

**Permit Type:** Asbestos abatement

**Purpose:** The NYCDEP requires notifications for asbestos abatement activities to be completed at a job site before the New York City Department of Buildings (NYCDOB) can issue a permit for any related construction work. An applicant, individual or corporation, must submit the required forms to the NYCDEP Asbestos Technical Review Unit (A-TRU) and receive approval prior to abating any asbestos-containing materials (ACMs). Applications can be submitted electronically through the Asbestos Reporting and Tracking System (ARTS), which is an interactive on-line filing application that enables applicants to submit applications and/or receive approvals (or objections) electronically.

**Prerequisites:**

1. Building owners must use NYCDEP-certified asbestos investigators to identify ACM that will be disturbed.
2. An asbestos survey should be conducted and an inspection report prepared.

**Submission Process:**

1. If the investigator identifies less than 10 square feet or 25 linear feet of ACM, Form ACP 5 – Not an Asbestos Project Form should be completed through ARTS and certified by a NYCDEP-certified asbestos investigator. The certified form can then be used as a support document when applying for a NYCDOB permit.
2. If the investigator identifies more than 10 square feet or 25 linear feet of ACM, ACP 7 – Asbestos Project Notification Form, along with an Asbestos Inspection Report certified by a NYCDEP-certified asbestos investigator, must be submitted electronically through ARTS prior to beginning any asbestos abatement activities.
3. If the information provided in the Form ACP 7 requires modification after submission, ACP 8 – Asbestos Project Amendment Form must be submitted electronically through ARTS prior to amending the project. The originally submitted ACP 7 may not be modified more than twice.
4. If the asbestos abatement activities could not be completed in accordance with NYCDEP rules, Forms ACP 7 and 9 – Asbestos Variance Application should be submitted to propose alternative procedures to ensure safety in the work area through ARTS. Depending on site-specific health and safety issues, a Work Place Safety Plan may be required for submittal.
5. Upon completion of the asbestos abatement activities, Form ACP 15 – Project Monitor’s Report must be submitted within three weeks after completion of post-abatement clearance air monitoring by the DEP-licensed Project Monitor who monitored the project.

- 6. A-TR1 – Technical Report Statement of Responsibility should be submitted by a Professional Engineer or Registered Architecture to certify that all inspections and test required for compliance were completed in accordance with the New York City Construction Codes and other designated rules and regulations.
- 7. Upon review and approval of the ACP 15 and ATR1, the NYCDEP will issue either Form ACP 20 - Asbestos Project Conditional Completion Form or Form ACP 21 - Asbestos Project Completion Form to acknowledge that it has received the required documents for the completion of the project.

**Fee:** None for Form ACP 15.

\$47 – for Form ACP 5.

\$200 - \$1,200 for Form ACP 7.

\$400 - \$1,800 for Form ACP 9.

Exact fee is determined based on the amount of ACM to be abated.

**Permit Timeline:** Applications should be filed no less than seven days before starting work. If all required paperwork is submitted and a *Variance* or *Asbestos Work Permit* is not necessary, the *Asbestos Abatement Notice can be picked in 72 hours*. If all the required documents for a *Variance* or an *Asbestos Work Permit* have been submitted, a registration approval notification will be issued within three weeks via ARTS.

**Office Hours**

**Office Hours:** The Asbestos Control Program is located at NYCDEP, 59-17 Junction Boulevard, 8<sup>th</sup> floor, Flushing, NY and open from 8 am to 4 pm. Upon receiving an approval for the application, a licensed contractor can go in person to the appropriate Bureau of Customer Service (BCS) borough office and pay for the permit using cheque or credit cards in the same day. The BCS is open from 8 am to 4 pm.

**NYCDEP BCS Borough Offices - Weekdays from 8 am to 4 pm**

Bronx: 1932 Arthur Avenue, 6th Floor; 718-579-6974

Brooklyn: 250 Livingston Street, 8th Floor; 718-923-2600

Manhattan: 1250 Broadway, 8th Floor; 212-643-2215

Queens: 96-05 Horace Harding Expressway, 1st Floor; 718-595-4619/5535

Staten Island: 60 Bay Street, 6th Floor; 718-876-6835/36

<b>Websites</b>	<p><b>Helpful Websites:</b></p> <ul style="list-style-type: none"> <li>• NYCDEP Asbestos Forms: <a href="http://www.nyc.gov/html/dep/html/forms_and_permits/asbestosf.shtml#acp7">http://www.nyc.gov/html/dep/html/forms_and_permits/asbestosf.shtml#acp7</a></li> <li>• ARTS web link: <a href="http://www.nyc.gov/dep/arts">http://www.nyc.gov/dep/arts</a></li> <li>• Form ACP 5: <a href="http://www.nyc.gov/html/dep/pdf/acp5.pdf">http://www.nyc.gov/html/dep/pdf/acp5.pdf</a></li> <li>• Instruction sheet for Form ACP 7: <a href="http://www.nyc.gov/html/dep/pdf/acp7i.pdf">http://www.nyc.gov/html/dep/pdf/acp7i.pdf</a></li> <li>• Form ACP 8: <a href="http://www.nyc.gov/html/dep/pdf/acp8.pdf">http://www.nyc.gov/html/dep/pdf/acp8.pdf</a></li> <li>• Instruction sheet for Form ACP-8: <a href="http://www.nyc.gov/html/dep/pdf/acp8i.pdf">http://www.nyc.gov/html/dep/pdf/acp8i.pdf</a></li> <li>• Form ACP 9: <a href="http://www.nyc.gov/html/dep/pdf/acp9.pdf">http://www.nyc.gov/html/dep/pdf/acp9.pdf</a></li> <li>• Form ACP 15: <a href="http://home2.nyc.gov/html/dep/pdf/acp15_sample.pdf">http://home2.nyc.gov/html/dep/pdf/acp15_sample.pdf</a></li> <li>• Form ACP 20: <a href="http://home2.nyc.gov/html/dep/pdf/acp20_sample.pdf">http://home2.nyc.gov/html/dep/pdf/acp20_sample.pdf</a></li> <li>• Form ACP 21: <a href="http://home2.nyc.gov/html/dep/pdf/acp21_sample.pdf">http://home2.nyc.gov/html/dep/pdf/acp21_sample.pdf</a></li> <li>• Form ATR1: <a href="http://home2.nyc.gov/html/dep/pdf/a-tr1_sample.pdf">http://home2.nyc.gov/html/dep/pdf/a-tr1_sample.pdf</a></li> </ul>	
<b>Contacts</b>	<p><b>Agency Contact:</b></p> <p>Krish Radhakrishnan          NYC Department of Environmental Protection          Asbestos Control Program          Bureau of Environmental Compliance          59-17 Junction Boulevard          8<sup>th</sup> Floor          Flushing, NY 11373  <a href="mailto:krishr@dep.nyc.gov">krishr@dep.nyc.gov</a>          718-595-3721</p>	<p><b>OER Green Team Coordinator:</b></p> <p>Cavy Chu, P.E.          NYC Office of Environmental Remediation          100 Gold Street, 2<sup>nd</sup> Floor          New York, NY 10038  <a href="mailto:CavyC@dep.nyc.gov">CavyC@dep.nyc.gov</a>          212-788-3774</p>