



careers
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Waterfront Permit Unit Intake Checklist, VER. Jan 2016

Additional Information may be required as per PW1, PC1 and Plan Exam
Intakes by Appointment via: www.nyc.gov/waterfrontpermits

Please staple your business card here.

Date of Submission :
Delivered by :

Date of Pre-filing:
Received by:

A. SBS Application Number :

B. Project Information

1- Project Description:	_____
2- Project Location:	_____
	ZipCode: _____
	Block: _____ Lot: _____
3- Owner:	_____
4- Applicant:	_____
5- Name of Contact :	_____
	Email: _____
	Telephone: _____

C. Payment Check Detail

Check # :	Amount:
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D. Coordinated Reviews

FDNY, Requires SBS Transmittal Letter

Sprinkler System Standpipe System Fuel Gas Piping
 Fire Alarm and Detection System Others

Note: FDNY review requires TM1, \$420 fee payable to FDNY

DOB, Requires SBS Transmittal Letter

Demolition Excavation CCD1 Review

DOB, File directly with DOB

Elevators Boilers Electrical Work
 Cranes & Equipment Use Builders Pavement Plans

E. Application Type

<input type="checkbox"/> New Application	<input type="checkbox"/> PW1 <input type="checkbox"/> PW3 <input type="checkbox"/> PC1 <input type="checkbox"/> POC1 <input type="checkbox"/> TR1, Design Applicant <input type="checkbox"/> TR8
<input type="checkbox"/> Response to Objection	<input type="checkbox"/> DEC <input type="checkbox"/> ACOE Permit <input type="checkbox"/> Application Fee/ Waiver Letter <input type="checkbox"/> Survey NAVD 88
<input type="checkbox"/> Demolition (DS1 Form)	<input type="checkbox"/> 3 sets of Drawing* — Roll/ Folded — 11X17 — 1/2 Set <input type="checkbox"/> DOF Tax Map
<input type="checkbox"/> Post Approval Amendment	<input type="checkbox"/> AI1 <input type="checkbox"/> All applicable Requirements for New Application <input type="checkbox"/> Fee \$200
<input type="checkbox"/> Work Permit	<input type="checkbox"/> PW2 <input type="checkbox"/> Contractor's Certificate of Insurance(ACORD) <input type="checkbox"/> TR1, Progress/ Special Inspection Applicant
<input type="checkbox"/> Renewal of Work Permit	<input type="checkbox"/> PW2 <input type="checkbox"/> Copy of Previous Work Permit <input type="checkbox"/> Fee \$100 <input type="checkbox"/> Contractor's Certificate of Insurance(ACORD)
<input type="checkbox"/> After Hour Variance	<input type="checkbox"/> PW5 <input type="checkbox"/> Valid Work Permit <input type="checkbox"/> Application Fee
<input type="checkbox"/> Temporary Place Assembly	<input type="checkbox"/> Fee \$250 <input type="checkbox"/> 3 sets of Drawing* — Roll/ Folded — 11X17 <input type="checkbox"/> Owner's Letter
<input type="checkbox"/> Place of Assembly	<input type="checkbox"/> PA <input type="checkbox"/> Fee \$200 <input type="checkbox"/> POC <input type="checkbox"/> Copy of NOC/COC <input type="checkbox"/> 3 sets of Drawing — Roll/ Folded — 11X17
<input type="checkbox"/> Notice of Completion/ Temp.	<input type="checkbox"/> Request Letter <input type="checkbox"/> WFU5 <input type="checkbox"/> TR1, Column 3B <input type="checkbox"/> Applicable Linked Inspections
<input type="checkbox"/> Cert. of Completion/ Temp.	<input type="checkbox"/> Request Letter <input type="checkbox"/> WFU8 <input type="checkbox"/> TR1, Column 3B <input type="checkbox"/> Applicable Linked Inspections
<input type="checkbox"/> Renewal of TNOC and TCOC	<input type="checkbox"/> Request Letter <input type="checkbox"/> Fee \$100/ Waiver Letter
<input type="checkbox"/> Equipment Use Permit	<input type="checkbox"/> Request Letter <input type="checkbox"/> WFU6 <input type="checkbox"/> 3 Sets of Drawing 11 x 17
<input type="checkbox"/> Gas Card	<input type="checkbox"/> Request Letter <input type="checkbox"/> Self-Certification of Gas Card
<input type="checkbox"/> Additional Documents	
<input type="checkbox"/> Record Search, Jurisdiction, Code Determination, LNO Requests	

* Drawing Size : min 11X17 - Max 24X36

SBS notes: _____