Tide Table illustrating water levels and datum relationships.
- ❑ DOF Block and Lot, and Zoning Maps. Indicate project site, and include Zoning Analyses.
- ❑ Start with Site Plans: existing, demolition, excavation limits, boring plans and logs, proposed work, location of construction crane barges, silt curtains and booms, location of proposed berthing vessels.
- ❑ Follow with Architectural, Structural, Mechanical, NYCECC drawings and Schedules. Cross-refer longitudinal and latitudinal sections.
- ❑ File Fire Protection/Suppression work separately as linked applications.

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Notes and Certifications Checklist Includes But Not Limited To:

- ❑ Flood Zone and Appendix G Compliance.
- ❑ Include environmental considerations in load factors such as: wave, tide currents, uplift, ice, ice strikes, and ice expansion.
- ❑ Vessel Berthing Impact, and Uncontrolled Vessel Impact.
- ❑ Structure Durability and Service Life. Include Maintenance Requirements. Note materials and technologies to prevent water penetration, per applicable code or reference standards.
- ❑ Pile Driving Criteria. Follow up with Pile Driving Reports.
- ❑ Provide Clear Notes on any Easements, Transit, Utilities, Outfalls and Adjacent Structures that could be impacted.
- ❑ Provide applicable DEC, Army Corp, Coast Guard, SHPO, Waterfront Access Plan, Landmarks, and Public Design Commission approvals.

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Basic Waterfront Checklist Includes But Not Limited To:

- ❑ Provide cross-sections in NAVD88 Datum showing, MHHW, MHW, HLW, MLLW, Highest Observed Water Level (Hurricane Sandy), Borough Datum, NGVD29 Datum for Historic Reference.
- ❑ Illustrate and dimension all components such as: Bulkheads, Piers, Sheet Piles, Piles, Pile Caps, Planks, Fenders System, Wave Attenuators, Wales, Tie-rods, Turnbuckle Splices, and Connection Details. Include details where connecting with adjoining Bulkheads to prevent loss of fill.
- ❑ Indicate Pile Tips and Cut-off Elevations.
- ❑ Provide plans and schedules for all components such as: Piles, Pile Caps, and Planks.
- ❑ Indicate prefabricated systems and note conformance with referenced standards applicable to maritime construction.
- ❑ Indicate berthing vessel size and characteristics, gross tonnage, draft below waterline and freeboard above, under keel clearance and height above mudline.

New York City Department
Of Small Business Services

Small Business
Services

WORK PERMIT

PERMIT NO. 20131116 APPROVED 07/12/13 ISSUED 04/04/14 EXPIRES 05/31/14

DESCRIPTION OF WORK New Building: New Carbon Facility at Bowery Bay Waste Water Treatment Plant

LOCATION 43-01 Berrian Boulevard BOROUGH QUEENS

ZONING DISTRICT M3-1 USE GROUP 18A OCCUPANCY F-2

RA

Director of Waterfront Permits

First Deputy Commissioner

This work permit must be conspicuously displayed at all times on the exterior of the premises during construction or demolition. Any improper display of this work permit is an offense and is punishable by fine or imprisonment. Applicant shall notify the Small Business Services, Dockmaster Unit (212) 618-8930, at least 72 hours prior to the commencement of work.

Emergency Telephone (212) 566-4628

WFU-3 (9/06)

SBS Notice of Completion = DOB Letter of Completion

NYC Small Business Services

Maria Torres-Springer
Commissioner

Meenakshi Varandani, AIA
Director of Waterfront Permits

110 William Street, 7th Floor
New York, NY 10038

1 212-618-8822 tel

December 9, 2014

Notice of Completion

Paul J. Menzel
AECOM
125 Broad Street
New York, NY 10004

Work Notice / Permit: 20120969
Plan No:
Owner: NYC Economic Development Corporation
Premises: Bush Terminal Piers Open Space
5100 1st Ave
Description of Work: Construction of Park Site Work

Dear Sir / Madam:

As per your Certification of Completed Inspections, dated December 9, 2014, signed by yourself, the work under the above-referenced notice has been satisfactorily completed according to the plans accepted under Directive 1 by this Department.

If you have any questions, please call me at (212) 618-8822.

Sincerely

Meenakshi Varandani, AIA
Director of Waterfront Permits

SBS Certificate of Completion = DOB Certificate of Occupancy

NYC Small Business Services

Certificate Number: 20120962

Date Issued: February 20, 2015

CERTIFICATE OF COMPLETION

This is to certify that the structure located at: First Avenue **Borough of:** Brooklyn

Block No: 725 **Lot No:** 200 **Plan Number:** **Application Number:** 20120962

Dated: July 13, 2012 **Filed by:** NYC Economic Development Corp.

Described as: New Building: Park Comfort Station

Has been satisfactorily completed in accordance with approved plans and specifications and the rules and regulations of the Department of Small Business Services and therefore it is hereby permitted to occupy said structure for the use of:

Comfort Station with Accessory Office for Maintenance & Operations, Storage, Mechanical Room and Locker Room
Occupancy Groups: U; Use Group: 4, Zoning District: Park

Subject to compliance with all the requirements and regulations of the Fire Department and other City, State, and Federal Departments. No change of use or occupancy shall be made unless first approved by the Commissioner of Small Business Services. No structural changes shall be made unless an approval of same has been obtained from the Commissioner of Small Business Services.

_____, for
Director of Waterfront Permits

Marla Torres-Springer, **COMMISSIONER**

Small Business Services

PLACE OF ASSEMBLY

CERTIFICATE OF OPERATION

SBS Number: 20090393

Borough: Bronx

Premises Address: 155 Food Center Drive

Block/ Lot: 2781/ 500

Issued on: 08/15/2014

Name of Establishment: Baldor Specialty Foods, INC.

Floors: 1

Occupancy Clarification and Description: F

Number of Persons: 116

This certificate authorizes occupancy of the premises as a place of assembly for one year after its issuance, and thereafter, only for periods of time during which there is in effect a New York City Fire Department place of assembly permit, unless suspended, revoked, or superseded. This certificate is subject to the strict observance of the laws, rules and regulations enacted for the protection of the public in such places of assembly. Approved seating plans must be kept on premises at all times

Director of Waterfront Permits

Commissioner

MUST BE POSTED CONSPICUOUSLY AT ALL TIMES

Waterfront Permits Unit

Small Business Services

All Applications and Required Documentation Must Be Submitted to SBS between 10:00 AM and 1:00 PM, by Appointment Only, at: NYC Small Business Services
Waterfront Permits Unit
110 William Street, 7th Floor
New York, NY 10038

For Appointments visit www.nyc.gov/waterfrontpermits
Large Projects require Pre-filing Meetings and may be requested via Link Online.

SBS Applications cannot be tracked in DOB BIS.
To check status of an application email wpu@sbs.nyc.gov

Thank You.