

# COMPREHENSIVE EVENT PERMITTING GUIDE FOR THE CITY OF NEW YORK

JULY 2021

NYC

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Department of Citywide Administrative Services (DCAS), Department of Parks and Recreation (DPR), Mayor's Office of Media and Entertainment (MOME), New York City Police Department (NYPD), Department of Buildings (DOB), Department of Consumer and Worker Protection (DCWP), Department of Environmental Protection (DEP), Department of Health and Mental Hygiene (DOHMH), Department of Sanitation (DSNY), Department of Small Business Services (SBS), Department of Transportation (DOT), Fire Department of New York City (FDNY), Human Resources Administration/Department of Social Services (HRA), New York State Department of Health Bureau of EMS and Trauma Services (State DOH), New York State Department of Transportation (SDOT), New York State Liquor Authority (SLA), Brooklyn Bridge Park (BBP), Hudson River Park Trust (HRPT), and New York City Emergency Management (NYCEM).

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Cover Photo: Global Citizen 2017 in Central Park  
Credit: Michael Appleton/Mayoral Photography Office



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# **PRIMARY AGENCY GUIDELINES, RULES, AND REGULATIONS**



# DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES

The Department of Citywide Administrative Services (DCAS) ensures that City agencies have the critical resources and support needed to provide the best possible services to the public. Specifically, the agency: provides overall facilities management for 55 public buildings; purchases, sells, and leases real property; establishes, audits, and pays utility accounts that serve more than 4,000 buildings; purchases, inspects, and distributes supplies and equipment; implements energy conservation programs throughout City facilities; and supports City agencies' workforce needs in recruiting, hiring, and training City employees.

## Overview of Permits:

PERMIT	DESCRIPTION	DEADLINES	FEE
Event Space Rental	<p>Event fees include event space plus ancillary expenses: custodial services, fire safety protection, electrician, engineer, event coordinator, and security personnel up to 8 hours during the event. Rates are subject to change.</p> <p>*Additional fees will be imposed by the NYS Office of Court Administration for events in courthouse buildings. Note: The Tweed Courthouse and Surrogate's Court are not subject to this surcharge.</p> <p>Additional fees:</p> <ul style="list-style-type: none"> <li>○ A daily surcharge of \$1,000 for private companies/individual clients and \$500 for not-for-profits will be imposed if renters require the space before and/or after the event for set-up, or unfinished removal of property.</li> <li>○ A one-time security deposit of \$3,000 for private company/individual clients and \$1,500 for not-for-profits is required. This is refundable provided all terms of agreements have been met.</li> </ul>	<p>Paperwork must be submitted 6 weeks prior to the event.</p> <p>The bill must be paid as soon as possible or no later than 2 weeks prior to the event.</p>	<p><b>Surrogate's Court</b> 31 Chambers Street, Manhattan Private/Individual: \$12,200 Not-for-profit: \$10,200</p> <p><b>Supreme Court*</b> 60 Centre Street, Manhattan Private/Individual: \$8,300 Not-for-profit: \$7,500</p> <p><b>Tweed Courthouse</b> 52 Chambers Street, Manhattan Private/Individual: \$8,500 Not-for-profit: \$7,600</p> <p><b>Marriage Bureau</b> 141 Worth Street, Manhattan Private/Individual: \$8,300 Not-for-profit: \$7,500</p> <p><b>Borough Hall</b> 209 Joralemon Street, Brooklyn Private/Individual: \$10,000 Not-for-profit: \$8,700</p> <p><b>Supreme Court*</b> 88-11 Sutphin Boulevard, Queens Private/Individual: \$11,600 Non-Profit: \$9,800</p> <p><b>Civil Court*</b> 89-17 Sutphin Boulevard, Queens Private/Individual: \$9,600</p>

PERMIT	DESCRIPTION	DEADLINES	FEE
			Not-for-profit: \$8,400  <b>Borough Hall</b> 120-55 Queens Boulevard, Queens Private/Individual: \$12,500 Non-Profit: \$10,400  <b>County Courthouse</b> 851 Grand Concourse, Bronx Private/Individual: \$7,500 Non-profit: \$6,900
DCAS Film Permit	The Department of Citywide Administrative Services (DCAS) oversees various City buildings, such as the Manhattan and Brooklyn Municipal Buildings, all Borough Halls, and City and State Courts, that are available to productions as filming locations.	At least 2 weeks prior to film date with approval from DCAS.	\$3,200 Administrative Fee

#### How to obtain a permit / Instructions on how to apply for each permit:

- **Event Space Rental:**

DCAS Special Events handles all space rental requests in DCAS-managed buildings. DCAS venues are located throughout Manhattan, Brooklyn, Queens, and the Bronx. They vary in size and scope to accommodate both large and small-scaled events. The Halls of the City brochure provides information and pricing for each venue. DCAS Special Events will work with you to meet your space needs.

- **Film with DCAS:**

- DCAS Special Events works closely with the Mayor's Office of Media & Entertainment to coordinate filming in and around DCAS-managed properties. These properties and facilities are a resource for all types of productions from major feature films, television series, commercials, music videos, documentaries, still photography, and student films.
- In order to conduct film or photography shoots in DCAS properties and facilities, DCAS approval is required prior to obtaining a permit from MOME.
- Upon approval, a non-refundable fee of \$3,200 shall accompany any application submitted to MOME for a required permit for filming or photography in DCAS properties and facilities. The fee shall be in the form of a certified bank check or money order, payable to the New York City Department of Finance.

- The required fee shall be imposed for each instance in which prepping or rigging commences, is followed by shooting and/or photography for such production, and then is concluded by wrapping, de-rigging, and/or related activities.

#### **Application Timeline / Approval Process:**

- **Event Space Rental:**

- Paperwork must be submitted 6 weeks prior to the event.
- A notification will be sent with the total amount due after all information has been submitted regarding any special needs, and after the application has been approved. The bill must be paid as soon as possible or no later than 2 weeks prior to the event.

- **Film with DCAS:**

- Forms and documents required for DCAS review and approval must be submitted to DCAS Special Events no later than 7 business days prior to the day of prepping/filming.
- Paperwork should be filed within a week prior to the activity. All required forms and supporting documents should be submitted to the DCAS Film Office no later than 4 business days prior to the day of prepping/rigging.
- There will be a bill sent 4 to 6 weeks after the activity is complete. Accurate and updated information such as an applicant's email address, mailing address, and telephone number should be supplied for purposes of receiving a reimbursement notification from DCAS.

#### **Rules and Regulations:**

- **Event Space Rental:**

- The disclosure questions in the application require answering so that DCAS can perform a background check on the entity/individual submitting the application.
- The amount of DCAS staff required for the event is determined by DCAS based upon the size of the event and if there are any special requirements.
- DCAS requires general liability insurance in the amount of \$2,000,000; \$4,000,000 aggregate. The following language must appear in the *Description of Operations* portion of the certificate: "The City of New York is named as an additional insured pursuant to ISO form 2026 or the equivalent thereof, for the property described as Block \_\_\_\_, Lot \_\_\_\_ in the borough of \_\_\_\_\_."



- Proof of workers' compensation or a workers' compensation waiver must be supplied as required by the laws of the State of New York. Please note that DCAS cannot accept ACORD certificate general liability insurance as proof of worker's compensation.
- In order to serve alcohol, a liquor license is required which must be issued by the State of New York.
- DCAS cannot supply parking.
- DCAS does not have kitchen facilities.
- Weekday event hours: Monday through Friday. The property is accessible after 5:00 pm and the event must conclude by 12:00 am. This does not include preparation or break down.
- Weekend event hours: The property is accessible as early as 7:00 am on a Saturday and Sunday. The event must conclude by 1:00 am. This does not include the time it takes to break down the event.
- Prepping of event: Upon request, prep time may be available before 5:00 pm as long as it does not prevent pedestrians from entering into the building.
- Breakdown of event: One hour is included in the fee. Additional time will result in an additional fee.
- **Film with DCAS:**
  - The staff is determined by DCAS based upon the size of production, location, and other complexities.
  - DCAS requires a general liability insurance of \$1,000,000; aggregate of \$2,000,000. The Department of Citywide Administrative Services must be named as additional insured. In addition, worker's compensation insurance is required by the NYS Worker's Compensation Law.
  - A Department of Investigation form must be on file with DCAS prior to permission being granted by DCAS for filming on City property. This form serves as a reminder to all companies and persons seeking to film on City property or in City buildings that the offering of gifts or gratuities to City employees is strictly prohibited.
  - Office space is very limited. Cubicles are very rare, and restrictions vary. Office space can be used only nights and weekends for filming.
  - Cranes and heavy equipment are permitted in or around a DCAS building, but specifications must be submitted such as the weight, height, and width of equipment, including distance between wheels and how the weight will be balanced. Submitting a packaging slip is preferred. All floors must be protected from production equipment. Depending on the location, plywood or other types of coverings may be required.
  - DCAS roofs are generally used for panoramic shots and photo shoots and are subject to various load capacities.

- Filming on a sidewalk adjacent to a DCAS property: DCAS's jurisdiction often stops at the end of the last step of the building; to obtain accurate information for a specific building, please DCAS Special Events.
- Filming in a park adjacent to a DCAS property: Please contact the NYC Department of Parks & Recreation and/or the Mayor's Office of Media & Entertainment.
- Holding space can be provided if filming is taking place at a DCAS location.
- See the Adoption of Rules relating to Filming and Photography link under website/helpful links.

**Contact Information:**

DCAS Special Events  
One Centre Street  
New York, NY 10007

Contact via email: [Specialevents@dcas.nyc.gov](mailto:Specialevents@dcas.nyc.gov)

For Digital form: <https://www1.nyc.gov/site/dcas/business/email-dcas-special-events.page>

For Real Estate Inquiries call 311 and ask to be transferred to the "DCAS Real Estate Services."

For Procurement & Vendor Inquiries, call 311 and ask to be transferred to the "DCAS Vendor Relations Line."

**Website/Helpful Links:**

<https://www1.nyc.gov/site/dcas/index.page>

<https://www1.nyc.gov/site/dcas/business/event-space-rental.page>

<https://www1.nyc.gov/site/dcas/business/film-with-dcas.page>

# DEPARTMENT OF PARKS AND RECREATION

NYC Department of Parks and Recreation (DPR) is the steward of nearly 30,000 acres of land — 14 percent of New York City — including more than 5,000 individual properties ranging from Coney Island Beach and Central Park to community gardens and Greenstreets. We operate more than 800 athletic fields and nearly 1,000 playgrounds, 1,800 basketball courts, 550 tennis courts, 65 public pools, 51 recreational facilities, 15 nature centers, 14 golf courses, and 14 miles of beaches. We care for 1,200 monuments and 23 historic house museums. We look after 600,000 street trees, plus two million more in parks. We are New York City's principal providers of recreational and athletic facilities and programs. We are home to free concerts, world-class sports events, and cultural festivals. Our vision is to create and sustain thriving parks and public spaces for New Yorkers. Our mission is to plan resilient and sustainable parks, public spaces, and recreational amenities; build a park system for present and future generations; and care for parks and public spaces.

## Overview of Permits:

PERMIT	DESCRIPTION	DEADLINES	FEE
Special Event Permit	Group activity including, but not limited to, a performance, meeting, assembly, contest, exhibit, ceremony, parade, athletic competition, reading, or picnic involving 20+ people or a group activity for which specific space is requested to be reserved.	At least 21 business days prior to event date <i>*No permits issued for major holiday's spaces for public use on a first-come, first-served basis</i>	\$25 application fee + variable site fee
Temporary Use Approval	Authorization for revenue-generating activities on DPR land associated with a Special Event permit.	At least 14 days prior to event date	variable fee
Field and Court Permit	To reserve an NYC DPR athletic field or court, organized leagues or individuals must request a permit	Spring & Summer: Nov 15 - Jan 15 Fall: Apr 15 - Jun 15 Winter: Sep 15 - Nov 1	Youth: no fee Adult: fees apply
Farmer's Market Permit	Authorization for farmer's markets on DPR land in order to encourage small farmer's markets to provide fresh, local fruits and vegetables, and nutrition education programs in low-income neighborhoods.	Please note that farmer's markets operate only between May 15 and November 15, for one or two days a week.  Permits require at least 21 to 30 days to be processed	\$25 application Fee + \$15 per day the market operates



## To obtain a permit / Instructions on how to apply for each permit:

- Special Event permits:
  - The Applicant may visit the NYC DPR Special Event permitting website, and simply create an account and follow the system prompts to complete the initial application.
  - Alternatively, an Applicant who may not have access to a computer or require further instruction may visit their respective borough office, where a DPR representative will assist them. A list of these offices and their contact information can be found at the end of this section.
    - *It is strongly recommended that applicants apply through the online application system, as this is the most efficient and timely way to achieve the fastest response.*
- Temporary Use Authorization:
  - These permits are handled directly by the NYC DPR Revenue Division. If DPR determines this permit is required they will direct you to the revenue office for further processing.
- Field and Court permits:
  - Please visit the Field and Court Request website to submit requests for these facilities. If you are looking for help with your permit request or you want contact information for any of our borough sports permit offices, you can find this information at the end of this section.
- Farmer's Market permits:
  - DPR has changed the permitting process for farmer's markets:
    - Farmer's Markets that meet certain requirements will no longer need to obtain separate permits from both the Borough Permits Office and the Revenue Division.
    - In place of the previous policy, where the Borough Permit Office issues a facility permit, and the Revenue Division issues a Temporary Use Authorization (TUA), farmer's markets will now only need to obtain a DPR Farmer's Market Permit for FMNP Certified Vendors Application from the Borough Permit Office.
  - Applicants can view requirements for permits on the NYC Parks Special Event permitting website.
  - Applicants must bring the application and \$25 non-refundable processing fee to the borough permit office, as well as \$15 per day for each day that the market will operate. The list of these offices and their contact information can be found at the end of this section.

- Upon consideration of the application, DPR will provide applicants with an invoice detailing the daily charges for the market as well as a contract. The contract should be read, signed, and returned to DPR along with full payment to cover the amount stated on the invoice before permits are issued.
- Applicants who do not meet requirements found online will be issued a facility permit only and then be directed to contact the Revenue Office.
- Please note that farmer's markets operate only between May 15 and November 15, for 1 or 2 days a week.

### **Rules and Regulations:**

- Hours of operation:
  - Persons may enter and use the parks from 6 AM until 1 AM unless other open hours are posted at any park.
  - Whenever a threat to public health or safety exists in any park resulting from any natural cause, explosion, accident, or any other cause, or by riot or unlawful assembly or activity, the Commissioner may close the park or any part thereof to the public for such duration as he or she deems necessary to ensure the safety and well-being of the public.
  - No person shall enter or remain in any park without the permission of the Commissioner when such park is closed to the public.
- Permits:
  - When any provision of these rules requires a permit as a condition to the performance of any act or activity, no such act or activity shall be implemented or commenced prior to the receipt of written authorization from the Commissioner or from his or her authorized representative.
  - A permit may be granted upon such terms and conditions as the Commissioner shall reasonably impose, and shall authorize the permitted acts or activities only insofar as they are performed in strict accordance with the terms and conditions thereof.
  - Permits shall be applied for on forms prepared and provided by the Department, which forms shall require such information as the Department may deem appropriate for the review and evaluation of the permit application. Procedures for issuance of special event and demonstration permits are governed by §2-08 of the department's rules. The Commissioner may require a fee for the issuance of a permit.
- The Commissioner may require the Applicant to post a bond in an amount sufficient to ensure full compliance with the terms and conditions of the permit. The decision of whether to require a bond will be based on the following factors:

- The location of the event and such location's vulnerability to damage;
- Whether the event or any activities associated with the event present a high risk of property damage;
- The number of people expected to be in attendance;
- The type of equipment to be brought onto the site;
- The number of days the Applicant will occupy the site;
- The season in which the event will take place.
- The Commissioner may require the Applicant to obtain personal liability insurance for the event, naming the City of New York as additional insured. The decision on whether to require insurance will be based on the following factors:
  - Whether the special event or any activities included as part of the special event present a risk of personal injury or property damage.
  - Whether the special event involves the sale of food.
  - Whether the special event involves over 500 participants, or a large number of participants relative to the size of the site.
  - Whether the special event involves transportation and installation of heavy equipment, or the installation of a stage or other temporary structure.
- No person shall conduct any activity for which a permit is required unless:
  - Such permit has been issued;
  - All terms and conditions of such permit have been or are being complied with; and
  - The permit is kept on hand at the event, so as to be available for inspection by police or department employees.
- Failure to comply with the terms and conditions of any permit shall be a violation of these rules. If, upon expiration or termination of the permit, it is determined that an Applicant has not complied with the terms and conditions of the permit, or has violated any law, ordinance, statute, or rule, then the following rules shall apply:
  - Any bond provided as security for an Applicant's performance with the department shall be forfeited and retained by the City to the extent necessary to remedy, or compensate the City for, the damages caused by such acts, omissions, or violations;



- The Applicant, together with his or her agents and employees who violated such terms and conditions or provisions of law, ordinance, statute, or rule, shall be jointly and separately liable for any additional sum necessary to correct or compensate the City for such damages; and
- Neither payment, recovery, nor forfeiture of any security for such damages shall in any way relieve the Applicant of civil or criminal liability arising from the violation of any law, ordinance, statute, or rule.
- Failure to comply with directions of police officers, urban park rangers, DPR enforcement patrol officers, or other department employees, or park signs:
  - No person shall fail, neglect or refuse to comply with the lawful direction or command of any police officer, urban park ranger, parks enforcement patrol officer, or other department employee, indicated by gesture or otherwise.
  - No person shall fail to comply with or obey any instruction, direction, regulation, warning, or prohibition, written or printed, displayed or appearing on any park sign, except such sign may be disregarded upon order by a police officer or designated department employee.

**Contact Information:**

**Borough Special Event permit offices:**

**Bronx**

Ranaqua  
1 Bronx River Parkway  
Bronx, NY 10462  
(718) 430-1848

**Citywide**

The Arsenal  
Central Park  
830 Fifth Ave  
New York, NY 10065  
(212) 360-1319

**Queens**

Flushing Meadows Corona Park  
Passerelle Building  
(across from outdoor Tennis Courts)  
(718) 393-7272

**Brooklyn**

Litchfield Villa  
95 Prospect Park West  
Prospect Park  
Brooklyn, NY 11215  
(718) 965-8912

**Manhattan**

24 West 61<sup>st</sup> St  
Arsenal West, 5<sup>th</sup> Fl  
New York, NY 10023  
(212) 408-0226

**Staten Island**

Greenbelt Recreation Center  
501 Brielle Ave  
Staten Island, NY 10314  
(718) 667-3545

## **Sports permit office information by Borough:**

### **Bronx**

Re: Ballfield Permits  
Borough Office: Ranaqua  
1 Bronx River Parkway  
Bronx, NY 10462  
(718) 430-1840

### **Brooklyn**

Re: Ballfield Permits  
Borough Office: Litchfield Villa  
95 Prospect Park West  
Brooklyn, NY 11215  
(718) 965-8941

### **Queens**

Re: Ballfield Permits  
New York City Parks & Recreation  
Olmsted Center  
Flushing Meadows Corona Park  
Flushing, NY 11368  
(718) 393-7272

### **Brooklyn**

Prospect Park and Parade Ground  
Re: Prospect Park Ballfield Permits  
95 Prospect Park West  
Brooklyn, NY 11215  
(718) 965-8944

### **Manhattan**

Re: Ballfield Permits  
Arsenal West, 5<sup>th</sup> Fl  
24 West 61<sup>st</sup> St  
New York NY 10023  
(212) 408-0234

### **Staten Island**

Re: Ballfield Permits  
Greenbelt Recreation Center  
501 Brielle Ave  
Staten Island, NY 10314  
(718) 667-3545 extension 313 or 312

## **Website/Helpful Links:**

Farmer's Markets permits: <https://www.nycgovparks.org/permits/farmer's-market>  
Main NYC Parks Website: <http://www.nycgovparks.org/>  
Special Event E-Apply: <https://nyceventpermits.nyc.gov/parks/>  
Field and Court E-Apply: <https://www.nycgovparks.org/permits/field-and-court/request>  
Rules and Regulations Pertaining to Special Event and Field Requests:  
<http://www.nycgovparks.org/rules#permit-fees>  
<http://www.nycgovparks.org/rules/section-2-08>  
<http://www.nycgovparks.org/rules/section-2-09>  
<http://www.nycgovparks.org/rules/section-2-10>  
<http://www.nycgovparks.org/rules/section-2-12>

# **MAYOR'S OFFICE OF MEDIA AND ENTERTAINMENT**

The Mayor's Office of Media and Entertainment encompasses the key economic and creative sectors of film, TV, theater, music, advertising, publishing, digital content, and real estate as it relates to these industries. In total, these sectors account for over 305,000 jobs and an economic output of \$104 billion. The office promotes New York City as a thriving center of creativity, issuing permits for productions filming on public property and facilitating production throughout the five boroughs. It also oversees NYC Media, the largest municipal broadcasting entity in the country including five TV stations and a radio station with a reach of 18 million households and a 50-mile radius.

## **Overview of permits:**

<b>PERMIT</b>	<b>DESCRIPTION</b>	<b>DEADLINES</b>	<b>FEE*</b>
Optional Film Permit	Productions using hand-held camera, camera on tripod, hand-held props and/or hand-held equipment, not asserting exclusive use of City property, not using prop weapons, prop vehicles, stunts, actors in police uniform, and not requesting parking privileges for production vehicles can apply for an Optional permit.	At least 2 weeks prior to film date	Application fees do not apply for optional permits
Premiere Permit	MOME processes permits for all red carpet, film, television, and theatre events. The fee structure will depend on the size and the scope of the event/venue.	Extra Small venue: seating less than 500  Small venue: seating less than 1000  Medium venue: seating less than 1500  Large venue: seating less than 5,000  Extra large venue: seating more than 5,000 anticipated	Fee: \$450  Fee: \$2,750  Fee: \$5,000  Fee: \$14,000  Fee: \$24,000

PERMIT	DESCRIPTION	DEADLINES	FEE*
Required Film Permit	Productions with equipment* packages, production vehicles requesting parking privileges (excluding personal cars, mini-vans, SUVs, and pick-up trucks), asserting exclusive use of City property, prop weapons, prop vehicles, actors in police uniform, or stunts on set must apply for a required permit. <i>*"Equipment" is defined as anything more than hand-held camera, camera on tripod or hand-held items (such as bounce-boards, boom mics, etc.)</i>	At least 2 weeks prior to film date	\$300 Application fee

### How to obtain a permit / Instructions on how to apply for each permit:

*Please Note:* Filming in City parks, interiors within City buildings, bridges or tunnels will require additional permissions from the controlling entities. Please call the MOME to obtain specific contact information.

- Please use Internet Explorer, Google Chrome, or Mozilla Firefox. Safari and Google Canary are not compatible with our system.
- The \$300 application fee is non-refundable. It is a one-time fee per project. Do not pay a second time without talking to our office first.
- There are three parts to the application process:
  - Account: Created by the individual user. Linked to your e-mail address and lists all your projects.
  - Project: For specific production activity. Lists all the permits you submit for the project.
  - Permit: Your production activity for a specific shoot date.
- Permit Types:
  - No permit needed:
    - Productions using hand-held camera, camera on tripod, hand-held props and/or hand-held equipment, not asserting exclusive use of City property, not using prop weapons, prop vehicles, stunts, actors in police uniform, and not requesting parking privileges for production vehicles do NOT need a permit.
    - Standing on a City sidewalk, walkway of a City bridge or within a City park while using a hand-held camera and not otherwise asserting exclusive use of City property is NOT an activity that requires a permit.

- Permits are not required for casual photographers, tourists or credentialed members of the media.
- Optional permit:
  - \$300 non-refundable application fee does NOT apply.
  - Productions using hand-held camera, camera on tripod, hand-held props and/or hand-held equipment, not asserting exclusive use of City property, not using prop weapons, prop vehicles, stunts, actors in police uniform, and not requesting parking privileges for production vehicles can apply for an Optional Permit.
  - Insurance NOT required.
  - Completed optional permits should be faxed to the Mayor's Office of Media and Entertainment.
  - Applicants MUST provide a fax number in order to receive the approved permit, otherwise permits must be hand delivered to MOME at 1697 Broadway, 6<sup>th</sup> floor, Monday through Friday from 9am-4pm.
- Required permit:
  - \$300 non-refundable application fee DOES apply.
  - Productions with equipment\* packages, production vehicles requesting parking privileges (excluding personal cars, mini-vans, SUVs, and pick-up trucks), asserting exclusive use of City property, prop weapons, prop vehicles, actors in police uniform, or stunts on set must apply for a required permit.
  - Insurance required.

*\*"Equipment" is defined as anything more than hand-held camera, camera on tripod or hand-held items (such as bounce-boards, boom mics, etc.)*
- Filming in a Department of Citywide Administrative Services property:
  - The Department of Citywide Administrative Services (DCAS) oversees various City buildings, such as the Manhattan and Brooklyn municipal buildings, all Borough halls, and City and State courts, that are available to productions as filming locations.
  - When filming in one of these properties, a fee of \$3,200 needs to accompany a DCAS permit submitted to the Office of Media and Entertainment.
    - Payment may be made by certified bank check, payable to the New York City Department of Finance.



- Please note that this payment is separate from the \$300 new application fee (which must be paid by credit card).
- When filming on a DCAS property, do not select “Filming Permit” from the drop down box as the permit type; select “DCAS Permit”.
- Permissions for filming must be obtained prior to applying for a filming permit. For additional information, visit the Department of Citywide Administrative Services’ website.
- Special Events: Movie premieres and screenings instructions:
  - Effective July 2005, MOME processes permits for all red carpet, film, television, and theatre events. The fee structure will depend on the size and the scope of the event/venue. For example, an event at Radio City Music Hall would be considered large, and an event at the Chelsea Clearview Cinemas would be considered a small event.
  - Application:
    - All requests for a Premiere permit should begin with the MOME.
    - Applicants must submit an official permit application to the MOME no less than 2 weeks prior to the date of the event. Applications can be obtained online.
    - In order to expedite the entire permit process and cover all costs incurred by the City, the following fee schedule is in effect as of 1/1/09:
      - Extra small venue: seating less than 500, fee: \$450.
      - Small venue: seating less than 1,000, fee: \$2,750.
      - Medium venue: seating less than 1,500, fee: \$5,000.
      - Large venue: seating less than 5,000, fee: \$14,000.
      - Extra large venue: seating more than 5,000 anticipated, fee: \$24,000.
    - All fees include permission for the following:
      - 1 curb lane closure
      - 1 red carpet
      - 1 press pen
      - 1 generator

- 1 klieg light
- 1 tent 10' x 20'
- Any additional items will be a separate fee. Please note that the fee schedule is intended as a guide only. The final fee will be assessed upon review of the completed permit application.
- Payment may be made via Certified checks made out to Department of Finance and must be brought to MOME at time of permit issuance.
- Project dates must include all rigging, de-rigging, and rain dates. Once submitted, dates cannot be amended by your production or our office. Any additional dates that fall outside your original duration dates require a new project application and another \$300 fee.
- Project application fee:
  - A new project account application, when submitted with a required permit, shall be accompanied by a non-refundable fee of \$300, made payable by credit card.
  - A "New Project Account application" must be submitted in any of the following instances:
    - In connection with a new project which has never before submitted an application,
    - In connection with a television series (in a new season) which has previously submitted an application for a prior season, or
    - In connection with a project which has previously submitted an application but has completed the continuous photography associated with that application and desires to re-commence photography.
  - An Applicant may request a waiver of the new project application fee, which shall accompany the application when submitted. MOME shall have the authority to waive such fee where the Applicant is able to demonstrate unreasonable hardship.
- Liability insurance:
  - Liability insurance is needed for those who obtain a required permit.
  - If an Applicant can demonstrate that obtaining the required insurance would impose an unreasonable hardship, MOME may waive the need for liability insurance.
  - In addition, student filmmakers can meet their liability insurance obligations through coverage under their school's insurance program.

- Insurance requirements:
  - In order for you or your organization to be eligible for a filming permit, liability insurance is required. A certificate of insurance must be provided to the Office of Media and Entertainment 48 hours in advance of your online permit application submission. (When submitting your online permit application, be sure the company name matches exactly the name of Insured on your insurance certificate.)
  - The certificate must include:
    - The name and address of the insured person or production company.
    - The certificate holder must read as follows:
 

The City of New York  
Mayor's Office of Media and Entertainment  
1697 Broadway, Suite 602  
New York, NY 10019
    - The description of operations on the certificate must read as follows: "The City of New York, including its officials and employees, is additional insured."
    - That the policy provides at least \$1,000,000 in US currency or its equivalent of comprehensive general liability insurance for each instance of claim.
    - The name of the insurance company and of the broker, with the broker's signature and phone number.
    - The policy number.
    - The dates for which the policy is in effect, including both the start and expiration dates.
    - That the policy may not be modified or canceled without 7 days prior written notification to the Office of Media and Entertainment.
  - PDFs of insurance certificates are accepted via email to [insurance@media.nyc.gov](mailto:insurance@media.nyc.gov) only if sent directly by the insurance broker. We are not able to accept insurance certificates submitted by production companies or individuals.
  - Student films:
    - Students must obtain a letter from their school, on the school's letterhead, stating the student's name, their status as a student (i.e. full-time, in good standing) the date(s) of the shoot and the signature of the appropriate representative from the school.

- For students whose schools are located outside of New York City, please check with our office to see if your school's insurance is on file with us.
- Validating Insurance:
  - Your company name must exactly match the insured name on your certificate of insurance (including LLC, Inc., Corp, etc.).
  - It can take up to 48 business hours for your insurance to be input into our system. Certificates of insurance must be e-mailed to our office (insurance@media.nyc.gov) by your broker (not your production company) at least 48 business hours prior to creating your project. If your insurance is not in our system by the time you apply, it will not allow you to validate.
  - Sometimes one policy number covers a variety of projects. When this is the case the system will ask you to input your production company name exactly as it appears on the certificate of insurance (including spacing and punctuation). If the company has multiple certificates, you will be asked to select your specific project from a drop down box (again, this drop down box only functions using Internet Explorer, Google Chrome or Mozilla Firefox). Do not select a project or production company that is not yours. If your project does not appear as a selection, please call your broker to make sure a certificate was e-mailed to our office.
- To obtain parking privileges you must list all your vehicles in the vehicle tab. If license plate numbers are unknown, input the vehicle type (cargo van, cube truck, campers, etc.) and add plate numbers by the first shoot date. If there are no vehicles listed in your vehicles tab, your parking requests will be removed and your permit will be approved without them.
- Only submit one permit per shoot date. List all your locations (in shooting order) for the day on the same permit.
- If you are requesting only a half block or a quarter of a block of parking, please note in the special request box which half or quarter. (i.e. half block closest to 6<sup>th</sup> Ave or mid-block, etc.)
- If you are shooting at multiple locations and base camping vehicles in one place for the entire day, enter all your locations (in shooting order) without adding parking. Assign all your parking requests to the last location and make a note of this in the Special Request box for each block of parking. (i.e base camp 6am-9pm)
- Once permits are submitted, the system no longer allows you access to edit them. If changes have to be made, you must re-type the entire permit (incorporating your additions and/or changes) and re-submit with the same name but add the word 'revised'. The original permit will be withdrawn by our office, and the revised permit will be signed.
- Please read and answer all questions on the questionnaire page. Police assistance is ordered on the questionnaire page.

- There is a separate permit you must fill out when filming at a DCAS property. Select “DCAS” rather than “shooting” from the “permit type” drop-down menu. The DCAS form has a different questionnaire page.
- Permits are reviewed and processed 72 to 48 business hours prior to your shoot day.
- Permit requests to film in Times Square must be submitted 7 business days prior to your shoot day.
- Students:
  - If using school insurance, your company name must be the school’s name.
  - The student named on the school’s insurance letter must submit their student ID. Both the letter and ID must be uploaded onto your account. The named student must also be an active user on the project (using the e-mail address your school has provided you).
  - If you have purchased your own insurance and are using that instead of your school’s insurance, select “feature film” instead of “student” as your project category. Then from the sub-category select “short”.
  - Students can only film in residential neighborhoods until 11pm.
  - Scenes involving weapons, fight sequences, crime scenes, actors in police uniform, prop police cars, or scenes requiring intermittent traffic control must be covered by the NYPD Movie / TV Unit.
  - Police officers are not used for security or crowd control. Police assistance is not available for student projects on weekends. Police assistance for student projects is available only on regular working weekdays in:
    - Commercial/business areas until 12am.
    - Residential areas until 11pm.
    - You must request Police assistance on the questionnaire page of the permit application and indicate why assistance is needed. You must confirm the request by calling the NYPD Movie/TV Unit, by 10am on the business day prior to the shoot. They will not just “show up” unless confirmed by you.
    - Please note: it is not legal for on-duty Police officers to appear in film productions, nor may you film active police equipment, including precinct houses, police vehicles, horses, etc. Police assistance is provided by MOME only. Do not approach local precincts.
- Hours of filming:
  - Exterior filming:

- Residential areas: allowed until 11pm only
- Commercial areas: allowed past 12am only if Police assistance is not required.
- Interior filming:
  - Not restricted.

*\*Hours of filming in areas that are mixed residential and commercial will be reviewed by MOME on a case by case basis.*

- Pre-Production meeting:
  - A pre-production meeting with the MOME is required for all feature films, television movies, series or specials, elaborate exterior commercial shoots and music videos shooting exteriors with celebrities, or multiple locations. It is recommended that this meeting be scheduled with MOME 3 weeks before shooting, but must be scheduled no later than 5 business days before the actual shoot begins.
  - The purpose of this meeting is to review shooting plans and production schedules. Participants generally include the Production Manager and Location Manager, as well as representatives from MOME and other relevant agencies. Immediately following this main pre-production meeting, you are ready to apply for a permit detailing the location activities.
  - Permits can be issued within 48 business hours of application. The deadline for permit applications is 2 business days before your scheduled shoot.
  - More complex productions require special consideration by the NYPD Movie & TV Unit; therefore, applications must be submitted 3 to 4 days prior to the shoot date.
  - MOME is as flexible as possible when emergencies require a schedule change on the day before a shoot, but emergency changes should always be called into both the MOME and the NYPD Movie & TV Unit as the first priority.

#### **Application timeline/Approval process:**

- All permit applications will be processed on a “first come, first served” basis.
- Upon request by an Applicant for a Required permit, MOME will place a pre-permit reserve on the location(s) identified in the New Project Account application or the rigging and/or shooting application. An Applicant can request such pre-permit reserve no more than 3 weeks in advance of the activity, but upon a need demonstrated in writing by the Applicant, MOME may grant a greater period of time.
- If two or more permit applicants request the same date and the same location, the New Project Account application request that was received first shall be first eligible for approval.

- MOME shall respond to the Applicant with one of the responses in accordance with the following schedule:
  - For applications filed 45 days or more prior to the date for which such permit is sought, MOME shall respond no later than 30 days after the receipt of such applications;
  - For applications filed less than 45 days but more than 15 days prior to the date for which such permit is sought, MOME shall respond no later than 10 days after the receipt of such applications; or
  - For applications filed 15 days or less prior to the date for which such permit is sought, MOME shall respond as soon as is reasonably practicable.
  - No application may be filed more than 60 days prior to the date of the requested event, unless special circumstances are presented to the commissioner or their designee for approval.
- Determination upon review of application. Following receipt of an application, the MOME will make one or more of the following determinations:
  - Issuance of the particular permit.
  - Written notification that more information is needed before MOME can make a determination as to a particular permit application.
  - Written notification that the particular permit application has been denied and a statement of the reason or reasons pursuant of this subdivision for such denial.
- Denial of new project account applications or scouting, rigging, and/or shooting permit application. MOME may deny a permit if any one or more of the following issues exists:
  - Conditions exist that may pose a danger or a threat to participants, onlookers or the general public;
  - The location sought is not suitable because the proposed use cannot reasonably be accommodated in the proposed location;
  - The date and time requested for a particular location is not available because:
    - A permit has previously been issued for such date and time, or
    - The permit request is the subject of a new project account application, or
    - Another City agency has issued a permit for such date or time.
  - MOME has concluded, based on specific information, that the Applicant is unlikely to comply with the material terms of the requested permit;

- Use of the location or the proposed activity at the location would otherwise violate any law, ordinance, statute, or regulation;
- Use of the location would interfere unreasonably with the operation of City functions.
- If the permit has been denied, MOME shall employ reasonable efforts to offer the Applicant suitable alternative locations and/or times and/or dates for the proposed rigging or shooting. If the permit has been denied pursuant to subparagraph d, the MOME may consider whether special conditions may be placed or whether additional steps can be taken to address its concern about potential non-compliance.
- The denial of a permit shall be in writing and shall contain information about the right to appeal such denial unless the Applicant, in its application, authorizes MOME to issue an oral determination in connection with the filing of the application. Subsequent to the filing of such application, an Applicant may request a written determination upon notifying MOME in writing that such Applicant now seeks a written determination. Upon receiving such request for a written determination, MOME shall respond in accordance with the requirements of paragraph (5) of this subdivision, such time to respond commencing on the date of receipt by MOME of the notification.
- After a permit application is denied, the Applicant may appeal a written determination by written request filed with the appeals officer who may reverse, affirm, or modify the original determination and provide a written explanation of his or her finding:
  - If a permit application is denied more than 30 days prior to the proposed scouting, rigging or shooting, the Applicant shall have 10 days from the date that such denial is e-mailed or faxed to the Applicant to appeal such denial. MOME shall render a decision on such appeal within 10 days of receipt of such appeal.
  - If a permit application is denied more than 10 days and less than 30 days prior to the proposed scouting, rigging, or shooting, the Applicant shall have 5 days from the date such denial is e-mailed or faxed to the Applicant to appeal such denial. MOME shall render a decision on such appeal within 5 days of receipt of such appeal.
  - If a permit application is denied 10 days or less prior to the proposed scouting, rigging, or shooting, the Applicant shall have one day from the date such denial is e-mailed or faxed to the Applicant to appeal such denial. MOME shall render a decision on such appeal as soon as is reasonably practicable.

