

The City of New York
DEPARTMENT OF HOUSING PRESERVATION AND DEVELOPMENT
Office of Development/J-51 Tax Exemption/Abatement Unit

LIST OF REQUIRED PERMITS

The following is a list of requirements that are accepted as documentation by the J-51 Unit. They are categorized by type of alteration/improvement:

Applications for alterations requiring a new or amended Certificate of Occupancy must include:

- a) PW-1, PW-1A, PW-1B and Initial Work Permits; and
- b) final Certificate of Occupancy;
- c) such additional documentation as may be applicable or requested.

The following major capital improvements require the approval of designated agencies on the forms indicated below, and such additional documentation as the Office shall require. The forms listed herein may be revised or added to by the Department of Buildings, in which case the Office will require the forms as revised. If a Borough Office was not using any of the referenced forms when documentation was obtained, the Office may require the forms then in effect or as listed in the prior Rules and Regulations.

Asbestos Abatement

- (1) Asbestos Inspection Report (ACP-7), or copy of Asbestos Removal Plan.

Adequate Wiring, New Wiring or New Service

- (1) Certificate of Electrical Inspection (Form BEC 16A, DOB) or contractor's affidavit if Certificate is not applicable.

Boiler/Burners: Boiler and Oil Burner Replacement

- (1) Notice of Proposed Steam or Hot Water Boiler Installation for boilers serving 6 units or more and over 350,000 BTU's (B form 900A signed by a boiler inspector, DOB); and
- (2) Initial Work Permit or PW-2 (DOB); and
- (3) For boilers with a capacity of 350,000 BTU's or more, approved Application for Certificate of Operation (APC 5-0, stamped) or Certificate of Registration (APC 501), (Bureau of Air, Noise and Hazardous Materials, DEP); and
- (4) Certificate of Electrical Inspection (Form BEC 16A, for Bulletin 8, Bureau of Electrical Control, DOB) or contractor's affidavit if the Certificate is not applicable (e.g., if boiler only); and
- (5) Certificate of Approval for Oil Burning Installation (B Form 16A, Sign-off, DOB).

Boiler/Burners: Boiler and Gas Burner or Boiler and Combination Gas and Oil Burner:

- (1) Schedule B Plumbing (PW-1B) [and] or Notice of Proposed Steam or Hot Water Boiler installation (B form 900A signed by a boiler inspector) (DOB); and
- (2) Initial Work Permit or PW-2 (DOB); and
- (3) For boilers with a capacity of 350,000 BTU's or more, approved Application for Certificate of Operation (APC 5-0, stamped) or Certificate of Registration (APC 501), (Bureau of Air, Noise and Hazardous Materials, DEP); and
- (4) Certificate of Electrical Inspection (Form BEC 16A, for Bulletin 8, Bureau of Electrical Control, DOB) or contractor's affidavit if the Certificate is not applicable.

Boiler/Burners: Boiler Only

- (1) If burner is oil-fired, documents (1) through (5) in paragraph (c) above; or
- (2) If burner is gas-fired, documents (1) through (4) of paragraph (d) above; or

- (3) If burner is gas- and oil-fired, documents (1) through (4) of paragraph (d) above.

Boiler/Burners: Burner Upgrading

- (1) Approved Application for Certificate of Operation (APC 5-0, stamped, Bureau of Air, Noise and Hazardous Materials, DEP).

Boiler/Burners: New Central Heating System

- (1) Plan/Work Approval Application with Schedule C Heating & Combustion Equipment for oil or Schedule B Plumbing for gas (PW-1 with PW-1C or PW-1B), or computer printout showing scope of work (DOB); and
- (2) Initial Work Permit or PW-2 (DOB); and
- (3) Certificate of Electrical Inspection (Form BEC 16A, for Bulletin 8, Bureau of Electrical Control, DOB) or contractor's affidavit if the Certificate is not applicable; and
- (4) Approved Application for Certificate of Operation (APC 5-0, stamped, Bureau Air, Noise and Hazardous Materials, DEP); and
- (5) Letter of Completion for DIR. 14 on work done pursuant to permit or computer printout showing the sign-off date (DOB).

Boiler Enclosure

- (1) Initial Work Permit or PW-2 (DOB); and
- (2) Letter of Completion for DIR. 14 on work done pursuant to permit or computer printout showing the sign-off date (DOB).

Chimney

- (1) Initial Work Permit or PW-2 (DOB); and
- (2) Letter of Completion for DIR. 14 on work done pursuant to permit or computer printout showing the sign-off date (DOB).

Compactor: Conversions to Central and Upgrading of Incinerators

- (1) Initial Work Permit or PW-2 (DOB); and
- (2) Letter of Completion for DIR. 14 on work done pursuant to permit or computer printout showing the sign-off date (DOB).
- (3) For replacement compactor, submit affidavit attesting to the replacement.

Compactor: New or Refuse Chute

- (1) Initial Work Permit or PW-2 (DOB); and
- (2) Computer print-out showing plumbing sign-off or B Form 505 (DOB) or Letter of Completion for DIR. 14 on work done pursuant to permit or computer printout showing the sign-off date (DOB).

