

**Purpose:** The PW1 Plan/Work Application is the first document to be filed with the New York City Department of Buildings (NYCDOB) in order to begin submission process for NYCDOB permits. A NYCDOB plan examiner will review and approve the applications if all requirements are met. A contractor can then apply for a building permit following application approval.

The following work types may be applicable to the investigation and/or remediation phases of brownfield cleanup projects. Fee information can also be found below:

- Curb Cut: \$100 for initial permit filing fee and an additional curb cut fee of \$3 per linear foot for 1-, 2-, and 3-family homes or \$6 per linear foot for other buildings types.
- Builders Pavement Plan: ?
- Plumbing: fees vary and are calculated based on the estimated cost of work.
- Construction Equipment: \$130 each for chute and fence. \$130 for the first 25 feet of sidewalk shed plus \$10 for each additional 25 feet. \$100 for scaffold filing fee and \$30 for permit fee. \$100 for the first 1,000 square feet, plus \$0.10 for each additional square foot for other construction equipment.
- General Construction (including foundation/earthwork, renovation and demolition): for foundation/earthwork, \$10 for each 2,000 square feet of area, but not less than \$100.

**Prerequisites:**

- 1) Applicant must be a New York State licensed Professional Engineer (PE) or Registered Architect (RA).
- 2) Under an Alteration 3 permit, the applicant may not be required to be a PE when doing minimal work.
- 3) Filing representative, who is different from applicant, must be pre-registered at the NYCDOB.
- 4) Applicable plans and construction documents showing the nature and extent of the proposed construction work.
- 5) New York City Department of Environmental Protection (NYCDEP) asbestos forms ACP-5 and ACP-7.
- 6) Other prerequisites and documents may be required for specific work types:
  - Builder's Pavement Plan: Complete drawing showing the proposed site grading and pavement work.
  - Curb Cut: Complete drawing for proposed curb cut work; a recent survey (less than 90 days old) of the proposed curb cut area with a Land Surveyor's seal; and an approved New York City Department of Transportation (NYCDOT) Roadway/Sidewalk permit for temporary sidewalk closure.
  - Demolition: Applicable plans and construction documents showing the nature and extent of the proposed demolition work, and New York City Department of Environmental Protection (NYCDEP) asbestos forms ACP-5 and ACP-7.
  - Foundation/Earthwork: Applicable plans and construction documents showing the nature and extent of the proposed earthwork.
  - Construction Equipment: A Board of Standards or Appeals (BSA) approval number or a Materials Equipment and Acceptance (MEA) approval number for the construction equipment to be used.

When over 300 cubic yards of fill is being used, the NYCDOB is required to notify New York City Department of Sanitation of the origin and volume of the fill.

**Submission Process:**

- 1) Schedule a meeting with a NYCDOB pre-filer to review PW-1 submittal and supporting documents.
- 2) Bring three copies of the PW1 Work/Plan Approval Application that is stamped and signed by a PE or RA, Schedules A, B, or C if necessary, and other required supporting documents to the specific borough office and meet with the pre-filer.
- 3) Pre-filer checks for completeness, determines job type, enters basic job information into Buildings Information System (BIS), assesses fee, and assigns a BIS Job No. to the application.
- 4) When the pre-filing phase is completed, NYCDOB gives application folder back to applicant, who will bring to the cashier and pay the filing fee.
- 5) The cashier transfers the application folder to the ?? (DEAR) section, which checks the application information for completeness, enters detailed application data into BIS, and then transfers application folder to a plan examiner.
- 6) A NYCDOB plan examiner reviews the plan for compliance and enters additional information into BIS. If the application is approved, the plan examiner stamps and signs the three complete sets of approved plan, enter approval status into BIS, and return application folder to applicant to be perforated at the Record Room. If the application is disapproved, the plan examiner prepares and emailed an objection sheet to the applicant and enters disapproval status into BIS. The applicant can call 311 to schedule an appointment with the plan examiner and resolve the objections.
- 7) Applicant brings approved application folder to Record Room clerk, who perforates the plans and forms prior to returning them to the applicant. Applicant then microfilms the approved application with forms and plans, deliver microfilms to Record Room clerk, who will stamp the application folder before returning it to the applicant. The application is now ready for permit.