#### **Rules and regulations:**

- Mayor's Office of Media and Entertainment Code of Conduct & "Keys to the City"

*All productions are expected to adhere to the Code of Conduct listed below or face possible revocation of its film permit or other action:*



- When filming in a residential neighborhood or business district, proper notification is to be provided to each merchant or neighbor who is directly affected by the company (this includes parking, base camps, and meal areas) at least 48 hours prior to filming. The filming notice should include:
  - Name of company
  - Name of production/phone number of production
  - Kind of production (e.g. feature film, TV pilot, commercial, etc.)
  - Type of activity, and duration (i.e., times, dates and number of days, including prep and strike)
  - Company contact (location manager, unit production manager) name and cell number.
- Production vehicles arriving on location in or near a residential neighborhood shall not enter the area before the time stipulated on the permit, turning off engines as soon as possible. Engine idling is prohibited. Permits are never issued before 6am in residential areas unless filming occurs overnight. Do not park generator trucks or campers with running generators in front of residential buildings if possible.
- Crew parking on set is strictly prohibited.
- Illegally holding parking on streets not requested on permit is strictly prohibited.
  - Moving or towing of the public's vehicles is prohibited without the express permission of the MOME in conjunction with the NYPD Vehicular Towing Unit.
- Catered meals must be served and consumed at interior locations. Sit-down meals are not permitted to occur on city streets or sidewalks. All trash must be disposed of properly upon completion of meal. Production cannot use Department of Sanitation trash cans or leave trash bags at curbside among residential or business trash.
- Cast and crew, including parking P.A.s shall refrain from the use of aggressive or physically threatening behavior when interacting with the general public. Crews should be polite and respectful.
- Removing, trimming, and/or cutting of vegetation or trees without proper authorization is prohibited.
- Intermittent holding or redirection of vehicular traffic for picture is to be performed by TCD officers or TIU traffic agents only. P.A.s cannot hold or redirect vehicular traffic. A 13.5 foot emergency traffic lane must be maintained at all times.
- All oversized vehicles must have D.O.T. permits.

- The company will comply at all times with the provisions of the filming permit. The NYPD has the authority to stop production for the day for violations of New York City and New York State laws and ordinances listed above.
- Keys to the City
  - Before the shoot:
    - Permits should be submitted to MOME no later than 48 business hours before the shoot day.
    - Familiarize yourself with the neighborhood in which you're shooting. Be considerate of schools, churches, senior centers, funeral homes, etc.
    - Notify the community board, city council, block and merchant associations in which you are filming at least 48 hours in advance of your shoot.
    - Assure businesses that you will allow customer access and truck deliveries.
    - NO PARKING signs will be posted a minimum of 48 hours in advance. Parking may not be held more than 24 hours in advance.
    - When used, Vehicular Towing Unit (VTU) NO PARKING signs should be posted before the last legal time that someone could have parked.
    - Use elastic bands or string, NOT tape, when posting resident letters or parking signs on trees.
    - Provide blackout material to residents' windows for night exterior shoots.
    - All necessary permissions for government agency-run properties (i.e. authorized parking, parks, MTA properties, bridges, courthouses, etc.) must be obtained.
  - During the shoot:
    - Locations departments and parking P.A.s should be sensitive to neighborhood needs while holding parking in advance. Do not park production vehicles in bike lanes, bus stops, driveways, at fire hydrants, loading docks, or in front of active theater marquees.
    - All crew members, including parking P.A.s, shall wear and display I.D. badges at all times.
    - Do not block building or business entrances. Keep equipment in front of buildings that are working directly with the shoot only. Do not trespass onto other neighbors' or merchants' private property, including stoops. Do not stage equipment in front of closed storefronts when you have an early call. Businesses and residents must be allowed to receive all deliveries.

- Ensure safe pedestrian passage through and around your set at all times. Cover cables with mats, keep equipment curbside or in curb lanes, do not allow crew members to congregate in pedestrian passageways. When cameras are not rolling, pedestrians must be allowed to walk along any city sidewalk and gain access to any building.
  - Find nearby lots to park non-essential vehicles if you are going to be at a location for multiple days.
  - Do not park catering trucks or honey wagons in front of active restaurants. Barbecuing, use of propane or open flames are prohibited on location. Craft service tents are permitted in curb lanes only, not on sidewalks, unless specified on the filming permit.
  - Campers should be tied-in and powered from one source.
  - All generators must be baffled with fireproof/non-flammable material.
  - Have copies of the VTU relocation list on set at all times.
  - Productions that film prior to 8am and after 10pm must keep noise to a minimum. Filming of exterior gunshots must occur between the hours of 9am and 10pm in residential neighborhoods.
  - Non-domestic animals on set are required to have permits from the Department of Health and Mental Hygiene (DOHMH) and be accompanied by handlers at all times.
  - Copies of all permits issued must be available on set for general public viewing.
- After the shoot:
    - Clean up after your shoot. Make a clean sweep of the area to ensure that nothing is left behind, including equipment, garbage, all resident letters, NO PARKING signs, VTU signs (and tape) that your production posted.

## Chapter 9. Permits issued by Mayor's Office of Media and Entertainment.

Notice is hereby given pursuant to the authority vested in the Commissioner of the Mayor's Office Media and Entertainment, pursuant to sections 389(b) and 1043 of the New York City charter, that the Mayor's Office of Media and Entertainment ("MOME") has amended Title 43 of the Official Compilation of Rules of the City of New York, by adding a new Chapter 9 governing the issuance of permits in connection with scouting, rigging, and production activities.

### Section 9-01. Permits for scouting, rigging and production activities:

- Scope of rules: The Mayor's Office of Media and Entertainment ("MOME") shall issue permits in connection with filming, including but not limited to the taking of motion pictures; the taking of photographs; the use and operation of television cameras, transmitting television equipment, or radio

remotes in or about city property; load-ins or load-outs supporting indoor performances; or such activities in or about any street, park, marginal street, pier, wharf, dock, bridge or tunnel within the jurisdiction of any City department or agency, or involving the use of any City owned or maintained facilities or equipment. As defined herein, MOME will issue permits for scouting, rigging and shooting activities. Obtaining such a permit does not obviate the need to comply with other applicable laws, rules or case law also governing such activity.

- Required and Optional permits:

Unless a permit is designated in these rules as an “Optional permit”, the use of the term “permit” herein shall be deemed to be a “Required permit”.

- Required permits:

- For filming, photography, production, television or radio remotes occurring on City property, as described in subdivision (a) of this section that uses vehicles or equipment.
- For filming, photography, production, television or radio remotes occurring on City property, as described above:
  - If such activity involves the assertion by any means, including physical or verbal, of exclusive use of one or more lanes of a street or walkway of a bridge, or
  - If such activity involves the assertion by any means, including physical or verbal, of exclusive use of more than one-half of a sidewalk or other pedestrian passageway or, in a situation in which the sidewalk or pedestrian passageway is narrower than sixteen feet, if such activity involves the assertion by any means, including physical or verbal, of exclusive use of the sidewalk or pedestrian passageway such that less than 8 feet is otherwise available for pedestrian use.

*\*For purposes of this subparagraph, standing on a street, walkway of a bridge, sidewalk, or other pedestrian passageway while using a handheld device and not otherwise asserting exclusive use by any means, including physical or verbal, is not activity that requires a permit.*

- The following activities do not require that a permit be obtained pursuant to this chapter:
  - Filming, photography, production, television or radio remotes occurring on City property, as described above, involving the use of handheld devices:
    - If such activity does not involve the assertion by any means, including physical or verbal, of exclusive use of one or more lanes of a street or walkway of a bridge, or
    - If such activity does not involve the assertion by any means, including physical or verbal, of exclusive use of more than one-half of a sidewalk or other pedestrian passageway or, in a situation in which the sidewalk or pedestrian passageway is narrower than sixteen feet, does not

involve the assertion by any means, including physical or verbal, of exclusive use of the sidewalk or pedestrian passageway such that less than 8 feet is otherwise available for pedestrian use.

- Filming or photography of a parade, rally, protest, or demonstration except when using vehicles or equipment.
- Optional permits: Persons who are engaged in filming or still photography and are not otherwise required to obtain a permit may be issued an Optional permit.
  - Persons requesting such an Optional permit shall provide accurate information concerning their postal address and, if available, e-mail address, telephone number and fax number; and accurate information as to the location(s) of such activities, the date(s) and time(s) during which such activities are proposed to take place.
  - MOME shall process Optional permit requests in accordance with the provisions of paragraphs four, five, six, seven, eight, nine and ten of subdivision (b) of § 9-02 of these rules.
- Press passes. The use of a press pass issued by the New York City Police Department (“NYPD”) in accordance with Chapter 11 of Title 38 of the Rules of the City of New York (“Press Credentials”), where an individual is acting in furtherance of the activity authorized by such press pass, and is engaged in filming as defined in these rules, does not require that a permit be obtained pursuant to this chapter.
- Authorization from other agencies: Notwithstanding the provisions of subdivision (a) of this section, scouting, rigging or shooting activities within City parks or the interiors of City buildings, bridges or tunnels require, if applicable, separate authorization from the City agency with jurisdiction over the location. The use of certain items or activities, including but not limited to animals, firearms (actual or simulated), special effects, pyrotechnics, police uniforms, police vehicles, driving shots with tow or camera rigs, and conditions that require holding of traffic may require authorization and/or assistance from the relevant government agency.

#### § 9-02. Processing of permit applications:

- Definitions for purposes of this chapter, the following terms shall have the following meanings:
  - “Equipment” shall include, but is not limited to, television, photographic, film or video cameras or transmitting television equipment, including radio remotes, props, sets, lights, electric and grip equipment, dolly tracks, screens, or microphone devices, and any and all production related materials. “Equipment” shall not include (a) “hand-held devices,” as defined in paragraph (3) of this subdivision, and (b) vehicles, as defined in section one hundred fifty-nine of the New York vehicle and traffic law, that are used solely to transport a person or persons while engaged in the activity of filming or photography from within such vehicle, operated in compliance with relevant traffic laws and rules.
  - “Filming” shall mean the taking of motion pictures, the taking of still photography or the use and operation of television cameras or transmitting television equipment, including radio remotes and

any preparatory activity associated therewith, and shall include events that include, but are not limited to, the making of feature or documentary films, television serials, webcasts, simulcasts or specials.

- “Hand-held devices” shall mean (a) film, still or television cameras, video cameras or other equipment which are held in the photographer’s or filmmaker’s hand and carried at all times with the photographer or filmmaker during the course of filming, or (b) tripods used to support film, still, television cameras or video cameras. Hand-held devices shall not include cables or any other item or equipment not carried by the photographer or filmmaker at all times during the course of photography, filming or transmission.
- “New Project Account application” shall mean a request submitted on an MOME form by an Applicant indicating that the Applicant intends to request one or more permits for scouting, rigging and/or shooting activities.
- “Photography” shall mean the taking of moving or still images.
- “Pre-permit reserve” shall mean the designation by MOME, at the request of a permit Applicant, of a location(s) where the Applicant intends to conduct rigging or shooting activities.
- “Rigging/de-rigging” shall mean the loading in or loading out, loading or unloading, of any shooting or production related equipment, including but not limited to props, sets, electric and grip equipment, at any location, time and date where film or theatrical production is not occurring.
- “Same date” shall mean the same actual calendar date (numerical date and month) or the same day of the same week in a given month, as relevant. For example, “same date” shall encompass the date July 11 as well as the second Sunday in the month of July, as relevant.
- “Same location” shall mean the location identified in the rigging permit or the filming permit application.
- “Scouting” shall mean the act of viewing, assessing and photographing locations for filming or photography during pre-production or production for, including, but not limited to, still photography, feature films, television series, mini-series or specials.
- “Shooting” shall include:
  - Filming interiors or exteriors, and
  - Theatrical productions whose performances are presented indoors.
- New Project Account application and Permit application for scouting, rigging and/or shooting activities:
  - The following two steps shall be taken to obtain a scouting, rigging, and/or shooting permit:

- Submission of a New Project Account application to MOME
- At the same time, or some time thereafter, an Applicant shall seek a scouting, rigging, and/or shooting permit.
- New Project Account Application contents:
  - Applicants shall complete an application, on a form prescribed by MOME, which shall contain detailed identifying information about the Applicant and the project. In completing such form, applications shall provide the information set forth below.
  - A postal address (but not a post office box) and, if available, an e-mail address, a telephone number and a facsimile number for purposes of receiving notification from MOME.
  - Valid photo identification of the Applicant or, if the Applicant is not a natural person, a valid photo identification of the natural person authorized by the Applicant to act on its behalf in connection with the application.
  - If known at the time of the application, the dates and times of scouting, rigging or shooting and location of such activity, and any special circumstances including, but not limited to, information regarding whether the activity involves special parking requests, traffic control issues or special effects.
- Film school students shall provide a letter from the student's school confirming insurance coverage, and the student's current enrollment, subject to the provisions of §9-03. Scouting, Rigging and/or Shooting permit applications. When applicants submit a scouting, rigging and/or shooting permit application, on a form prescribed by MOME, they shall:
  - Identify the date(s), time(s) and location(s) of such activity;
  - Identify any special circumstances including, but not limited to, information regarding whether the activity involves special parking requests, traffic control issues or special effects;
  - Or applicants requesting a scouting permit, provide a letter from the Applicant's producing/financing entity verifying the project by name and identifying the natural person(s) on-site who will be performing scouting activities on behalf of the Applicant;
  - For applicants requesting a scouting permit, provide documents of incorporation, financing documents for the project or grant or foundation award letter.
- Responsibilities of Holders of Required and Optional permits:
  - Rules: All Permittees are subject to the rules of MOME, the specific terms and conditions of the permit, and all applicable city, state, and federal laws or rules. Nothing herein is intended to authorize activities that are illegal under any applicable city, state or federal law or rule, except that permittees may engage in such conduct as is expressly authorized by the permit issued to them.

- Display of permit: All Permittees shall have the permit in their possession on location at the time and site of the scouting, rigging or shooting, as well as any other permits required by MOME or any other governmental agency, and shall make such permit available for inspection at the request of an employee of the Police Department or other government agency.
- Permit restrictions: All Permittees shall confine their activities to the locations and times specified on their permit. MOME may establish specific guidelines to address conditions that exist at certain designated locations and the use of vehicles and equipment at locations based on, among other considerations, the time of day, weather conditions, season, location, and day of the week.
  - Non-transferability: Required permits and Optional permits are not transferable.
  - Clean-up: All Permittees are responsible for cleaning and restoring the site after the rigging or shooting. The cost of any City employee time incurred because of an Applicant's failure to clean and/or restore the site following the rigging or shooting will be borne by the Applicant.
- Accidents or injuries: Should there be any injuries, accidents, other health incidents or damage to private or City property at a permitted event, the Applicant shall notify MOME immediately.
- Vehicle parking: Only vehicles with permits issued by MOME will be allowed to park in areas designated for the rigging or shooting activity at the time(s) and location(s) described in the applicable permit.
- Dolly track or other equipment: No dolly track or other equipment may be laid across a street or block a fire lane without prior approval of MOME and NYPD.
- Pyrotechnics: The use of pyrotechnics, fire effects and explosions, including simulated smoke and smoke effects, shall be conducted only upon authorization by the NYC Fire Department (FDNY) and subsequent approval shall be obtained from MOME and the NYPD prior to shooting.
- Animals: The use of wild animals, as defined in Article 161, § 161.02 of the NYC Health Code, shall be used only upon authorization by the Department of Health and Mental Hygiene (DOHMH), and subsequent approval shall be obtained from MOME prior to shooting.
- Potentially dangerous activities: Conduct or activities associated with rigging or shooting permits which are determined by MOME to cause a potential danger to persons or property will be referred by MOME for approval by the NYPD or other governmental agency having jurisdiction over such activity. Such activities shall include, but not be limited to, the use of stunts, helicopters, firearms or simulated firearms.
- Traffic control: Where a public street is closed in connection with rigging or production activities, a 13.5-foot lane shall be kept open. Such requirement may be waived by MOME upon an appropriate showing of need or at the discretion of the NYPD.



- Trees and plantings: Trimming, damaging, removing or cutting trees or vegetation on City property is prohibited without the prior approval of the NYC Department of Parks and Recreation (DPR).
- Street structures: No street signs, lights, postal boxes, parking meters or any other permanent street structure may be removed or altered without the prior approval of the NYC Department of Transportation (DOT) or other agency charged with maintaining such structures.
- Production location access: If determined by MOME to be appropriate, permittees shall submit a mitigation plan for minimizing the potential inconvenience to residents and/or businesses caused by rigging or shooting activities.
- Food services: There shall be no sit-down catered meals permitted on public streets or sidewalks.
- Code of Conduct: MOME shall issue a location Code of Conduct that addresses the importance of considerate behavior on the set of all rigging and shooting activities. A copy of the Code of Conduct shall be given to holders of required and Optional Permits under these rules. The Applicant is responsible for providing a copy of the Code of Conduct to the cast and crew of each permitted rigging or shooting activity. Permittees shall be required to encourage participants in the permitted event to act in accordance with such code.
- Modifications to or Suspension of Required or Optional permit.
  - If an Applicant seeks to modify its permit, it shall submit an addendum to its original request, which will be governed by the same timetable as provided in paragraph (5) of subdivision (b) of this section.
  - If MOME determines that modifications should be made to the terms or conditions of any permit, or that a permit should be revoked, after notice and opportunity to be heard, MOME may do so, based upon reasons set forth in paragraph (7) of subdivision (b) of this section
  - If MOME revokes any permit prior to the date of the scouting, rigging or shooting, the Applicant may appeal the revocation, subject to the time limitations set forth in paragraph (10) of subdivision (b) of this section.
  - During the course of scouting, rigging or shooting, MOME or the NYPD may suspend any permit where public health or safety risks are found or where exigent circumstances warrant such action. Where a suspension lasting longer than 6 hours occurs, permittees shall be given notice and an opportunity to be heard within 10 days after the suspension.

#### § 9-03. Indemnification and Insurance:

- By accepting a permit, an Applicant agrees to protect all persons and property from damage, loss or injury arising from any of the operations performed by or on behalf of the Applicant, and to indemnify and hold harmless the City, to the fullest extent permitted by law, from all claims, losses and expenses, including attorneys' fees that may result therefrom. This indemnification requirement does not apply to any person or entity acting with an Optional permit in accordance with § 9-01.

- Every holder of a required permit shall maintain, during the entire course of its operations, liability insurance with a limit of at least \$1,000,000 per occurrence. Such insurance shall include a policy endorsement naming the City of New York as an additional insured with coverage at least as broad as provided by Insurance Services Office (ISO) form CG 20 12 (07/98 ed.). The Applicant shall provide proof of such insurance prior to the issuance of the permit in the form of an original certificate of insurance signed in ink to which a copy of the required endorsement is attached. For currently enrolled film students, proof of insurance through their school and the student's current attendance shall satisfy this requirement. This insurance requirement does not apply to any person or entity holding an Optional permit issued in accordance with § 9-01.
- If MOME determines, in light of the activity for which a permit is sought, that such activity may increase the potential for injury to individuals and/or damage to property, and that the minimum limit of insurance should be higher than \$1,000,000 per occurrence, MOME shall determine what higher minimum limit is to be required and inform the Applicant of such higher limit. Factors to be considered by MOME may include, but shall not be limited to, the number of people involved, the location of the activity and the nature of the activity. The Applicant shall thereafter provide proof of such insurance in accordance with subdivision (b) of this section. If MOME determines in writing that a higher minimum limit is to be required, the Applicant may appeal such determination by written request filed with the MOME appeals officer who may reverse, affirm, or modify the determination and provide a written explanation of his or her finding.
- MOME shall have the authority to waive the insurance required where the Applicant is able to demonstrate that such insurance cannot be obtained without imposing an unreasonable hardship on the Applicant. Any request for a waiver of the insurance required be included by the Applicant in the application submitted to MOME under § 9-02 of this chapter. The burden of demonstrating unreasonable hardship shall be on the Applicant, and may be demonstrated by a showing, for example, that the cost of obtaining insurance for the permitted activity exceeds 25% of the Applicant's budget for such activity that is the subject of the application. MOME shall take into consideration the Applicant's projections of budget as well as the budget projections for comparable productions of similar size and duration in determining whether the cost of obtaining insurance exceeds 25% of the budget. MOME may also take into consideration its determination that the permitted activity may increase the potential for injury to individuals and/or damage to property. In the event that MOME denies a waiver of the insurance requirement, the Applicant may thereafter respond to the denial and appeal such denial pursuant to the provisions of § 9-02 of this chapter.

#### Statement of Basis and Purpose:

The Mayor's Office of Media and Entertainment ("MOME") has for many years issued permits in connection with various film production activities. With the recent significant increase in filming activities by both amateurs and professionals, it has become necessary to codify the process that has been followed over time. Such codification is also consistent with the City Charter requirement that agencies whose procedures or requirements affect the general public shall promulgate rules governing such activities. The purpose of these rules is thus to provide clear guidance to the persons and entities engaged in filming activities as to when they need permits, and when they do not.

MOME published proposed rules in the City Record on May 25, 2007, held a public hearing regarding the rules on June 28, 2007, and received extensive comments through August 3, 2007. MOME then republished the rules for comment on October 30, 2007, received additional extensive comments, and held another public hearing on December 13, 2007.

**Contact Information:**

Contact the Mayor's Office of Media and Entertainment for assistance at (718) 312-5120 or by calling 311. After business hours, please call the NYPD Movie/TV Unit at (212) 239-2521.

Mayor's Office of Media and Entertainment  
1697 Broadway, 6<sup>th</sup> Floor  
New York, NY 10016  
(718) 312-5120

**Website/Helpful Links:**

[www.nyc.gov/mome](http://www.nyc.gov/mome)

# **NEW YORK POLICE DEPARTMENT**

The New York City Police Department (NYPD) is the largest and one of the oldest municipal police departments in the United States, with approximately 36,000 officers and 19,000 civilian employees. The NYPD was established in 1845, and today, is responsible for policing an 8.5-million-person city, by performing a wide variety of public safety, law enforcement, traffic management, counterterror, and emergency response roles. In the past 25 years, the department has achieved spectacular declines in both violent and property crime, ensuring that New York City has the lowest overall rate of major crimes in the 25 largest cities in the country. The NYPD is divided into major bureaus for enforcement, investigations, and administration. It has 77 patrol precincts with patrol officers and detectives covering the entire city. The department also has 12 transit districts to police the subway system and its nearly six-million daily riders, and 9 police service areas (PSAs) to patrol the city's public housing developments, which are home to more than 400,000 residents. Additionally, uniformed civilians serve as traffic safety agents on the city's busy streets and highways, and as school safety agents, protecting public schools and the over-a-million students who attend them.

## **Overview of Permits:**

<b>PERMIT</b>	<b>DESCRIPTION</b>	<b>DEADLINES</b>	<b>FEES</b>
Sound Permit	<p>A sound device permit must be completed with the local precinct where the event is located. A sound device application must be filed in the precinct where the device is to be used. A sound device application may be obtained at any precinct or on-line.</p> <p>Sound Permits will not be issued for events within 500' of a school, courthouse, hospital, or house of worship.</p> <p>NYC sound ordinance prohibits sound between the hours of 10 p.m. and 9 a.m.</p>	At least 5 days prior to event date	\$45 fee
Parade Permit	A parade permit is required in order to conduct a procession, parade, or race within the City of New York and must be obtained from NYPD. Applications must be filed with the precinct in which the parade formation area is located. For parade routes including any portion of 5 <sup>th</sup> Ave in the Borough of Manhattan or parades with 1,000 or more participants, applications must be filed with the Office of the Chief of the Department.	36 hours prior to event start time	Variable permit fees – contact local precinct

## **Rules and Regulations:**

NYPD – Parades Rules:

§ 19-01 Definitions of Disorderly Parade and Occasions of Extraordinary Public Interest

- For purposes of § 10-110(a) (1) of the administrative code of the City of New York, a parade or procession that is “disorderly in character or tends to disturb the public peace” is one that violates subdivisions 1, 4, 5, 6 or 7 of § 240.20 of the Penal Law, and would otherwise present an unreasonable danger to the health or safety of the Applicant, parade participants or other members of the public, or cause damage to public or private property.
- For purposes of § 10-110(a)(4) of the administrative code of the City of New York, “occasions of extraordinary public interest” are celebrations organized by the City honoring the armed forces; sports achievements or championships; world leaders and extraordinary achievements of historic significance.

## § 19-02 Definitions

For purposes of these rules, the following terms shall have the following meanings:

- A “parade or procession” is any march, motorcade, caravan, promenade, foot or bicycle race, or similar event of any kind, upon any public street or roadway.
- “Same date or time” shall mean the same actual time period or hours.
- “Same location” shall mean the location identified in the permit application.
- “Demonstration” shall mean a group activity including, but not limited to, a meeting, assembly, protest, rally or vigil, moving or otherwise, which involves the expression of views or grievances, involving more than 20 people.

## § 19-03 Applications

- A permit application will be made at least 36 hours prior to the date upon which the parade is to occur.
- NYPD has been working on ways to streamline the parade application process. Using the new E-Apply feature on the NYPD website will help decrease processing time.
- The following instructions are provided for the on-line completion of a parade permit application:
  - Complete all captions and follow all on-line directions.
  - Upon completion of the on-line parade permit application, Applicant should check submitted email address for status updates.
  - Approval/disapproval of all parade permit applications will be issued upon review by the NYPD and applicants will be notified by email and written communication.
- For those who do not wish to complete the parade permit application process on-line, written applications and directions for submission are available at all precincts.

- Note: if application is made within 10 days of the event, the Applicant must file the parade permit application in person at the local precinct.
- An application in a form prescribed by the Department must be filed with the precinct in which the parade formation area is located; provided, however, that applications for parade routes including any portion of 5<sup>th</sup> Ave in the borough of Manhattan or for parades with 1000 or more participants must be filed with the office of the Chief of Department.
  - Applications must be completed by clearly typing or printing the information requested. The original application must be signed, notarized and filed with the appropriate precinct or the office of the Chief of Department.
  - The application must contain the following information:
    - The name, address and telephone number of the Applicant;
    - If the application is made on behalf of a corporation, organization or association, it must be signed by a representative of the corporation, organization or association giving the full name and relationship to the corporation, organization or association and a statement as to the source of the representative's authority to sign the application;
    - The nature or purpose of the parade;
    - The date, time and route of the parade;
    - The locations and approximate times for formation and dismissal of the parade;
    - The number of participants, animals and/or vehicles which will constitute the parade and a description of such vehicles and animals;
    - The width of the roadway to be occupied by the parade;
    - The location of any reviewing stands;
    - Whether rifles or shotguns will be carried by parade participants;
    - The identity of any grand marshal or chief officer of the parade, his or her name, address and telephone number; and
    - Any additional information that the Department shall reasonably require to make a fair determination as to whether a permit should issue under § 19-04 below.

#### § 19-04 Approval/Disapproval procedures

- The Applicant will be notified by the precinct, relevant patrol borough or office of the Chief of Department if his or her application for a permit is approved or disapproved.
- If the application is disapproved, the Applicant will be notified in writing of the basis for such disapproval.
- Permits shall be approved or disapproved as follows:
  - For applications filed 90 or more days prior to the date for which the permit is sought, such permit shall be approved or disapproved no later than 45 days prior to the date for which such permit is sought.
  - For applications filed less than 90 days but more than 30 days prior to the date for which such permit is sought, such permit shall be approved or disapproved no later than 10 days prior to the date for which such permit is sought.
  - For applications filed less than 30 days but more than 10 days prior to the date for which such permit is sought, such permit shall be approved or disapproved no later than 5 days prior to the date for which such permit is sought.
  - For applications filed less than 10 days but at least 36 hours prior to the date for which such permit is sought, such permit shall be approved or disapproved as soon as reasonably practicable.
  - For applications filed less than 36 hours prior to the date for which such permit is sought only where exigent circumstances exist which prevented the Applicant from earlier seeking a permit, such permit shall be approved or disapproved pursuant to subdivision of the following section as soon as reasonably practicable, but may also be disapproved where the size or nature of the parade reasonably requires an additional police presence and there is insufficient time to make such presence available.
  - Permits will be disapproved under § 10-110 of the administrative code under the following circumstances:
    - The application, including any required attachments and submissions, is not fully completed and executed.
    - The application contains a material falsehood or misrepresentation.
    - A permit or other authorization has been granted to another person or group in conjunction with a parade, street fair, demonstration or other event for the same date or time and the same location requested, or permits or other authorizations have traditionally, on an annual basis, been granted to another person or group for a parade, street fair, demonstration or other event for the same date or time and the same location.
    - The proposed activity and surrounding events will substantially or unreasonably interfere with traffic in the area contiguous to the parade route.

- The concentration of persons, animals, vehicles or things at the formation and dismissal areas, along the parade route and in nearby areas will prevent proper fire and police protection or ambulance service.
  - The application proposes activities which would violate subdivisions 1, 4, 5, 6 or 7 of § 240.20 of the Penal Law, and would otherwise present an unreasonable danger to the health or safety of the Applicant, parade participants or other members of the public, or cause damage to public or private property.
  - The application proposes activities which would be in violation of law, rule or regulation.
  - The application seeks to hold a parade on 5<sup>th</sup> Ave in the borough of Manhattan, unless the parade was held at that location prior to the promulgation of these rules.
  - If a permit is disapproved under paragraphs of this subdivision, the Department shall employ reasonable efforts to offer the Applicant a suitable alternative location, date and/or time for the parade.
- If an application is disapproved, the Applicant may appeal the determination by written request filed with a designated appeals officer who may reverse, affirm or modify the original determination and will provide a written explanation of his or her finding:
    - If a permit application is disapproved 45 days or more prior to the proposed parade, the Applicant shall have 10 days from the date that such disapproval is mailed to the Applicant to appeal such disapproval. The Department shall render a decision on such appeal within 10 days of its receipt of such appeal.
    - If a permit application is disapproved less than 45 days but more than 10 days prior to the proposed parade, the Applicant shall have 5 days from the date such disapproval is mailed to the Applicant to appeal such disapproval. The Department shall render a decision on such appeal within 5 days of its receipt of such appeal.
    - If a permit application is disapproved 10 days or less prior to the proposed parade, the Applicant shall have 3 days from the date such disapproval is mailed to the Applicant to appeal such disapproval. The Department shall render a decision on such appeal as soon as is reasonably practicable.

#### **Contact Information:**

Contact your local precinct with any inquiries pertaining to permits.

#### **Website/Helpful Links:**

NYPD E-Apply: <https://nyceventpermits.nyc.gov/nypd/Login.aspx>

Sound Permit Application: [http://www.nyc.gov/html/nypd/downloads/pdf/permits/PD\\_656-041A\\_Sound\\_Device\\_Application.pdf](http://www.nyc.gov/html/nypd/downloads/pdf/permits/PD_656-041A_Sound_Device_Application.pdf)



# **STREET ACTIVITY PERMIT OFFICE**

New York City is the backdrop for countless iconic events. From the ball drop in Times Square to community block parties, the Mayor's Office of Citywide Event Coordination and Management (CECM) supports all applicants in securing permits, complying with City regulations, and planning safe events.

CECM provides oversight on all event permitting activities; advises and assists the Mayor in the coordination of policies, procedures, and operations in relation to permitting; and reviews the coordination of street activities and pedestrian plaza events. Additionally, CECM coordinates directly with permitting agencies to ensure active communication with residents, community boards, and business improvement districts, so events in our City are safe and enjoyable for all.

The function of the Street Activity Permit Office (SAPO) is to issue permits for street festivals, block parties, farmer's markets, commercial or promotional events, and other events on the City's streets, sidewalks, and pedestrian plazas while protecting the interests of the City, the community, and the general public.

## **Overview of Permits:**

<b>PERMIT</b>	<b>DESCRIPTION</b>	<b>DEADLINES</b>	<b>FEE</b>
Block Party Permit	A community-sponsored street event requiring the closure of a single block of a street, or a portion thereof, for a single day in which no fundraising or the sale of goods or services occurs. Event time cannot exceed 9 consecutive hours.	60 days prior to event date	\$25.00 application fee
Clean-Up Permit	A limited, single day, 4-hour street event that is held for the purpose of neighborhood improvement or beautification by a documented not-for-profit organization, community sponsor, or an individual with an indigenous relationship with the proposed event location. No fundraising or sale of goods or services to the general public shall occur at a clean-up.	60 days prior to event date	\$25.00 application fee
Farmer's Market Permit	An open-air market held on a sidewalk for the sale to the general public of products grown, raised, caught, or baked by local farmer's and fishers and that does not have a fundraising component. An Applicant for a farmer's market shall be a documented not-for-profit corporation with federal tax exempt status.	60 days prior to event date	\$25.00 application fee +  \$15 per day that the market operates
Health Fair Permit	A community-sponsored event in which a health vendor(s) promotes and provides in-kind services to the community, taking place	30 days prior to event date	\$25.00 application fee

PERMIT	DESCRIPTION	DEADLINES	FEE
	within a pedestrian plaza or requiring the closure of a single block of a street, or a portion thereof, for a single day in which no fundraising or sale of goods or services occurs, and in which a health vendor(s) does not pay a fee to participate. Event time cannot exceed 12 consecutive hours.		
Plaza Event Permit	<p>An activity held within a pedestrian plaza that interferes or obstructs regular use of plazas, but shall not include activities conducted pursuant to a valid film, parade or construction permit.</p> <p>Plaza events are categorized in four levels (Level A - Level D) to account for the difference among plazas in Manhattan and plazas in the Bronx, Brooklyn, Queens, and Staten Island. Level A will consist of the largest plazas with multiple adjacent uses, and the levels will range to Level D, which will consist of the smallest plazas with fewer adjacent uses.</p> <p>Plaza events are also categorized as small, medium, large, or extra large:</p> <ul style="list-style-type: none"> <li>“Extra large” means an event that is commercial/ promotional (or a charitable event) and has an extensive impact on the surrounding community and vehicular and/or pedestrian traffic, uses multiple locations or a combination of pedestrian plazas or full street closure.</li> <li>“Plaza event, large” means usage of over 50% of a pedestrian plaza’s square footage with an expected attendance between 50-100% of the pedestrian plaza’s capacity and held with or without the use of amplified sound.</li> </ul>	<p>Level A 45 days prior to event date (1 Plaza) 60 days prior to event date (multiple plazas)</p> <p>Level B 30 days prior to event date (1 Plaza) 45 days prior to event date (multiple plazas)</p> <p>Level C 30 days prior to event date</p> <p>Level D 14 days prior to event date</p>	<p>\$25.00 application fee + citywide plaza event fee per plaza block \$31,000 Large \$15,500 Medium or Small</p> <p>MN Plaza event fees per plaza block \$20,000 Large \$10,000 Medium \$5,000 Small</p> <p>SI, QN, BX, BK Plaza event fees per plaza block \$8,000 Large \$4,000 Medium \$2,000 Small</p> <p>MN Plaza event fees per plaza block \$11,000 Large \$5,500 Medium \$2,500 Small</p> <p>SI, QN, BX, BK Plaza event fees per plaza block \$5,000 Large \$2,500 Medium \$1,000 Small</p> <p>MN Plaza event fees \$2,500 Large</p>

PERMIT	DESCRIPTION	DEADLINES	FEE
	<ul style="list-style-type: none"> <li>“Plaza event, medium” means usage of 25-50% of the pedestrian plaza’s square footage with an expected attendance between 25-50% of the pedestrian plaza’s capacity and held with or without the use of amplified sound.</li> <li>“Plaza event, small” means usage of less than 25% of the pedestrian plaza’s square footage with an expected attendance of less than 25% of the pedestrian plaza’s capacity and held with or without the use of amplified sound.</li> </ul>		\$1,250 Medium or Small SI, QN, BX, BK plaza \$2,000 Large \$1,000 Medium or Small
Plaza Partner Event Permit	A civic event in which the applicant is solely the pedestrian plaza partner for a plaza event that occurs on the pedestrian plaza that the pedestrian plaza partner programs under agreement with the DOT.	14 days prior to event date	\$25.00 application fee
Press Conference, Rally & Demonstration on Pedestrian Plaza Permit	A public gathering that uses over 50% of one pedestrian plaza or over 50% of one plaza and any other pedestrian plaza for 1 day. Press conferences, rallies, or stationary demonstrations are not commercial, promotional, or charitable events. No fundraising or sale of goods or services is permitted.	10 days prior the event for rally and press conference  14 days prior the event for stationary demonstrations	\$25.00 application Fee
Production Event Permit	An event that occurs for no more than 15 consecutive days in a curb lane and/or sidewalk to facilitate the pick-up and drop off of passengers and the set up or break down of event components only, has no impact on pedestrian and/or vehicular traffic and requires minimal coordination between SAPO, the Office of Citywide Event Coordination and Management, and the applicant.	10 days prior to event date	\$25.00 application fee +  \$290/day (with curb lane or sidewalk) – capped at \$1,000 if over 3 days  \$700/day (with curb lane and sidewalk) – capped at \$1,000 if over 2 days
Religious Event Permit	An act of public worship serving a benefit to the community for a single day, with no	60 days prior to event date	\$25.00 application fee

PERMIT	DESCRIPTION	DEADLINES	FEE
	<p>fundraising. Religious events are categorized as ceremony, mobile unit, or sukkit.</p> <ul style="list-style-type: none"> <li>• Ceremony is an act of public worship serving a benefit to the community for a single day, with no fundraising.</li> <li>• Mobile units are staging of one or more vehicles for no more than 30 consecutive days for religious purposes while serving a benefit to the community.</li> <li>• Sukkah staging can be for no more than 30 consecutive days for religious purposes.</li> </ul>		
Single Block Festival Permit	Nonprofit sponsored community festival with vendors requiring closing 1 block for 1 day. Event time cannot exceed 12 consecutive hours. Applications must be submitted 90 days in advance.	90 days before the event	<p>\$25.00 application Fee +</p> <p>20% of the total fees paid by vendors to participate</p>
Street Event Permit	<p>An activity held on a public street, curb lane, or sidewalk but shall not include activities conducted pursuant to a valid film, parade, or construction permit. Street events are charged and categorized by the size of the event.</p> <ul style="list-style-type: none"> <li>• Extra large commercial/ promotional event (or a charitable event) that has an extensive impact on the surrounding community and vehicular and/or pedestrian traffic, uses multiple locations or a combination of pedestrian plazas or full street closure.</li> <li>• Large commercial/ promotional event or a charitable event that has an extensive impact on the surrounding community and vehicular and/or pedestrian traffic; includes the full street closure of 1 city block.</li> </ul>	<p>Extra large applications: 60 days prior to event date</p> <p>Large applications: 45 days prior to event date</p> <p>Medium applications: 30 days prior to event date</p> <p>Small applications: 14 days prior to event date</p>	<p>\$25.00 application fee +</p> <p>Extra large up to \$66,000/location</p> <p>Large – \$25,000</p> <p>Medium – \$11,000</p> <p>Small – \$3,100</p>

PERMIT	DESCRIPTION	DEADLINES	FEE
	<ul style="list-style-type: none"> <li>• Medium commercial/ promotional event or a charitable event that impacts pedestrian and/or vehicular traffic and requires significant set up on a sidewalk and curb lane.</li> <li>• Small event that occurs for a short period of time with low or minimum impact on pedestrian or vehicular traffic. This Includes: use of the curb lane or sidewalk for placement of promotional materials, red carpet, tent(s) or display of a vehicle; or a commercial/ promotional event.</li> </ul>		
Street Festival Permit	A nonprofit-sponsored festival with vendors requiring a street closure of 1 block or more for multiple days in which the general public can purchase goods or services provided by vendors and vendors may pay a fee to participate. Daily event times cannot exceed 12 consecutive hours.	Dec 31 <sup>st</sup> a year before the event	\$25.00 application fee +  20% of the total fees paid by vendors to participate

Depending on the elements or nature of your event, you may be categorized as a commercial and promotional event, civic event, or charitable event. If your event qualifies as a civic event or charitable event, you may have a discounted permit fee.

