



THE CITY OF NEW YORK
DEPARTMENT OF ENVIRONMENTAL PROTECTION

Rev 3/18/14

Bureau of Environmental Compliance
59-17 Junction Boulevard, 9th Floor
Flushing, New York 11373

Angela Licata
Deputy Commissioner
Of Sustainability

Emily Lloyd
Commissioner

Michael Gilsean
Assistant Commissioner
Environmental Compliance

VARIANCE REQUEST CHECKLIST

In order for a #6 oil extension request to be considered, please complete the following checklist and submit any appropriate material. If approved, the required fee for an extension is one third of the filing fee.

Form with fields: INSTALLATION NUMBER, CURRENT CERTIFICATE OF OPERATION EXPIRATION DATE, ADDRESS, UNIT/FLOOR/SUIT, BOROUGH, ZIP

Reason for extension: _____

Timeline for conversion work or replacement boiler/burner (please attach).

Expected Date of Completion: _____

Has amendment for conversion been submitted?

Yes No

Signed work contracts – not cost estimates (please attach copies).

Commitment from and to the utility company that should include (please attach copies):

- Signed contract with the plumber/contractor (not an engineer) to do the physical work.
Completed Interim Checklist (must have a point of entry meeting and install a sleeve and some basic piping – referred to as “swingover” piping).
Completed Natural Gas Commitment Letter (this letter states that you agree to complete the conversion within six months of the utility company physically installing the service).

Ability to switch fuels before adding gas. If switching fuels and adding natural gas but natural gas will not be available, can you switch from #6 oil before natural gas will be added?

Yes No

Financial hardship documents. Please attach any documents that show any additional costs would be financially burdensome at this time.

Form with fields: CONTACT PERSON, TITLE, TELEPHONE, SIGNATURE, EMAIL ADDRESS (MANDATORY), DATE