



Green Team Fact Sheet

NYCDOB Builders Pavement Plan Permit

Overview

Purpose: The New York City Department of Buildings (NYCDOB) Builders Pavement Plan (BPP) Permit must be obtained for any construction of roadway pavement and/or sidewalk and curbs.

Prerequisites:

- 1) Applicants must be a New York State licensed professional engineer or registered architect.
- 2) Complete drawing showing the proposed site grading and pavement work.

Submission Process:

- 1) Submit the completed PW-1 form, along with site drawings and the applicable checklist and forms (BPP-1, -5, -8, -9, -11, and/or -15) at the applicable borough office. BPP is considered an Alt-3 job in the PW-1 form.
- 2) Once the PW-1 form is approved, submit a PW-2 form at the NYCDOB borough office for review and approval before beginning work activities.

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.

Fee: None

Permit Timeline: Review and approval of the BPP application can be completed by the NYCDOB within weeks.

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, 3rd fl., New York, NY 10007; 212-566-0042
- Bronx: 1932 Arthur Avenue, 5th fl., Bronx, NY 10457; 718-579-6920
- Brooklyn: 210 Joralemon Street, 8th 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, 2nd fl., Staten Island, NY 10301; 718-816-2300

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
- NYCDOB PW2 Work Permit Application: <http://www.nyc.gov/html/dob/downloads/pdf/pw2.pdf>
- NYCDOB PW2 Work Permit Application Instruction: <http://www.nyc.gov/html/dob/downloads/pdf/pw2ins.pdf>
- NYCDOB BPP-1 Checklist for Alt 3 in lieu of plans: <http://home2.nyc.gov/html/dob/downloads/pdf/bpp1.pdf>
- NYCDOB BPP-5 Authorization to the NYCDOT: <http://home2.nyc.gov/html/dob/downloads/pdf/bpp5.pdf>
- NYCDOB BPP-8 Required Items for BBP Signoff: <http://home2.nyc.gov/html/dob/downloads/pdf/bpp8.pdf>
- NYCDOB BPP-9 Request for BBP Inspection: <http://home2.nyc.gov/html/dob/downloads/pdf/bpp9.pdf>
- NYCDOB BPP-11 Affidavit as to Roadway Pavement and/or Sidewalk and Curb Construction: <http://home2.nyc.gov/html/dob/downloads/pdf/bpp11.pdf>
- NYCDOB BBP-15 Application for Waiver of Builders Pavement Requirements: <http://home2.nyc.gov/html/dob/downloads/pdf/bpp15.pdf>
- NYCDOB BBP forms: http://home2.nyc.gov/html/dob/html/forms/forms_builders_pavement_plan.shtml
- NYCDOT Permittee Registration Application <http://www.nyc.gov/html/dot/downloads/pdf/regapp.pdf>
- NYCDOT Instructions For Registration Application http://www.nyc.gov/html/dot/downloads/pdf/inst_regapp.pdf
- NYCDOT Application for Roadway/Sidewalk Permit (land fill permit) <http://www.nyc.gov/html/dot/downloads/pdf/permapp.pdf>
- NYCDOT Instructions for Roadway/Sidewalk Permit Application Form http://www.nyc.gov/html/dot/downloads/pdf/inst_permapp.pdf
- NYCDOB Permit Forms: 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



NYC Office of Environmental Remediation

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Contacts

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