- Commercial and promotional event is a plaza event or street event that promotes, advertises or introduces a product, corporation, company, or other commercial entity, brand, good, or service to the public. These events do not include charitable or civic events.
- Charitable event is an event in which the sole purpose of the street activity is fundraising, donation of goods, or provision of free services to the community by or for a specific nonprofit organization. Charitable events shall not include street fairs or block parties. If an event is ruled to be charitable in nature and the event is sponsored by a nonprofit organization, the event will be reassessed at 20% of the fee category of the event based on the size and function. The deadline to submit applications for charitable events is 30 days. Charitable events may not include signs or banners displaying sponsors or supporter logos that exceed 10% of the face of the sign or banner.
- Civic event is an event sponsored by a nonprofit organization that is open to the public and does not have a fundraising component. Civic events include, but are not limited to, artistic/cultural performances, or educational gatherings that support the mission of the sponsoring nonprofit organization. If an event is ruled to be civic in nature and the event is sponsored by a nonprofit organization, the only fee due will be the application fee. You must provide documentation that you are

a nonprofit organization in good standing. Civic events may not include signs or banners displaying sponsors or supporter logos that exceed 10% of the face of the sign or banner.

#### **How to obtain permit / Instructions on how to apply for each permit:**

- SAPO applications must be completed and submitted online at <https://nyceventpermits.nyc.gov>.
- Step 1: If you have not done so already, create an account and complete the registration enrollment form.
  - If you have an E-Apply account through SAPO or another agency (DCAS, NYPD, DPR, NYC MOME), you do not need to create a new account. Please log in using your existing account.
- Step 2: View and request the appropriate event type. View eligible event types.
- Step 3: Provide general event information. You will request event dates and fill in event sponsor and event producer contact information.
- Step 4: Request your event location based on streets and pedestrian plazas available.
- Step 5: Fill out the questionnaire with as much detail as possible. Only include elements that will be on the street, sidewalk, or pedestrian plaza spaces.
- Step 6: Upload any required supporting documents. (Proof of status as community sponsor or not-for-profit tax exempt document if applicable, insurance, and plans and schedules outlining components of the proposed event)
- Step 7: Pay a non-refundable processing fee by credit or debit card of \$25.50.
- Once the processing fee is paid, the application is submitted directly to SAPO, NYPD, Community Board, and the appropriate Plaza Partner when applicable.

#### **Application timeline / Approval process:**

- For street events, block parties, farmer's markets, clean-ups and for pedestrian plaza events, SAPO shall notify the community board in which the proposed event will take place that the application is available for agency review and comment on the CEMS database. SAPO shall notify the pedestrian plaza partner for the pedestrian plaza in which a proposed plaza event will take place that the application is available for review in the CEMS database.
- The community board shall forward its recommendation for approval, approval with conditions, or denial of a street activity permit application to SAPO for further processing, and shall notify the applicant in writing of such recommendation. If the community board has recommended approval with conditions

or denial of a street activity permit application, it shall also notify the applicant of the applicant's opportunity to comment on such recommendation to SAPO.

- In the event that the community board recommends approval with conditions or denial of the permit application, an applicant shall have 5 business days from the receipt of the notification by the community board of its recommendation to file written comments with SAPO.
- If the board recommends denial and the applicant fails to file written comments within the time provided, then the application shall be deemed denied. If the board gives an approval with conditions, failure to file comments by the applicant shall be deemed acceptance of such conditions by the applicant.
- The pedestrian plaza partner shall forward its recommendation for approval or denial of a plaza event application to SAPO for further processing. If the pedestrian plaza partner has recommended approval with conditions or recommended denial of a plaza event permit application, SAPO shall also notify the applicant of the applicant's opportunity to comment on such recommendation to SAPO.
  - If the pedestrian plaza partner recommends approval with conditions or recommends denial of the permit application, an applicant shall have 5 business days from the receipt of the notification to file written comments with SAPO.
  - If the pedestrian plaza partner recommends denial and the applicant fails to file written comments within the time provided, then the application shall be deemed denied. If the pedestrian plaza partner gives an approval with conditions, failure to file comments by the applicant shall be deemed acceptance of such conditions by the applicant.

#### **Rules and regulations:**

- All events except for block parties and any press conference /rally /stationary demonstration are required to have liability insurance in the amount of \$1,000,000 per occurrence naming the City of New York as an additional insured on such policy, unless otherwise determined by the director of SAPO. Notwithstanding any other provision, no insurance requirement shall be imposed for a press conference/ rally/ stationary demonstration.
- SAPO will make available applications for street fairs, block parties, farmer's markets, and clean-ups to the community board(s) for the community district(s) that encompass(es) the area(s) in which the proposed street fair, block party, farmer's market, or clean-up is to take place.
- SAPO will make available applications for plaza event permits to the community board(s) for the community district(s) that encompass(es) the pedestrian plaza(s) in which the proposed Plaza event is to take place and to the pedestrian plaza partner(s) for the pedestrian plaza(s) in which the proposed plaza event is to take place.

- Upon receipt of an event application, the application will be available for review via the Citywide Event Management Systems “CEMS” database by the Police Department, the Fire Department, the Department of Sanitation, the Department of Transportation, the Community Board and the pedestrian plaza partner if a plaza event is involved. Additional copies may also be sent to other agencies, including, but not limited to, the Department of Health and Mental Hygiene, the Department of Consumer Affairs, the New York City Transit Authority, the Human Resources Administration, the Department of Finance, the Department of Investigation, the New York State Department of Taxation and Finance, or any other appropriate agency.
- The Director of SAPO shall take into consideration any recommendations or comments received from community boards and pedestrian plaza partners, where applicable, or City agencies or other government agencies in determining whether to approve, approve with conditions, or deny a street event permit application or a plaza event permit application. At any time during the review of an application for a street activity permit or a plaza event permit, the Director of SAPO or Executive Director of CECM or his or her designee may require the submission by the Applicant of such additional information that he or she deems necessary to evaluate the application or the qualifications of the Applicant or to implement the requirements of these rules.
- The Director shall have the authority to deny an application, to condition the approval of an application, or to revoke a street event or plaza event permit, based on the following:
  - Applicant’s past or present failure to make payment of the processing fee; or
  - Applicant’s past or present failure to make payment to, or reach satisfactory agreement with all agencies, (e.g., the Department of Sanitation regarding a clean-up deposit); or
  - Applicant’s past or present failure to present proof that all necessary and proper licenses, permits, insurance, or authorizations have been received; or
  - Applicant’s past or present failure to make payment to, or reach satisfactory agreement with, SAPO regarding a street event fee or a plaza event fee; or
  - Applicant’s past or present failure to comply with applicable laws or rules; or
  - Applicant’s past or present failure to comply with a condition imposed on a permit issued previously to the applicant; or
  - Applicant proposes activities that would be in violation of law, rule or regulation; violate subdivisions 1, 4, 5, 6 or 7 of § 240.00 of the penal law; or would otherwise present an unreasonable danger to the health or safety of the applicant, event participants, or other members of the public or cause damage to public or private property; or
  - Applicant’s past or present failure to provide the Director of SAPO or Executive Director of CECM with any additional information which he or she has determined to be necessary to evaluate the application or the qualifications of the applicant.



- In addition to the above, the Director shall have the authority to deny an application, condition the approval of an application, or revoke a street event permit or a plaza event permit on any or all of the following grounds:
  - The Police Department, the Fire Department, the Department of Sanitation, the Department of Transportation, the Department of Health and Mental Hygiene, the Department of Buildings, the Department of Consumer Affairs, the New York City Transit, the Human Resources Administration, the Department of Finance, the Department of Investigation, the New York State Department of Taxation and Finance, or any other appropriate agency that received a copy of a street event permit application or a plaza event application for comment, has notified the Director of SAPO of its disapproval and the reasons therefor; or
  - The proposed activity, when considered in conjunction with other proposed activities, would produce an excessive burden on the community, City services, or City personnel; or
  - The information provided on the application or forms or documentation required to be submitted is false, misleading, incomplete, or inaccurate; or
  - Approval of the application is not in the best interest of the community, City, or general public for reasons that may include, but are not limited to, lack of good character, honesty, integrity, or financial responsibility of the applicant. If the Director determines that the application shall be denied on the ground that the Applicant lacks good character, honesty, integrity, or financial responsibility, the Director shall notify the Applicant that the application has been denied and shall specify the reason for such denial. The applicant may thereafter respond to the Director's determination and appeal such denial.
- All information pertaining to anticipated vendors participating in a street fair must be submitted 1 week prior to the date of the event. If this information is not provided, the final permit may not be issued. This information must include the anticipated gross income received from vendors, the number of spaces occupied by documented not-for-profit organizations, including but not limited to the applicant's organization, the number of spaces occupied by vendors and the amount paid by both documented not-for-profit organizations and the vendors. The applicant must affirm the accuracy of this information. Information reflecting the final attendance of vendors that took part in the street fair must be submitted 1 week after the event took place. SAPO may request additional documentation to verify the vendor fees received by applicant.
- The Director will deny applications submitted for street event permits for any street fair, block party, or other street activity requiring closure of a street located between 42<sup>nd</sup> street and 50<sup>th</sup> street and between sixth avenue and eighth avenue in the borough of Manhattan. The Director must make reasonable efforts to find alternative locations for street fairs, block parties, and other street activities.
- The Director shall not deny an application for a press conference/ rally/ stationary demonstration unless the requested time or location conflicts with another permit, in which case the applicant shall be offered an alternative time or location for the press conference/ rally/ stationary demonstration.

- For street events that require a full street closure or plaza events for pedestrian plaza, level A or pedestrian plaza, level B that require the use of more than 50% of a pedestrian plaza, a site visit will be scheduled with SAPO, DOT, and other relevant City agencies.
- If two or more applicants request the same date and the same location, the application from the applicant who held a permit for such date and such location in the calendar year immediately preceding the calendar year for which such permit is now sought shall be eligible for approval; provided however, that if neither of such applicants held a permit for such date and such location in the calendar year immediately preceding the calendar year for which such permit is now sought, the permit application from the applicant that was received first shall be eligible for approval.
- Applicants or community sponsors for street fairs shall be limited to 1 event per application and 2 events per calendar year.
- Applications for rain dates or other make-up dates are not accepted.
- Applicants who submit an application for an extra large event, street or plaza or a street event, large or street Event, medium who withdraw their application or decline a permit fewer than 10 calendar days prior to the event date will be assessed a cancellation fee of 90% of the City's cost to process the application.
- The Director of SAPO shall have the authority to require 25% of the expected total street use fee due for street fairs be made no later than the Tuesday prior to the date of the street activity and that any amounts remaining owed to the City be paid no later than 30 days following the date of such activity. The Director may also request an independent audit for events with vendors where the applicant/sponsor pays a SAPO fee over \$20,000.
- In addition to the fees listed above, there may be fee requirements imposed by the Department of Sanitation or other City agencies. The Director of SAPO shall have the authority to require that full or partial payment of the fee be made prior to the date of the activity and to require that any amounts remaining owed to the City be paid within a specified period of time following the date of such activity.
- All events must leave 5 feet on each side of a fire hydrant, 5 feet of non-event pedestrian flow on sidewalks, an 8 foot bicycle lane (if bicycle lane exists in permitted area), and a 15 foot emergency vehicle lane (full street closure and pedestrian plaza events).

#### **Contact Information:**

SAPO main line: (212) 788-0025

#### **Website/Helpful Links:**

<http://www.nyc.gov/cecm>

<https://www1.nyc.gov/site/cecm/e-apply/e-apply.page>

## **SUPPORTING AGENCY GUIDELINES, RULES, AND REGULATIONS**

# DEPARTMENT OF BUILDINGS

The New York City Department of Buildings (DOB) issues building permits for anyone who intends to build or erect a temporary structure for a special event. To obtain permits, the plans for constructing a stage, platform, tent, and/or prop must be prepared by a New York State licensed professional engineer (P.E.) or New York State registered architect (R.A.). The P.E., R.A. or expeditor submits plans and paperwork to the Department of Buildings on behalf of the event organizer, including a \$100 filing fee. If the Department of Buildings plan examiner has any legal objections to the application or plans, they are presented to the project P.E. or R.A. for resolution. Once the Department of Buildings' objections have been satisfied, the application and plans are approved. Plans may also be professionally certified by the owner's P.E. or R.A. as conforming to all applicable laws in which case the Department of Buildings does not review the plans prior to acceptance. Additionally, an event where 200 or more people gather outdoors in a confined space requires a temporary place of assembly permit issued by The Department of Buildings.

## Overview of Permits:

PERMIT	DESCRIPTION	DEADLINES	FEE
Temporary Place of Assembly Permit	<p>Required for occupancies within existing premises that contain 75+ people.</p> <p>Required for outdoor, enclosed, or corralled gatherings of 200+ people for religious, recreational, educational, political, or social purposes, or to consume food or drink.</p> <p>If such spaces do not have a fixed or permanent place of assembly certificate of operation issued a temporary place of assembly permit is required.</p>	10 business days prior to event date	\$250 permit fee + extra \$100 per day received less than 10 business days
Temporary Structures and Uses Permit	<p>The Commissioner is authorized to issue a permit for temporary structures and temporary uses. Such permits shall be limited as to time of service or use, but shall not be permitted for more than 30 days. The commissioner may grant extensions for demonstrated cause.</p> <p>Exception: No permit shall be required for: The erection and use of temporary tents of less than 400 gross square feet (37 m<sup>2</sup>) for not more than 30 days.</p> <p>The erection and use of temporary platforms, reviewing stands, outdoor</p>	variable deadline based on complexity of structure	variable permit fees based on size or estimated cost of project

PERMIT	DESCRIPTION	DEADLINES	FEE
	<p>bandstands, and similar miscellaneous structures that are 24" high or more and cover an area 120 square feet (11.16 m<sup>2</sup>) or more, including connecting areas or spaces with a common means of egress or entrance, for not more than 30 days.</p> <p>§28-111.2 Conformance. Temporary structures and uses shall conform to the structural strength, fire safety, and means of egress, accessibility, light, ventilation, and sanitary requirements of this code as necessary to ensure the public health, safety, and general welfare.</p>		
Structure Permit	<p>Anyone who intends to demolish, alter, build an addition or erect a new structure must obtain a building permit to ensure that the resulting house, loft, apartment, office, garage, house of worship, or any other residential, commercial, or industrial structure complies with all applicable laws.</p> <p>A permit is required if the structure covers an area in excess of 120 square feet, including connecting areas or spaces with a common means of egress or entrance, shall not be erected, operated or maintained for any purpose without obtaining a permit from DOB.</p>	variable deadline based on complexity of structure	variable permit fees based on size or estimated cost of project
After Hours Variance (AHV)	<p>After-hours variance is only issued with an initial DOB work permit. An After Hours Variance is required if you are seeking to perform construction activity before 7am, after 6pm, or on the weekend. Compliance with noise control code required. Failure to comply with sections 24-222 and 24-223 of the administrative code shall be a violation of this code.</p>	<p>Must request after work permit is issued. AHV applications must be filed at least 2 business days before the first intended work day.</p>	<p>Applicants must pay initial filing fee and daily fee for each day of AHV work. The fee is \$80.00 per day.</p> <p>Initial Filing Fees: Days of Work &amp; Fees  1 – 3 \$100.00  4 – 6 \$200.00  7 – 9 \$300.00  10 – 12 \$400.00  13 – 14 \$500.00</p>

PERMIT	DESCRIPTION	DEADLINES	FEE
Temporary Amusement Ride Certificate of Competency	All erected amusement rides in NYC will need to apply with the DOB Elevator Inspection Unit (EIU) for this certificate. The EIU ensures the operational safety, reliable service, and lawful use of the device. The EIU will complete inspections on site once the device build is complete.		

### Rules & Regulations:

To obtain permits, the plans for constructing a building or making an alteration other than an ordinary repair must typically be prepared by a New York State licensed Professional Engineer (P.E.) or Registered Architect (R.A.), who is typically retained by the owner. The P.E. or R.A. then submits the plans to the Department of Buildings on behalf of the owner. If the New York City Department of Buildings plan examiner has any legal objections to the application or plans, they are presented to the project's P.E. or R.A. for resolution. Once the Department of Buildings objections have been satisfied, the application and plans are approved. Plans may also be professionally certified by the owner's P.E. or R.A. as conforming to all applicable laws in which case Department of Buildings does not review the plans prior to acceptance.

### Temporary Place of Assembly Permit requirements:

To establish uniform requirements for the issuance of a letter of acceptance to have a temporary place assembly:

- The Applicant, a Professional Engineer or Registered Architect (P.E. or R.A.), should submit a request letter for a Temporary Place of Assembly permit at least 10 business days in advance of planned event at the respective borough office. A request received less than 3 business days prior to the event cannot be assured review and acceptance.

The following documents shall be submitted:

- The request letter shall be filed in the Borough Commissioner's Office and include: event description, date(s), time(s), place of event, maximum occupancy and owner's authorization for the use of the premises.
- Plans in triplicate, which shall include:
  - Seal & signature of the P.E. or R.A.
  - Layout details showing seating, aisles, travel distances, exits, etc.
  - Construction details for tent(s), bleacher(s), booth(s), stage(s), structure(s), etc. (the Department of Buildings application for construction shall also be filed in this case).

- Fire protection to be available at the premises, such as sprinklers, standpipes, hand fire extinguishers, and location of nearest fire hydrants.
- Emergency measures such as emergency lighting, emergency generator, fire alarm system, etc.
- Parking area location and layout, when necessary.
- Sanitary facilities unless waived by the Borough Commissioner.
- Provisions for access to and use of the premises by people with physical disabilities.
- A description of the safety measures to be provided for review by the Borough Commissioner:
  - FDNY certified fire guards.
  - Communication lines to be made available during the event to the Fire and Police departments.
  - A signed and sealed statement by the P.E. or R.A. ensuring that the premises will be in accordance with the accepted plans.
  - Controlled Inspections, where required by the Borough Commissioner, must be hand delivered or faxed to the Department of Buildings during business hours prior to the event.
  - The Borough Office:
    - Charge a fee of \$250 for processing of the request received at least 10 business days prior to the scheduled event. An additional charge of \$100 per day will be due for each day that the request letter is received less than the 10 business days prior to the event.
    - For a major event, through the Chief Plan Examiner or higher level staff, consult FDNY, NYPD and other emergency services prior to acceptance, as appropriate.
    - Retain the original documents filed.
    - Return two copies of the accepted documents to the P.E. or R.A., of which one copy shall be made available at the site before and during the event for consultation by the appropriate authorities.
    - Fax copies of the acceptance letter to the:
      - Local police precinct and firehouse
      - New York City Police Department One Police Plaza Operations Unit

*For events with over 500 people\*\**

## Payment:

- Online payments: E-Checks:
  - The Department will accept e-Checks as a form of payment. There is no convenience fee for E-Check payments.
  - Credit card payments continue to be accepted. These charges will carry a 2.49% convenience fee. This charge will be assessed on the total payment amount due for in-person and online transactions.
- Credit card payments:
  - The department accepts credit card payments by Visa, MasterCard, Discover and American Express.
  - This 2.49% convenience fee is required by the third-party credit card processor and is non-refundable. This charge will be applied to all credit card transactions processed online or in-person, and it will be itemized as a separate charge payment made directly to the credit card company.
  - For questions, please contact the department's Cash Receipts Unit by phone at (212) 393-2253 or e-mail at [cashreceipts@buildings.nyc.gov](mailto:cashreceipts@buildings.nyc.gov).
- Debit cards with credit card logo fee payments: new federal requirement:
  - Federal regulations require compliance with new credit card industry chip technology. A PIN (personal identification number) may be required to successfully process payments with this new technology.
  - Until our equipment is updated to accept PINs, the Department of Buildings cannot accept debit cards which require a PIN. However, customers may continue to use debit or credit cards which do not require the use of a PIN.
  - Debit card (with credit card logos) fee payments debit cards with credit card logos may require a personal identification number. The department is temporarily unable to accept debit cards which require the use of a PIN.
- Credit card fee payments:
  - The department continues to accept credit card payments with the Visa, MasterCard, Discover and American Express logos.
  - Credit card charges carry a non-refundable 2.49% convenience fee, which is assessed on the total payment amount due for in-person and online transactions.



- Check fee payments:
  - The department continues to accept business and personal checks.
  - For additional information please contact the Cash Receipts Unit by phone at (212) 393-2253 or via e-mail at [cashreceipts@buildings.nyc.gov](mailto:cashreceipts@buildings.nyc.gov).
- The department accepts payment by:
  - E-Check
  - Credit Cards: MasterCard, Visa, Discover and American Express.
    - Credit card payments carry a non-refundable 2.49% convenience fee; E-Check payments are not charged a convenience fee.

#### Payment confirmation and completion:

After payment, licensees and registrants will receive a confirmation email from [noreply@link2gov.com](mailto:noreply@link2gov.com); the subject will be Department of Buildings payment confirmation.

To complete your renewal, mail your application and supporting documents to the Department of Buildings Licensing Unit Online Renewals.

#### Electronic filing enhancement:

- Automated printing for B-SCAN job stickers:
  - Applicants and filing representatives can print B-SCAN job stickers from our NYC Development Hub online service – reducing wait time to file at the Department’s borough offices.
  - This new process will be standard practice, and borough office employees will no longer print B-SCAN stickers. During this transition, our employees can assist with printing.

- B-SCAN job sticker printing:

Applicants and filing representatives must register to use electronic filing through the NYC Development Hub and have PDF reader software. (Users registered as non-preparers must go to the Manage Your Account function, enter a business name for the preparer, click Submit and log back into the system.)

- Log into the NYC Development Hub, chose Major or Minor Construction and then click Print B-SCAN stickers.
- Enter job number and click “print”.

- Use 1" x 2 5/8" laser/inkjet-compatible labels (30 per 8 1/2" x 11" sheets).
- You will receive a reminder message explaining not to copy sticker sheets (only print once and close) and to place stickers on documents horizontally.

Tips for easier and faster permit renewal:

Mail an original completed typewritten Permit Renewal application (PW2) and a copy with a self-addressed stamped envelope to the Department of Buildings Permit Renewal Unit.

- For quick turnaround for permit renewal(s) that have no change to Applicant, filing representative, superintendent of construction, site safety manager or insurance, please provide the job and document number and complete only sections 6 and 7 of the PW2.
- Please mail permit renewal(s) at least 2 weeks in advance of permit expiration date.
- All licensed applicants are to include their license number on the PW2.
- If the Applicant is a general contractor, please include the required contractor insurance tracking number on the PW2 application. The contractor insurance tracking number database maintains a record of the contractor's insurance. To obtain a tracking number, submit an original copy of your insurance policies to any borough office. After one of the Department of Building's data entry clerks records the information into the database, a letter with your tracking number will be given to you. The insurance policies are:
  - Worker's Compensation & Disability – required for all permits.
  - Liability – required for new building permits.
  - Street Obstruction Bond – required for construction equipment permits.
- Please include a separate \$100 check made payable to "NYC Department of Buildings" for each permit. Each check must include the permit number and telephone number.
- If a "Work without Permit" violation exists, the following must be provided with each permit renewal:
  - A Certificate of Correction (the Department of Buildings Form AEU-2).
  - A completed PW2.
  - A Separate \$100 check (for each permit) plus the penalty fee (for each permit) made payable to "NYC Department of Buildings" including the permit number and telephone number.

If a waiver of the penalty is requested, a LL58/88 Affidavit for Waiver of reduction of Civil Penalty (the Department of Buildings form L-2) is to be submitted with the PW2 application. The Permit Renewal Unit will

forward this information to the Department of Building's Administrative Enforcement Unit (AEU) located at 280 Broadway, 5<sup>th</sup> Fl.

- In Manhattan for review and action:
  - Applicants can file the PW1 form and Schedule A and Schedule B forms utilizing the Department of Buildings new e-filing system.
  - Top reasons for rejection and/or delays:
    - Job/Document number for the permit to be issued was not included on the PW2:
    - Missing or incorrect tracking number for the Applicant typed on the PW2
    - Incorrect or insufficient check amount
    - Separate check for each permit was not submitted
    - Civil penalty fee, Certificate of Correction (the Department of Buildings AEU-2 Form) or affidavit for Waiver or Reduction of Civil Penalty (the Department of Buildings Form L-2) was not sent with the PW2:
    - Fence permit is required for this permit type and was not submitted
    - Expiration date of the existing permit exceeds 1 year
    - Insurance has expired

#### Licensing and Registrations:

- Expansion of Online Renewal Payments
  - The Department has expanded the online renewal payment option to include the following licenses and registrations:
    - Welder
    - Construction Superintendent
    - Site Safety Manager / Site Safety Coordinator
    - Concrete Safety Manager
    - Climber or Tower Crane Rigger

- Filing Representative
- Oil Burner Equipment Installer (Classes A and B)
- Private Agency Elevator Inspector
- Private Agency Elevator Director
- Special Inspection Agency
- Stationary Engineers
- GC Safety Registration

TR1 Technical Report: Statement of Responsibility (TR-1) Instructions:

Purpose of form:

This Technical Report shall be filed to demonstrate compliance for all inspections/tests required for the related job, in accordance with Building Code of the City of New York. For all items that require certification by a licensed professional, a pre-permit Identification of Responsibilities shall be submitted. Upon satisfactory completion of the inspections/items, a Certification of Completed Inspections/Tests, as well as any supplementary Technical Reports, shall be submitted for all required inspections/tests.

- Location and Applicant Information:
  - Fill in the house number, street name and the floors worked on.
- Applicant Information:
  - Check (X) the appropriate box to indicate whether the Applicant is the Design Applicant or the Controlled Inspections Applicant. Provide the last name, first name, business name, business telephone number, fax number, mobile number, license number and address of the Applicant.
  - Check (X) the appropriate box to indicate whether the Applicant is a P.E. or R.A.
- Items:
  - Prior to approval filing (Application Processing/Plan Examination): The P.E. or R.A. responsible for plans shall identify the required controlled inspections/tests prior to permit.
  - Prior to permit filing: The Controlled Inspection Applicant shall identify date and responsibility for performing the required controlled inspections/tests at permit.

- Prior to sign-off: When all or a portion of the required controlled inspections have been satisfied, the Controlled Inspections Applicant shall date and certify completion of the specified items.
- Withdrawal: The Controlled Inspection Applicant shall identify date and withdrawal from inspection responsibilities.
- Statements and Signatures shall be completed as follows:
  - Owner's Statement and Signature: The Owner must provide name, title (if applicable) and signature indicating authorization of the Controlled Inspector.
  - Design Applicant Statements and Signature: Prior to approval, the P.E. or R.A. responsible for plans must select the compliance statement for submission of the required controlled inspections. Prior to permit, the P.E. or R.A. must certify that the Controlled Inspection Applicant designated by the owner is acceptable (Code §27-132 (a)). The P.E. or R.A. must provide their name, signature, and affix their seal.
  - Controlled Inspection Applicant Statements and Signatures: Prior to permit, the Controlled Inspection Applicant must select the appropriate statement[s] to identify responsibility for required controlled inspections and provide name, signature, and affix their seal at the bottom left of the page 2 (of the application).
  - Directive 14 Inspection Request: The Controlled Inspections Applicant must check (X) this box to assume responsibility for the Final Directive 14 Inspection.
    - Prior to Sign-Off: If the contents of the job folder have been scanned, the Controlled Inspection Applicant must print a copy of the specific form they submitted prior to permit. The Controlled Inspection Applicant must select the appropriate statement[s] to certify completion or withdrawal of responsibility of controlled inspections, provide name, signature, and affix their seal on the application.
- Please note for most accurate and updated information, please visit the Department of Buildings website.

## PW2 Instructions

### Purpose of Form:

This form must be completed by the contractor or licensee authorized by the owner of the subject premises in order to obtain a permit to perform work. Be sure to attach the appropriate job number sticker and write its related document number in the boxes at the upper right hand corner of the first page of the form.

- Reason for Filing:
  - Initial Permit: select if this is the first time applying for this permit. Expected work start date must be provided.
  - No Work Permit: select if this application will not include any physical work to be performed under this permit.
  - Renewal Permit with changes: select if this application is to renew an existing permit, but changes to permit application information are required. All necessary signatures and seals will be required to process the application.
  - Renewal Permit without changes: select if this application is to renew an existing permit and no changes to permit application information are required. All necessary signatures and seals will be required to process the application.
- Location Information:
  - A complete and accurate set of location information is required for all applications. If the information provided is not consistent with the location established during the application process, this application will not be processed.
- Applicant/Contractor:
  - The Applicant/contractor must provide all required information in this section.
- Filing Representative:
  - If the filing representative is different than the Applicant, the filing representative section must be filled out. All filing representatives must be registered at the Department of Buildings as an expeditor and must have an active registration number.
- Additional Applicant / Contractor Information:
  - For initial permit applications and renewal permit with changes applications, select the Applicant type in the left most part of the section.
  - Applicants may only apply for permits they are qualified for as governed by the Building Code and other rules and regulations.
  - 5A through 5D must be completed based on the Applicant type selected.

- Insurance:
  - When a P.E. or R.A. submits an initial permit application or a renewal permit with changes application, the appropriate insurance documentation must be indicated and submitted with the application.
- Type of Permit:
  - The type of permit being applied for must be indicated in this section. The type of permit selected must be compatible with the job filing submitted during the design approval process.
  - 7A through 7D must be completed based on the type of permit selected.
- Construction Superintendent / Site Safety Manager Requirements:
  - When a general contractor submits an application, the Construction Superintendent or Site Safety Manager must be named, when required, on the application in accordance with City rules and regulations.
- Applicant / Contractor Statements and Signatures:
  - All statements should be reviewed in detail in this section before it is signed. If the Applicant is a licensee, a seal is required. If the Applicant is not a licensee, a notary is required.
- Construction Superintendent or Site Safety Manager:
  - When a Construction Superintendent or Site Safety Manager is required for an application, that individual must provide a notarized signature on this form. All statements should be reviewed in detail in this section before it is signed.
- Site Safety Manager/Coordinator
  - When a Site Safety Manager or Coordinator is required for an application, that individual must provide a notarized signature on this form. All statements should be reviewed in detail in this section before it is signed.

#### Cost Affidavit (PW3):

- The Cost Affidavit (PW3) form shall be submitted by the owner and/or the contractor in order to certify estimated and/or construction costs for Alteration type jobs.
- Estimated cost affidavits are required to be submitted by the contractor for ALT 1, ALT 2, and ALT 3 type jobs.

- Final (Actual) cost affidavits are required to be submitted by the owner for ALT 1 type jobs only.
- Filing Status:
  - Check (X) the appropriate box to indicate whether the Affidavit is being filed by the contractor or the owner.
    - Check (X) the appropriate box to indicate if the purpose of the Affidavit is for the issuance of the Work Permit or the Certificate of Occupancy.
- Location:
  - Provide the Borough, block, lot and Building Identification Number (BIN-optional) of the location where the work is being performed.
- Owner Information:
  - If the related job is an Alteration Type I (or if this application is being filed by the owner as indicated in section I), provide the last name, middle initial, title, business name, phone number and address of the owner.
- Contractor Information:
  - If this application is being filed by the contractor as indicated in section I, provide the last name, first name, middle initial, title, business name, phone number, address, and the type of contractor.
- Cost Information:
  - Check (X) the appropriate box to indicate if the cost to be provided is the estimated cost (if filing is prior to permit issuance) or the actual cost (if filing is prior to Certificate of Occupancy issuance).
  - Provide the estimated or actual cost in the box provided.
- Statements and Signatures:
  - If this Affidavit is being filed by the owner, he or she must check (X) the appropriate box, provide his or her name, and sign and date the Affidavit (Required for Alterations Type I).
  - If this Affidavit is being filed by the contractor, he or she must provide his or her name, and sign and date the Affidavit.
- Notarization:
  - The Affidavit must be notarized by an official notary public.



## New Crane Rule in Effect:

### CD1 Form Revised —Rule 3319-01 to Replace RS 19-2

Effective January 1, 2016, RS 19-2 has been repealed and replaced by Rule 3319-01. The new Rule applies to cranes, derricks, and dedicated pile drivers that operate within New York City.

*Rule 3319-01 largely renumbers and republishes RS 19-2. The new Rule also strengthens and modernizes the Certificate of Approval (aka Prototype Approval) process. With limited exceptions, all new crane, derrick, or dedicated pile driver makes and models are required to obtain a Certificate of Approval.*

- The CD1 Form, which is required to obtain or amend a Certificate of Approval, has been revised to account for the changes in Rule 3319-01.
- Two versions of the CD1 Form can now be found on the DOB website, as well as updated instructions for each of the forms.
- The CD1 Form is to be used by:
  - An owner or manufacturer of a crane, derrick, or dedicated pile driver to apply for a new Certificate of Approval; or
  - The manufacturer of a crane, derrick, or dedicated pile driver to apply to amend an existing Certificate of Approval.
- The CD1-OA Form is to be used by:
  - The owner of a crane, derrick, or dedicated pile driver to apply to amend an existing Certificate of Approval.

*NOTE: Only CD1 and CD1-OA Forms that specify a revision date of “12/15” (or later) in the bottom right corner will be accepted.*

## Inspection Ready:

### Cranes and Derricks Certifications:

In accordance with the technology enhancements outlined in our *Building One City* plan, The Department of Buildings has launched Inspection Ready, our new online inspection request and routing system. Inspection Ready will allow job applicants, permit holders, and owners to request development inspections online.

### Cranes and Derricks Certifications:

- Beginning January 11, 2016 Owners and their Delegates must use Inspection Ready to submit Mast Climber (MC-5) and Technical Report: Statement of Responsibility (CD-8/10E) certifications. Paperwork

will no longer be accepted at the Cranes and Derricks counter. All MC-5 and CD-8/10E forms must be uploaded through Inspection Ready.

- Instructions on how to use Inspection Ready to submit Cranes and Derricks certifications can be found on the Buildings website.
- Look for the “Cranes and Derricks: Certifications” user manual or the “How to Submit Cranes and Derricks – Certifications” video.

