

# BIS RENEWAL PERMITS NOTICE

Effective Monday October 21, 1991

All permit renewals (except sidewalk sheds) will be issued by mail.\* Renewal applications must be mailed at least two (2) weeks prior to the permit's expiration date to:

Department of Buildings Renewal Permits  
60 Hudson Street - 14 Floor  
New York, N.Y. 10013

The following items are required for a renewal:

- 1) A stamped, self addressed envelope
- 2) A completed typewritten Work Permit Application (original form PW-2)
- 3) \$100.00 renewal fee per permit (one check or money order containing permit #(s) and phone #)
- 4) Insurance forms (if your insurance is not already on file at the borough office):
  - A) For all permits - Workmen's Compensation and Disability
  - B) For EQ only - Street Obstruction bond
  - C) For NB only - Highway letter