



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: _____ 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 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.

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 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.