#### Cranes & Derricks:

- Procedures to obtain After-Hours Variance
  - Permits to work after hours – After- Hours Variances (AHV) – are required to perform crane and derrick work between 6pm and 7am on weekdays or any time on weekends.
  - One After-hours Work Variance Application (PW5) may be used to request any number of work days within a 14-day window – if the scope of work and schedule are consistent among all requested days.
  - Additional PW5 forms will be required for work beyond a 14-day window.
- After Hours Variances:
  - Set up, Assemble, Modify, Erect, Dismantle, Jump, Climb and/or Configure a Crane File at the Cranes & Derricks Division (C&D) and submit a PW5 to C&D. The PW5’s Description of Work section must include:
    - Make, model and CD number(s) of the crane(s);
    - CN number for the corresponding Certificate of On-Site Inspection (CD4 form) or On-Site Waiver number, when applicable; and
    - A description of the work being performed on/with the crane.
  - After Hours Variances for Cranes Already Set up and Being Used – File at Borough Offices. This is applied when a crane is already set up on the construction site (previously assembled, set up, erected, etc.) and is being used for construction purposes (erecting steel, hoisting material, etc.).
  - Submit a PW5 to the appropriate borough office for approval. The form must be filed under the permitted borough application and state the crane’s proposed use and approval number (CN or On-site Waiver) issued by C&D.
  - After Hours Variances for Crane Set-ups Supervised by a Licensed Master Rigger:

- Where the combined total length (boom, inserts and jib) is greater than 250 feet, requiring an inspection by a C&D inspector, submit the PW5 to C&D with the inspection request.
  - Where the combined total length (boom, inserts and jib) is less than or equal to 250 feet, not requiring a C&D inspection, submit the PW5 to the appropriate borough office from where the permit was obtained.
  - Crane owners and operators are reminded of the following code requirements pertaining to articulating boom cranes (“knuckle boom cranes”).
- Submission Deadlines:
    - PW5s must be submitted at least 2 business days before the proposed work would begin. Applications for work on Saturdays, Sundays or Mondays must be submitted no later than the preceding Thursday at 12pm.
    - The proposed work must be included on the approved Certificate of On-Site Inspection (CN) or Limited Use Permit (formerly On-Site Waiver) before an After-hours Variance is granted.
    - Objections to a PW5 for C&D weekend work must be resolved and approved by Thursday at 3pm.
  - AHV Cancellations:
    - You must email all cancellations to [candd@buildings.nyc.gov](mailto:candd@buildings.nyc.gov). Cancellations for weekend work received before 3pm Thursday may be eligible for a refund of the applicable C&D inspection fees only; cancellations for weekend work received after 3pm Thursday will not be eligible for refunds.
    - If the Department issues a Weather Advisory after 3pm Thursday, the Applicant may cancel the weekend work and file for an inspection fee refund.
  - After-hours Variance Fees:
    - AHV fees have not changed and are assessed according to the number of calendar days of work requested. Contact the Cranes and Derricks Unit with any questions.
    - Prior approval of The Department of Buildings is not required to use an articulating boom crane at a jobsite, provided all of the following are met:
      - The articulating boom crane is used exclusively to load or unload a truck or trailer;
      - The length of the boom does not exceed 135 feet; and
      - The material is not raised vertically more than 100 feet during the unloading process.

- If an articulating boom crane is used for any other type of work at a jobsite – including but not limited to deliveries at a jobsite beyond the maximums specified above; holding steel, HVAC equipment, hoist towers, scaffolding, sidewalk shed components, or any other loads in place while they are bolted or otherwise affixed; or assisting in the demolition of a building – the following requirements must be met prior to the use of the articulating boom crane:
  - The crane must possess a Certificate of Approval (“prototype approval”);
  - The crane must possess a Certificate of Operation (“CD” or annual registration);
  - The crane must possess a Certificate of On-Site Inspection (“CN”); and
  - The crane must be operated by a licensed New York City Hoisting Machine Operator (“HMO”) who possesses an endorsement on their license to operate an articulating boom crane.
- Contractors and operators found to be using an articulating boom crane in a non-compliant manner are subject to being issued stop work orders and violations by the department. Site safety managers and site safety coordinators who discover an articulating boom crane operating at their jobsite in a non-complaint manner and fail to report such operation to the department are subject to being issued violations by the department.

*For more information about the requirements in general, please see Section 3319.3 of the New York City Building Code.*

- Renewals by Filing Reps:
  - The NYC Development Hub’s *Self-Service* now allows filing representatives to file for After-hours Variance (AHV) Renewals for contractors or licensees.
  - Filing representatives must first enroll with Hub *Self-Service* by visiting the Development section of the Department’s site.
- Applying for After Hours Variances:
  - Login to the NYC Development Hub.
  - Navigate to the Renew After-Hours Variance Permit function under the Major Construction and Minor Construction buttons.
  - Enter the appropriate Job Number and AHV Reference Number; the proper AHV reference number is available in BIS.
  - Select the applicable dates and times, pay and print your permit.
- Important AHV Policies:

- AHV fees are assessed according to each requested calendar day. For example, work from 11pm Monday through 2am Tuesday is two separate calendar days. See AHV permit fees on the After-Hours Variance page under Applications & Permits on the Buildings website.
- AHV renewals are only available 7 days in advance. For example, a renewal for a March 31 AHV can only be made between March 25 and March 31.
- Applicants may request an AHV permit for any number of days within a window of 14 consecutive days.

#### After-Hours Work Permit Application (PW5):

This form shall be filed if an Applicant is requiring a permit to engage in construction activities at any time other than on weekdays between the hours of 7am and 6pm. A variance permit may be requested subject to the provision of 24-224 of the Administrative Code.

- Filling Status:
  - Provide the number of the work permit and suffix for which you are requesting a variance.
  - Check (X) the appropriate box to indicate if this is a first variance. If so, attach a copy of the Work Permit Application.
- Location:
  - Provide the Borough, block, lot and Building Identification Number (BIN-option) and Community Board Number (CB No.) of the location where the work is being performed.
  - Provide the house number and street name, or the special place name of the location where the work is being performed.
  - If applicable, provide the apartment/condo numbers and/or floor numbers where the work is being performed.
- Contractor/Applicant:
  - Provide the last name, first name, middle initial, title, business name, phone number and address of the contractor/Applicant.
- Subcontractor:
  - Provide the last name, first name, middle initial, title, business name, phone number and address of the subcontractor.

- Owner:
  - Provide the last name, first name, middle initial, title, business name, phone number and address of the owner.
- Variance Information:
  - Check (X) this box if there is a residence within 200 feet of site.
  - Provide the date(s) you are requesting for this Permit.
  - Provide the hours of each day that you are requesting for this Permit.
- Description of Work:
  - Provide a brief description of the work to be done after hours. If additional space is required, Applicant may use form AI-1, Additional Information.
- Reason for Variance:
  - Provide a brief reason as to why the After-Hour Permit is being requested. If additional space is required, Applicant may use form AI-1, Additional Information.
- Statements:
  - The contractor/Applicant must provide his or her name, sign, and dates and Signatures for the application.

#### **Contact Information:**

For Online License Renewals:  
 NYC Department of Buildings  
 Attn: Licensing Unit Online Renewals  
 280 Broadway, 6<sup>th</sup> Fl  
 New York, NY 10007

For Permit Renewals:  
 Attention: Permit Renewal Unit  
 Department of Buildings  
 280 Broadway, 5<sup>th</sup> Fl  
 New York, NY 10007

Cranes and Derricks Unit:  
[candd@buildings.nyc.gov](mailto:candd@buildings.nyc.gov)  
 (212) 566-4696

After Hours Variance:  
[AHVinfo@buildings.nyc.gov](mailto:AHVinfo@buildings.nyc.gov)

The Elevator Unit:  
 (212) 393-2144  
[elevatordivision@buildings.nyc.gov](mailto:elevatordivision@buildings.nyc.gov)

## Website/Helpful Links:

[www.nyc.gov/buildings](http://www.nyc.gov/buildings)

General license renewal questions: [licensingdob@buildings.nyc.gov](mailto:licensingdob@buildings.nyc.gov)

Online payment questions to: [cashreceipts@buildings.nyc.gov](mailto:cashreceipts@buildings.nyc.gov)

Pay renewal fees on online payment portal at: <https://paydirect.link2gov.com/DOB-licenser renewal>.

Instructions on how to use Inspection Ready to submit Cranes and Derricks Certifications:

<http://www1.nyc.gov/site/buildings/industry/insp-ready-resources.page>.

See AHV permit fees on the After-Hours Variance page under Applications & Permits at

<http://www1.nyc.gov/site/buildings/business/after-hours-variances.page>

<https://www1.nyc.gov/site/buildings/about/forms-amusement-ride.page>

# **DEPARTMENT OF CONSUMER AND WORKER PROTECTION**

The Department of Consumer and Worker Protection (DCWP) (formerly DCA) is the largest municipal consumer protection agency in the country, licensing 75,000 businesses across 50 different industries. We inspect businesses, mediate consumer complaints, and help New Yorkers manage and protect their money. Whether you shop in a business, own a business, or work at a business, DCWP affects your life.

## **Overview of Permits:**

<b>PERMIT</b>	<b>DESCRIPTION</b>	<b>DEADLINES</b>	<b>FEE</b>
Temporary Street Fair Vendor Permit	You must have a Temporary Street Fair Vendor permit in order to sell merchandise or offer a service from a booth or stand at an authorized street fair (e.g., street fair, block party, or festival).	permit term: monthly permit	permit fee: \$10 per month
Portable Amusement Device Permit	A business must have a Portable Amusement Device annual license to operate a truck-mounted and/or inflatable amusement device that is designed to be operated on the vehicle that transports it. Note: A license is required for <i>each</i> device.	license term: 1 year license expiration date: mar 15	variable license fees
Temporary Amusement Device Permit	A business must have a Temporary Amusement Device license to manually, mechanically, or electrically operate a device/ride intended to carry and convey passengers along, around, or over a defined area for entertainment purposes during public events not to exceed 14 calendar days for each event.	license term: not to exceed 14 calendar days for each event.	license fee: \$50/device per event DOB inspection fee: \$100 per mechanical device
Games of Chance License	A Games of Chance license is required if an entity conducts games of chance in which prizes are awarded on the basis of a designated winning number(s), color(s), or symbol(s), determined by chance. Only organizations raising funds for the promotion of bona fide charitable, educational, scientific, health, religious, and patriotic causes can obtain a Games of Chance license. You must first register with the NYS Gaming Commission.	variable license terms	variable license and additional fees

*\*See specific terms and fees for each type of permit online listed below.*



**Website/Helpful Links:**

Temporary Street Fair Vendor Permit:

<http://www1.nyc.gov/site/dca/businesses/license-checklist-temporary-street-fair-vendor.page>

Portable Amusement Device:

<http://www1.nyc.gov/site/dca/businesses/license-checklist-amusement-device-portable.page>

Temporary Amusement Device:

<http://www1.nyc.gov/site/dca/businesses/license-checklist-amusement-device-temporary.page>

Game of Chance:

<http://www1.nyc.gov/site/dca/businesses/license-checklist-games-of-chance.page>

# DEPARTMENT OF ENVIRONMENTAL PROTECTION

NYC Environmental Protection (DEP) issues permits for the use of fire hydrants throughout the five boroughs. While the Bureau of Water and Sewer Operations has jurisdiction over the use of hydrants, the permits are actually issued by the Bureau of Customer Services. DEP is also the city agency charged with enforcing the City's Air and Noise Pollution Control Laws. Title 24, chapter 1, of the Administrative Code promulgated laws designed to reduce air pollution in the City of New York. Title 24, chapter 1, is known as the Air Pollution Control Code. There are various types of equipment that burn fuel creating pollution. The use of permits such as our certificate of operation or registration allows us to identify various sources and ensure that they are maintained properly thus producing the least amount of pollution possible. Portable and emergency generators that are 40 kW or greater are required to register with DEP.

## Overview of Permits:

PERMIT	DESCRIPTION	DEADLINES	FEE
POHYD (Permit Order – Hydrant)	Hydrant use fee (for each 30-day period or part thereof)	At least 3 days prior to event date	\$55 permit fee
Generator Registration	Registration for Engine/Generator	Required before equipment is onsite	based on kW*

*\*See Generator Pricing listed below:*

Fee	kW Rating (HP output)		
<b>\$110</b>	40 kW (50 HP)	to less than	100 kW (140 HP)
<b>\$190</b>	100 kW (140 HP)	to less than	280 kW (375 HP)
<b>\$345</b>	280 kW (375 HP)	to less than	1,000 kW (1,340 HP)
<b>\$470</b>	1,000 kW (1,340 HP)	to less than	2,000 kW (2,680 HP)
<b>\$595</b>	2,000 kW (2,680 HP)	to less than	3,500 kW (4,695 HP)
<b>\$700</b>	3,500 kW (4,695 HP)	to less than	5,000 kW (6,705 HP)
<b>\$830</b>	5,000 kW (6,705 HP)	to less than	7,000 kW (9,385 HP)
<b>\$940</b>	7,000 kW (9,385 HP)	to less than	10,000 kW (13,410 HP)
<b>\$1,440</b>	10,000 kW (13,410 HP)	to less than	14,000 kW (18,775 HP)

## How to Obtain Permit/Instructions on How to Apply For Each Permit:

- Hydrant Permits:
  - Submit a Non-Premises Permit application at any Bureau of Customer Services Borough Office.
- Generator Registrations:
  - Portable or Emergency Generator – Online Registration Process

- Online CATS for New Users:
  - You must have a valid e-mail address (user name) and register with CATS
  - Use this link to create or log on to the CATS account: [www.nyc.gov/dep/cats](http://www.nyc.gov/dep/cats)
  - You can proceed to Log-in immediately after you register
  - Select Industrial Registrations
  - Select the Request Type: Registration - Combustion and click create
  - Provide the required information include the owner and contact information
  - Click save and submit
  - Provide payment (Credit Card payment allows the DEP to review the registration without any delays)

#### **Application Timeline/Approval Process:**

- Hydrant Permits:
  - Permits are usually issued the same day, but could take up to 72 hours depending on workload.
- Generator Registrations :
  - Approximately 1 to 2 weeks. (If you need an expedited review, Email [airpermit@dep.nyc.gov](mailto:airpermit@dep.nyc.gov) with the Request ID, provide payment via credit card and date of event.)

#### **Rules and Regulations:**

- Hydrant Permits:
  - Permit fees must be paid at time of application.
  - A backflow prevention device required
- Generator Registrations
  - NYC Air Pollution Control Code §24-109 (a) (7) – requires registration for any portable generator that is 40 kW or greater.

## Contact Information:

- Bureau of Customer Services Borough Office:

Manhattan: 1250 Broadway - 8<sup>th</sup> Fl (at 32<sup>nd</sup> St), 10001-3718

Bronx: 1932 Arthur Ave – 6<sup>th</sup> Fl, 10457-6374

Brooklyn: 250 Livingston St - 8<sup>th</sup> Fl 11201-5808

Queens: 96-05 Horace Harding Expressway – 1<sup>st</sup> Fl, 11368-4100

Staten Island: 60 Bay St - 6<sup>th</sup> Fl, 10301-2514

- Hydrant Permits:

Karen Douglas, Manhattan Chief Clerk: (212) 643-2203

Sam Washington, Manhattan Permit Supervisor: (212) 643-2234

Antoinette Newell, Bronx Chief Clerk: (718) 466-8442

Tasha Parker, Bronx Permit Supervisor: (718) 466-8460

Cindy Gillespie, Brooklyn Chief Clerk: (718) 923-2607

Rasheed Richardson, Brooklyn Permit Supervisor: (718) 923-2643

Linda Jones, Queens Chief Clerk: (718) 595-4604

Katarzyna Grab, Queens Permit Supervisor: (718) 595-3590

Levi Spielman, Staten Island Chief Clerk: (718) 876-6809

Joanne McCourt, Staten Island Permit Supervisor: (718) 876-6831

- Generator Permits:

[airpermit@dep.nyc.gov](mailto:airpermit@dep.nyc.gov)

(718) 595-3855

## Website/Helpful Links:

Hydrant Application:

[http://www.nyc.gov/html/dep/pdf/water\\_sewer/hydrant\\_permit.pdf](http://www.nyc.gov/html/dep/pdf/water_sewer/hydrant_permit.pdf)

DEP Clean Air Tracking System - Industrial Processes/ Generators:

<https://www1.nyc.gov/site/dep/environment/clean-air-tracking-system.page>

Online Registration:

[www.nyc.gov/dep/cats](http://www.nyc.gov/dep/cats)

# **DEPARTMENT OF HEALTH AND MENTAL HYGIENE**

## **Temporary Food Service Establishments – Bureau of Food Safety and Community Sanitation**

The Department of Health and Mental Hygiene (DOHMH) regulates and permits all food service establishments in New York City. A Temporary Food Service Establishment (TFSE) permit is required to sell or serve food at a fixed location for a temporary period of time. This requirement applies to selling or serving food from vending booths, stands, kiosks, vehicles, or carts at special events. Special events include events held on Department of Parks and Recreation property, as well as events held on public or private property. Examples of special events include street fairs, flea markets, carnivals, circuses, public exhibitions, advertising campaigns, business promotions, religious or fraternal organization functions, or transitory gatherings. Food service establishments (FSEs) (e.g. restaurants) and some mobile food vending units with a valid permit issued by the DOHMH are not required to obtain a separate TFSE permit to operate at special events on a temporary basis. Mobile food vending units can only participate in events where their DOHMH permit is valid; otherwise, the operator must obtain a separate TFSE permit.

## **Animal Exhibit Permit – Bureau of Veterinary and Pest Control Services**

DOHMH Office of Veterinary Public Health Services promotes and protects the health of New York City residents and visitors by ensuring an environment free from animal-borne diseases, hazards, and nuisances by controlling and regulating animals. Health Code §161.01(2) Persons who own, operate, manage or control any premises, businesses, or activities in which such animals will be exhibited or displayed, or persons who propose to exhibit or display such animals, including, but not limited to, in a rodeo, circus, or other performance, petting zoo, farm museum, school, or similar institution, or for a film, television, photographic, or other production or a media or non-media event, or for commercial, educational, or other purposes, must obtain a permit issued by the Commissioner.

### **Overview of Permits:**

<b>PERMIT</b>	<b>DESCRIPTION</b>	<b>DEADLINES</b>	<b>FEE</b>
Temporary Food Service Establishment Permit	Allows a person to sell or serve food from vending booths, stands, kiosks, vehicles, or carts at special events	At least 1 day prior to event date; permit receipt is issued at time of application	\$70 permit fee
Food Protection Certificate	Certificate in food protection issued by DOHMH and required for all TFSEs; Offered as 15-hr classroom course or on-line course with classroom exam	Must register for class and pass exam prior to TFSE operation at event	\$104 fee in-class training and testing; \$54 fee on-line training and In-class testing

PERMIT	DESCRIPTION	DEADLINES	FEE
Animal Exhibit Permit	Any event or production including theater, movie, television, petting zoos where an animal will be displayed or exhibited must obtain an Animal Exhibit Permit	Completed applications, USDA and/or DEC licenses when applicable and Certificates of Health for each animal must be submitted at least 10 business days prior to the arrival of animal(s) into NYC and the exhibit.	N/A

#### How to obtain permit / Instructions on how to apply for each permit:

- **Permit for Food & Beverage:**

- As the sponsor or organizer of an event where food may be served, you are the contact person for the Department of Health and Mental Hygiene (DOHMH) and a link to the food vendors participating at your event.
- Should someone attending an event contract a food borne illness, the DOHMH must investigate the source of the illness and the event sponsor/organizer is a critical link in the Department's ability to reach out to the vendor. This action is critical in limiting the extent of an outbreak and assuring that precautions are taken in the future to prevent a recurrence.
- The event sponsor is not required to obtain a TFSE permit unless the sponsor is also in charge of the food service operation. Sponsors operating the food service must follow the instructions in the 'Food Vendor Requirements' section below.
- Vendors can apply for a TFSE permit in-person at the Citywide Licensing Center, 42 Broadway 5<sup>th</sup> Fl, New York, NY 10004; Operating hours: 9am until 4pm, Monday through Friday.
- At least 30 days prior to the event, the event sponsor/organizer must submit to the DOHMH:
  - List of participating food vendors / Temporary Food Service Establishments (TFSEs).
  - Every unit from which food is being sold requires a valid TFSE permit issued by the DOHMH.
  - An updated list of TFSE vendors must be submitted to the DOHMH Bureau of Food Safety and Community Sanitation whenever changes occur.
- List of identifying information for each TFSE including:
  - TFSE permit number
  - TFSE permit expiration date

- Type of food being served
- Certain events may be required to also submit a Food Operations and Data Sheet
- **Permit to exhibit/display animals:**
  - Review the entire Animal Exhibits Guidelines document prior to filling out the application to avoid having your application returned as incomplete and no permit issued. Different animal species have different requirements that must be met in order to be able to exhibit them in NYC.
  - Submit a completed application which must provide a detailed description regarding the type of exhibit, venue for the exhibit include time and duration, what activity the animal(s) will be performing, how the animal(s) will be transported, where they will be housed and descriptive safety barriers and/or restraints that will be used to exhibit the animal(s). Diagrams and pictures should be submitted along with the application.
  - Submit a valid Certificate of Health for each animal. Animals listed must be individually identified and described on both the Certificate of Health and on the application. Certificates of Health are only valid for 30 days from date of issuance.
  - Proof of active, current rabies vaccination is required for all animals for which there is an approved rabies vaccine (i.e. all horses, cattle, and sheep, etc. three months of age or older) administered at least 28 days prior to arrival in NYC. The rabies certificate must include the date of vaccination, vaccine name, manufacturer, lot and serial number, and duration of immunity.
  - Submit any additional documents including USDA Exhibitor's license and Department of Environmental Conservation License to Possess and Exhibit for applicable species.

## **Rules and Regulations:**

- **Food Protection Certificate:**
  - The Department of Health and Mental Hygiene requires this certificate for supervisors in any food service establishment, including non-retail and temporary food service establishments. The certificate is awarded upon successful completion of a food protection course.
  - A person holding a Food Protection Certificate must be on premises and supervise all food preparation activities during all hours of the establishment's operation. This certification requires applicants to take a 15-hour course (in person or online) and pass an examination (in person only).
  - The NYC Health Academy's Food Protection course trains individuals in food protection practices to ensure the safety of the food served in New York City's food establishments. It is offered in English, Spanish, Chinese and Korean in a classroom setting, and English, Spanish and Chinese online.

- A copy of the FSE’s permit must be kept onsite at the temporary event and available upon inspection.
- A TFSE permit is only valid when used in conjunction with an event that meets one or more of the following criteria:
  - A single event with a one-time continuous duration of 14 days or less
  - Intermittent, recurring events that do not exceed 3 total days per week at the same location
  - Multiple events at different locations occurring in the same week that do not occur at the same location, day, or time, and which do not exceed 3 days in a given week
- A temporary food service establishment shall be constructed, maintained, and operated in accordance with New York City Health Code Articles 88 and 81, Subpart 14-2 of the State Sanitary Code or successor regulations, and Chapter 23 (“Food Service Establishment Sanitary Inspection Procedures”) of Title 24 of the Rules of the City of New York.
- Such temporary food service establishment shall not present a danger to the health or safety of patrons or to the public health with respect to the condition of the establishment, its equipment, utensils, personnel, mode of operations, surroundings, water supply, liquid and solid waste and sewage disposal, food served, and appurtenances.
- Foods must be obtained from approved sources that comply with all laws relating to food and food labeling. The use of food prepared in any place that is not operated under the jurisdiction of an appropriate regulatory agency and that does not have a current permit or license to operate, if required, from that agency, is prohibited. The use of home-canned or home-prepared foods is prohibited.
- The service of raw shellfish (oysters, clams, or mussels) and raw fish is prohibited unless approval is given by the Department.
- The service of foods and drinks to which Cannabidiol (CBD) has been added is prohibited.
- The service of alcohol mixed with energy drinks is prohibited.
- The service/sale of energy drinks and alcoholic beverages at the same point of service/sale is prohibited.
- Vendors who intend to serve alcoholic beverages must obtain a license from the New York State Liquor Authority.
- Vendors must obtain a Food Protection Certificate, when required.



## **Permit to exhibit/display animals:**

- Rules and Regulations can be found on website:  
<https://www1.nyc.gov/nycbusiness/description/exhibiting-exotic-animals>
- All requests must be complete and submitted no less than 10 business days prior to the date of the animal's anticipated arrival and exhibit date.
- Animals cannot be brought into NYC without a valid Animal Exhibit permit.
- New York State Department of Agriculture approval is required for certain species originating from within NYS and originating out of NYS.
- A valid United States Department of Agriculture Exhibitor License and/or a Department of Environmental Conservation license to possess, handle and/or exhibit certain animals are required.
- Certain species will require valid proof of additional diagnostic testing and vaccinations (such as brucellosis, TB, Coggins, etc.) which should be included with the application.
- Processing a completed application may take up to 10 business days.

## **Contact Information:**

### General:

Temporary Food Service Establishment Inspection  
Program  
NYC Department of Health and Mental Hygiene  
Bureau of Food Safety & Community Sanitation  
125 Worth St, Room 930, CN 59A  
(646) 632-6203  
Fax: (347) 396-8050  
[infobfscs@health.nyc.gov](mailto:infobfscs@health.nyc.gov)

### Food Protection Certificate:

NYC Department of Health and Mental Hygiene  
Health Academy Riverside Health Center  
160 W. 100<sup>th</sup> St (at Columbus Ave)  
New York, NY 10025  
For further assistance, please call 311 and ask for:  
Health Academy

### Veterinary Public Health Services:

(646) 364-1783  
Tameka Depitte- Animal Exhibit Coordinator  
[tdepitte@health.nyc.gov](mailto:tdepitte@health.nyc.gov)

## **Website & Helpful Links:**

- Temporary Food Service Establishments:  
<https://www1.nyc.gov/site/doh/business/food-operators/temporary-food-service-establishments.page>
- Food Protection Certificate:  
<http://www1.nyc.gov/site/doh/business/health-academy.page>
- Exhibiting exotic animals information:  
<https://www1.nyc.gov/nycbusiness/description/exhibiting-exotic-animals>

# **DEPARTMENT OF SANITATION**

The NYC Department of Sanitation (DSNY) promotes a healthy environment through efficient management of the City's solid waste and environmentally sound long-range planning to handle New Yorkers' recycling and garbage.

## **Rules governing Sanitation related requirements at Street Events:**

- Section 14-01: Street Cleaning and the Collection and Removal of Refuse and Recyclable Materials at Street Events:
  - Purpose: In accordance with the rules adopted by the Community Affairs Unit of the Office of the Mayor (Chapter 1 of Title 50 of the Rules of the City of New York), acting through its Street Activity Permit Office (SAPO), governing the procedure for the submission and review of applications for street activity permits, enacted pursuant to Mayoral Executive Order No. 14 as issued July 31, 1990, superseding a resolution of the Board of Estimate, Cal. No. 47 as adopted July 17, 1980, these rules are established for the purposes of: (1) setting forth the responsibilities of street even sponsors or their street event areas and the collection and removal of refuse and recyclable materials generated during street events, and (2) establishing fees for cleaning and collection services provided by the department.
  - Applicability: These rules shall apply to all sponsors of street events who are required to apply for and obtain a street activity permit, and to all vendors participating in street events as specifically provided in subdivision c of this section. For the purposes of this chapter, "street event" means any street fair, block party or festival on a public street(s) where such activity may interfere with or obstruct the normal use by vehicular traffic of such street(s). For purposes of this chapter, sponsor shall include any person or entity which provides, organizes or manages a street event or any representative of such person or entity.
  - General responsibilities: The responsibilities of sponsors of street events, and vendors participating in street events, are as follows:
    - At least 3 weeks prior to the street event, every sponsor or his or her representative shall meet with the local sanitation district officer to determine the sanitation needs of the event and shall indicate whether the sponsor will organize a volunteer crew, hire a private sanitation crew, or retain the department to provide cleaning and/or collection services during and at the conclusion of the street event;
    - Where food and/or beverage services are sold or offered for sale at the street event, the sponsor or his or her representative shall place at least two receptacles alongside one another behind any barricades placed at each intersection throughout the event area. One receptacle shall be for the public to discard non-recyclable refuse and the other receptacle shall be for the public to discard designated recyclable materials. The department will provide each sponsor with a sufficient number of public refuse receptacles as determined by the department based on availability. The

sponsor or his or her representative shall ensure that such refuse receptacles are used only for the purpose of enabling the public to discard refuse. The sponsor or his or her representative shall be responsible for providing his or her own recycling receptacles. All recycling receptacles shall contain retrofitted lids and be labeled legibly in letters not less than 3 inches in height and in a color contrasting with the color of the receptacles. All recycling receptacles shall be lined with a translucent blue plastic recycling bag having a minimum capacity of 13 gallons and a maximum capacity of 55 gallons, and shall display a label indicating the type of recyclable materials to be deposited therein. The sponsor or his or her representative shall regularly monitor all refuse and recycling receptacles throughout the street event area in order to prevent spillage of refuse and recyclable materials into the street and, to the extent practicable, shall remove any refuse that has been deposited into recycling containers as detected by the sponsor;

- Withstanding any other provision of law or rule, all sponsors or their representatives must arrange for the collection and recycling of certain recyclable materials generated at street events. Vendors shall source separate the following recyclable materials from all other refuse generated by them, and place such recyclable materials into blue plastic recycling bags having a minimum capacity of 13 gallons and a maximum capacity of 55 gallons:
  - Metal cans, glass bottles and jars, plastic bottles and jugs, lightly-soiled aluminum foil and aluminum foil products, and
  - Any other material designated by the department for street events
  - In addition to the requirement set forth above, vendors shall flatten all corrugated cardboard generated by them during the event and tie such cardboard with rope or twine in bundles not to exceed eighteen inches in height;
- Except as provided for in paragraph nine of this subdivision, sponsors or their representatives and vendors shall bag or bundle separately and securely tie all accumulated refuse and recyclable materials at the end of each night. If the sponsor or his or her representative arranges with the department to provide collection service, the sponsor or his or her representative, or vendor shall place all bagged and/or bundled refuse and recyclable materials at the pre-determined location designated by the local sanitation district officer for collection by the department. If the sponsor or his or her representative arranges with a private cleaning crew or organizes a volunteer crew to provide collection service, the sponsor or his or her representative shall be responsible for the storage, collection and disposal of all bagged and/or bundled refuse and recyclable materials;
- Sponsors or their representatives and vendors shall ensure that all vending stands are situated back against the curbside and are placed within 3 feet of unobstructed space between the vending stands, and vending stands located across from one another shall be placed not less than twelve feet apart, including any overhangs. Sponsors or their representatives and vendors shall affix skirts to the lower portion of all vending stands to prevent the accumulation of refuse under the vending stands;

- Sponsors or their representatives and vendors shall ensure that no vending stands are placed less than 10 feet from any street corner nor shall any vending stands be placed over any curbside catch basin;
  - Areas around and under the vending stands shall be cleaned at the end of each night;
  - Food vendors shall not empty any cooking grease into the street or into any curbside catch basin; and
  - At the conclusion of the event, sponsors or their representatives and vendors shall ensure that all vending stands are promptly dismantled and the street and sidewalk areas surrounding the vending stand are broom-swept clean and cleared of any litter or other accumulated debris.
  - Contact your Borough Office for your local District phone number.
- Section 14-02: Financial Security Requirements:
    - Prior to the final approval of a street activity permit by the Street Activity Permit Office of the Mayor's Community Assistance Unit, every sponsor shall furnish either CHECK OR MONEY ORDER ONLY to the department, or shall enter into a guaranty agreement in lieu of deposit with the department by signing a form provided by the department, wherein the sponsor shall agree to clean and maintain all streets throughout the event area and arrange for the collection of refuse and recyclable materials.
    - Check or Money Order Deposit Requirement. A sponsor shall be required to furnish to the Department Check or Money Order only if:
      - The sponsor retains the department to provide cleaning and/or collection service during the event, or
      - The sponsor has not previously held a street event in the city and two of the following conditions exist:
        - The street event will last more than 1 day;
        - The event will span more than 1 block;
        - The event will offer food and/or beverages for sale, or
    - In the opinion of the department, the sponsor failed to adequately clean an area used by the sponsor for any street event held in the city during any previous year(s).
    - The sponsor shall remit to the department a cashier's check or certified check for the required deposit, as determined by the department in accordance with Section 14-03 of this chapter, payable

to the “Department of Sanitation Special Events Fund.” Such deposit check shall display the name of the sponsor and the application/permit number of the event.

- The sponsor shall mail the deposit check to the Deputy Commissioner for Administration, Department of Sanitation.
- Failure to make the required deposit payment to the department within the specified time period shall result in the denial of the sponsor’s application for a street permit.
  - Guaranty Agreement In Lieu of Deposit. If, in the opinion of the Department, the sponsor adequately cleaned an area in the city during any street event previously sponsored by him or her, or the sponsor does not intend to retain the department to provide cleaning and collection services, the sponsor shall sign a guaranty agreement in lieu of deposit in a form provided by the department.
  - Such agreement shall provide that the sponsor will clean and maintain the street event area in a litter- free condition during and at the close of the street event, provide for the collection and appropriate disposition of all refuse and recyclable materials, and reimburse the department for all costs associated with the cleanup of the area if, at any time during the street event or upon its conclusion, the department had to provide cleaning and collection service to the street event area as a result of the sponsor’s failure to provide same.
  - Sponsors shall forward the guaranty agreement in lieu of deposit to the Special Events Office.
- Section 14-03: Costs for Department Street Cleaning and/or Collection Services:
  - Cleaning and collection services provided by the department. Where the sponsor has arranged with the department to provide both cleaning and collection services during and at the conclusion of the street event, the department shall charge the sponsor for its costs based on the number of personnel deployed and the type and amount of equipment used. All rates for sanitation workers who are assigned to the street event area shall be at a minimum of 8 hours, computed at double time salary rate, except when a street event occurs on a holiday that falls between Monday through Saturday for which such rate shall be computed at time and one-half. All rates for supervisors and/or district superintendents who are assigned to the street event area shall be at a minimum of 8 hours, computed at a time and one-half salary rate, except when a street event occurs on a Sunday for which such rate shall be computed at double time.
  - Cleaning and collection services provided by a private or volunteer sanitation crew. Where the sponsor retains a private sanitation crew or organizes a volunteer sanitation crew to provide cleaning and collection service during and at the conclusion of the street event but has failed to have the street event area cleaned and/or have all bagged and/or bundled refuse and recyclable materials removed from the street event area, the department shall charge the sponsor for costs incurred by the department to clean the street event area and collect all bagged and/or bundled refuse and recyclable materials. All rates for sanitation workers who are assigned to the street event area shall be at a minimum of 8 hours, computed at double time salary rate, except when a street event occurs

on a holiday that falls between Monday through Saturday for which such rate shall be computed at time and one-half. All rates for supervisors and/or district superintendents who are assigned to the street event area shall be at a minimum of 8 hours, computed at a time and one-half salary rate, except when a street event occurs on a Sunday for which such rate shall be computed at double time.

- Cleaning service provided by a private or volunteer sanitation crew and collection service provided by department. Where the sponsor retains a private sanitation crew or organizes a volunteer sanitation crew to provide street cleaning service but retains the department to provide collection service during and at the conclusion of the event, the department will:
  - Charge the sponsor on a per bag basis for the collection of bagged and/or bundled refuse and recyclable materials if there are department personnel assigned to regular tasks within the immediate area of the street event and department personnel are able to complete their regular tasks within the same working shift;
  - Charge the sponsor for the collection of bagged and/or bundled refuse and recyclable materials based on the number of hours required to provide collection service at a salary rate of double time in accordance with the number of personnel deployed to the area, together with costs for the type and amount of equipment used by the department, is:
    - There are no department personnel assigned to regular tasks within the immediate area of the street event; Or
    - Department personnel who are diverted to the area to collect all bagged and/or bundled refuse and recyclable materials are prevented from completing their regularly assigned tasks within the same working shift.
  - For purpose of this subdivision, “regular task” means a task including, but not limited to, a regular collection route within the immediate area, basket collection, motorized litter patrol, or mechanical broom sweeping.
- Notwithstanding the provisions of subdivisions (a), (b), and (c) of this section, the sponsor may deliver its bagged recyclable materials to a designated department location or facility, or arrange to have all bagged and/or bundled recyclable materials removed by a private recycler or licensed private carter, provided that the sponsor notifies the Chief of Cleaning Operations of the Street Events Office, not less than 1 week in advance of the street event, that the sponsor will provide for the removal of all bagged and/or bundled recyclable materials generated during the street event.

- Section 14-04: Inspection of the Street Event Area:

- At least 1 week prior to the street event, the sponsor or his or her representative and the local sanitation district officer shall designate a pre-determined time to inspect the streets at the end of each night of the street event to determine whether the streets are clean and whether all refuse and recyclable materials have been separately bagged and securely tied or bundled. Following each nightly inspection, the department will furnish to the sponsor or the sponsor’s representative a form

that states the condition of the area, as determined by the department official, which shall be final and binding. If at any time during the street event or upon the conclusion of such event the sponsor or a representative is unavailable to inspect the area with the department official, the determination made by the department official nonetheless shall be final and binding.

- Section 14-05: Reimbursement by Sponsor for Cleaning and/or Collection Services provided by the Department:
  - If during and at the conclusion of the street event the local sanitation district officer determines that the sponsor has cleaned the street event area in an acceptable manner and has removed all bagged and/or bundled refuse and recyclable materials from such area, the department shall return to the sponsor his or her full deposit no later than 8 weeks following the conclusion of the street event.
  - If at any time during or at the conclusion of the street event the department provided cleaning and/or collection service to the street event area because the sponsor failed to perform same, or if the sponsor had retained the department to provide cleaning and collection services during and at the costs of its services from the sponsor's deposit and will return any outstanding balance to the sponsor. In the event the department's total costs exceed the deposit payment, the sponsor shall remit the balance due within 7 days of billing by the department. The department shall promptly report to the Street Activity Permit Office the name of any sponsor, and his or her organization, who has failed to reimburse the department. Failure to reimburse the department will result in the denial by the department of any application for a street permit in the future.
- Section 14-06: Notice of Cancellation: Return of Deposit:
  - A sponsor who has arranged with the department to provide cleaning and/or collection services at the street event and who must cancel a request for such services must notify the department's Cleaning Operations Office by 12pm, Monday through Friday, at least 72 hours in advance of any such cancellation. If the day by which the department must receive advance notice of cancellations falls on a Saturday, Sunday or holiday, sponsors must notify the Cleaning Operations Office by 12pm on the last business day preceding the Saturday, Sunday or holiday.
  - Failure to make a timely request for cancellation shall result in a forfeiture of deposit monies held by the department, less an amount equal to unused equipment costs as determined by the department. In the event a street event is cancelled due to inclement weather or any other beyond a sponsor's control less than 72 hours before the event was scheduled to begin, the department shall be entitled to retain the sponsor's deposit less an amount equal to unused equipment costs as determined by the department.
- Section 14-07: Enforcement:
  - In addition to or as an alternative to penalties prescribed in any other provision of law or rule, any person who violates any of the provisions of subdivision C of section 14-01 of this city chapter shall be liable for a civil penalty of not less than fifty dollars or more than one hundred dollars.

