



MANDATORY PROCEDURES DUE TO THE COVID-19 EMERGENCY DECLARATION

Effective Wednesday, March 18, 2020 the NYC DOT Office of Permit Management & Office of Construction Control & Mitigation offices are closed until further notice and implement the following mandatory procedures due to the Coronavirus COVID-19 Emergency Declaration:

Insurance, account updates and new Permittee registrations

Send all documentation via email to constructionpermits@dot.nyc.gov and after receiving confirmation of receipt forward **original** signed/sealed/notarized documents in the mail to:

NYCDOT – Permit Management
55 Water Street, Concourse
New York, NY 10041
Attn: Insurance Department

Commercial General Liability (CGL) policies should still be sent to constructionpermits@dot.nyc.gov for review & approval prior to submitting CGL updates.

Applying for Permits - Registered Permittees

All registered permittees will be **required** to apply and pay for permits using the NYCStreets Permit Management System www.nycstreets.net. If you are a permittee and have not already used our Online convenient process, you will need access to NYCStreets. Send an email with your name, company name, Permittee ID# to: constructionpermits@dot.nyc.gov and request a Personal Identification Number (PIN).

Government Contract permits must be applied for online using NYCStreets Permit Management System www.nycstreets.net. Notice to Proceed, Award Letters and all inquiries regarding Government Contract work should be emailed to governmentcontracts@dot.nyc.gov

Full Roadway Closure Requests

Full Roadway Closure procedure is available at <http://www.nyc.gov/html/dot/downloads/pdf/full-roadway-closure-procedure.pdf>. The completed fillable Full Roadway Closure Form http://www.nyc.gov/html/dot/downloads/pdf/dot_full_roadway_closure_procedures.pdf has to be saved as **PDF file** and emailed to FullRoadwayClosure@dot.nyc.gov. (Don't send a scanned copy of this form.)

New Buildings Major Alterations Requests

New Buildings Major Alteration Requests procedure is available at <http://www.nyc.gov/html/dot/streetworks/downloads/pdf/new-building-major-alteration-procedures.pdf>. The completed requests with supporting documents has to be emailed to NewBldgMajorAlter@dot.nyc.gov.

Vaults/SCARA/Landfill Requests

Customer vault application procedure is available at http://www.nyc.gov/html/dot/downloads/pdf/dot_engineering_package_vault_application.pdf. Application information, SCARA form, engineering drawings, and supporting documents has to be submitted to the Plan Examination Unit (PEU) via email



vaults@dot.nyc.gov. PEU will review the submitted plans and, if required, will schedule a conference call/WebEx with the Permittee/Developer.

Private Home/Property Owners needing to obtain permits for sidewalk repair and canopy renewals must email application for sidewalk repair or request for Permit of Record along with supporting documentation to constructionpermits@dot.nyc.gov for processing, details are provided at <http://streetworksmannual.nyc/chapter-three/application-procedures-sidewalk-construction-permit>. Staff will process the application, waive the fee and email the permit back to the property owner. (DOT Permit Offices will be closed, do not mail or bring applications in person). For more information contact our main office at constructionpermits@dot.nyc.gov or call (212) 839-9561/9566.

Updated 2.09.21