Deleading (Removal of Lead Paint)

- (1) Violation Notice, Approved Contract and Violation Dismissal (Department of Health)

Elevator Installation: Replacement or Upgrading (except replacement of hoist cables)

- (1) Approved Elevator application/Permit (ELV-1, DOB); and
- (2) Sign-off by a DOB inspector (Form 73), or a stamped Elevator Inspection/Test Report by Approved Private Elevator Inspection Agency (ELV-3, DOB); and

Fire Escapes

- (1) Initial Work Permit or PW-2 (DOB); and
- (2) Letter of Completion for DIR. 14 on work done pursuant to permit or computer printout showing the sign-off date (DOB).

Hot Water Heater or Hot Water Tank

- (1) Plan/Work Approval Application with Schedule B Plumbing (PW-1 with PW-1B), or computer printout showing scope of work (DOB); and
- (2) Initial Work Permit or PW-2 (DOB); and
- (3) Letter of Completion for DIR. 14 on work done pursuant to permit or computer printout showing the sign-off date (DOB).
- (4) For boilers with a capacity of 350,000 BTU's or more, approved Application for Certificate of Operation (APC 5-0, stamped) or Certificate of Registration (APC 501), (Bureau of Air, Noise and Hazardous Materials, DEP).

Landmarks Preservation Permit Work

- (1) Permit for Minor Work or Certificate of Appropriateness as applicable and Notice of Compliance (Landmarks Preservation Commission); and
- (2) Description of Landmarks Preservation work listed on or attached to the R-2 form available from the J-51 Office.

Oil Tank Installation

- (1) Plan/Work Approval Application with Schedule C Heating & Combustion Equipment (PW-1 with PW-1C), or computer printout showing scope of work (DOB); and
- (2) Initial Work Permit or PW-2 (DOB); and
- (3) Certificate of Approval for Oil Burning Installation (B Form 16A, Sign-off, DOB).

Piping: Gas

- (1) Plan/Work Approval Application with Schedule B Plumbing (PW-1 with PW-1B) or computer printout showing scope of work (DOB); and
- (2) Initial Work Permit or PW-2 (DOB); and
- (3) Computer print-out showing plumbing sign-off or B Form 505 (DOB); and
- (4) Letter of Completion for DIR. 14 on work done pursuant to permit or computer printout showing the sign-off date (DOB).

Piping: Waste and Vent

- (1) Plan/Work Approval Application with Schedule B Plumbing (PW-1 with PW-1B) or computer printout showing scope of work, (DOB); and
- (2) Initial Work Permit or PW-2 (DOB); and
- (3) Computer print-out showing plumbing sign-off or B Form 505 or Letter of Completion for DIR. 14 on work done pursuant to permit or computer printout showing the sign-off date (DOB).

Piping: Water Mains and Risers

- (1) Plan/Work Approval Application with Schedule B (PW-1 with PW-1B) or computer printout showing scope of work, (DOB); and
- (2) Initial Work Permit or PW-2 (DOB); and

- (3) Computer print-out showing plumbing sign-off or B Form 505 (DOB) or Letter of Completion for DIR. 14 on work done pursuant to permit or computer printout showing the sign-off date (DOB).

Sealing Dumbwaiters

- (1) Initial Work Permit or PW-2 or Plan/Work Approval Application or computer printout showing scope of work (PW-1, DOB); and
- (2) Letter of Completion for DIR. 14 on work done pursuant to permit or computer printout showing the sign-off date (DOB).

Sewer (Street Connection)

- (1) Street Opening Permit from the Bureau of Sewers (DEP) or Bureau of Highways (Department of Transportation) as applicable.

Sprinkler (new or relocated) Plumbing and Drainage

- (1) Plan/Work Approval Application with Schedule B Plumbing (PW-1 with PW-1B) or computer printout showing scope of work, DOB); and
- (2) Initial Work Permit or PW-2 (DOB); and
- (3) Letter of Completion for DIR. 14 on work done pursuant to permit or computer printout showing the sign-off date (DOB).

Standpipes

- (1) Plan/Work Approval (PW-1) or computer printout showing scope of work, (DOB); and
- (2) Initial Work Permit or PW-2 (DOB); and
- (3) Letter of Completion for DIR. 14 on work done pursuant to permit or computer printout showing the sign-off date (DOB).

Structural Items Not Physically Verifiable

- (1) Affidavit from an architect or engineer specifying the nature, quantity and location of work done (e.g. number of floor joists installed, cubic yards of structural concrete used, pounds of structural steel used, etc.). In addition, length, size and placement of steel beams may be required. Photographs of new floor joists in place are recommended.

Water Service (Street Connection)

- (1) Street-Opening Permit (Bureau of Highways, DOT)

Water Storage Tank

- (1) No permit required for replacement, submit affidavit attesting to replacement.
- (2) Plan/Work Approval Application with Schedule B Plumbing (PW-1 with PW-1B) or computer printout showing scope of work DOB); and
- (3) Initial Work Permit or PW-2 (DOB); and
- (4) Letter of Completion for DIR. 14 on work done pursuant to permit or computer printout showing the sign-off date (DOB).