- The civil penalties prescribed in paragraph one of this subdivision shall be recoverable in a civil action brought in the name of the Commissioner or in a proceeding returnable before the Environmental Control Board.

#### Department of Sanitation - Special Events:

##### General Guidelines:

- All street activities are categorized by Cleaning Operation's Special Events staff as either Special Events or non-Events.
  - Special Events require a thorough research and review of the prior year's event history and activity, evaluating the work plan, copying and distributing street applications, processing internal reports, data entry or permit applications, contacting event sponsors, distributing correspondence, generating billing reports, collecting fees from sponsors, and reconciling of events are some of the associated work procedures. To be classified as a Special Event, street activities must meet two or more of the following conditions:
    - More than 500 attendees per day are expected to attend the event
    - The event will last more than 1 day
    - The event will span more than 1 block
    - The event will offer food and/or beverages for sale
  - Special Events include:
    - Parades, demonstrations, rallies, memorials. Parade permits with over 1,000 participants are handled and referred to DSNY by the NYPD Chief of the Department. Parades with fewer than 1,000 participants are handled by the local precinct command and referred to DSNY.
      - Parades, public events, demonstrations, rallies, and memorials are non-billable events. Although cost reports are generated for these revenue-generating events, the City of New York assumes all associated personnel and equipment costs. With regard to movie and television productions, the Cleaning Office defers the Office of Public Information and Community Affairs in determining billable expenses.
    - Public Events (SAPO issues permits)
    - Street Festivals (SAPO issues permits) – major street fairs and other public street events schedule for all five boroughs.
    - Movie and Television Production Film Shooting (Mayor's Office of Media and Entertainment).



- In contrast, non-events are street activities which do not have any qualifying conditions as stated above and require no further action on the part of DSNY. These permits are copied and distributed to field locations for notification, follow-up, and event notification.
- Non-Events Include:
  - Block Parties (SAPO issues permits) - Although block parties must obtain a street activity permit, they are not listed on this site. Most are local neighborhood affairs.
  - Religious Ceremonies, Passover Trailers (SAPO issues permits) - Most are local neighborhood affairs.
  - Mobile Units/Health Fairs (SAPO issues permits) - Most are local neighborhood affairs.
  - Farmer's Markets
  - Sidewalk Sales
- When receiving permits and applications for street activities, the DSNY's Cleaning Office Special Events staff processes and classifies events into 2 categories:
  - Parades (non-billable events):
    - Parade permits are sent from the NYPD Investigation Review Section (IRS) (depending on the size, local precincts usually handle permits under 1,000 attendees and IRS handles permits with over 1,000 attendees).
  - Special Events/Non-Special Events (billable events):
    - These applications are forwarded from The Mayor's Street Activity Permit Office (SAPO).
    - All SAPO applications are reviewed and classified by Sanitation Special Events staff as either "Special Event" or "Non-Special Event" according to the Department of Sanitation's Guidelines for street fairs and festivals.
    - Special Events and Non-Special Events are processed in chronological order of activity to ensure timely processing of paperwork.
    - If a street activity is determined to be a Special Event, the permit is stamped accordingly with "Special Event", "1201 Required", "1202 Required" and forwarded through channels to field personnel for sponsor contact to discuss event needs, cleanup and recycling requirements, and personnel and equipment staffing of event.

- Cleaning Office Special Events staff will handle all paperwork and correspondence related to financial security deposit requirements, billing reports, and fee collection and will forward such to the sponsor as listed on the event application. (The financial security deposit requirement is computed using the number of personnel and equipment required to clean the event as stated on the DS 1201 submitted by field supervisors or based on the previous year's cost if the event was held in the past).
- If a street activity is determined a Non-Special Event, the permit is stamped accordingly with "District to Monitor or Borough to Monitor" and forwarded through channels to the appropriate borough to inform them of this district level activity for event observation. Some Non-Special Events may require removal of bags which would incur a fee.

#### Security Deposits required of all Event Sponsors:

- Bonding Sponsors And W9 Form:
  - There are two types of bond letters: Bond Letter (Financial Security Requirement) and a Letter of Intent Bond Letter.
- Bond Letter:
  - Once DSNY and sponsor determine equipment and personnel needs, an estimated cost is determined by the DSNY Special Events staff.
  - Prices, dates, permit #, and sponsor's name with the name of the event are entered into the bond letter and emailed or faxed to the Applicant and/or event producer.
  - This is an estimated cost and must be paid by the sponsor prior to the event.
- Letter of Intent Bond Letter (L of I):
  - If the DSNY DS/1201 form comes back negative for personnel and equipment, an L of I Bond Letter will be prepared by the Special Events staff.
  - Although no personnel or equipment is needed, the Bag Disposal Fee still needs to be accounted for.
  - The L of I covers the estimated Bag Disposal Fee that the sponsor must pay as a deposit prior to the event.
  - The sponsor will send the deposit necessary and also sign the bottom of the L of I.
  - This agreement states that if DSNY needs to send in personnel/equipment to clean the event; the sponsor is liable for any and all DSNY cleaning costs. If this should occur, once all paperwork is sent to the Cleaning Office Special Events staff, an "Outstanding Balance" Letter will be prepared and sent to the event sponsor.

- City Of New York Substitute W 9 Form:
  - The Substitute W 9 form is a tax form needed by every sponsor. The City of New York uses the Substitute W 9 to obtain certification of your Taxpayer Identification Number (TIN).
  - This form is necessary to return any funds that are refundable. The regular IRS W 9 form is not accepted.
  - For example: Sponsor paid \$551.98 for MB and \$400 for Bag Disposal Deposit. The event was cleaned by the MB but only had 150 Bags. This sponsor should receive a refund of \$250. Without the Substitute W9 Form, this process cannot be completed.

#### Recycling at your event:

- All street events, including block parties and street fairs, are required to recycle. Non-compliance with recycling regulations is punishable by fines starting at \$25 and increasing to \$500 for repeat violations.

#### How to Recycle:

- Contact the Department of Sanitation
  - At least 3 weeks prior to the street event, street event sponsors must contact the Department of Sanitation's local District Superintendent (or designated officer) within the Community Board where the street event will take place to discuss when and where to place refuse and recyclable materials for collection, as well as street cleaning procedures.
  - Find information for your local District Superintendent by contacting the DSNY Office of Special Events.
- Recycling Collection Options
  - Street event sponsors have several recycling collection options:
    - Ask the District Superintendent to have the Sanitation Department pick up recyclables each night of the event (Sponsors will be charged for this service if the Department incurs additional personnel and/or equipment costs).
    - OR: Set recyclables out for Sanitation Department collection on the neighborhood's regular Recycling Day (Sponsors may have to store recyclables off the street until collection). Place recyclables at the designated location(s) the night before the Recycling Day. To find out the Recycling Day use the collection schedule featured on DSNY's website.
    - OR: Bring recyclables to a local Sanitation Department facility; this requires prior approval from the District Superintendent.

- OR: Hire a licensed private carter or private recycler to pick up and recycle the materials. The District Superintendent must approve collection time and location.

#### Set Up Recycling At Your Event:

- Prior to the Street Event:
  - Label containers and lids for recycling
  - Line all recycling containers with clear bags
  - Place recycling containers next to each litter basket and waste container
  - Review recycling requirements with exhibitors and vendors
  - Distribute clear bags and twine to exhibitors and vendor
- During the Street Event:
  - Remind exhibitors and vendors what to recycle and where to place full bags
  - Regularly monitor recycling receptacles throughout the event area in order to prevent overflow and contamination of recycling containers
  - Remove items not acceptable for recycling, when possible
  - Replace clear bags before they are full; tie closed and bring to designated collection locations
  - Clean up litter near container
- At the Close of the Street Event:
  - Remind exhibitors and vendors where to place bags of recyclables for collection
  - OR pick up these materials from vendors and exhibitors and bring to designated collection locations
  - Remove clear bags from public recycling containers; tie closed and bring to designated collection locations
  - Remove recycling and litter containers from the street
- Recycling Bins and Signage:

- The Department of Sanitation does not provide recycling or garbage bins or bags. Any container can be used for recycling so long as it is properly labeled. See where to buy recycling bins on DSNY's website; some vendors have containers that are particularly suited for outdoor use.
- Clearly label recycling containers and lids to indicate what to recycle. Label containers on both sides and the lid with decals, or with paint or permanent marker in letters at least 4" high:
- Recycling:
  - Mixed paper (green decal)
  - Bottles, cans & foil (blue decal)
- If DSNY is collecting your recyclables, you may order free recycling decals using the literature/decal request form on DSNY's website. To order bulk quantities (more than 50), use the bulk quantity form on DSNY's website.
- Otherwise, ask about decals and signage while procuring recycling bins; find out if your carter provides decals and signs; or create your own signage.

#### Violations:

- Both sponsors and vendors can receive Notices of Violation for failure to source-separate recyclables and failure to provide labeled recycling containers. The following infractions could result in a Notice of Violation issued to sponsors and vendors of street events:
  - Failure to source-separate designated recyclables at events where food/beverages are sold.
  - Failure to source-separate designated recyclables at non-food/beverage events.
  - No recycling containers or containers not labeled at events.
- Non-compliance with recycling regulations is punishable by fines starting at \$25 and increasing to \$500 for repeated violations.

**Contact Information:**

NYC Department of Sanitation  
Office of Special Events  
125 Worth St, Room 806,  
New York, NY 10013  
(646) 885-4867 or (646) 885-4868

Deposit Checks for Sanitation Services Mail to:  
Deputy Commissioner for Administration  
Department of Sanitation  
125 Worth St – Room 702  
New York, NY 10013

Guarantee Agreement in lieu of services mail to:  
Special Events Office  
Department of Sanitation  
125 Worth St – Room 806  
New York, NY 10013

<b>Borough Office</b>	<b>Telephone Numbers</b>
Manhattan	(212) 360-3520
Bronx	(718) 901-1295
Brooklyn North	(718) 571-6401/6402
Brooklyn South	(718) 714-2704
Queens West	(718) 334-9183
Queens East	(718) 321-6400
Staten Island	(718) 370-5400

**Website/Helpful Links:**

<http://www1.nyc.gov/site/dsny/index.page>

Recycling Collection Schedule:

<http://www.nyc.gov/html/dsny/html/collection/schedule.shtml>, or call 311

Where to buy recycling bins:

[http://www.nyc.gov/html/nycwasteless/html/recycling/recyclers\\_vendors.shtml#bins](http://www.nyc.gov/html/nycwasteless/html/recycling/recyclers_vendors.shtml#bins)

If DSNY is collecting your recyclables, you may order free recycling decals:

[http://www.nyc.gov/html/dsny/html/contact/requests\\_decals.shtml](http://www.nyc.gov/html/dsny/html/contact/requests_decals.shtml)

Bulk recycling decals form:

<http://www.nyc.gov/html/nycwasteless/downloads/pdf/Apt-bulk-order-form-s.pdf>

# **DEPARTMENT OF SMALL BUSINESS SERVICES**

The Department of Small Business Services (SBS) has the jurisdiction over maritime and non-maritime construction for all City-owned waterfront properties. For privately-owned properties, New York City Department of Buildings (DOB) has jurisdiction over the buildings and SBS over the marine and maritime structures such as piers, docks, bulkheads, and seawalls.

## **Overview of Permits:**

<b>PERMIT</b>	<b>DESCRIPTION</b>	<b>DEADLINES</b>	<b>FEE</b>
Temporary Place of Assembly Permit (TPA)	A TPA is required for an event lasting less than 30 days where 75 or more members of the public gather indoors, or 200 or more gather outdoors, for religious, recreational, educational, political or social purposes, or to consume food or drink.	Ten business days before date when TPA is required.	\$250  An additional \$100 will be added for each day the application is late
Work Permit (WP)	For erecting, building, or installing any temporary structure related to TPAs, a Registered Design Professional (RDP) must file an Alteration Type-2 work type.  A DOB-registered contractor must file a complete WP application.	20 business days before WP is required.	Fees Apply as per Cost Affidavit (PW3)
After Hours Variance (AHV)	Required for construction activity before 7:00 AM, after 6:00 PM, or on the weekend or holiday.	Two business days before the first intended workday.	Initial Filing Fee depending on number of days as per DOB schedule.  \$80 daily fee for each day of after-hours work plus.

SBS issues Temporary Place of Assembly (TPA) Permits, and Work Permits (WP) for associated Temporary Structures, for City-owned waterfront properties. TPAs, Application Reviews, and After-Hours Variance (AHV) are subject to applicable fees.

- Temporary Place of Assembly:
  - Application for a TPA must be filed at least ten business days before the TPA is required.
  - If any construction is involved for Temporary Structures, applicants must file 20 business days in advance of when the WP is required for review, and adequate time for applicants to respond to resolve objections, if any.

- Compliance with accessibility requirements may be subject to review by Mayor's Office of People with Disabilities (MOPD). Fire Department City of New York (FDNY) would be notified by SBS at least five business days in advance of the event and must approve the application prior to SBS's issuance of the TPA.
- Applicants must start by completing the SBS Intake Checklist. Required documentation is identified on the Checklist.
- Applications also require an authorization letter from the owner, an application letter, which shall describe the premise and activity in which the event will occur and include three sets of drawings that are signed and sealed by the RDP. The application fee payable to Small Business Services is shall be paid by check only.
- Work Permit for Temporary Structures associated with the TPA:
  - Applicants must start by completing the SBS Intake Checklist.
  - Required documentation is identified on the checklist, and additional information may be required under Plan/Work Application (PW1), Required Items for Professional Certification (PC1), Technical Report Statement of Responsibility (TR1) forms, and SBS review.
  - New applications would consist of an executed PW1, three sets of drawings, application fee, and other required information and forms for review by SBS.
  - Each new application is then assigned a unique SBS application number.
  - After review by the Waterfront Permits Unit, objections, if any, are returned to the Applicant to be resolved. Applicants must schedule an appointment to resolve the objections.
  - Once an application has received final acceptance from SBS, contractors may apply for a Work Permit by submitting Work Permit Application (PW2) and TR1 forms as well as current ACORD Insurance Certificates.
  - Any required Special Inspection Agencies must be identified on TR1 forms prior to filing for a WP.
- After Hours Work Permit Application (PW5) form is used to apply for an AHV. The assigned SBS application number must be clearly noted on all submissions.
- To file for an SBS 'Notice of Completion' (equivalent to DOB's Letter of Completion), applicants must submit a completed Certification of Completed Inspections (WFU5), a completed TR1, and all applicable special inspection reports.
  - Applicants are advised to schedule a meeting to review completion requirements by contacting the Waterfront Permits Unit.



## **How to obtain permit / Instructions on how to apply for each permit:**

- Visit the Waterfront Permits Section on the SBS Website.
- Fill out the Intake Checklist available online.
- Prepare all Documents:
  - Drawing Standards - Follow DOB Drawing and Graphic Standards.
    - Submit three sets, original sealed and signed, to-scale legible drawings, max. size 24"x36". Also email a PDF set for FDNY Review.
    - Provide Space for SBS 'Received' and 'Accepted' Stamps of minimum 3"x3".
    - Attach the Certificate of Completion (COC), or a Certificate of Occupancy (CO), along with BIN number for the venue if available.
- Make Fees payable by check to SBS per Fee Schedule (Category III).
- Request an appointment with the Waterfront Permits Unit by email to [wpu@sbs.nyc.gov](mailto:wpu@sbs.nyc.gov)
  - All applications and required documentation must be filed with SBS in person, between 10:00 AM and 1:00 PM, Monday to Friday, as per scheduled appointment.

## **Contact Information:**

NYC Department of Small Business Services  
Waterfront Permits Unit  
1 Liberty Plaza, 11<sup>th</sup> Fl.  
New York, NY 10006  
[wpu@sbs.nyc.gov](mailto:wpu@sbs.nyc.gov)

## **Website/Helpful Links:**

### **Waterfront Permits Unit:**

[www.nyc.gov/waterfrontpermits](http://www.nyc.gov/waterfrontpermits)

### **Intake Checklist:**

[www.nyc.gov/html/sbs/downloads/pdf/waterfront\\_permits/waterfront\\_permits\\_intake\\_checklist.pdf](http://www.nyc.gov/html/sbs/downloads/pdf/waterfront_permits/waterfront_permits_intake_checklist.pdf)

### **Fee Schedule:**

[www.nyc.gov/html/sbs/downloads/pdf/waterfront\\_permits/chapter4\\_fees.pdf](http://www.nyc.gov/html/sbs/downloads/pdf/waterfront_permits/chapter4_fees.pdf)

### **AHV:**

[www1.nyc.gov/site/buildings/business/after-hours-variances.page](http://www1.nyc.gov/site/buildings/business/after-hours-variances.page)

# **NEW YORK CITY DEPARTMENT OF TRANSPORTATION**

The New York City Department of Transportation's (DOT) mission is to provide for the safe, efficient, and environmentally responsible movement of people and goods in the City of New York and to maintain and enhance the transportation infrastructure crucial to the economic vitality and quality of life of our primary customers, City residents. NYC DOT's staff manages 6,000 miles of streets and highways, over 12,000 miles of sidewalk, and 794 bridges and tunnels; installs and maintains over one million street signs, 12,700 signalized intersections, over 315,000 street lights, and 69 million linear feet of markings. NYC DOT designs bicycle facilities, bus lanes, and public plazas. NYC DOT operates the Staten Island Ferry, which serves over 22 million people annually and oversees ferry operations on City-owned piers. NYC DOT's staff issue parking permits to people with disabilities, not-for-profit agencies, and governmental entities, commercial vehicle permits for trucks; and issues construction permits for work in City streets. The NYC DOT Office of Special Events is responsible for the coordination of all public events in New York City for the Department of Transportation. Our mission through long and short-term planning, development, and analysis is to mitigate the impact of these events on the City's infrastructure, public space, facilities, and mobility while working to present New York City as a viable venue for this major industry. Through strategic communication, our goal is to ensure the safety and integrity of all streets, arterials, and public access ways while maintaining the efficient flow of goods and services for all that work and reside here. The office maintains that all applicable rules, regulations, and laws are adhered to, that public safety is given the highest priority, and that the rights of the public are protected. It is the further mission of this office to distinguish New York City as an economically robust, environmentally friendly, prominent venue for world-renowned events such as the Macy's Thanksgiving Day Parade, the NYC Marathon, and the Times Square New Year's Eve Celebration.

## **Overview of Permits:**

<b>PERMIT</b>	<b>DESCRIPTION</b>	<b>DEADLINES</b>	<b>FEE</b>
Horse-Drawn Carriage Variance	A variance is a permit required for horse drawn carriages to operate outside of restrictions mandated by local law(s) at the discretion of the Department of Transportation. Such permits are issued to those vendors licensed to operate horse drawn carriages within the City of New York for the filming of a movie, television show, or commercial, or for a wedding, parade, or other special event.	5 business days prior to requested date	No fee
Application for the Installation, Removal, Modification or Temporary Use of Streetlights and Traffic Signals	Use or Temporary Control of Street Infrastructure or Furniture, which includes Electrical Pole Tap, Fly Cables, or Turn Off Street Lights Requests.	Small request: 3 business days Larger request: longer lead time	No fee

PERMIT	DESCRIPTION	DEADLINES	FEE
Banner Permit	A Banner Permit is required to install, affix, or attach a vertical banner on lampposts within the jurisdiction of the NYC DOT to promote a public event or cultural exhibit/event.	45 days prior to intended start date	No fee
Over-Dimensional Vehicle Permit	Trucks and heavy equipment used during/for an event that exceed NYC size & weight restrictions require that the vehicle obtain a daily over dimensional vehicles permit for each portion of a trip (for example, one permit is needed to travel to a destination within the City and another is needed to travel back out).	Varying deadlines: contact DOT	\$35 permit fee
Construction Permits - Cranes, Commercial Refuse Containers	Applicants seeking to use cranes or commercial refuse containers on NYC streets in conjunction with special events or film must display the relevant permit issued through NYC DOT at the work site.	Container permit: same day  Crane permit: weeks in advance	No fee if the container is related to a SAPO permitted event and placed within the event boundaries.
Bike Share Station Removal or Deactivation Request	Applicants wishing to have New York City Bike Share (Citibike) stations removed must submit information to <a href="mailto:specialevents@dot.nyc.gov">specialevents@dot.nyc.gov</a>  After receiving NYC DOT approval for the request, the Applicant will contact New York City Bike Share to arrange the logistics of the station deactivation or removal. NYC Bike Share will perform deactivation or removal work.	Small request: 2 Weeks  Larger request: longer lead time	The cost of removal, reinstallation, and labor will be the responsibility of the Applicant.
Ferry Film/Photograph Permit	Permit for filming or photographing in the terminals or on the vessels.	5 Business days prior to operation	\$100 per hour
Ferry Literature Distribution Permit	Permit for distributing literature in Whitehall or St George Terminals.	5 Business days prior to distribution	None
Ferry Special Performance Permit	Permit for special events or performances in St George or Whitehall Terminals.	5 Business days prior to performance	None

## Rules and Regulations:

### Overall Considerations:

- “Applicant” will refer below to the party making the request of NYC DOT.
- Applicant for the following approvals must provide proof of insurance to NYC DOT Special Events, and that insurance must cover the City of New York at no less than \$1,000,000 in general liability insurance coverage.
- Applicant for the following approvals must indemnify and hold harmless the City of New York by completing and submitting an “Indemnification & Hold Harmless Agreement” to NYC DOT Special Events.
- Applicant will provide to NYC DOT Special Events, or the division handling the request, a permit from a primary permitting agency such as SAPO, MOME, or NYPD as needed.
- At the discretion of NYC DOT, requests involving infrastructure and/or property may be suspended on the discovery of any defect that renders the same infrastructure or property unsafe.
- All authorizations or approvals issued by NYC DOT for events may be suspended or revoked at the discretion of the Commissioner of NYC DOT, or the Commissioner’s representative. This may be done with or without notice, for reasons including, but not limited to, conditions impacting public safety, security, and access.

### Use of NYC DOT Facilities:

- Bridges:
  - Applicants wishing to utilize New York City bridges under NYC DOT jurisdiction must submit a written request to the Division of Bridges at [pkahn@dot.nyc.gov](mailto:pkahn@dot.nyc.gov)
  - Requests made for use of NYC DOT Bridges are subject to increased scrutiny by both the Division of Bridges and the NYPD.
  - NYC DOT will deny all requests that raise any concern of safety or security.
  - All elevated structures and roadways, underpasses, overpasses, and tunnels in New York City are under the responsibility of NYC DOT’s Division of Bridges with the exception of the following:
    - Verrazano Narrows Bridge (MTA Bridges & Tunnels)
    - Throgs Neck Bridge (MTA Bridges & Tunnels)
    - Bronx - Whitestone Bridge (MTA Bridges & Tunnels)

- Robert F Kennedy Triboro Bridge (MTA Bridges & Tunnels)
- Henry Hudson Bridge (MTA Bridges & Tunnels)
- Cross Bay Bridge (MTA Bridges & Tunnels)
- Marine Parkway Bridge (MTA Bridges & Tunnels)
- Hugh L Carey Brooklyn Battery Tunnel (MTA Bridges & Tunnels)
- Queens Midtown Tunnel (MTA Bridges & Tunnels)
- George Washington Bridge (Port Authority of NY & NJ)
- Bayonne Bridge (Port Authority of NY & NJ)
- Goethals Bridge (Port Authority of NY & NJ)
- Outerbridge Crossing (Port Authority of NY & NJ)
- Holland Tunnel (Port Authority of NY & NJ)
- Lincoln Tunnel (Port Authority of NY & NJ)
- The request must include:
  - Applicant Name, Address, and Contact Information,
  - Applicant Organization's Address and Contact Information,
  - Film or Event Name and full description of the event and what will take place on the bridge,
  - Event Date & Complete Timeline,
  - Setup (Prep) and Breakdown (Wrap) Dates & Timelines,
  - Number of personnel to be on site, including talent, crew, and/or public,
  - Numbers and Dimensions of all vehicles and all equipment that may be utilized for the event, including their use,
  - Detailed proposed site plan for use of the bridge, subject to revisions pending site visits.
- Timeline:

- Requests require at least a 2 week notice and may require a site visit in advance of completed application.
- Fees:
  - All costs, including costs incurred by NYC DOT in preparing for, executing, and breaking down the event, are the responsibility of the Applicant.
- Ferries/Terminals:
  - NYC Department of Transportation – Ferry Division issues permits for filming, photographing, and distributing literature in the terminal areas and on the vessels controlled by the Staten Island Ferry.
  - Film/Photograph Permit:
    - Visit the Staten Island Ferries page on the DOT Website,
    - Choose Film/Photograph Permit,
    - Review the rules and requirements,
    - Fill out attached form selecting date, time, and location for event,
    - Attach appropriate documentation: Signed and notarized release form, and a certificate of insurance naming NYC Department of Transportation as a certificate holder,
    - Submit permit application,
    - Send payment of \$100/hour in the form of a certified check or money order made payable to NYC Department of Transportation to Janine Sharif.
  - Literature Distribution Permit:
    - Visit Staten Island Ferries page on the DOT Website,
    - Choose Literature Distribution Permit,
    - Review the rules and requirements,
    - Fill out attached form selecting date, time, and location for event. Can select up to 14 occurrences on one permit.
    - Attach appropriate documentation: Signed and notarized release form, and a photograph or copy of the literature that will be distributed,

- Submit permit application.
- Rules:
  - Film/Photograph Permit:
    - Access is limited to the public areas of the boats and terminals unless otherwise approved by the Chief Operating Officer of the Staten Island Ferry. No access will be granted to restricted areas.
    - The total crew and cast are not to exceed 12 persons.
    - No electrical power hook-ups are allowed.
    - Only portable (hand-held) equipment is permitted. Tripods are not permitted.
    - There shall be no interference with passenger flow throughout the ferry terminals or boats.
    - There shall be no blocking of turnstile areas, escalators, doors, or gateways to the ferry slips.
    - The ferry route will not be altered for filming purposes.
    - No posters, banners, or flyers shall be affixed to any surfaces in the terminals or on the ferryboats. No tables, structures, or easels will be allowed.
    - Accommodations for the storage of Applicant's materials and/or equipment will not be provided.
    - Full cooperation must be given to crewmembers and terminal staff.
    - The permit must be carried at all times and be shown upon request.
    - The DOT reserves the right to revoke this permit at the sole discretion of the Chief Operating Officer for the Staten Island Ferry.
    - Applicants for a permit for filming must first have been issued a permit from the Mayor's Office of Media and Entertainment.
    - Filming/Photography may be prohibited if any of the above conditions are not met.
  - Literature Distribution Permit:
    - No permits will be issued for literature distribution on a ferryboat. Permits are limited to the terminals only.

- There shall be no interference with passenger flow throughout the ferry terminal.
  - There shall be no blocking of turnstile areas, escalators, doors, or gateways to the ferry slips.
  - No entrance will be granted to restricted areas, including the side corridors.
  - No posters, banners, or flyers shall be affixed to any surfaces in the terminals or on the ferryboats.
  - No tables, structures, or easels will be allowed.
  - No more than 3 people will be allowed to distribute literature under the same permit.
  - Accommodations for the storage of Applicant's materials and/or equipment will not be provided.
  - Full cooperation must be given to the terminal and ferry staff.
  - The permit must be carried at all times and be shown upon request.
  - No more than two literature permits will be issued at the same time in each terminal, unless otherwise approved by the Chief Operating Officer of the Staten Island Ferry.
  - The solicitation of contributions and the distribution of food, clothing, packages, or other non-printed items are prohibited, unless otherwise approved by the Chief Operating Officer of the Staten Island Ferry.
  - The Department of Transportation reserves the right to revoke this permit at the sole discretion of the Chief Operating Officer for the Staten Island Ferry.
  - Distribution may be prohibited if any of the above conditions are not met.
- NYC DOT Facilities and Municipal Parking Lots:
    - Applicants wishing to utilize any other NYC DOT property must submit a written request to Special Events via email.
    - The request must include:
      - Applicant Name, Address, and Contact Information,
      - Applicant Organization's Address and Contact Information,



- Film or Event Name and Description of Event,
- Event Date & Timeline,
- Setup/Prep and Breakdown/Wrap Dates & Timelines,
- Number of personnel to be on site, including talent, crew, and/or public,
- Numbers and dimensions of vehicles and equipment that may be utilized for the event, including their use,
- Description of Scene,
- Schematic/map of where you request to film within the garage or lot.
- Timeline:
  - Requests require at least a 2 week notice and may require a site visit in advance of completed application.
- Fees:
  - All costs, including costs incurred by NYC DOT in preparing for, executing, and breaking down the event are the responsibility of the Applicant.
- Bicycle Lanes
  - Applicants whose street activity will have any impact to a bicycle lane must have such usage cleared by Special Events. Besides activity that closes the lanes, activity where a production uses the lane for their own benefit, such as filming an actor riding in the lane falls into this type of request.
  - The request must include:
    - Applicant Name, Address, and Contact Information,
    - Applicant Organization's Address and Contact Information,
    - Event Name and Description of Event,
    - Event Date & Timeline,
    - Setup/Prep and Breakdown/Wrap Dates & Timelines,
    - Number of personnel to be on site, including talent, crew, and/or public,

- Numbers and dimensions of vehicles and equipment that may be utilized for the event, including their use.
- Recently taken photos of the reference area.
- Overhead map showing the layout of advisory signage, equipment, and personnel.
- Producers closing the bicycle lanes are responsible for adding advisory signage. Such signage should be comparable to NYC DOT SMO SC-156/SC-157 and can either be purchased through NYC DOT or acquired independently. Signage must be placed:
  - At the point(s) of closure advising cyclists of the closed lane.
  - Approaching the point of closure, generally 50 feet before the closure, except when an intersection is within that distance. The sign would then be placed at the other side of the intersection.
  - If utilizing signage not produced by NYC DOT, Special Events must sign off on the design of the sign before use, digital copies, sketches, or photos are required.

#### Cover Signs Request:

- Applicants wishing to cover NYC DOT signage with any material or alternate sign must submit the following information to DOT Special Events via email:
  - Applicant Name, Address, and Contact Information,
  - Applicant Organization's Address and Contact Information,
  - Film or Event Name,
  - Event Date & Timeline,
  - Setup/Prep and Breakdown/Wrap Dates & Timelines,
  - A site map or plan with each sign/pole identified,
  - Recently taken photos of each sign requested covered, one close-up detailing the sign itself, and the second showing the entirety of the sign and pole from the ground to the top,
  - The address the sign is immediately in front of, or lacking an address, cross streets and compass designation (ex. NE corner of Main St & State St | Mid-block, south side on Main St between State St and Smith St),

- Picture or rendering of the sign or material that will cover the DOT sign,
- Picture and specs of the material the sign or material that will cover the DOT sign is made from,
- Picture or rendering and specs of the material that will be used to affix sign.
- Timeline:
  - Requests require at least a 3 business day notice; larger requests require longer lead times.
- Fees:
  - Applicant will perform all work related to covering signs.
- Rules:
  - Stop Signs, Do Not Enter Signs, One-Way signs, and other signs where covering may present a safety issue require additional evaluation in order to be considered.
  - Street Name signs may not be covered unless there is second of the same street name sign at the same intersection that remains uncovered.
  - Bus Stop Signs are the responsibility of the Metropolitan Transit Authority, however, NYC DOT perform the removal.
  - Removal of Advertisements on Bus or Bike Shelters.
  - Applicants wishing to temporarily remove, temporarily edit, or place advertisements at bus stops, bike shelters, newsstands, and automatic pay toilets shall be directly in touch with JC Decaux, NYC DOT's contractor, to make the necessary arrangements. The Applicant is responsible for costs associated with this request.

#### Application for Installation, Removal, Modification or Temporary Use of Streetlights and Traffic Signals:

- Signage & Poles:
  - Applicants wishing to have NYC DOT signage and/or poles (drive rails) removed must submit the following information to Special Events via email.
    - Applicant Name, Address, and Contact Information,
    - Applicant Organization's Address and Contact Information,
    - Film or Event Name,

- Event Date & Timeline,
  - Setup/Prep and Breakdown/Wrap Dates & Timelines,
  - A site map or plan with each sign/pole identified,
  - Recently taken photos of each sign requested removed, one close-up detailing the sign itself, and the second showing the entirety of the sign and pole from the ground to the top,
  - The address the sign/pole is immediately in front of, or lacking an address, cross streets and compass designation (ex. NE corner of Main St and State St | Mid-block, south side on Main St between State St and Smith St).
- Timeline:
    - Requests require at least a 3 business day notice; larger requests require longer lead times.
  - Fees:
    - NYC DOT will perform the removal work and the cost of the removal, reinstallation, and labor will be the responsibility of the Applicant.
  - Rules:
    - Stop Signs, Do Not Enter Signs, One-Way signs, and other signs where removal may present a safety issue require additional evaluation in order to be considered for removal. In select cases, temporary signage may be provided at these locations.
    - Bus Stop Signs are the responsibility of the Metropolitan Transit Authority.
    - NYPD is the agency which enforces and/or tickets vehicles or persons for non-compliance with parking rule signage. NYC DOT does not enforce or hear appeals for violations of this type.
  - Parking Meters:
    - Applicants wishing to have NYC DOT parking meters and bases removed must submit the following information to Special Events via email.
      - Applicant Name, Address, and Contact Information,
      - Applicant Organization's Address and Contact Information,
      - Film or Event Name,

- Event Date & Timeline,
- Setup/Prep and Breakdown/Wrap Dates & Timelines,
- A site map or plan with each meter identified,
- Recently taken photos of each meter requested removed, one close-up detailing of the front screen of the meter, including the meter identification number, and the second showing the entirety of the meter from the ground to the top,
- The address the meter is immediately in front of, or lacking an address, cross streets and compass designation (ex. NE corner of Main St and State St | Mid-block, south side on Main St between State St and Smith St).
- Timeline:
  - Requests require at least 10 business day notice; large requests require longer lead times.
  - NYC DOT will perform the removal work and the cost is covered by Applicant.
- Rules:
  - Meters cannot be covered, and the front screen cannot be obstructed.
  - Nothing may be affixed to a meter.
  - NYPD is the agency which enforces and/or tickets vehicles or persons for non-compliance with parking meters. NYC DOT does not enforce or hear appeals for violations of this type.
- Bollards:
  - Applicants wishing to have NYC DOT traffic bollards removed must submit the following information to Special Events via email. These include lane delineators and posts:
    - Applicant Name, Address, and Contact Information,
    - Applicant Organization's Address and Contact Information,
    - Film or Event Name,
    - Event Date & Timeline,
    - Setup (Prep) and Breakdown (Wrap) Dates & Timelines,
    - A site map or plan with bollard location identified,

- Area photos of the bollards requested removed, and
- The number of bollards requested removed
- Timeline:
  - Requests require at least 7 business day notice; large requests require longer lead times.
- Fees:
  - NYC DOT will perform the removal work and the cost is covered by Applicant.
- Rules:
  - Stop Signs, Do Not Enter Signs, One-Way signs, and other signs where removal may present a safety issue require additional evaluation in order to be considered for removal. In select cases, temporary signage may be provided at these locations.
  - Permanent Bollards installed on streets or sidewalks for security purposes may not be removed for events.

#### Temporary Removal of Street Furniture:

- Bus Shelters and Bike Shelters:
  - An Applicant will submit a request for temporary bus shelter removal to Street Furniture and Special Events via email.
  - The Applicant will be provided a “Temporary Bus Shelter Removal Form,” which will have to be completed and submitted by the Applicant.
  - If approval is granted, the Applicant will be contacted by JC Decaux (NYC DOT contractor) to formalize removal/reinstallation dates and fees.
  - Timeline:
    - At least 7 business days notice is required.
  - Fees:
    - Costs for removal and reinstallation will be the responsibility of the Applicant and paid to JC Decaux.
  - Rules:

- NYC DOT does not remove Newsstands for events.
- NYC DOT does not remove Automatic Pay Toilets for events.
- Bike Share Station Removal or Deactivation Request:
  - Applicants wishing to have New York City Bike Share (Citi bike) stations removed must submit the following information to Special Events via email:
    - Applicant Name, Address, and Contact Information,
    - Applicant Organization's Address and Contact Information,
    - Film or Event Name,
    - Event Date & Timeline,
    - Setup/Prep and Breakdown/Wrap Dates & Timelines,
    - A site plan indicating how the bike share station conflicts with the film or event, and
    - Station Number or Name (found on the station).
  - Applicant should specify if they are requesting a deactivation of the station where bikes are removed, and the station closed, or a station removal, where all hardware and bikes are removed from the location.
  - After receiving NYC DOT approval for the request, the Applicant will contact New York City Bike Share to arrange the logistics of the station deactivation or removal.
  - Timeline:
    - Requests require 2 weeks' notice; large requests require longer lead times.
  - Fees:
    - New York City Bike Share will perform the deactivation or removal work, and the cost of the removal, reinstallation, and labor will be the responsibility of the Applicant.

#### Use or Temporary Control of Street Infrastructure or Furniture:

- Electrical Pole Tap, Fly Cables, or Turn Off Street Lights Requests:

DOT Does not allow cable runs / cable ramps on roadways with active vehicles driving over them. Applicant can do a cable fly over moving traffic, over 18 ft high for the full run, and requires DOT review and permission.