**Fee:** Filing fee is calculated by the NYCDOB pre-filer after submittal of application. In general, fees are calculated based on the size of the building for new building permits, and on a percent of the proposed construction cost for alteration permits.

**Permit Timeline:** Review and approval timeframe varies. However, a PE or RA using eFiling and professionally certifying that the plans conform to the Building Code and local zoning laws can expedite the process.



# Green Team Fact Sheet

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Office Hours

**Office Hours:** Each NYCDOB borough office is open Monday through Friday 8:30AM to 3:00PM. However, permit applications are accepted between 8:30 am and 12:30 pm.

Borough Offices and Customer Service Phone Nos.:

- Manhattan: 280 Broadway, 3<sup>rd</sup> fl., New York, NY 10007; 212-566-0042
- Bronx: 1932 Arthur Avenue, 5<sup>th</sup> fl., Bronx, NY 10457; 718-579-6920
- Brooklyn: 210 Joralemon Street, 8<sup>th</sup> fl., Brooklyn, NY 11201; 718-802-3675
- Queens: 120-55 Queens Blvd., Kew Gardens, NY 11424; 718-286-0600
- Staten Island: 10 Richmond Terrace, Borough Hall, 2<sup>nd</sup> fl., Staten Island, NY 10301; 718-816-2300

Websites

### Helpful Websites:

- NYCDOB PW1 Plan Work Approval Application: <http://www.nyc.gov/html/dob/downloads/pdf/pw1.pdf>
- NYCDOB PW1 User Guide: [http://www.nyc.gov/html/dob/downloads/pdf/pw1\\_userguide.pdf](http://www.nyc.gov/html/dob/downloads/pdf/pw1_userguide.pdf)
- NYCDOB PW1A Schedule A: Occupancy/Use: [http://www.nyc.gov/html/dob/downloads/pdf/pw1a\\_newcode.pdf](http://www.nyc.gov/html/dob/downloads/pdf/pw1a_newcode.pdf)
- NYCDOB Instructions for PW1A Schedule A: Occupancy/Use: <http://www.nyc.gov/html/dob/downloads/pdf/pw1ains.pdf>
- NYCDOB PW1B Schedule B: Plumbing/Sprinkler/Standpipe: <http://www.nyc.gov/html/dob/downloads/pdf/pw1b.pdf>
- NYCDOB Instructions for PW1B Schedule B: Plumbing/Sprinkler/Standpipe: <http://www.nyc.gov/html/dob/downloads/pdf/pw1bins.pdf>
- NYCDOB PW1C Schedule C: Heating and Combustion Equipment: <http://www.nyc.gov/html/dob/downloads/pdf/pw1c.pdf>
- NYCDOB Instructions for PW1C Schedule C: Heating and Combustion Equipment: <http://www.nyc.gov/html/dob/downloads/pdf/pw1cins.pdf>
- NYCDOB PD1 Plot Diagram: <http://www.nyc.gov/html/dob/downloads/pdf/pd1.pdf>
- NYCDOB Instructions for PD1 Plot Diagram: <http://www.nyc.gov/html/dob/downloads/pdf/pd1ins.pdf>
- NYCDOB Permit Forms: [http://www.nyc.gov/html/dob/html/forms/forms\\_permits.shtml](http://www.nyc.gov/html/dob/html/forms/forms_permits.shtml)
- NYCDOB eFiling login: <https://a810-efiling.nyc.gov/eRenewal/loginER.jsp>
- NYCDOB website for How to Get a Permit: [http://www.nyc.gov/html/dob/html/applications\\_and\\_permits/permits\\_howto.shtml](http://www.nyc.gov/html/dob/html/applications_and_permits/permits_howto.shtml)



**NYC** Office of Environmental Remediation

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Contacts

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