



## **GENERAL INSTRUCTIONS ON APPLYING FOR AN EXEMPTION FROM WATER AND SEWER CHARGES**

### **I. ORGANIZATIONS MUST APPLY FOR AN EXEMPTION**

In order for an organization to receive an exemption from water and sewer charges, it must file an application with the Exemptions Unit in the Bureau of Customer Services. The organization can apply under one of the 16 different categories that qualify for an exemption but must submit a completed application with supporting documentation relative to their category. A Supporting Document Checklist comes with an application to show what documents need to be submitted for each category. The Exemptions Unit can answer questions relevant to the status of an application.

Please mail applications to the following address:

**BUREAU OF CUSTOMER SERVICES**  
59-17 Junction Boulevard, 7<sup>th</sup> Floor  
Flushing, NY 11373-5107  
(718) 595-7803

### **II THE LEGAL AUTHORITY FOR EXEMPTIONS**

1. New York State Law (Ch. 696 of the Laws of 1887, as amended by Ch. 893 and 894 of the of the Laws of 1980, also called the ‘Silver Bill’ after its legislative sponsor) established exemptions from water charges for certain types of organizations. This law also places LIMITS on the exemption if an organization’s water use exceeds certain levels.
2. The New York City Administrative Code (Sec. 24-514 e) provides exemptions from sewer charges for all organizations with exemption from water charges. Therefore, no separate application for exemption from sewer charges is required
3. The Department of Environmental Protection is mandated by the New York City Charter to determine the water and sewer charges for properties using municipal water and sewer systems. Therefore, DEP grants the exemptions defined in state law and Administrative Code.

**\*\*ALL applicants are required to be fully exempt from Real Estate taxes. Include a copy of the grant letter from Department of Finance or if leasing a copy the lease.\*\***

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