- Applicants wishing to have permission for temporary use of NYC DOT street lights or traffic signals must submit the following information to Special Events via email:
  - Completed “NYC DOT Special Events Application for the Installation, Removal, Modification, or Temporary Use of Streetlights and Traffic Signals,”
  - Applicant Name, Address, and Contact Information,
  - Applicant Organization’s Address and Contact Information,
  - Film or Event Name,
  - Event Date & Timeline,
  - Setup/Prep and Breakdown/Wrap Dates & Timelines,
  - A site map or plan with each street light identified,
  - Recently taken photo of each street light requested removed, showing the entirety of the light from the ground (base) to the top (lamp), and
  - The address the street light is immediately in front of, or lacking an address, cross streets and compass designation (ex. NE corner of Main St & State St | Mid-block, south side on Main St between State St and Smith St)
- Timeline:
  - Requests require at least a 3 business day notice; larger requests require longer lead times.
- Fees:
  - The Applicant shall be solely responsible for all costs associated with removal of the streetlight(s) or traffic signal(s).
  - The Applicant is responsible to make the necessary financial arrangements with Con Edison or appropriate utility for energy cost.
- Rules:
  - The Work shall be performed by a licensed electrical contractor and shall be coordinated with the appropriate utility (i.e. Con Edison).



- The Work shall comply with all applicable rules, regulation, laws, and safety codes.
- This application must be accompanied by a drawing and/or a detailed schematic of the proposed Work as well as any photos requested by NYC DOT.

#### Temporary Festoon (Holiday or Festival Lighting) Request:

- Applicants wishing to attach holiday or festival lighting across streets must submit an Application for the Installation of Temporary Festoon on the DOT Website.
- Fees:
  - The cost and expense of all work, including any damages incurred to NYC equipment, shall be borne by the sponsoring group/organization and/or Applicant.
- Rules:
  - It shall be the responsibility of the sponsoring group/organization and/or Applicant to submit the signed and dated application with the detailed drawing directly to the Division of Street Lighting. The group's contractor shall not be permitted to submit the application and/or drawing.
  - All work shall conform to the requirements of the New York City Department of Transportation (NYC DOT) Highway Rules (available on the NYC DOT website [www.nyc.gov/dot](http://www.nyc.gov/dot)). Please refer to Sections 2-03 and 2-14 (e) for specific provisions regarding temporary holiday lighting and other temporary lighting. This application does not include all the provisions of the rules.
  - Your group/organization, contractor and/or Applicant shall obtain and maintain in force an insurance policy as provided in Section 2-02 of the Highway Rules and shall indemnify and hold the City harmless from any and all claims for personal injury or property damage arising from the installation, maintenance, operation, and eventual removal of the temporary lights.
  - The sponsoring group shall make arrangements with the appropriate electric utility company to pay for the electricity that will be used to illuminate the temporary festoon/holiday lighting and/or other temporary lighting.
  - All plans, maps, and documentation for the installation of temporary festoon/holiday and other temporary lighting shall be received by the Division of Street Lighting at least 60 days in advance of the desired installation date. Plans (indicating the main street and cross streets where the lights shall be located) are to be detailed and show each pole on the street where the lighting will be installed. The plans shall also indicate from which pole(s) the electric power is to be drawn and which pole is being used solely as an attachment. The plans shall include the size of the cable and the electrical load to be used, where and how the lighting is attached on all ends, such as on another street light pole, on a building, wooden stake, etc.; the types of devices to be installed on the poles and the

heights of the equipment over streets and sidewalks. (GFI outlets are required. Please be sure to refer to the Highway Rules.)

- No lighting shall be installed on traffic signal poles (including pedestrian signal poles) or obstruct the visibility of traffic signals. Temporary festoon/holiday and/or other temporary lighting shall not be installed inside the borders of an intersection and shall not obstruct the visibility of any traffic signals or signs.
- All work shall be performed by a New York City licensed electrical contractor.
- The Division of Street Lighting (DSL) shall review the plans and shall note the disposition of the Applicant's request on this application form in Section II. If approved, the signed application shall be used to apply for a NYC Department of Buildings (DOB) Permit. Copies of this signed application along with the DOB permit shall be needed when applying for a NYC DOT permit the group to perform the work, as per Section 2-14 (e) of the DOT Highway Rules. No lighting, including any attachments, shall be installed on a street light pole until a NYC DOT permit is acquired.
- The NYC DOT Electrical Inspections Unit (EIU) shall be notified via fax number (718) 472-5228 of all proposed work at least 72 hours prior to commencement. A copy of your DOT permit shall also be faxed at this time.
- Prior to commencing any work, the electrical contractor shall test the pole for stray voltage. If a pole tests positive, the electrical contractor shall contact DOT and Con Edison immediately and shall report such test result and location of the pole. This procedure shall be repeated when installation has been completed and when the equipment is to be removed at the conclusion of the permit. The results of such tests and determinations shall be provided to the Department as requested.
- The Department may mandate that changes be made to the work performed. If the changes are not satisfactorily made, the Department may remove the temporary lighting and charge the cost of removal to the sponsoring group/organization.
- Any group/organization, Applicant, and/or electrical contractor who fail to comply with the requirements of this procedure shall be excluded from installing any temporary lighting the following year or seasonal cycle, or any other period of time as determined by the Department.
- Contact the NYC Department of Transportation Division of Street Lighting with any questions or concerns.

#### Removal of Advertisements on Bus or Bike Shelters.

- Applicants wishing to temporarily remove, temporarily edit, or place advertisements at bus stops, bike shelters, newsstands, and automatic pay toilets shall be directly in touch with JC Decaux, NYC DOT's contractor, to make the necessary arrangements. The Applicant is responsible for costs associated with this request.

## Other NYC DOT Event Coordination:

- Authorized Parking Contacts and Coordination:
  - Applicants seeking to utilize curb lanes designated as authorized parking for federal, state, or city agencies must contact an authorized representative from the affected agency to receive approval for temporary use of that space. Contacts for impacted agencies can be received by submitting the request to NYC DOT Special Events via email, who will forward the request as appropriate.

## Contact Information:

DOT Special Events:

[SpecialEvents@dot.nyc.gov](mailto:SpecialEvents@dot.nyc.gov)

DOT Furniture Removal:

[SpecialEvents@dot.nyc.gov](mailto:SpecialEvents@dot.nyc.gov)

Staten Island Ferry Permits:

Staten Island Ferry

NYC Department of Transportation

1 Ferry Terminal Drive

Staten Island, NY 10301

(212) 839-3439

Ferry Terminal Use Permit Payments:

Janine Sharif

NYC Department of Transportation

1 Ferry Terminal Drive

Staten Island, NY 10301

Holiday or Festival Lighting:

Division of Street Lighting

NYC Department of Transportation

34-02 Queens Blvd, 2<sup>nd</sup> Fl

Long Island City, NY 11101

(718) 786-4595

## Website/Helpful Links:

Ferry Permits:

<http://www.nyc.gov/html/dot/html/ferrybus/staten-island-ferry.shtml#permits>

Signed and Notarized Release Form:

<http://a841-dotweb01.nyc.gov/FerryPermits/pdf/FilmReleaseForm.pdf>

Film/Photograph Permit:

<http://a841-dotweb01.nyc.gov/ferrypermits/FilmPermit.aspx>

Literature Distribution Permit:

<http://a841-dotweb01.nyc.gov/ferrypermits/LiteraturePermit.aspx>

Special/Performance Permit:

<http://a841-dotweb01.nyc.gov/ferrypermits/SpecialPermit.aspx>

Holiday or Festival Lighting Application for the Installation of Temporary Festoon:

<http://www.nyc.gov/html/dot/downloads/pdf/holidaylightingapp.pdf>

Installation, Removal, Modification or Temporary Use of Streetlights/Traffic Signals Application

<https://www1.nyc.gov/html/dot/downloads/pdf/nycdot-application-temporary-changes-lights-signals.pdf>

# **FIRE DEPARTMENT OF NEW YORK CITY**

The Fire Department's Bureau of Fire Prevention and Bureau of Fire Operations evaluate the potential impact of special events and determine appropriate ways to mitigate the risk to life and property. Based on the event, FDNY will conduct pre-event planning/site plan review, emergency preparedness planning, pre-site walkthrough, permit(s) issuance, inspections, and event monitoring.

## **Overview of Permits:**

PERMIT	DESCRIPTION	DEADLINES	FEE
Liquefied Petroleum Gas Permit	Liquefied Petroleum Gas (LPG) use in connection with grills for cooking and BBQ *Fuel cannot be stored on-site, nor is it permissible to re-fuel generators during an event. Refueling is only permitted during the overnight or before an event begins.	2 weeks prior to event date	\$105 for use per mobile food truck \$210 for stationary storage (Upon prior approval)
Flammable & Combustible Liquids Permit	Transportation of Hazardous Material Permit (fuels, generators, vehicles)	2 weeks prior to event date	Varies depending on quantity and type of flammable or combustible liquid being stored, handled, and/or used
Temporary Public Assembly Permit	The City requires a Place of Assembly Certificate of Operation for all locations where the Certificate of Occupancy shows that 75 or more people may gather indoors, or 200 or more may gather outdoors, for religious, recreational, educational, political, or social purposes.	Request at least 1 week prior to event and will receive on event date	Permit fees based on occupancy
Special Effects Permit	Explosives, special effects, open fire, and/or pyrotechnics are carefully monitored for use, storage and transportation and only permitted under strict supervision by the NYC Fire Department Explosive Unit.	2 days prior to event date	Permit fees depend on time of day and type of special effects
Open Flame Permit	Use of open flames in group occupancies and public gathering places. Use for flaming foods or beverages, decorative devices	Request at least 1 week prior to event date	\$210 Permit fee

**How to obtain permit / Instructions on how to apply for each permit:**

- Need to contact the FDNY Customer Service Center via email: [FDNY.BusinessSupport@fdny.nyc.gov](mailto:FDNY.BusinessSupport@fdny.nyc.gov) or call 311
- Pre-Site walk through may required.
- If full street closure a detailed site plan must be files with FDNY.
- Payment made to FDNY by Money Order or Cashier's Check.
- Permit inspections and event monitoring on day of event

**Application Timeline/Approval Process:**

- Approval given prior or on the day of the event

**Rules and Regulations:**

- Fire Code Chapter 38-LPG
- 3 RCNY 3809-01 (j) (6) Liquefied Petroleum Gas-Mobile Cooking Uses
- 3 RCNY 403-01 Fire Safety Precautions at Street Fairs and Similar Outdoor Public Gatherings
- Fire Code Chapter 34- Flammable and Combustible Liquids
- 3 RCNY 3405-01- Storage and Use of Fuel Oil on Mobile Trailers for Heating and Power Generation
- Fire Code Chapter 4 Section 403-Public Gatherings
- Fire Code Chapter 33- Explosives, Fireworks and Special Effects
- Fire Code Section 308 – Open Flames

**Contact Information:**

All inquiries should be submitted directly to [FDNY.BusinessSupport@fdny.nyc.gov](mailto:FDNY.BusinessSupport@fdny.nyc.gov) or call 311 and info will be forwarded to the FDNY Customer Service Center (CSC).

CSC should obtain the following information: Name / Email address / Phone # / Event location address  
Items being used: Open Flame, Propane (LPG), Generator, Open Fire

**Website/Helpful Links:**

<http://www1.nyc.gov/site/fdny/index.page>

<http://www1.nyc.gov/site/fdny/business/all-certifications/all-certifications.page>

# **HUMAN RESOURCE ADMINISTRATION**

## **DEPARTMENT OF SOCIAL SERVICES**

The Human Resources Administration/Department of Social Services enhances the quality of life for all New Yorkers by providing temporary help to eligible individuals and families with social service and economic needs in order to assist them in leading independent lives. These goals are accomplished through the effective administration of a broad range of social welfare programs and services.

### **Overview of Permits:**

<b>PERMIT</b>	<b>DESCRIPTION</b>	<b>DEADLINES</b>	<b>FEE</b>
Public Solicitation License	A Public Solicitation License grants permission to a non-profit organization, society, or association to solicit funds from the general public. Public Solicitation Licenses are not granted to individuals.	At least 10 days prior to event date, but no earlier than 2 months  Organizations requesting a license for events such as a telethon, walkathon, an evening at the theatre; can apply up to 3 months prior to event date	No fee

### **How to obtain permit / Instructions on how to apply for each permit:**

- An application (Form W-704A) for a license to solicit from the general public may be obtained at no charge by contacting the Public Solicitation Office, attention Jeanine Vega.

### **Application Timeline/Approval Process:**

- The completed application for solicitation shall be filed with the Public Solicitation Section at least 10 days prior to the effective date of the requested solicitation, but no earlier than 2 months.
- Organizations requesting a license for events such as a telethon, walkathon, an evening at the theatre, or an auction shall be granted 3 months prior to the effective date to submit application in order that the fund-raising and advertising activities can be completed.

### **Rules and Regulations:**

- Regulation 1. Application forms:
  - All applications shall be made on Form W-704A provided by the Department.
- Regulation 2. Application: What it is to contain:
  - Every application made hereunder shall set forth, in addition to other information, the following:

- The name and address of the Organization as it appears on the Certificate of Incorporation and the name under which it intends to solicit contributions.
  - Names and address, for home and business, of the officers and directors of the organization.
  - The specific method(s) of solicitation.
  - Specific dates for which permission is sought and localities and places of solicitation.
  - Purpose or object of solicitation.
  - The estimated expenses of the proposed solicitation.
  - Whether or not any commissions, fees, wages or emoluments of any character are to be extended in connection with such solicitation and if so, the rates or amounts.
  - The name and address, if any, of professional fundraiser, commercial co-venture or fundraising council, the state registration number and a copy of the agreement thereto.
  - A verified statement of all monies, donations or financial assistance of any kind collected during the previous fiscal or calendar year, the expenditures connected therewith, and all other disbursements thereof.
  - Copy of any contract made in connection with the solicitation shall be attached to the application.
- Regulation 3. Certified Resolution of Authority to be filed:
    - Every organization, society, association or corporation applying for such license shall file with its application a copy of the resolution adopted by such organization, society, association or corporation authorizing the application, certified to as correct by the proper officer thereof.
  - Regulation 4. Eligibility requirement:
    - Licenses will not be issued to individuals but only to non-profit groups, organizations, associations and corporations. All officers and directors of Applicant organization must be of good character and bear a reputation in the community satisfactory to the Commissioner.
  - Regulation 5. Veterans organizations:
    - Applications for public solicitation may not be submitted by posts, branches, garrisons or other units or subdivisions of organizations having county or state offices unless specifically authorized in writing by the State or County office. National offices of organizations may also apply.
  - Regulation 6. Proceeds – certain uses prohibited:

- No license shall be granted where any part of the proceeds collected insures to the benefit of any individual officer or member of the organization, society, association or corporation, directly or indirectly, except that reasonable compensation may be paid for services rendered.
- Regulation 7. Gambling, Games of Chance, Etc.:
  - No gambling device, lottery, raffle, drawing or game of chance shall be permitted at or used in connection with any function for which a license to solicit has been granted.
- Regulation 8. Miss-Statements:
  - Any miss-statement made in the application or to the Commissioner for the purpose of obtaining a license may be deemed sufficient cause for refusing such license or for revoking any license granted.
- Regulation 9. Terms of License to be fulfilled:
  - Licenses granted hereunder shall specify the period during which they shall remain in force, the name of the organization, society, association or corporation to which granted, the manner in which the solicitation shall be carried on, the location of the solicitation, and the purpose of the solicitation. Licensees and all solicitors, collectors or other representative of the licensees, shall be required to produce on demand, the original license or a photographic copy. The license shall not be valid unless it bears the signature of the Commissioner, Deputy Commissioner or Counsel to the Department of Social Services.
- Regulation 10. Commissioner reserves the right to cause an audit:
  - The Commissioner reserves the right to make or cause an audit to be made at any time of the accounts of any organization, society, association or corporation, to which a license has been issued at any time, and if such audit discloses any irregularity it shall be sufficient reason for the revocation of the license and for the denial of future licenses to the same group or its successors or affiliates.
  - The Commissioner reserves the right to examine books and records of applicants for licenses.
- Regulation 11. License not transferable:
  - No license granted in accordance with these regulations shall be transferable.
- Regulation 12. Statement of receipts and expenditures to be filed:
  - The holder of the license shall file with the Department of Social Services, within 10 days after the expiration of the period for which it was granted, a statement of the receipts and expenditures in detail, sworn to by a proper officer.



- Regulation 13. Ten-day rule:
  - Completed application forms for solicitation of funds must be filed with the Department of Social Services at least 10 days before the effective date of the requested solicitation.
- Regulation 14. Three-month time limit:
  - In connection with the sale of tickets or advertising for fund-raising purposes a license will not be issued earlier than 3 months before the scheduled date of the proposed affair.
- Regulation 15. Samples must be submitted:
  - It is required that organizations licensed by the Department of Social Services who conduct campaigns for contributions and by sale of tickets must furnish the Department with samples of letterheads, appeal letters and literature to be used in connection with such campaign and where the sale of tickets is licensed, the Department must be furnished with samples of the tickets in the different price denominations.
- Regulation 16. Consent required:
  - Within the discretion of the Commissioner, he or she may require Applicant for license to furnish proof of consent to solicitation on any privately owned property.
- Regulation 17. Licensees prohibited from soliciting in U.S. uniform:
  - No licensees, or representatives of a licensee, shall wear the uniform or any part thereof, of the Army, Navy, Coast Guard or Marine Corps of the United States, or of the National Guard or State Guard of the State of New York, in connection with solicitation of funds.
- Regulation 18. Removal of containers or receptacles on expiration of license:
  - Where public solicitation is conducted by placement indoors of containers or receptacles, such solicitation must terminate upon the expiration date of the license. No container or receptacle may be displayed after such expiration date, and all containers and receptacles must be promptly removed by or returned to the licensee.
- Regulation 19.1 Soliciting prohibited in certain places:
  - No license granted hereunder shall be construed to permit or allow the holder, thereof, to solicit contributions along the 'line of march' of any parade or at any block party or street fair, unless solicitation is specifically authorized by the license.
  - No solicitation is to be conducted on any public conveyance, platform, stairway, station or any appurtenance of a subway or elevated railway.

- Regulation 19.2 Solicitation by children prohibited:
  - The use of children under 18 years of age in solicitation under authority of license issued by the Department of Social Services is prohibited.
- Regulation 19.3 Three-day limitation:
  - Licenses for street solicitation shall be limited to a period of 3 days within a 6 month period. In instances involving inclement weather, a licensee may request and receive substitute days.
  - The last week in May shall be reserved for veteran organizations only who will be permitted to conduct both indoor and outdoor solicitation by the sale of poppies during this time.
- Regulation 19.4 Distance required between solicitors:
  - There shall be at least the distance of one City block between persons soliciting funds on public streets under license from the Department of Social Services.
- Regulation 19.5 Manner of soliciting:
  - Solicitors shall approach pedestrians in a quiet, conversational tone. Solicitors shall not shout or otherwise conduct themselves in a manner offensive to passersby and shall not carry signs.
- Regulation 19.6 Solicitors shall not block entrances:
  - Solicitors shall not block the entrance to any dwelling, store or other place of business, nor impede in any way the free ingress to or egress from any dwelling, store or other place of business.
- Regulation 19.7 Solicit near the curb line:
  - Solicitors shall station themselves nearest the curb line.
- Violations:
  - Any violation of these regulations or of any ordinance or law may result in the revocation of the license and in denial of future licenses to the same organization, its successors or affiliates.

**Contact Information:**

City of New York Department of Social Service

NYC Human Resources Administration  
Office of Legal Affairs/Public Solicitation Section  
150 Greenwich Street (4WTC) 38th Floor  
New York, NY 10007

(929) 221-6539

Jeanine Vega  
[vegaie@dss.nyc.gov](mailto:vegaie@dss.nyc.gov)

**Website/Helpful Links:**

<http://www1.nyc.gov/site/hra/index.page>

# **NYS DEPARTMENT OF HEALTH BUREAU**

## **OF EMS AND TRAUMA SERVICES**

Part 18 Public Mass Gathering Permits – When a function is anticipated to have 5,000 or more people gathering in attendance, Public Health Law requires the Applicant/promoter to file for a permit with the Department to assure the safe and adequate provision of EMS at the event. The permit process involves a review of proposed EMS plans, equipment available at the event, modes of egress, the participation of local area public safety agencies, and the effect of or on hospital facilities in a radius of the event. Requirements vary for each event depending on weather, venue, and nature of the event.

Bureau of EMS and Trauma Services NYS DOH also covers the following:

- **Full Service Inspections** - An Agency Full Service Inspection is described as an onsite inspection conducted by MARO field representatives at an EMS agency headquarters facility. The inspection process encompasses a review of personnel records and certifications, equipment storage and adequacy, ambulance vehicle inspections, as well as policy and procedure manuals. A full service inspection can range from 4 hours for a smaller agency with 2 ambulances to 3 days for larger agencies with 400 ambulances. The Bureau of EMS requires a full service inspection be conducted on all ambulance services at least once every 6 years. Full service inspections are also conducted based on complaint information, spot inspections or the issuance of a new ambulance agency certificate.
- **Part 80 Inspections** - A Part 80 Inspection is performed on Advanced Life Support agencies that are required to hold a Department issued license to possess and use controlled substances in the performance of their duties. During a Part 80 Inspection, Department representatives review and recommend the procedures by which these substances are received from a supplier, logged into stock, stored in a secure environment, carried by providers, and documented after use. The primary objective of this inspection is to ensure safety, security, appropriate administration, medical control and to minimize the opportunity of a diversion of these medications.
- **Spot Inspections** - Spot inspections are conducted to assure compliance with Article 30 of Public Health Law and Part 800 regulations of the State Emergency Medical Services Code. This inspection takes place without notice during normal operating circumstances. An ambulance vehicle is usually inspected immediately following the delivery of a patient to a hospital, or while an ambulance is on standby awaiting a call. The objective of a spot inspection is to identify and correct deficiencies found during normal operating circumstances.
- **Patient Care Investigations** - MARO EMS conducts investigations originating from complaints received by various sources. Patients, family members, Doctors, certified providers, and the news media are some of the avenues by which MARO receives information relating to possible patient care deficiencies. An investigation involves interviewing providers and witnesses, gathering factual evidence in the form of records, reviewing protocol and procedure manuals, and ultimately generating a report of investigation to be reviewed by Central Office personnel for determination of disposition. Many of these cases are

referred to DLA for enforcement action, while a portion result in the providers voluntary surrender of his or her certification.

- **Criminal Background Investigations** - This type of investigation involves an individual who has or is seeking certification as an Emergency Medical Technician who has had a criminal conviction. Part 800 regulations require the Department to review the conviction to determine if the individual is able to be certified. An investigation of this nature includes obtaining certificates of disposition for the convictions, interviewing the candidate, work history review, and character reference letters. Some of these investigations are open for extended periods of time when an individual is facing charges and is awaiting trial in the criminal court system.
- **Education Sponsorships and EMS Course Audits** - Due to the significant population in the MARO region, there are a large number of EMS Course Sponsors that contract with the Department to provide training for individuals seeking certification. The Sponsors must adhere to strict course content and regulations, and the training facilities must be equipped per Department policy for the provision of EMS education.
- **Consumer Assistance** - The MARO EMS office fields a large volume of telephone inquiries from individual providers, EMS agencies, and the public relating to general EMS regulations and assistance with filing required documentation. EMS has recently become more bonded with the public in areas of public access defibrillation, CPR training, and the availability of epinephrine auto injectors in public places. The MARO EMS office also maintains communication with other State EMS Divisions to facilitate specialized intrastate transportation of critical patients to and from many of the specialty hospitals located in the MARO region.
- **Health Emergency Planning** - MARO EMS staff are utilized for unpredictable events such as Hurricane Emergencies, and Healthcare Facility Evacuations. They are called on to represent the Department at local Emergency Operations Centers, and HECs during these incidents. Due to the specific knowledge and communication resources EMS Representatives possess they are able to work closely with local agencies and report conditions to Senior Staff of the Department. Staff members reside throughout the MARO region and are individually well versed in local area emergency operations plans and routine EMS Systems plans.
- **Direct response to Major Emergencies** such as Weather, WTC, Ice Storms, etc.

#### Overview of Permit:

PERMIT	DESCRIPTION	DEADLINES	FEE
Part 18 Public Mass Gathering Permit	Permit for an event of 5,000 attendees or more	5 days before the 1 <sup>st</sup> day of advertising + 30 days prior to event date	\$100 permit fee: Limited to 3 ambulance units  \$200 permit fee: Greater than or equal to 3 ambulance units

**How to obtain permit/Instructions on how to apply for each permit:**

- Please call (212) 417-4455 or (212) 417-5967 for an emailed version of the Part 18 permit application; from there, future correspondence can be through email and/or phone.

**Application Timeline/Approval Process:**

- Application needs to be in our office completed no more than 5 days before advertising, and 30 days prior to event date
- Application deadline is 30 days prior to the event.

**Rules and Regulations:**

- Public function means any scheduled or advertised event open to the public and likely to attract 5,000 or more people at any one time.
- For 5,000 to 15,000 attendees, there shall be one emergency health care facility onsite staffed by a minimum of two emergency medical technicians, one ambulance onsite staffed by at least one emergency medical technician, and the services of a physician available to the site within 15 minutes. Documentation shall be provided showing that local, municipal, and public safety officials, including police, fire, and local emergency medical services personnel have been advised of the event in writing.
- For 15,001 to 30,000 attendees, there shall be two emergency health care facilities onsite, each staffed by two emergency medical technicians, one ambulance onsite, staffed by at least one emergency medical technician, and the services of a physician available to the site within 15 minutes. Documentation shall be provided showing that local, municipal, and public safety officials, including police, fire, and local emergency medical services personnel have been advised of the event in writing.
- For 30,001 to 50,000 attendees, there shall be two emergency health care facilities onsite, each staffed by two emergency medical technicians, two ambulances onsite, each staffed by at least one emergency medical technician, and a physician onsite. Documentation shall be provided showing that local, municipal, and public safety officials, including police, fire, and local emergency medical services personnel have been advised of the event in writing.
- For over 50,000 attendees, there shall be two emergency health care facilities onsite, each staffed by two emergency medical technicians, three ambulances onsite, each staffed by at least one emergency medical technician, a physician onsite and a written statement shall be available describing the impact the event will have on public safety and emergency medical services in the area, which must include comments by local police, fire, emergency medical services personnel, and other public safety officials who have jurisdiction to provide services.

- Any modifications of staffing or the method of providing emergency health care facilities or the onsite ambulance requirement is subject to approval of the permit-issuing official.
- Additional emergency medical services, ambulance service, equipment, supplies, and personnel as the permit-issuing official may require because of special circumstances, including but not limited to the location and nature of the event, accessibility to existing emergency medical services systems, access and weather conditions, shall be made available.
- A chronological log and individual record for each patient receiving emergency medical care shall be maintained on a form prescribed by the permit-issuing official. A copy of each report and the log are to be maintained on file by the function sponsor for 7 years and available to the department upon request.
- Advanced life support (ALS) services may be substituted for the physician on call or site if the ALS is at the 3 or 4 level as described in section 800.45(d) of this Title and with the approval of the permit-issuing official.
- The permit holder shall file any report, following the event, as may be required by the permit-issuing official
- Bleachers or similar structures at a public function must be safe. If the public function is also a place of public assembly or other place or activity subject to regulation by the New York State Department of Labor, then the permit-issuing official may seek information from that agency to aid evaluation of the safety of such structures.

#### Unexpected Attendance:

- In the event that actual attendance at a public function shall exceed the estimate used for determining the required equipment, supplies, and personnel by more than 20 percent, it shall be the responsibility of the permit holder to provide immediately the additional sanitary facilities, medical equipment, supplies, and personnel required.

#### Contact Information:

New York State Department of Health  
EMS MARO 90 Church Street  
15th Floor New York, NY 10007

Andrew Wendt  
Senior EMS Representative  
andrew.wendt@health.ny.gov  
(212) 417-4455

Enrique Lopez  
Part 18 Permit Associate  
enrique.lopez@health.ny.gov  
(212) 417-5967

#### Website/Helpful Links:

<http://www.health.ny.gov/professionals/ems/part18.htm#permit>

# **NEW YORK STATE DEPARTMENT OF TRANSPORTATION**

New York State Department of Transportation (SDOT) is responsible for the state roadway system within the five boroughs of New York City. A Special Event permit is required for any event, except filming, that will take place on the state highway right-of-way. Examples: West Side Highway & FDR Drive

## **Overview of Permits:**

PERMIT	DESCRIPTION	DEADLINES	FEE
Special Event Permit	PERM 33b application form	3 weeks prior to event date	\$25.00 permit fee

## **How to obtain a permit / Instructions on how to apply for each permit:**

- Complete PERM 33b application,
- Submit the entire 9 page document, via email to the address below,
- If applicable, mail the permit fee check, payable to NYS DOT, to the address below, and email a copy of the check with the application form.

## **Application Timeline / Approval Process:**

- Completed application form and supporting documents to be submitted to NYS DOT not less than 3 weeks before the event.

## **Rules and Regulations:**

- Applicant's responsibilities are stipulated in PERM 33b.

## **Contact Information:**

New York State Department of Transportation  
Region 11 Maintenance Unit, 5<sup>th</sup> Floor  
Hunters Point Plaza  
47-20 21<sup>st</sup> St  
Long Island City, NY 11101  
Attn: Viral Shah, (718) 482-4522;  
[Viral.Shah@dot.ny.gov](mailto:Viral.Shah@dot.ny.gov); or  
Leonid Bruk, (718) 482-4516;  
[leonid.bruk@dot.ny.gov](mailto:leonid.bruk@dot.ny.gov)

## **Website/Helpful Links:**

Additional information and copies of PERM 33b may be obtained online at the following URL:  
<https://www.dot.ny.gov/divisions/operating/oom/transportation-systems/traffic-operations-section/special-permit>

# **STATE LIQUOR AUTHORITY**

The New York State Liquor Authority (SLA) and its agency arm, the Division of Alcoholic Beverage Control (ABC), were established under New York State Law in 1934 to “regulate and control the manufacture and distribution within the state of alcoholic beverages for the purpose of fostering and promoting temperance in their consumption and respect for and obedience to law.” The SLA is also authorized by statute to “determine whether public convenience and advantage will be promoted by the issuance of licenses to traffic in alcoholic beverages ... and to carry out the increase or decrease in the number thereof and the location of premises licensed ... in the public interest.”

## **Overview of Permits:**

<b>PERMIT</b>	<b>DESCRIPTION</b>	<b>DEADLINES</b>	<b>FEE</b>
Temporary Beer, Wine, & Cider Permit	Authorizes the sale of beer, wine, and or cider at retail for consumption at a gathering for a period not to exceed 24 consecutive hours.	At least 15 days prior to event date	\$36 per day per point of sale
Caterer’s Permit	Authorizes an active on-premises retail licensee to furnish alcoholic beverages for use at a specific indoor event located off the licensed premises.	At least 15 days prior to event date	\$48 per day per point of sale

## **How to obtain permit / Instructions on how to apply for each permit:**

- To apply, please visit our website and go to online permit applications.

## **Permits:**

- All special event permits are subject to the following terms and conditions:
  - No person shall sell, deliver or give away or cause, permit or procure to be sold, delivered, or given away any alcoholic beverages to any person, actually or apparently under the age of 21 years.
  - No child actually or apparently under the age of 16 years will be admitted to the premises at which event is held unless accompanied by their parent or guardian or by an adult person authorized by its parent or guardian, as provided by of §260.20 of the Penal Law.
  - No sale or service of alcoholic beverages shall be made during the hours prohibited by the provisions of §106 (5) of the Alcoholic Beverage Control Law or by rule of the county government having jurisdiction in the county in which the event is held.
  - No alcoholic beverage may be sold, served, or consumed in any area where bingo is played.
  - Alcoholic beverages must be purchased from a licensed brewer, winery, or wholesaler ONLY, and not from a retail licensee.



- A separate permit is required for each point of sale for each date. The permit must be on display at the event.
- Temporary Beer, Wine, and Cider permit:
  - Application must be received by the Liquor Authority a minimum of 15 days prior to the event. Applications received 5 days or less from the event date will be disapproved.
  - No alcoholic beverages except beer, wine, or cider may be kept or be permitted to be kept or sold on the premises during the period that any permit issued in accordance with this application is in effect.
  - No beer, wine, or cider may be taken from the premises where said event is held except that at the termination of said event, any beer or wine which shall remain on hand will be removed from said premises by brewer, winery or wholesaler from which it was purchased, or by its designated agent.
  - Beer, wine, or cider may be sold, served, or consumed in rooms or areas in which authorized games of chance are held. Applicants must provide a copy of the NYS Gaming Commission certificate with the application.
  - The Alcoholic Beverage Control Law limits the number of Temporary Beer, Wine, & Cider permits that can be issued for a location to four permits during a 12 month period, unless the Applicant is a not-for-profit organization holding the event to benefit the not-for-profit organization.
- Caterer's permit:
  - Application must be received by the Liquor Authority a minimum of 15 days prior to the event. Applications received 5 days or less from the event date will be disapproved.
  - Food must be provided by Applicant/licensee, meeting the minimum requirements under §64-a of the Alcoholic Beverage Control Law, for example: salads, soups, sandwiches, finger foods.
  - Pretzels and potato chips do not meet the minimum requirements for food.

**Contact Information:**

New York City Regional SLA Office  
 Adam Clayton Powell Jr. State Office Building  
 163 W 125th Street New York, NY 10027  
 (518) 474-3114  
[permits@sla.ny.gov](mailto:permits@sla.ny.gov)

**Website/Helpful Links:**

[www.sla.ny.gov/](http://www.sla.ny.gov/)

## **ADDITIONAL LOCATION GUIDELINES, RULES AND REGULATIONS**

# **BROOKLYN BRIDGE PARK CORPORATION**

Brooklyn Bridge Park Corporation, one of the largest and most significant public projects to be built in New York City in a generation, has transformed a once dilapidated industrial waterfront into a vibrant and thriving 85-acre civic landscape. Brooklyn Bridge Park stretches from Atlantic Avenue in the south to Jay Street north of the Manhattan Bridge, spanning the neighborhoods of Brooklyn Heights and DUMBO along the East River. The Park is designed by Brooklyn-based landscape architecture firm Michael Van Valkenburgh Associates, Inc.

The Brooklyn Bridge Park Corporation (BBP) develops, capital improves, maintains, and fully operates the Park as a 501 (c) not-for-profit, controlled by the City of New York. BBP is responsible for the day to day operation of the Park, including horticulture, maintenance, capital planning and construction, event permitting, and concession oversight.

## **Overview of Permits:**

<b>PERMIT</b>	<b>DESCRIPTION</b>	<b>DEADLINES</b>	<b>FEE</b>
Wedding Permit	Wedding ceremonies	Applications for upcoming calendar year open each Dec 1 <sup>st</sup>	\$26 application fee + \$400 wedding fee
Film/Photography Permit	Photography or film shoots	2 business days prior to event date	\$26 application fee + variable site and equipment fee
Special Events Permit	Event, performance, meeting, assembly, contest, exhibit, parade, reading, picnic, or group of 20+ people	21 business days prior to event date	\$26 application fee + variable event detail fee
Athletic Permit	League sports	Spring: Dec 1 - Dec 22 Summer: Mar 1 - Mar 22 Fall: Jun 1 - Jun 22	\$26 application fee + variable field use fee

## **How to obtain permit / Instructions on how to apply for each permit:**

- When any permit is required as a condition to the performance of any act or activity, the permit must be obtained prior to undertaking performance of such act or activity. Except as is otherwise provided elsewhere herein, Permit applications to conduct regulated activities or uses must be submitted at least 21 days in advance of the planned event, activity, or use.

## **Application Timeline / Approval Process:**

- BBP will endeavor to either issue or deny the Permit within 21 days of its receipt or completeness.
- If BBP requires additional time to review a Permit application, it will notify the Applicant that additional review time is required, and indicate when it will act upon the Permit request.

## Rules and Regulations:

- Permit terms and conditions: A permit may be granted upon such terms and conditions as BBP will reasonably impose, and will authorize the permitted acts, or activities only insofar as they are performed in strict accordance with the terms and conditions thereof.
  - BBP may alter, or add terms and conditions to a permit, or revoke a permit, based upon the criteria set forth in this section.
  - Permittees must confine their activities to the locations and times specified on their permit. BBP may establish specific guidelines for certain designated parks, or park locations.
  - BBP may suspend, or restrict uses allowed under a permit where exigent circumstances exist in the vicinity of the location for which such Permit has been issued.
  - The issuance of a permit does not grant the Applicant the right to sell, or offer for sale any articles, tickets, or refreshments within, or adjacent to any Park area, unless specifically authorized to do so in such permit.
  - If an Applicant intends to drive vehicles (e.g. buses, cars, trucks, and vans) into the park for deliveries to an event site or for any other legitimate purpose, the permit must specify each such vehicle, and the date, time, route and parking privilege granted, or the Applicant must obtain a separate permit authorizing each such vehicle to be used in the course of the permitted event.
  - Permit applications must indicate whether electrical energy, gas, water, or other utilities are required for the event. Permittees will be responsible for the procurement of, and payment for any electrical energy, water, or other utilities used during the event.
  - Permittees are responsible for cleaning, and restoring the site to good condition after the event. Applicant will be responsible for any overtime, repair, and maintenance, or other costs incurred by BBP because of an Applicant's failure to clean and/or restore the site following the event.
  - BBP or its agents will determine the level of security necessary on a case by case basis. For example, smaller projects that do not involve much staff or equipment may not require much security, while larger projects with equipment left on site may require 24 hour security. The Applicant shall pay these costs. No level of security can be a guarantee against loss. BBP assumes no responsibility for the loss of, or damage to any equipment, property, or for any and all damages to persons, or property.
  - No uses that would create a fire hazard shall be permitted in, or upon the Premises. Examples of a fire hazard include, but are not limited to: piles of newspapers, uncoated dry wood, and containers of flammable liquids. Pyrotechnics shall not be used without specific approval by BBP. Flammable materials, such as plywood, used in set construction, shall be coated with flame retardant whenever possible.

