

 Chapter 4: Fees

 § 4-01 **Work Notice and Work Permit Fees.**

(a) The six categories of fees charged by the Department of Business Services in connection with the issuance of work notices and work permits are:

- (1) *New building fee.* New building fee based on square footage;
- (2) *Open area fee.* Open area fee such as lumber yard container terminal, storage, etc., based upon square footage;
- (3) *Miscellaneous fee.* Miscellaneous fee for such work as plumbing, electrical, demolition, bulkheads, etc., based on cost;
- (4) *Amendment fee.* Amendment fee for any change or revision of a previously issued permit;
- (5) *Fee for Change of Use.* Fee for Change of Use involving no physical work; and
- (6) *Special fees.* Special fees for notarization of documents and photocopies.

(b) The fee schedule below lists each of these categories separately. One hundred percent of the fee is due at the time of filing a permit application and fees are not refundable. All applications must be accompanied by the full fee in order to be processed. A fee computation should be included with each application.

**NYC DEPARTMENT OF BUSINESS SERVICES WORK NOTICE AND WORK PERMIT FEE  
SCHEDULE EFFECTIVE OCTOBER 1, 1986**

CATEGORY  
I NEW  
BUILDING

FEE

0 to

1,000 Square  
Feet

\$ 55.00

1,001 to

5,000 Square  
Feet

\$ 110.00

5,001 to

10,000 Square  
Feet

\$ 220.00

10,001 to

20,000 Square  
Feet

\$ 440.00

20,001 to

40,000 Square  
Feet

\$ 880.00

40,001 to

60,000 Square  
Feet

\$1,320.00

60,001 to

80,000 Square  
Feet

\$1,760.00

80,001 to

100,000 Square  
Feet

\$2,200.00

Add \$440.00 for each additional 20,000 Square Feet or Part of.

CATEGORY  
II OPEN  
AREA FEE

FEE

0 to

10,000 Square Feet

\$ 28.00

10,001 to

50,000 Square Feet

\$ 138.00

50,001 to

100,000 Square Feet

\$ 275.00

100,001 to

200,000 Square Feet

\$ 825.00

200,001 to

300,000 Square Feet

\$1,375.00

300,001 to

400,000 Square Feet

\$1,925.00

400,001 to

500,000 Square Feet

\$2,475.00

Add \$550.00 for each additional 100,000 Square Feet or Part of.

CATEGORY III MISCELLAN EOUS FEE	FEE
0	to
1,000.00	
\$ 28.00	
1,001	to
5,000.00	
\$ 55.00	
5,001	to
10,000.00	
\$ 110.00	
10,001	to
20,000.00	
\$ 220.00	
20,001	to
50,000.00	
\$ 440.00	
50,001	to
100,000.00	

\$ 660.00

100,001 to

200,000.00

\$ 880.00

200,001 to

300,000.00

\$1,320.00

300,001 to

400,000.00

\$1,760.00

400,001 to

500,000.00

\$2,200.00

500,001 to

600,000.00

\$2,640.00

600,001 to

700,000.00

\$3,080.00

700,001 to

800,000.00

\$3,520.00

800,001 to

900,000.00

\$3,960.00

900,001 to

1,000,000.00

\$4,400.00

1,000,001 to

1,100,000.00

\$4,840.00

1,100,001 to

1,200,000.00

\$5,280.00

1,200,001 to

1,300,000.00

\$5,720.00

1,300,001 to

1,400,000.00

\$6,160.00

1,400,001 to

1,500,000.00

\$6,600.00

1,500,001 to

1,600,000.00

\$7,040.00

1,600,001 to

1,700,000.00

\$7,480.00

1,700,001 to

1,800,000.00

\$7,920.00

Add \$440.00 for each additional \$100,000.00 of Estimated Cost or Part of.

#### CATEGORY IV CATEGORY IV AMENDMENTS

Any revisions or changes submitted thirty days after date of approval – \$200.00.

#### CATEGORY V CHANGE OF USE

No physical work, including lot subdivisions – \$100.00

#### CATEGORY VI SPECIAL FEES The department shall be entitled to charge the following fees:

1. Acknowledgements (Notary) per signature \$ .25
  
2. Certificate of Completion or Notice of Completion  
per copy  
\$ 5.00
  
3. Certificate of pending Violations  
per copy  
\$35.00

4. Preparing Copy of Record

4. A) Preparing and certifying a copy of record or document other than a plan, certificate of completion, notice of completion or certificate of pending violation

first page

\$20.00

each additional page \$ 3.00

4. A) Note: A page to consist of one face of a card or record

4. B) 1. Photostat copy of a plan 18" x 24" or less

per copy

\$15.00

4. B) 2. Photostat copy of a plan exceeding 18" x 24" for first section 18" x 24" each additional section 18" x 24" or less

copy

\$15.00

4. B) 3. Extra photostat copies of plans each section 18" x 24"

copy

\$ 3.00

4. B) 4.

Places of Assembly

each copy

\$50.00

 § 4-02 **Contract Bid Fees.**

Contract documents may be obtained at the Department of Business Services, 110 William Street, 3rd floor, New York, N.Y. 10038 at a cost of \$45.00 each, which will not be refunded. Only cash (exact change only) or certified check, payable to the Comptroller of the City of New York will be accepted for the payment of each document.