- Applicant shall comply with 24.201 et. Seq. of the Administrative Code of the City of New York (the “Noise Control Code”). Applicant shall not permit, or cause to be permitted, operated, conducted, constructed, or manufactured in the Park devices and activities which would cause a violation of the Noise Control Code.
- Applicant responsible for compliance: Any person issued a permit assumes all liability, and responsibility for any activity conducted under the authority of the Permit, or any actions resulting from activities authorized by the Permit.
- Permit not assignable: Any act authorized pursuant to a Permit may be performed only by the Person, or persons named therein, and any such authorization cannot be assigned, or delegated, unless, and except as provided in such permit.
- Permit application Forms: Application for a permit must be made on forms provided by BBP. Such form(s) must be properly completed and signed, and submitted with any required supplemental documents, and payment of the applicable fee, if any.
- Permit fees non-refundable: All fees paid in connection with obtaining a permit shall not be refundable.
- Refunding of site fee: All fees paid in connection with obtaining a permit shall not be refundable, except under extreme circumstances (including, but not limited to, inclement weather, natural disasters, or other threats to park and human safety), as deemed by Brooklyn Bridge Park, wherein the park was closed to ensure the safety of its occupants. Under these circumstances, the amount refunded to the Applicant shall be determined by Brooklyn Bridge Park.
- Bonds or security deposit: BBP may require the Applicant to post a bond or security deposit in an amount sufficient to ensure full compliance with the terms and conditions of the Permit. The decision of whether to require a bond, or security deposit, will be based on the following factors:
  - The location of the event, and such location’s vulnerability to damage;
  - Whether the event, or any activities associated with the event, present a high risk of property damage;
  - The number of people expected to be in attendance;
  - The type of equipment to be brought onto the site;
  - The number of days the Applicant will occupy the site; and
  - The season in which the event will take place.

- Return of security deposit: If a security deposit has been provided pursuant to a permit, after full performance by the Applicant of all its obligations under the Permit, including any site restoration obligations, BBP will promptly return any remaining security deposit balance to the Applicant.
- Insurance: Permittees may be obligated to obtain liability insurance for permitted events. If required, such insurance must name as additional insureds each of the following: Brooklyn Bridge Park, Empire State Development Corporation, Brooklyn Bridge Park Development Corporation, the State of New York, The City of New York care of the Department of Parks and Recreation and their respective commissioners, directors, officers, employees, agents, successors and assigns. In determining the type, and amount of such insurance, BBP may consider, among other factors, the following factors:
  - The potential risk of personal injury or property damage;
  - Whether the special event involves the sale of food;
  - Whether the special event involves a large number of participants relative to the size of the specific Park site;
  - Whether the special event involves transportation and installation of heavy equipment, or the installation of a stage, or other temporary structures;
  - Whether the special event involves the use of inherently dangerous objects; and
  - Whether the special event involves the use of water areas.
  - If required by BBP, Applicant shall procure, at its sole cost and expense, insurance providing coverage to the BBP for claims for damage to property and personal injury, including death, which may arise from the conduct of the Applicant, its agents, employees, contractors, and guests, and for the performance of any services performed in conjunction with this Permit authorized by the Applicant. Prior to commencement of any activities under this permit, the Applicant shall provide a current insurance certificate evidencing the following insurance coverage:
    - Commercial General Liability with a limit on not less than \$1,000,000 each occurrence, \$2,000,000 aggregate.
    - Commercial Property Insurance covering at a minimum, the perils insured under the ISO Special Causes of Loss form (CP 10 30), or a substitute form providing equivalent coverages, for loss or damage to any owned, borrowed, leased, or rented capital equipment, tools, including tools of their agents, and employees, staging towers and forms, and property of BBP held in their care, custody and/or control.
    - Worker's Compensation, Employers Liability, and Disability Benefits, is required by New York State. If employees will be working on, near, or over navigable waters, US Longshore and Harbor Worker's Compensation Act endorsement must be included.

- Comprehensive Business Automobile Liability Insurance with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of any automobile owned, leased, hired, and non-owned automobiles.
- Insurance coverage shall be provided only by an insurer duly licensed in the State of New York. All insurance policies, and certificates procured by the Applicant, shall name as additional named insured: Brooklyn Bridge Park Corporation d/b/a Brooklyn Bridge Park, Empire State Development Corporation, Brooklyn Bridge Park Development Corporation, the State of New York, The City of New York, NYC Department of Parks and Recreation and their respective commissioners, directors, officers, employees, agents, successors and assigns. Such additional insured coverage shall be at least as broad as the most recent edition of Insurance Services Office (ISO) Form CG 20 26.
- The Applicant shall promptly notify BBP of any accidents and/or claims including, without limitation, accidents, or claims involving bodily injury, death, or property damage, arising on, or within the area covered by this permit. Such notice shall be provided in writing to BBP as soon as practicable, but in no circumstance later than 72 hours following the Applicant receiving notice of the accident, or claim.
- Activities or uses prohibited except when undertaken pursuant to a permit: except where authorized by a contract, license, permit, or other agreement with BBP, it is illegal to engage in any of the regulated activities within the park as set forth in subpart 7 of the rules and regulations, for which a permit or other authorization from BBP is required, without first obtaining a permit for such activity issued by BBP, and complying with the terms thereof, and any other conditions contained in these terms and conditions. The permit must be kept on hand at the permitted site and/or event, so as to be available for inspection by police officers or BBP employees.
- Action on permit applications:
  - If an application is not complete, BBP may contact the Applicant for additional information.
  - If the application is complete, BBP will endeavor to either issue, or deny the permit within 21 days of its receipt, or completeness.
  - If BBP requires additional time to review a permit application, it will notify the Applicant that additional review time is required, and indicate when it will act upon the Permit request.
  - If BBP denies an application for a permit, it will notify the Applicant of its reasons why the Permit was not issued.
- Permit denial: BBP may deny a permit application for the following reasons among others:
  - The permit application was not submitted in a timely manner;
  - Another activity, or use has been previously scheduled for the same time at the facility, or area to be utilized;

- The proposed activity or use is not compatible with the recreational, environmental or historic character of the facility, or area to be utilized;
- BBP can reasonably anticipate that the proposed activity, or use cannot be accommodated in a manner that will ensure the public health, safety, and welfare of all Park patrons, or that such activity, or use may result in damage to park, or facility resources;
- The proposed activity, or use will cause undue interference with the activities, or enjoyment of the park by other park patrons; or
- Within the preceding 3 years, the Applicant has been found in violation of these rules, or other New York State or New York City Parks rules, or regulations concerning same, or similar activity;
- Within the preceding 3 years, the Applicant has been granted a permit by BBP, or another governmental agency, or authority, and did, on that prior occasion, knowingly violate a material term, or condition of such Permit, or any law, ordinance, statute, or regulation relating to the use of the parks;
- The Applicant has any outstanding fees, charges, fines, or civil penalties due BBP, or the City; or
- A material condition of the permit has not been and/or cannot be met by the Applicant.
- Appeal of denial of permit application: An Applicant may appeal a Permit denial by writing the President of BBP at its main office.
- Failure to comply with permit requirement: Failure to comply with the terms and conditions of any permit is a violation of these rules, and the permit may be revoked at the discretion of the President of BBP whose decision is final. If, upon expiration or termination of the permit, it is determined that an Applicant has not complied with the terms and conditions of the permit, or has violated any law, ordinance, statute, or rule, then the following rules apply:
  - Any bond, or security deposit, provided as security for an Applicant's performance with BBP will be forfeited, and retained, to the extent necessary to remedy, or compensate BBP for the damages caused by such acts, omissions, or violations;
  - The Applicant, together with his or her agents and employees who violated such terms and conditions or provisions of law, ordinance, statute or rule, will be considered jointly, and severally liable for any additional sum necessary to correct, or compensate BBP for such damages; and
  - Neither forfeiture of any security, nor payment, nor recovery for such damages, will in any way relieve the Applicant of civil, or criminal liability arising from the violation of any law, ordinance, or rule
- Liability: Permittees will be held liable for any, and all damages or injuries to persons, or property that may occur, or be caused by the use of the permit. By accepting a permit, permittees agree to indemnify,



defend, and hold harmless Brooklyn Bridge Park, Empire State Development Corporation, Brooklyn Bridge Park Corporation, the State of New York, the City of New York and their respective commissioners, directors, officers, employees, and agents from any and all claims whatsoever that may result from such use.

- Notification in case of accident: Should there be any injuries, accidents, or other health incidents at an event, Applicant must notify BBP's Maintenance and Operations Office immediately by telephone, or other number listed in the Permit for such notification.
- Unauthorized advertisement: It will be a violation of these Rules to advertise the location of any event requiring a permit under these rules via posting, print media, radio, television, or the internet when the location is in the park, and the person who is responsible for placing the advertisement has not received a permit from BBP for such event. There will be a rebuttable presumption that any person, or organization whose name, telephone number, or other identifying information appears on any such advertisement has violated this subdivision by either:
  - Illegally advertising an event, or
  - Directing, suffering, or permitting a servant, agent, employee, or other individual under such Person's, or organization's control to engage in such activity; provided, however, that such rebuttable presumption will not apply with respect to criminal prosecutions brought pursuant to this subdivision.
- Assemblies, Meetings, Exhibitions:
  - It is illegal for any person to hold, or sponsor any special event, or demonstration without a permit.
  - It is illegal for any person to erect any structure, stand, booth, platform, exhibit, or art work, in connection with any assembly, meeting, exhibition, or other event, or activity without approval of BBP.
- Unlawful vending: It is illegal for any person to sell, offer for sale, hire, lease, or let anything whatsoever within the park, except under, and within the terms of a permit for such activity issued by BBP.
- Unlawful posting of notices or signs:
  - It is illegal for any person to post, display, affix, stand, construct, or carry any placard, flag, banner, sign, or model, or display any such item by means of aircraft, kite, balloon, or other aerial device, in, on, or above the surface of the park for any purpose whatsoever without a permit issued by BBP. Each separate item placed in violation of this section constitutes a separate violation.
  - Any person may carry any item described above, without the aid of any aircraft, kite, balloon, or other aerial device, where the space on which the message of such item is contained has a height no greater than 2 feet, and a length no longer than 3 feet, and that such item takes up a total area of no more than 6 square feet.

- Any person, or business who posts, or displays a sign, printed material, or art work upon park property, including the perimeters of the park, whether or not pursuant to a permit issued under this subdivision, is responsible for removal of such material pursuant to the conditions in such permit, or immediately if no such permit has been issued. Failure to remove any material that is posted, or displayed on such property, or that remains on such property, other than in compliance with such permit, constitutes a violation, and such material is subject to immediate removal, and disposal.
- There will be a rebuttable presumption that any person, or business whose name, telephone number, or other identifying information appears on any notice, or sign posted, or displayed within the park without BBP permission, has violated this subdivision by either:
  - Pasting, posting, painting, printing, or nailing such notice, or sign, or
  - Directing, suffering, or permitting a servant, agent, employee, or other individual under such person's, or business's control to engage in such activity; provided, however, that such rebuttable presumption will not apply with respect to criminal prosecutions brought pursuant to this paragraph.
- Noise; Musical Instruments; Sound Reproduction Devices:
  - It is illegal for any person to play, or operate any musical instrument, or drum, or cause any noise for advertising, or commercial purposes except under the express terms of a Permit.
- Unauthorized Cinematic, or Photographic Productions: It is illegal for any person to engage in any cinematic or photographic production which is either:
  - For commercial purposes or;
  - Restricts access to public areas, regardless of whether the production is for commercial purposes or not, without a permit from BBP. The Applicant will be responsible for restoring any park property altered, or damaged in connection with the exercise of such permit.
- Alcoholic Beverages:
  - Except where specifically permitted by BBP, it is illegal for any person to consume any alcoholic beverage in any playground, beach, swimming pool, or other park area, or facility. It is illegal for any person to possess any alcoholic beverage with intent to consume, or facilitate consumption by others of same in any playground, beach, swimming pool, or other park area, or facility.
- Unlawful operation and parking of motor vehicles:
  - Motor vehicles may not be brought into, or operated in any area of the park except in designated parking areas, or as otherwise specifically authorized by BBP. Parking areas may be closed to motor vehicles at such times and in such places designated by BBP.

- It is illegal for any person to park any motor vehicle in the park, except as authorized by BBP.
- Parking permits may be issued to individuals. Their license plate number must appear on the permit, and such permit will be valid only for the registered vehicle identified on the permit. Parking permits are not transferable. Any assignment, or attempted assignment of a parking permit will result in the cancellation of such permit.
- It is illegal for any person to remain overnight in a garage, or parking lot, or in a vehicle parked in a garage, or parking lot within the park, except as authorized by BBP. BBP may remove, or cause to be removed any vehicle which is parked in a garage, or parking lot or other area under BBPDC jurisdiction without a current parking permit, or without payment of all required fees. The cost of towing and storage of the vehicle will be charged to the Applicant, or owner of the vehicle and must be paid prior to release of the vehicle. Any vehicle which is unclaimed after 30 days will be deemed to be an abandoned vehicle, and will be disposed of pursuant to the procedures set forth in section 1224 of the Vehicle and Traffic Law.
- Unlawful distribution of products and materials: It is illegal for any person to engage in the noncommercial distribution of products and/or material (other than printed, or similarly expressive material) without a permit. A permit will be issued only upon BBP's determination that said distribution will be conducted in a manner consistent with the public's use, and enjoyment of the park, or facility in question. In making this determination, BBP will consider the nature of the product, or material; whether the product, or material is compatible with customary park uses; whether the product, or material is intended to be used in the park or facility; the age of the targeted audience for the product, or material; and whether the area in the park, or facility where the distribution will take place is appropriate for such distribution, considering, e.g., its proximity to areas designed for children, quiet zones, or other areas designed for activities not compatible with such distribution. In connection with the foregoing, BBP may consult with parental, or other groups which are involved with the park, or facility where a permit for distribution is requested. BBP may also impose conditions upon the distribution of products and materials consistent with the concerns reflected by the factors listed above. Products and/or materials may be distributed only upon an indication of interest by the recipient, and only from a fixed location specified in the permit.
- Terms and conditions for use of the athletic facilities shall supplement, not supersede, the Brooklyn Bridge Park permit terms and conditions. All capitalized terms not defined herein, shall have the meaning provided in the Brooklyn Bridge Park permit terms and conditions.
  - Those who wish to reserve athletic facilities under the jurisdiction, or management of Brooklyn Bridge Park, for the use of sports including, but not limited to soccer, rugby, field hockey, lacrosse, and flag football, must obtain a written permit from BBP. If an individual is applying for a permit on behalf of a group, or athletic league, he or she must so designate on the permit. Only one individual may apply for a permit per group or athletic league.

- The fields at Pier 5 of the park are intended only for sports that would ordinarily be played on a rectangular, turf playing area. Sports such as baseball, softball, kickball, and/or other sports not customarily played on such a playing field may not be permitted by BBP.
- Those who wish to reserve athletic facilities under the jurisdiction, or management of BBP for any other purposes may require a Special Events permit. For more information, please contact the BBP's permit coordinator (the "Permit Coordinator") at [permits@bbp.nyc](mailto:permits@bbp.nyc).
- The completed application must be submitted in accordance with the following seasonal application periods, and at least 21 days prior to the event:
  - Spring (March through May): December 1 – December 22
  - Summer (June through August): March 1 – March 22
  - Fall (September through November): June 1 – June 22
  - Winter (December through February): No permits issued.  
Fields and courts are open for free play, weather permitting.
- BBP reserves the right to require a clean-up bond and/or liability insurance for the event/game, naming the following parties as additional insureds: Brooklyn Bridge Park Corporation d/b/a Brooklyn Bridge Park, Empire State Development Corporation, Brooklyn Bridge Park Development Corporation, the State of New York (the "State"), The City of New York (the "City"), and their respective commissioners, directors, officers, employees, agents, successors and assigns. BBP also reserves the right to require a Certification by Broker form to validate the terms of the insurance.
- Admission tickets, refreshments, or any other articles may not be sold or offered for sale within, or adjacent to any park area without the prior written authorization of BBP.
- Athletic Permits:
  - The Applicant must confine sports activities to the locations and times specified on the permit.
  - The Applicant shall remain subject to the rules and regulations of the park (available for download by visiting <http://www.brooklynbridgepark.org/pages/rules>), the specific terms of the Permit, these Athletic Facilities terms, the terms and conditions, and to all rules, regulations, and laws of all City, State, and Federal departments in so far as applicable.
  - The Applicant must clean and restore the athletic facilities after each session.
  - The Applicant must have in his or her possession at the time and site of the reserved session the permit for the use of the athletic facilities and any other permits or documents required by BBP or any other City agency for proposed activities at the session.

- All Permits are non-refundable and non-transferable.
- If a reserved session is cancelled by BBP for administrative reasons, the session may be rescheduled if feasible.
- The permit is revocable at any time at the discretion of the Permit Coordinator, or his or her superior. The reasons for revocation include, but are not limited to,
  - Providing incorrect information on an application form;
  - Failure to adhere to the Rules and Regulations, the Terms and Conditions, or the Athletic Facilities terms; and
  - The use of a permit issued to a youth organization by adults.
- The Applicant has the right to appeal the revocation of a permit to the Permit Coordinator within 10 days immediately following the mailing of notice of revocation by BBP. Such an appeal must be in writing. The decision of BBP shall be final.
- The maximum number of reserved hours that any adult single permit-holder, or league may control is limited to 16 hours per week. The maximum length of any Permit is one season. Because of high demand for permits, if the Applicant does not reasonably need all of the session time requested, BBP may approve the permit in part, granting to the Applicant some fraction of the athletic facilities time applied for.
- BBP may inspect the site to determine if the Applicant is utilizing all of the reserved time requested. In the event that BBP determines that the Applicant is not using all of the time requested, BBP may reduce the number of permitted sessions.
- Use of amplified sound is not permitted under a sport permit. You may only request amplified sound for use of regulation size Field 4, the play turf, or one of the basketball courts. You must secure a New York City Police Department permit for amplified sound.
- Boating: In order to protect, preserve, and promote the safe operation of vessels within, Brooklyn Bridge Park waters and adjacent waters, in addition to the requirements set forth in sections 1 through 7 above, the following requirements and restrictions also apply to activities and uses within the Park's water areas:
  - Non-Mechanized boats:
    - A permit allows an Applicant and his or her guests to use the BBP's access facilities for a kayak or canoe. An Applicant may have more than one boat listed on his or her permit, but each kayak or canoe on the water must carry an Applicant.

- The Applicant is responsible for the safety of all those in his or her craft. Operation of the kayak or canoe under a permit is solely at the operator's own risk.
  - Permittees and guests should be strong, experienced swimmers. It is recommended that permittees be able to sustain themselves fully clothed for 10 minutes in deep water; swim two body-lengths underwater at a depth of 6 feet; and tow a "victim" fifteen feet.
  - Permittees must be familiar with, and obey all federal, state, and local boating rules, and regulations.
  - Permittees must be aware that environmental conditions such as rip tides and other strong currents can overwhelm even the most adept swimmers. They should know the water, and weather conditions before going out.
- Mechanized boats permits:
- Unless within an area designated by BBP, authorized pursuant to a permit, or in an emergency, it is illegal for any Person to operate, land, anchor, moor, dock, tie-up, store, or launch a boat or Vessel of any kind on any of the piers, or along the bulkhead, or other areas of the Park. BBP, its representatives, or its appointed concessionaire or 13 operator may identify areas for designated boating, landing, docking, or mooring, which may require fees;
  - A permit will not be issued for a Vessel which is deemed by BBP, its representatives, or its appointed concessionaire as unsafe, or likely to cause injury to people, or damage to property, or the environment, including without limiting the foregoing as based on US Coast Guard standards as set forth in 33 CFR Chapter I, Subchapter E revised as of July 1, 2000 and S revised as of July 1, 2000, 46 CFR Chapter I, Subchapter A (Pt. 2) revised as of October 1, 2000, Subchapter H revised as of October 1, 2000, Subchapter K revised as of October 1, 2000, and Subchapter T revised as of October 1, 2000, as applicable and as determined by BBP or its duly authorized designee;
  - Dockage or mooring permits may be issued for vessels that BBP, or its representatives, or its appointed concessionaire determines, including without limiting the foregoing, as based on US Coast Guard standards as set forth above, are capable of safely operating in open water. Before issuing the permit, BBP or its duly authorized designee may inspect the vessel and/or require a demonstration of the vessel's operational capability in open water. Applicant must present evidence of hull and liability insurance, either current state registration or documentation by the U.S. Coast Guard and successful completion of the U.S. Coast Guard Auxiliary, State of NY, or equivalent boating safety course or sufficient nautical experience as determined by BBP based on US Coast Guard standards;
  - A permit will authorize the use of a mooring that meets the requirements of this section, the location of a mooring at a particular position in the mooring field, and the mooring of a particular vessel identified by size, type and registration number;

- The Applicant for a permit must be the owner or lessee of the vessel. A permit will not be issued unless the Applicant presents evidence that the vessel possesses a current registration from the State Department of Motor Vehicles or the appropriate agency of another state or is documented by the U.S. Coast Guard. If the Applicant is not the registered or documented owner of the vessel, the Applicant must present evidence that he or she is the lessee of the vessel. If an Applicant intends to replace a vessel, he or she must notify BBP or its duly authorized designee in advance so BBP can determine whether the existing location and mooring are acceptable for the replacement vessel. The replacement vessel may not be moored until a new permit is granted. No permit will be issued for a replacement vessel if such vessel is not registered with the Department of Motor Vehicles or the appropriate agency of another state or documented by the U.S. Coast Guard;
- Notwithstanding the above provisions of this section, BBP or its representatives or its appointed concessionaire may reserve a limited number of permits for moorings and issue them to persons for use in connection with special events, or other activities that promote the enjoyment by the public of the water for educational, recreational, or entertainment purposes;
- BBP or its duly authorized its representatives or its appointed concessionaire may issue seasonal, monthly or short-stay permits. The term of a seasonal permit begins May 1<sup>st</sup> and ends October 31<sup>st</sup>, unless otherwise designated by BBP or its duly authorized designee. Seasonal permits are not renewable. Seasonal permit holders must apply for a new permit each year;
- Seasonal permit applications will be accepted starting January 15<sup>th</sup> of each year and will be processed in the order in which such applications are received. In the event that more applications are received than can be accommodated on January 15<sup>th</sup>, a lottery will be drawn;
- BBP and/or its duly authorized representatives or its appointed concessionaire may impose reasonable conditions on the issuance of a permit to protect public safety and to safeguard the interests of the public, including but not limited to a requirement that the Applicant or Applicant have his or her mooring inspected or obtain appropriate insurance and submit satisfactory evidence of having complied with such conditions; 14
- Nothing in this part creates a property right in any permit. All permits issued pursuant to this part merely grant a privilege and such permits are by their nature terminable at will by BBP in accordance with the needs or requirements of BBP or in the interests of the public as determined by BBP;
- BBP or its duly authorized representatives or its appointed concessionaire may terminate any permit issued pursuant to these rules by serving Applicant with 15 days written notice of such termination. BBP or its duly authorized representatives or its appointed concessionaire will send by certified mail notice of the intention to terminate a permit and the reasons therefore. In the event that a mailing address is unknown or mail is returned undelivered, such notice may, in lieu of mailing, be posted in a conspicuous place on the Vessel. An Applicant may file written objections with BBP within 7 days from the date of such mailing or posting, whichever is later. After considering any objections raised by the Applicant, BBP will make a final determination

whether to proceed with termination of the permit and will provide notice of such determination to the Applicant in the manner provided herein;

- Where a permit is terminated, the vessel must be removed from the mooring field within 10 days after notice by BBP or its representatives or its appointed concessionaire to remove the same is sent by certified mail to the Applicant or Applicant. In the event that a mailing address is unknown or mail is returned undelivered, such notice may, in lieu of such mailing or hand delivery, be posted in a conspicuous place on the vessel. Where the vessel and mooring are not removed within 10 days after the mailing or posting of such notice, whichever is later, BBP or its representatives or its appointed concessionaire may remove the vessel and mooring or cause the same to be removed from the mooring field. The Applicant and owner will be jointly and severally liable for the costs of removal and storage of the vessel and mooring, as well as for any associated costs, such as cleanup of contamination or debris originating from the vessel or mooring, and such costs must be paid prior to release of the same. Any vessel or mooring removed from the mooring field that is not claimed within 10 days may be deemed to be abandoned and may be turned over to the police property clerk for disposal in accordance with applicable law.
- Every Applicant and Applicant must provide BBP or its representatives or its appointed concessionaire with an address in writing at which he or she may receive notice required by these rules or other applicable law. Any changes in address must be reported in writing to BBP and its duly authorized representatives or its appointed concessionaire within 10 days.
- In addition to these terms and conditions, you must also abide by any instructions specified in the permit that is issued to you.

#### **Contact Information:**

Jamie Warren  
Assistant Vice President of Operations  
[jwarren@bbp.nyc](mailto:jwarren@bbp.nyc)  
Office: (718) 650-5932  
Main: (718) 222-9939

#### **Website/Helpful Links:**

<http://www.brooklynbridgepark.org/pages/permits>  
<http://www.brooklynbridgepark.org/pages/permit-terms-and-conditions>  
<http://www.brooklynbridgepark.org/pages/rules>  
<http://www.brooklynbridgepark.org/>



# **HUDSON RIVER PARK TRUST**

Hudson River Park Trust is a partnership between New York State and City charged with the design, construction and operation of the four-mile Hudson River Park (“Park”). As a public benefit corporation, Hudson River Park Trust is governed by a thirteen-member Board of Directors. The Trust employs a focused, diverse staff with experience in parks, design, finance, public policy, operations, and maintenance. Both the Trust and the Park itself are governed by the Hudson River Park Act, a 1998 law that established both the park and its requirements. We operate on a premise of financial self-sufficiency, supporting the staff as well as the operations and maintenance of the Park through income generated within the Park area by rents from commercial tenants, fees concession revenues, grants and donations. Capital funding has historically come primarily from the State, New York City and Federal budget appropriations. We are working closely with Hudson River Park Friends to expand our funding base to include private donations.

The major goals of the Trust are to:

- Continue advancing Park construction to achieve the full vision for a magnificent waterfront park as outlined in the Hudson River Park Act;
- Operate and maintain the Park at a high level so that it remains a community asset and economic generator, and continues to serve the millions of New Yorkers and tourists who use it annually;
- Improve the Park’s Estuarine Sanctuary through public education, research and habitat enhancement;
- Provide free or low-cost recreational opportunities for New York City residents; and
- Ensure the Park’s future financial self-sufficiency by developing the remaining major commercial nodes.

Jurisdiction:

Hudson River Park includes areas west of Route 9A along the Hudson River in lower Manhattan from the northern border of Battery Park City to West 59<sup>th</sup> St, together with certain specified areas along the eastern boundary of Route 9A, including Chelsea Waterside Park, 14<sup>th</sup> St Park (bounded by 14<sup>th</sup> St, 15<sup>th</sup> St, 10<sup>th</sup> Ave and Route 9A). Such park includes upland, piers and underwater lands west to the U.S. pier line (1,000 feet from the bulkhead).

## **Overview of Permits:**

<b>PERMIT</b>	<b>DESCRIPTION</b>	<b>DEADLINES</b>	<b>FEE*</b>
Small Gathering Permit	Non-exclusive permit for groups of 20-100 people, no equipment (tables, chairs, tents, etc.) permitted – does not include casual park use by visitors or tourists	30 days prior to event date	\$25 application fee + variable site fee

PERMIT	DESCRIPTION	DEADLINES	FEE*
Special Event Permit	Groups of over 100 people, events that require equipment, and events that require an area of the Park to be closed	30 days prior to event date	\$25 application fee + variable site fee
Film/Photo Permit	Permits required for commercial film or photograph, non-commercial purposes when the film or photography would disrupt Park users or otherwise restrict use of a public area, student film or photo shoots, and wedding photography	10 days prior to event date	\$25 application fee + \$4,000 per day site fee; \$3,000 per half a day (up to 3.5 hours) site fee; No fees for student film shoots
Athletic Fields Permit	All groups using the Park's athletic fields (e.g. Pier 40 Recreation Fields and the Chelsea Waterside Park Field)	Up to 6 months before the start of each season	\$25 application fee + \$100 per hour and a half site fee; No fees for non-profit youth organizations

*\*Fees may vary and be subject to additional consideration including, but not limited to, extent, scope of use, duration, attendance, benefit to the public, etc.*

#### **How to obtain permit / Instructions on how to apply for each permit:**

- Applications for all permits can be submitted online.
- All applications require a non-refundable \$25 fee.
- Submitting an application does not guarantee you will be granted a permit.
- Athletic Fields: Separate applications are required for the Pier 40 Indoor Field, the Pier 40 Outdoor Fields, and the Chelsea Waterside Park Field for each season. Each season is booked separately – you cannot reserve a time slot for multiple seasons, and you are not guaranteed sessions in concurrent seasons. Fields are booked on a seasonal basis, and are booked by full sets of sessions only. Only youth organizations (17 and under) may submit permit applications for the Pier 40 Indoor Field. Minimum numbers of players expected to use the fields during each session are 12 for the Indoor Field and 20 for any of the Outdoor Fields.

#### **Application Timeline / Approval Process:**

- Permit applications for small gatherings, special events, film/photo shoots and athletic fields are reviewed on a case-by-case basis as they are received, and approved, or denied based on availability of date and/or location requested.

## Rules and Regulations:

- All permittees must comply with the Hudson River Park rules and regulations.
- Approved film/photo, small gathering, and special event applicants will receive an official permit for Short Term Property Use that contains additional rules, and regulations.
- All athletic field permittees must comply with the following rules and regulations:
  - The Applicant is responsible for the conduct of anyone playing under their authorized permit, and will be liable for damages to persons, or property arising from such conduct.
  - Pamphlets, handbills or advertising material of any kind may not be posted, placed, or distributed at the fields, unless written permission is granted by Hudson River Park Trust.
  - No alcoholic beverages, barbecuing, excessive noise, pets, smoking, rollerblading, riding scooters, skateboarding, or bicycling allowed on or adjacent to field areas.
  - Littering is prohibited. The Applicant is responsible for cleaning, and restoring to its proper condition all areas of the Park affected by the Applicant's use.
  - Bagged lunch/snacks may be consumed off the fields and along the sidelines during your organizations permitted time, but additional gathering permits may be required. Please speak with the Public Programs Coordinator for more details to insure you will not be in violation of your field permit.
  - Moving bleachers onto the field from their current sideline location is strictly prohibited.
  - Pitchers mounds and soccer goals may be moved to the side of the fields when not being used, but they must NOT be removed from fields. They must remain on the turf at all times.
  - Sandbags for full-sized soccer goals, provided by the Park, must be used in accordance with directions.
  - An adult must supervise all Youth Organizations ages 17 and under at all times. Minimum of 1 adult per 12 children.
  - All children who are not participating in on-field play must be supervised by a parent, or guardian while on the grounds of Hudson River Park.
  - Applicant must vacate the premises PROMPTLY at the ending time stated on the official permit, or face revocation of permit – NO EXCEPTIONS!
  - Turf or molded cleats only.

- Marking of the fields or any other field maintenance is strictly prohibited.
- Hudson River Park Trust is not responsible for personal property.
- Hudson River Park Trust reserves the right to close the fields for emergencies, safety purposes, and/or when field conditions or maintenance issues necessitate, or cancel permits without notice.
- Hudson River Park Trust reserves the right to require Applicant to post a bond, or other security to ensure compliance with these rules.
- Permits may not be transferred, sold, duplicated, or amended by anyone without written approval from the HRPT recreation dept. Any violation of this provision may result in revocation of some, or all permits issued to the Applicant.
- Violation of any rules may result in revocation of all permits, and/or other sanctions including a summons to appear in civil court, or criminal court.

#### **Contact Information:**

Hudson River Park Trust (Pier 40, 2<sup>nd</sup> Fl)

353 West St

New York, NY 1001

(212) 627-2020

[info@hrpt.ny.gov](mailto:info@hrpt.ny.gov)

Attn: Manager of Event Permitting (for Special Event Permits)

Attn: Coordinator of Public Programs (for Small Gathering/Film & Photo/Fields)

#### **Website/Helpful Links:**

HRPT Permit Applications:

<https://nyceventpermits.nyc.gov/m.parks/Login.aspx>

[https://www.hudsonriverpark.org/assets/content/general/Hudson\\_River\\_Park\\_Rules\\_Official-2013.pdf](https://www.hudsonriverpark.org/assets/content/general/Hudson_River_Park_Rules_Official-2013.pdf)

Fields Permits:

<https://www.hudsonriverpark.org/about-us/using-your-park/permits/fields>

Film/Photo Permits:

<https://www.hudsonriverpark.org/about-us/using-your-park/permits/film-or-photo>

# **GUIDE TO WEATHER SAFETY PLANNING FOR SPECIAL EVENTS**

**PROVIDED BY NEW YORK CITY  
EMERGENCY MANAGEMENT  
(NYCEM)**

## Introduction

### Purpose

The *New York City Guide to Weather Safety Planning for Special Events* provides public safety guidelines in situations where large crowds are assembled for outdoor events. The guide takes special event organizers and City agencies through considerations of weather hazards, planning best practices, and decision-making processes before and during an event that may be affected by hazardous weather.

These guidelines apply to the largest events the City hosts and involve long-range, multiagency planning. Event organizers are encouraged to develop a weather safety plan for their events.

### Scope

The guide is limited to special event safety concerns related to hazardous weather. It does not alter any existing permitting requirements for special events, nor does it impinge upon the ability of the Incident Commander (the public safety official responsible for the event) to take whatever actions necessary to protect the public.

### Objectives

The *Guide to Special Event Weather Safety Planning* has the following objectives:

- Describe the responsibilities of event organizers to appropriately plan for and respond to weather emergencies to protect public safety
- Describe the responsibilities of City agencies before, during, and after special events
- Describe the necessary components of the weather safety plan that organizers may be required to develop for special events
- Outline the decision-making process for holding, canceling, delaying, or modifying special events in light of weather conditions
  - Discuss unique considerations based on event type, event facilities, specific weather hazards, and venues

*NOTE: Every emergency will present unique circumstances and challenges. This guide is intended to provide structure to a citywide response and is not prescriptive or comprehensive. The actions described in this document will not necessarily be completed during every event, nor is every response activity that may be required described herein. City agencies and their state, federal, non-profit, private, and volunteer partners will use judgment and discretion to determine the most appropriate actions at the time of the event.*

## Hazard Overview

### Special Events

Attendees at special events are vulnerable to weather hazards. Outdoor events may leave large numbers of people exposed to adverse conditions, including extreme heat or cold.

### Weather Hazards

Weather hazards, including extreme cold, extreme heat, flooding, hurricanes, adverse marine conditions, severe thunderstorms, tornadoes, wind, and winter storms may all adversely impact public safety during special events. Table 1 below presents weather hazards, potential associated health and public safety impacts, and related National Weather Service and New York City agency alerts and products.

Table 1: Weather Hazards Overview		
Hazard	Health and Safety Impacts	Related NYC and NWS Products
Extreme Cold	<ul style="list-style-type: none"><li>• Frostbite</li><li>• Hypothermia</li><li>• Exacerbation of pre-existing respiratory conditions</li></ul>	<ul style="list-style-type: none"><li>• Cold Weather Alert (<i>NYCEM</i>)</li><li>• Wind Chill Advisory</li><li>• Wind Chill Watch</li><li>• Wind Chill Warning</li><li>• Hazardous Weather Outlook</li></ul>
Extreme Heat	<ul style="list-style-type: none"><li>• Sunburn</li><li>• Dehydration</li><li>• Heat cramps</li><li>• Heat exhaustion</li><li>• Heat stroke</li><li>• Exacerbation of chronic illnesses</li><li>• Exacerbation of mental and physical impacts of illicit drug use</li></ul>	<ul style="list-style-type: none"><li>• Heat Advisory</li><li>• Excessive Heat Outlook</li><li>• Excessive Heat Watch</li><li>• Excessive Heat Warning</li><li>• Air Quality Alert (<i>NYS DEC</i>)</li><li>• Hazardous Weather Outlook</li></ul>
Flooding	<ul style="list-style-type: none"><li>• Flooding in low-lying areas and underground structures</li><li>• Moving water</li><li>• Contaminated water</li><li>• Washed out roads</li><li>• Electrical hazards</li><li>• Damage to structures or infrastructure</li><li>• Contaminated mud/sediment</li><li>• Combined Sewer Overflow (CSO)</li><li>• Potential for blocked roadways and disruptions to public transportation</li></ul>	<ul style="list-style-type: none"><li>• Hazardous Weather Outlook</li><li>• Urban Flood Warning</li><li>• Flash Flood Watch</li><li>• Flash Flood Warning</li><li>• Flood Advisory</li><li>• Coastal Flood Watch</li><li>• Coastal Flood Warning</li><li>• CSO Alert (<i>NYC DEP</i>)</li></ul>
Hurricanes	<ul style="list-style-type: none"><li>• Storm surge</li><li>• Evacuation of coastal areas</li><li>• Cessation of public transportation services</li><li>• <i>See flooding, severe thunderstorms, tornadoes, and wind</i></li></ul>	<ul style="list-style-type: none"><li>• Hazardous Weather Outlook</li><li>• Tropical Storm Watch</li><li>• Tropical Storm Warning</li><li>• Hurricane Watch</li><li>• Hurricane Warning</li></ul>

**Table 1: Weather Hazards Overview**

<b>Hazard</b>	<b>Health and Safety Impacts</b>	<b>Related NYC and NWS Products</b>
Adverse Marine Conditions	<ul style="list-style-type: none"> <li>• Conditions dangerous for activities occurring on or in the water</li> </ul>	<ul style="list-style-type: none"> <li>• Gale Warning</li> <li>• Hurricane Force Wind Warning</li> <li>• Small Craft Advisory</li> <li>• Special Marine Warning</li> <li>• High Surf Advisory</li> <li>• Dense Fog Advisory</li> <li>• Hazardous Weather Outlook</li> <li>• Storm Warning</li> </ul>
Severe Thunderstorms	<ul style="list-style-type: none"> <li>• Lightning</li> <li>• Flash flooding</li> <li>• Damaging Hail</li> <li>• Downed trees and/or power lines</li> <li>• Potential for blocked roadways and disruptions to public transportation</li> </ul>	<ul style="list-style-type: none"> <li>• Severe Thunderstorm Watch</li> <li>• Severe Thunderstorm Warning</li> <li>• Special Weather Statement</li> <li>• Severe Weather Statement</li> <li>• Hazardous Weather Outlook</li> </ul>
Tornadoes	<ul style="list-style-type: none"> <li>• Downed trees and/or power lines</li> <li>• Structural wind damage</li> <li>• Flying debris</li> <li>• Potential for blocked roadways and disruptions to public transportation</li> </ul>	<ul style="list-style-type: none"> <li>• Tornado Watch</li> <li>• Tornado Warning</li> <li>• Hazardous Weather Outlook</li> <li>• Special Weather Statement</li> <li>• Severe Weather Statement</li> </ul>
Wind	<ul style="list-style-type: none"> <li>• Damage to structures, especially temporary construction</li> <li>• Downed trees and/or power lines</li> </ul>	<ul style="list-style-type: none"> <li>• Wind Advisory</li> <li>• High Wind Watch</li> <li>• High Wind Warning</li> <li>• Hazardous Weather Outlook</li> </ul>
Winter Weather	<ul style="list-style-type: none"> <li>• Exacerbation of pre-existing respiratory conditions</li> <li>• Treacherous roadway and travel conditions</li> <li>• Blocked roadways may delay emergency vehicles</li> <li>• Potential for disruptions to public transportation</li> <li>• Wind, snow, and ice may affect stability and/or safety of temporary structures</li> <li>• Potentially limited visibility</li> </ul>	<ul style="list-style-type: none"> <li>• Winter Storm Outlook</li> <li>• Winter Storm Watch</li> <li>• Winter Storm Warning</li> <li>• Winter Weather Advisory</li> <li>• Blizzard Watch</li> <li>• Blizzard Warning</li> <li>• Freezing Rain Advisory</li> <li>• Ice Storm Warning</li> <li>• Snow Alert (DSNY)</li> <li>• Cold Weather Alert (NYC DSS)</li> <li>• Hazardous Travel Advisory (NYC)</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Varies</li> </ul>	<ul style="list-style-type: none"> <li>• Red Flag Warning (fire weather)</li> <li>• Class B: Under Advisory (beaches) (NYC DEP and DOHMH)</li> <li>• Class C: Closed (beaches) (NYC DEP and DOHMH)</li> </ul>



## Weather Safety Plan Requirements

An event's permitting agency may require organizers to submit a weather safety plan to the permitting agency for review. The purpose of these plans is to prepare necessary contingencies in case of significant hazardous weather. Weather safety plans should include the following components:

- Brief description of event
  - Type and purpose of event (e.g., concert, community street festival, athletic activity or activity involving extreme exertion)
  - Venue
  - Schedule (including set-up and demobilization)
  - Number of anticipated attendees
- Potential weather hazards of concern for this event
- Weather monitoring procedures
  - Individual(s) on event staff responsible for weather monitoring
  - Sources of weather information to be used (may include anemometers and other direct monitoring equipment)
- Decision-making procedures
  - Individual(s) on event staff responsible for weather safety decision-making (if more than one, show chain of command)
  - Explanation of which actions will be triggered by which weather conditions / National Weather Service products (watches, warnings, and advisories) / equipment readings
  - Additional considerations influencing weather safety decisions
    - Venue- or event-specific factors
- Outreach plan
  - Description of how messages will be distributed
  - Prepared message templates and examples
  - Pre-event messaging to guests regarding weather-related procedures

- Egress and evacuation plan
  - Egress routes
  - Emergency vehicle access routes
  - Rally point for event staff
  - Staff actions to secure event space
- External communication and notifications
  - Description of procedures for notifying public safety agencies and the Mayor's Office of Citywide Event Coordination and Management (CECM) of emergencies or incoming hazardous weather
  - Points of contact for CECM and public safety agencies

A Weather Safety Plan Template is included as Annex A as an aid to organizers. Organizers are encouraged, but not required, to use this format when submitting their plans.

### **Weather Safety Planning Process**

While all event organizers are encouraged to develop a weather safety plan for their events, the event's permitting agency may require the event organizers to submit formal weather safety plans.

Permitting agencies may require a meeting with organizers based on a number of factors, including, but not limited to:

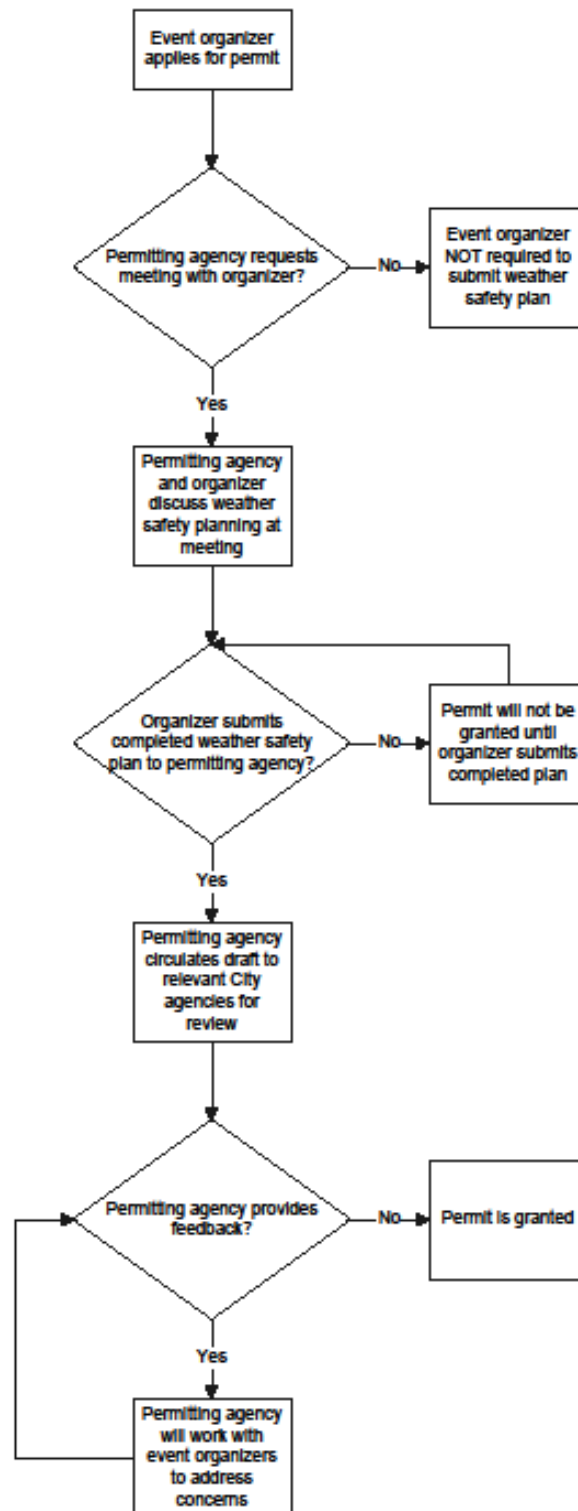
- Size/expected attendance of the event
- Public profile of the event
- Disruptions to be caused by the event (street closures, etc.)
- Complexity of event set-up and temporary construction
- Potential safety hazards in the event plan
- Security concerns around the event
- Weather concerns related to the event or forecast

Permitting agencies may require organizers to submit completed weather safety plans for review by relevant agencies (e.g., New York City Police Department, New York City Fire Department, New York City Department of

Health and Mental Hygiene, CECM). Please see the flowchart on the following page for an illustration of this process.

Please note that policies governing the decision-making process based on organizers' weather safety plans and the interactions between City agencies and event organizers at the time of an event are outlined in the Decision-Making section, below.

**Diagram 1: Weather Safety Planning Process**



## Decision Making

### Weather Monitoring

Prior to and during an event, event organizers are responsible for monitoring and tracking weather conditions, including temperature, heat indices, wind chill, wind speeds, precipitation, or other severe weather conditions.

Numerous sources of information about the weather are available. At a minimum, all event organizers should monitor National Weather Service (NWS) or web, television, and/or radio forecasts. Depending on the specifics of the special event, additional levels of monitoring and tracking may be required—for example, for events with temporary construction permits from the Department of Buildings, the City may require organizers to install anemometers and record wind measurements in a log, and for outdoor summer events, the City may require heat index and temperature monitoring.

In some circumstances, the City will set up an Incident Command Structure staffed by New York City agency personnel to support public safety at a special event and monitor NWS for the most up-to-date forecast information (additionally, some agencies contract with private weather services for local forecasts). Event organizers will be notified by the City if an Incident Command will be established for their event.

A selection of additional sources for weather information is presented in Table 2 below.

Table 2: Sources of Weather Information		
Agency	Service	Description
NYCEM	NotifyNYC	<ul style="list-style-type: none"><li>• The City’s emergency notification program</li><li>• Includes notifications about impending significant weather events</li><li>• Free</li><li>• Available at <a href="http://www.nyc.gov/notifynyc">www.nyc.gov/notifynyc</a></li></ul>
	CorpNet	<ul style="list-style-type: none"><li>• Provides private sector organizations with detailed information about incidents and events in NYC</li><li>• Free</li><li>• Must have a corporate or non-profit e-mail address to subscribe</li><li>• For more information, see <a href="http://www.nyc.gov/corpnnet">www.nyc.gov/corpnnet</a></li></ul>
NWS	NOAA Weather Wire Service	<ul style="list-style-type: none"><li>• Fastest delivery method available for weather information from the NWS</li><li>• Requires appropriate software</li><li>• One-time registration fee for internet service</li><li>• For more information, see <a href="http://www.nws.noaa.gov/nwws">www.nws.noaa.gov/nwws</a></li></ul>
	NOAA Weather Radio	<ul style="list-style-type: none"><li>• Network of radio stations that broadcast NWS products and forecasts 24/7</li><li>• For more information, see <a href="http://www.nws.noaa.gov/nwr/">www.nws.noaa.gov/nwr/</a></li></ul>
	NWS web pages	<ul style="list-style-type: none"><li>• Provides forecast information and NWS products</li><li>• Like or follow NWS on Facebook and Twitter</li><li>• Visit <a href="http://www.weather.gov">www.weather.gov</a></li></ul>

Table 2: Sources of Weather Information		
Agency	Service	Description
	NWS local forecast office	<ul style="list-style-type: none"> <li>The local NWS forecast office may direct individuals to appropriate sources of weather information</li> <li>NWS personnel will not provide specialized, site-specific forecasts to event organizers</li> <li>For more information, visit <a href="http://www.weather.gov">www.weather.gov</a></li> </ul>
Other Weather Services	Internet, television, and radio sources	<ul style="list-style-type: none"> <li>Local and national news outlets and weather services provide general weather forecast information</li> </ul>
	Specific event- or location-based forecasts	<ul style="list-style-type: none"> <li>Location-specific or event-specific forecasts may be available from private sector weather providers</li> <li>NWS maintains a list of available private weather services at <a href="http://weather.gov/im/">weather.gov/im/</a></li> </ul>
N/A	Direct observation	<ul style="list-style-type: none"> <li>Use common sense about weather conditions occurring</li> <li>Install anemometers or other monitoring equipment</li> </ul>

**As part of their weather safety plan, event organizers may be required to designate an individual responsible for monitoring weather conditions and identify a chain of decision-makers responsible for the event.**

### Decision-Making Process and Responsibilities

According to the *Citywide Incident Management System* (CIMS), New York City's incident management doctrine, the New York City Police Department (NYPD) is the Primary Agency, operating in a Single Command, for special events. As the Incident Commander, NYPD is responsible for working collaboratively with coordinating and supporting agencies (including event organizers, permitting agencies, NYC Emergency Management (NYCEM), and Citywide Event Coordination and Management (CECM) to set objectives and priorities. Though other permitting and regulatory agencies may be able to cancel events on their own authorities, NYPD is the final decision-making authority regarding public safety concerns at a special event. NYPD decisions, including those to postpone or cancel an event, are final and not subject to appeal.

Other City agencies are responsible for advising the Incident Commander regarding potentially hazardous conditions that relate to their respective core competencies and permitting authorities, which are outlined in Table 3 on the following page. The table is not inclusive of all agencies that may be involved in decision-making.

Table 3: Involved Agencies or Related Entities and Relevant CIMS Core Competencies		
Agency	Involved Agencies or Related Entities	CIMS Core Competencies
Mayor's Office of Citywide Event Coordination and Management (CECM)	<ul style="list-style-type: none"> <li>Oversees all event permitting activity in New York City for the following agencies: SAPO, MOME, DPR, NYPD, EDC, Brooklyn Bridge Park Corp, and the Trust for Governors Island</li> </ul>	
Mayor's Street Activity Permit Office (SAPO)	<ul style="list-style-type: none"> <li>Permits for street fairs, festivals, block parties, green markets, commercial/promotional and other events on City streets and sidewalks</li> </ul>	

<b>Table 3: Involved Agencies or Related Entities and Relevant CIMS Core Competencies</b>		
<b>Agency</b>	<b>Involved Agencies or Related Entities</b>	<b>CIMS Core Competencies</b>
Police Department (NYPD)	<ul style="list-style-type: none"> <li>Parade and amplified sound permits</li> </ul>	<ul style="list-style-type: none"> <li>Law enforcement and investigation</li> <li>Site management, including perimeter control, traffic control, crowd control, site security and force protection, and evacuation</li> </ul>
Mayor's Office of Media and Entertainment (MOME)	<ul style="list-style-type: none"> <li>Permits for film and television shoots, broadcasted events, red carpet premieres, and related production parking</li> </ul>	
Brooklyn Bridge Park (BBP)	<ul style="list-style-type: none"> <li>Event permitting on Brooklyn Bridge Park property</li> </ul>	
Economic Development Corporation (NYC EDC)	<ul style="list-style-type: none"> <li>Responsible for pier property under the jurisdiction of EDC and coordination with pier concessionaires and lease holders</li> </ul>	
The Trust for Governors Island (TGI)	<ul style="list-style-type: none"> <li>Event permitting on Governors Island property</li> </ul>	
Fire Department (FDNY)	<ul style="list-style-type: none"> <li>Temporary Place of Assembly (TPA) inspections</li> <li>Use of fuel, generators, and pyrotechnics</li> </ul>	<ul style="list-style-type: none"> <li>Fire suppression</li> <li>Pre-hospital emergency medical care</li> </ul>
Department of Buildings (DOB)	<ul style="list-style-type: none"> <li>Temporary structures and construction</li> <li>TPA permit issuance</li> <li>Work permits (after-hour variances)</li> </ul>	<ul style="list-style-type: none"> <li>Structural/ damage assessment</li> </ul>
Department of Environmental Protection (DEP)	<ul style="list-style-type: none"> <li>Water safety testing / Water-on-the-Go Stations</li> <li>Permit use of fire hydrants</li> </ul>	<ul style="list-style-type: none"> <li>Environmental monitoring, sampling, evaluation, and analysis</li> </ul>
Department of Health and Mental Hygiene (DOHMH)	<ul style="list-style-type: none"> <li>Temporary food establishment permits</li> <li>Food Protection Certification</li> <li>Mobile Food Vending Establishment permits</li> <li>Animal Exhibit permits</li> <li>Rental Horse licenses</li> </ul>	<ul style="list-style-type: none"> <li>Public health assessment</li> <li>Disease surveillance and epidemiology</li> <li>Public health orders, clinical guidance, and risk communication</li> </ul>
Department of Parks and Recreation (DPR)	<ul style="list-style-type: none"> <li>Special events on parkland</li> <li>Ball field, beach, outdoor pool, and athletic field permitting</li> </ul>	

Table 3: Involved Agencies or Related Entities and Relevant CIMS Core Competencies		
Agency	Involved Agencies or Related Entities	CIMS Core Competencies
Department of Transportation (NYC DOT)	<ul style="list-style-type: none"> <li>• Use of oversized trucks, cranes, overhead cabling/ electrical wiring, horse-drawn carriages, and banners</li> <li>• Removal of street lights, street signs, bus-stop shelters, and bollards</li> <li>• Bridges/ roadways/ construction remediation for events</li> </ul>	
Department of Sanitation (DSNY)	<ul style="list-style-type: none"> <li>• Cleaning operations for events such as street festivals and parades</li> </ul>	<ul style="list-style-type: none"> <li>• Snow removal operations</li> </ul>
Property Owners / Location-Specific Permitting Agencies	<ul style="list-style-type: none"> <li>• The following agencies may have authority over certain sites/events: Bryant Park Corporation, Central Park Conservancy, Prospect Park Alliance, Hudson River Park Trust (HRPT), Randall’s Island Park Alliance, Southern Queens Park Association (SQPA) and others, depending on the venue</li> </ul>	

**For some special events**, NYPD will establish an Incident Command, and other City agencies and the event organizers will be included as supporting agencies. The presence of City agencies in an Incident Command does not eliminate or limit the responsibility of event organizers to adhere to the conditions of any permits issued for the event and all federal, state, or local laws, rules, or regulations, including those related to permitting or operation of events in New York City. Event organizers retain full responsibility for a safe event, and shall take such measures as needed to ensure a safe event.

CECM and NYCEM may jointly convene the relevant agencies and subject-matter experts in a Special Event Weather Safety Steering Committee. The Steering Committee, which may convene in person at the Incident Command Post or via a conference call, is responsible for reviewing the weather forecast and advising the Incident Commander on the appropriate action(s) to be taken.

**For all other events** where an Incident Command has not been established, event organizers, in coordination with CECM, retain responsibility for weather monitoring and decision-making.

#### Potential Actions and Suggested Decision Guidelines

If hazardous weather is forecast to coincide with a special event, event organizers have several options. Organizers may take no action; they may **postpone**, **cancel/reschedule**, or, if the event is in progress, **halt the event**; or they may attempt to **mitigate** the dangerous conditions.

**Regardless of an event organizer’s decision, the City retains the sole discretion to postpone, halt, or cancel an event.**

These actions are defined in more detail in Table 4.

Table 4: Potential Actions	
Action	Definition
<b>No action</b>	<ul style="list-style-type: none"> <li>• The special event is allowed to continue as planned</li> <li>• Agencies and event organizers continue to monitor weather conditions</li> </ul>
<b>Postpone</b>	<ul style="list-style-type: none"> <li>• Due to the limited duration of dangerous conditions, the special event is delayed until such time as it may begin safely</li> <li>• Agencies or event organizers continue to monitor weather conditions</li> </ul>
<b>Cancel/Reschedule</b>	<ul style="list-style-type: none"> <li>• The special event is called off or scheduled for a later date</li> </ul>
<b>Halt</b>	<ul style="list-style-type: none"> <li>• The special event, already in progress, is stopped, either temporarily (if dangerous conditions will pass quickly) or permanently</li> <li>• If a City agency orders the evacuation of an event space, the agency may require the cancellation of the event</li> </ul>
<b>Mitigate</b>	<ul style="list-style-type: none"> <li>• The special event is allowed to continue if certain actions to reduce exposure to risk are taken by event organizers</li> <li>• Examples of potential mitigation actions are outlined in Table 8</li> </ul>

The Suggested Hazardous Weather Decision Guidelines on the following pages recommend actions that may be triggered when the NWS or agencies issue products or alerts.

In their weather safety plan, event organizers should identify which weather conditions or NWS products will trigger actions to postpone, cancel/reschedule, or halt an event and/or mitigate a hazard. Organizers may adopt the guidelines on the following pages or develop their own criteria for taking action.

The appropriate action that City agencies and/or organizers (the latter for small-scale events) should take will depend on the specifics of the situation. The guidelines on the following pages do not limit the ability of the Incident Commander or of the event organizer and CECM to make the decision they deem necessary and appropriate based on the particular circumstances present at the time of the event.

The Suggested Hazardous Weather Decision Guidelines on the following pages do not outline recommendations for every possible type of event. If an event falls outside of the categories specifically referenced below, organizers should consider:

- Which event type named in the guidelines is most similar to the planned event?
- Does the event have any unique features that would increase its vulnerability to the various weather hazards mentioned below?



**Table 5: Suggested Hazardous Weather Decision Guidelines**

<b>Key:</b>	<ul style="list-style-type: none"> <li>• C = Cancel/Reschedule</li> <li>• P = Postpone</li> </ul>	<ul style="list-style-type: none"> <li>• H = Halt</li> <li>• M = Mitigate</li> </ul>
<b>Weather Hazards</b>	<b>Event Types</b>	

Products/ Triggers	Street Event, Outdoor Concert	Event w/ Temp. Structure	Air Demo, Show, or Flyover	Fireworks Display	Athletic (Running, Cycling, Dancing)	Marine (Swim, Regatta)
<b>Extreme Cold</b>						
Cold Weather Alert (NYC Department of Social Services)	M	M	M	M	M	M/C
Wind Chill Advisory	M	M	M	M	M	M/C
Wind Chill Watch	M	M	M	M	M	M/C
Wind Chill Warning	M/C	M/C	M/C	M/C	M/C	M/C
<b>Extreme Heat</b>						
Organizers <b>must</b> provide free water when re-entry is prohibited and a Heat Advisory has been issued						
Heat Advisory (NYC)	M/C	M	M	M	M/C	M
Excessive Heat Outlook	M/C	M	M	M	M/C	M
Excessive Heat Watch	M/C	M	M	M	M/C	M
Excessive Heat Warning	M/C	M/C	M/C	M/C	M/C	M/C
Air Quality Health Advisory (NYS DEC)	M/C	M	M	M	M/C	M
<b>Flooding</b>						
Hazardous Weather Outlook	M	M	M	M	M	M
Urban Flood Advisory	P/H/C	P/H/C	P/H/C	P/H/C	P/H/C	P/H/C
Flash Flood Watch	M	M	M	M	M	M
Flash Flood Warning	P/H/C	P/H/C	P/H/C	P/H/C	P/H/C	P/H/C
Flood Advisory	P/H/C	P/H/C	P/H/C	P/H/C	P/H/C	P/H/C
Coastal Flood Warning	-	-	-	-	-	C
CSO Alert (NYC DEP)	-	-	-	-	-	M/C
<b>Hurricanes</b>						
Tropical Storm Watch	M/C	M/C	M/C	M/C	M/C	M/C
Tropical Storm Warning	C	C	C	C	C	C
Hurricane Watch	C	C	C	C	C	C
Hurricane Warning	C	C	C	C	C	C
Hurricane Force Wind Warning	C	C	C	C	C	C

Products/ Triggers	Street Event, Outdoor Concert	Event w/ Temp. Structure	Air Demo, Show, or Flyover	Fireworks Display	Athletic (Running, Cycling, Dancing)	Marine (Swim, Regatta)
<b>Marine Conditions</b>						
Gale Warning	-	-	-	-	-	C
Small Craft Advisory	-	-	-	-	-	M
Special Marine Warning	-	-	P/C	P/C	-	H/C
High Surf Advisory	-	-	-	-	-	M
Dense Fog Advisory	-	-	C	P/C	-	P/H/C
<b>Severe Weather</b>						
Severe Thunderstorm Watch	M	M	M	M	M	M
Severe Thunderstorm Warning	P/H/C	P/H/C	P/H/C	P/H/C	P/H/C	P/H/C
Special Weather Statement	M/P/H/C	M/P/H/C	M/P/H/C	M/P/H/C	M/P/H/C	M/P/H/C
<b>Tornadoes</b>						
Tornado Watch	M	M	M	M	M	M
Tornado Warning	P/C/H	P/C/H	P/C/H	P/C/H	P/C/H	P/C/H
<b>High Wind</b>						
Wind Advisory	P/H/C	P/H/C	P/H/C	P/H/C	P/H/C	P/H/C
High Wind Warning	P/H/C	P/H/C	C	C	P/H/C	C
<b>Winter Weather</b>						
Winter Storm Outlook	M	M	M	M	M	M
Winter Storm Watch	M	M	M	M	M	M
Winter Storm Warning	M/C	M/C	M/C	C	C	C
Winter Weather Advisory	P/H/C	P/H/C	P/H/C	P/H/C	P/H/C	P/H/C
Blizzard Watch	M	M	M	M	M	M
Blizzard Warning	M/C	M/C	C	C	C	C
Freezing Rain Advisory	P/H/C	P/H/C	P/H/C	P/H/C	P/H/C	P/H/C
Ice Storm Warning	C	C	C	C	C	C
<b>Other</b>						
Red Flag Warning (Fire Weather)	-	M	-	C/M	-	-
Class B: Advisory (beach) (NYC DEP & DOHMH)	-	-	-	-	-	C
Class C: Closed (beach) (NYC DEP & DOHMH)	-	-	-	-	-	C

Various other factors should influence the decision to cancel/reschedule, postpone, or halt an event; attempt to mitigate dangerous conditions; or take no action. Some of these factors and considerations are presented in Table 6 below.

<b>Table 6: Additional Factors</b>	
<b>Factor</b>	<b>Considerations</b>
<b>Characteristics of the Venue</b>	
Trees	<ul style="list-style-type: none"> <li>• Hazard in wind events</li> <li>• Potential mitigating factor in extreme heat events</li> </ul>
Utility Lines	<ul style="list-style-type: none"> <li>• Hazard in wind and precipitation events</li> </ul>
Temporary Structures	<ul style="list-style-type: none"> <li>• Hazard in wind and precipitation events</li> <li>• Temporary structures should not be subjected to conditions that approach or exceed their safety limits</li> </ul>
Food, Alcohol, and Beverages Available	<ul style="list-style-type: none"> <li>• Water availability may help to mitigate the effects of extreme heat, while alcohol may exacerbate heat impacts</li> </ul>
Neighboring Land Use	<ul style="list-style-type: none"> <li>• Potential hazard if weather conditions create a dangerous environment due to characteristics of land bordering the venue</li> </ul>
Distance from Adequate Shelter	<ul style="list-style-type: none"> <li>• Attendees must be given sufficient time to reach adequate shelter. If shelter is remote, organizers may more strongly consider postponing or canceling/rescheduling events, and may consider more proactively halting them when in progress.</li> </ul>
Ease of Evacuation / Clearance Time	<ul style="list-style-type: none"> <li>• Attendees must be given sufficient time to reach adequate shelter. If evacuation from a site is difficult and/or time-consuming, organizers may more strongly consider postponing or canceling events, and may consider more proactively halting them when in progress.</li> </ul>
Public Transportation Availability	<ul style="list-style-type: none"> <li>• The status of public transportation service in the area may affect how event participants are moved away from the venue and how quickly the area may be cleared. If public transportation service is expected to be reduced or unavailable, organizers may more strongly consider postponing or canceling/rescheduling events, and may consider more proactively halting them when in progress.</li> </ul>
<b>Characteristics of the Crowd</b>	
Anticipated Crowd Response	<ul style="list-style-type: none"> <li>• Event organizers should consider whether crowd responses to event postponement/cancellation and/or halting an event would be likely to create a public safety hazard (i.e., disorder)</li> <li>• Crowd response can be affected by crowd density; cost of event; lighting; sound; clarity and tone of announcements and signage; ease of movement; availability of food, water, sanitary facilities, and/or entertainment; alcohol; presence of security and/or event staff; and weather conditions themselves</li> </ul>

Table 6: Additional Factors	
Factor	Considerations
People with Access and Functional Needs who may include, children, elderly, and people who may have medical equipment needs	<ul style="list-style-type: none"> <li>People with access and functional special needs may be more vulnerable to certain hazards; may require additional time or assistance during evacuations, or when events are postponed; plan on additional event staff to provide assistance during the event</li> </ul>
Ease of Notification	<ul style="list-style-type: none"> <li>Allow sufficient time if notifying the crowd will be time-consuming or will otherwise present a challenge</li> </ul>

### Recommended Weather Safety Precautions and Procedures

The following section outlines procedures and best practices for special event weather safety planning.

#### Messaging and Notifications

Effective safety-related messages should be clear, concise, and available in languages and formats (e.g., video displays if available) likely to be understood by event attendees, including those with special needs. Event organizers should provide message delivery systems that can be heard and seen (taking into account anticipated crowd noises or visual obstructions to signage). Event organizers should also consider direct public safety messaging to guests' mobile devices.

The permitting agency may require the plan to provide pre-canned messages that contain clear instructions for attendees and event organizers. Instructions that briefly explain the reason behind such actions can be more effective. All pre-canned messages should be prepared in advance and submitted to CECM and relevant permitting agencies with sufficient time for review. Messages should be prepared for the following contingencies:

- Monitoring approaching weather condition
- Event postponement
- Event cancelation
- Permanently halting event – instructions regarding nearest shelter and/or transportation
- Temporarily halting event – instructions regarding nearest shelter, when event will resume, and how attendees will be made aware of resumption
- Likely mitigation actions (e.g., for a heat event, “water is available in the following locations...”)

In addition to having pre-canned messages ready to deploy at the time of the event, organizers should consider including a note on postponement or cancelation procedures in pre-event messaging to guests (e.g., printed on the ticket itself, as part of an e-mail confirmation, etc.). Event organizers will coordinate significant action message releases in consultation with NYPD.

Event organizers should maintain contact with the supervising or permitting agencies. When a significant action is taken (postponement, cancelation, etc.), event organizers should notify CECM and involved agencies. Once notified of significant action, CECM and NYCEM will notify additional City agencies, as outlined in Table 7, as needed.

<b>Table 7: Agency Notifications</b>	
<b>Agencies Requiring Notification</b>	<b>Purpose of Notification</b>
311	Update citywide messaging
DSNY	Adjust staffing Prepare personnel to respond to unforeseen cleaning issues, if needed
MTA (NYCT Rail Control Center)	NYCT may prepare contingencies for potential surges in ridership if notified in advance

### **Egress and Evacuation**

The safety plan should include plans for the safe evacuation of the venue, should an impending weather condition require it. To facilitate an orderly evacuation, egress routes should be clearly marked. If possible, the venue should be configured to reduce potential bottlenecks and dead-ends. Organizers should consider any special measures required to facilitate safe evacuation for people with access and functional needs.

In addition to evacuation considerations regarding the venue itself, organizers should consider areas attendees will reach upon leaving the facility. For example, organizers should consider adding alternate egress routes if existing routes deposit attendees in an area that is unsafe or that cannot handle a large volume of people (e.g., a narrow sidewalk, a traffic island, etc.). Event organizers should also check the status of public transportation service before providing information to the public about potential routes away from the venue. In addition to planning egress routes, organizers should make provisions for allowing unimpeded access for emergency vehicles.

The site evacuation plan should include a designated rally point at which event staff will meet to check in and receive further instruction following an evacuation. Organizers should also consider actions that event staff will take to secure the venue in the event of an evacuation.

Organizers should work with NYPD and FDNY to create safe evacuation plans and should communicate with public safety agencies at the time of an event, should an evacuation become necessary.

A comprehensive egress and evacuation plan includes the considerations listed above and is reviewed by NYPD, FDNY, CECM, and other necessary agencies.

### **Coordination with Public Safety Agencies**

CECM and event organizers will convene and attend meetings, which will include public safety agencies, during the planning stages of events. At these meetings, organizers should explain the purpose of their events and walk through the order-of-show with public safety personnel. Organizers should describe the procedures that will be in place for protecting public safety and any plans for weather contingencies. Lastly, organizers should exchange contact information and ensure that lines of communication with public safety agencies will be open at the time of the event.

As part of their weather safety plan, organizers may be required to prepare a communication and notification plan outlining how they will notify agencies of incidents or hazardous conditions at the time of an event or during preparation stages (e.g., construction, load-in, ticket distribution). Organizers may be required to identify primary and secondary points of contact at the event site.

### Potential Mitigation Actions

The following potential mitigation actions can reduce the possibility of harm to event attendees, staff, and security personnel from a weather-related incident.

Event organizers should note that, as listed in Table 8, for events at which re-entry is prohibited and a Heat Advisory has been issued, organizers are **required** to provide free water to event participants.

Table 8: Potential Mitigation Actions	
Hazard / Circumstance	Potential Mitigation Actions
Postponements or Cancellations	<ul style="list-style-type: none"> <li>Determine where guests should wait while a determination about the event status is being made; will guests be allowed into the venue?</li> <li>Ensure that guests waiting while the event is postponed have access to shelter, restrooms, food, drink, etc.</li> </ul>
Extreme Cold	<ul style="list-style-type: none"> <li>Provide hand- or foot-warmers to attendees</li> <li>Provide warm beverages (tea, hot chocolate) to attendees (organizers must obtain appropriate permits from DOHMH)</li> <li>Distribute emergency blankets (“space blankets”) to attendees</li> <li>Strategically position space heaters (organizers must obtain appropriate permits) or warming tents/stations</li> </ul>
Winter Weather	<ul style="list-style-type: none"> <li>See “Extreme Cold” actions listed above</li> <li>Salt and sand event space to reduce icing hazard</li> <li>Shovel or plow snow to maintain access and egress routes</li> <li>Remove snow from temporary structures or vacate structures</li> </ul>
Extreme Heat	<ul style="list-style-type: none"> <li>Provide free water to attendees (consider contacting the NYC DEP regarding availability of NYC Water-On-the-Go stations)</li> </ul> <p>Note: Event organizers are <b>REQUIRED</b> to provide free water to event participants at events for which re-entry is prohibited and a Heat Advisory has been issued</p> <ul style="list-style-type: none"> <li>Provide shade (tents)</li> <li>Set up misting stations or tents (may require support from NYC DEP for events not in parks)</li> <li>Restrict sale/availability of alcohol</li> <li>Reduce race length or duration during peak heat periods</li> </ul> <p>Note: For outdoor events, heat and humidity below Heat Advisory criteria may still pose a health threat during athletic events or concerts combining vigorous dancing and alcohol or illicit drug use and mitigation measures should be considered.</p>
CSO Alert / Beach Closure	<ul style="list-style-type: none"> <li>Change event site or route to avoid dangerous areas (note: ensure permits apply to altered site or route)</li> </ul>

**Table 8: Potential Mitigation Actions**

<b>Hazard / Circumstance</b>	<b>Potential Mitigation Actions</b>
Wind / Severe Weather / Lightning	<ul style="list-style-type: none"><li>• Tie down loose objects</li><li>• Remove potentially dangerous temporary structures (speaker towers, lighting poles, etc.)</li><li>• Install anemometers to monitor wind speeds and identify thresholds at which precautionary actions will be taken</li><li>• Designate lightning-safe shelter (if available) or direct people to stay away from the tallest objects, metal objects, standing pools of water, and open fields</li></ul>
Flooding	<ul style="list-style-type: none"><li>• Pre-stage pump equipment in potential low lying event areas</li><li>• Distribute ponchos or umbrellas</li><li>• Clear catch basins in event space</li><li>• Relocate to a covered structure</li><li>• Elevate electrical equipment off of the ground</li></ul>
All	<ul style="list-style-type: none"><li>• Public outreach and education about dangers of weather condition and suggested preparations</li><li>• Targeted messaging to vulnerable populations urging precautionary actions</li><li>• Request additional ambulance presence or contract for private ambulance resources</li></ul>

## Annex A: Weather Safety Plan Template

Special Event Weather Safety Plan			
Name of Event			
Event Organizer			
Cell Phone		E-mail	
Weather Safety Plan Completed By			
Cell Phone		E-mail	
Event Date(s)		Event Time(s)	
Venue		Est. # of Attendees	
Set-up Date(s)		Breakdown Date(s)	
Potential Weather Hazards of Concern for This Event			
Attendee Characteristics (health status, behaviors that may increase health risks from hazards)			
Weather Monitoring Procedures			
Individuals Responsible For Weather Monitoring (name, title, cell phone, e-mail):			
Sources of Weather Information to be Used:			
1 of 5			



## Special Event Weather Safety Plan

Name of Event	

Event Organizer	
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### Decision-Making Procedures

Individuals Responsible for Weather Safety Decision-Making (if more than one, show chain of command. Include names, cell phone numbers, and e-mail addresses.):

Action Triggers:

Additional Considerations:

2 of 5

Outreach Plan
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Special Event Weather Safety Plan	
Name of Event	
Event Organizer	
Message Distribution Methods:	
Pre-Canned Message 1:	
Pre-Canned Message 2:	
Pre-Canned Message 3:	
Pre-Canned Message 4:	
Pre-Event Messaging Regarding Weather-Related Policies:	
3 of 5	
Egress and Evacuation Plan	

Special Event Weather Safety Plan	
Name of Event	
Event Organizer	
Egress Routes (or attach map with routes marked):	
Emergency Vehicle Access Routes (or attach map with routes marked):	
Rally Point for Event Staff (or attach map with point marked):	
Safe Evacuation for People with Access and Functional Needs (e.g., mobility disabilities, vision or hearing disabilities, etc.):	
Staff Actions to Secure Event Space:	
External Communication and Notifications	
Procedures for Notifying Public Safety Agencies and CECM:	
Primary Point of Contact On-Site for CECM and Public Safety Agencies	
Name:	Cell Phone:
Secondary Point of Contact	
Name	Cell Phone
4 of 5	
Potential Mitigation Actions	

Special Event Weather Safety Plan	
Name of Event	
Event Organizer	
5 of 5	



**MAYOR'S OFFICE OF CITYWIDE EVENT  
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