



# User Manual

# PARIS Hydrant Flow Test

# Applications

System Support  
[PARIS@dep.nyc.gov](mailto:PARIS@dep.nyc.gov)  
(718) 595-3088

Version 2.0 11/15/21

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## Overview

As part of the Department's continuous efforts to streamline the permitting process for water and sewer connections we are leveraging the use of technology to launch an online platform, which will allow applicants to submit Hydrant Flow Test Applications (HFT) electronically.

### *Benefits of the system*

There are many benefits to filing applications electronically. Applications can be created and filed on any day of the week at any hour from almost anywhere. When an electronic application is submitted, it is sent to a virtual queue for review by DEP staff. The status of the application is accessible at any time by logging into your account. The system is very easy to learn and use. The system provides instantaneous notice by e-mail whenever an application has been accepted and whenever the status changes.

### Software/Hardware Requirements

The current minimum requirements for filing electronically are: a computer with Internet access (disable pop-up blockers), a printer, and Adobe Acrobat software, or similar (to convert documents formatted by word processor to portable document format (PDF)).

An internet browser is a program that allows you to access pages on the World Wide Web. The Permitting and Review Information System (PARIS) was developed specifically to take advantage of the features available within **Google Chrome** and **Microsoft Edge**. Other browsers, such as FireFox and Netscape, are not supported at this time. You can download the latest version of Chrome, free of charge, at <https://www.google.com/chrome>.

### *Cookies*

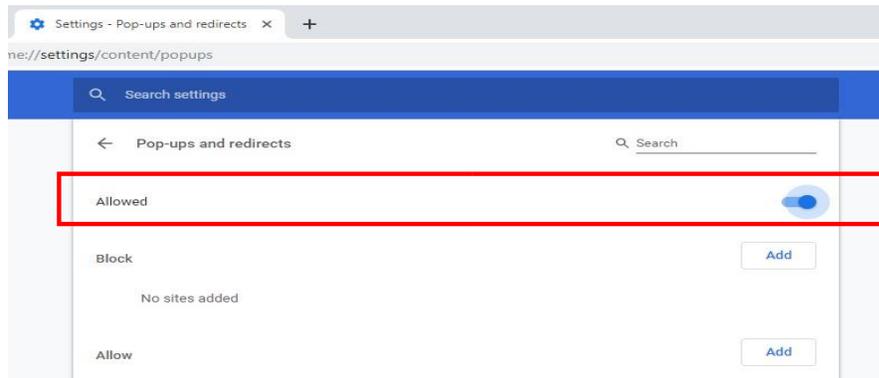
The user must have cookies enabled to use the system. The website uses **session** cookies and only retains information until all user browsers are closed and the session is ended. The web site does not write any data to the user's hard drive. The exception to this is if a user selects to save a PDF of the Hydrant Flow Test letter.

### *Pop-up Blockers*

If you have a pop-up blocker installed, you will need to allow pop-ups from the web site. If you do not have a pop-up blocker installed, you can skip to the next section.

To allow pop-ups from the web site using **Google Chrome**, follow these procedures:

1. Click the **Chrome** menu on the browser toolbar. Select **Settings** and then click **Show advanced settings**.
2. In the **Privacy** section, click **Site Settings** and click **Pop-ups and redirects**. In the **Pop-ups** section, select **Allowed**.



## How to access the system

The web address of the system is <https://epermitsportal.azurewebsites.net/login>

## Registration

Go to [NYC DEP PARIS \(epermitsportal.azurewebsites.net\)](https://epermitsportal.azurewebsites.net). Click login in the top right corner of the screen.



### Permit and Review Information System (PARIS)

Welcome to the New York City Department of Environmental Protection (DEP)  
Permit and Review Information System (PARIS)

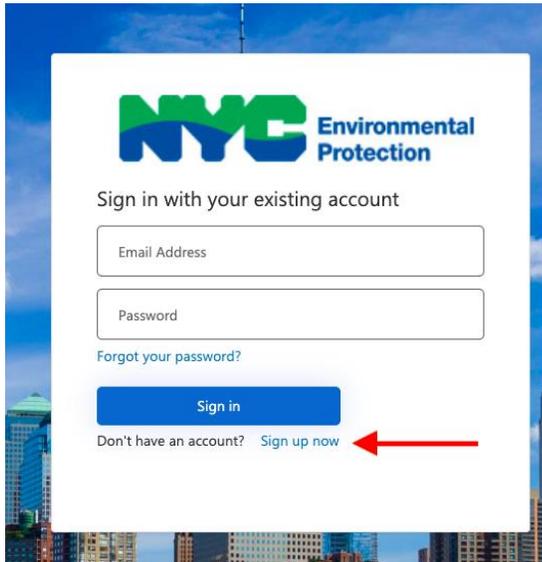
The Permit and Review Information System (PARIS) is an online platform for Professional Engineers, Registered Architects, and Licensed Master Plumbers to apply for water and sewer permits. This system will replace the Water & Sewer Permitting System (WSPS), in phases, over the next few years.

**First Time Users:**  
To register, click "Login". After you are redirected to the login page, click "Sign up now". After registering, login to access Permit and Review Information System (PARIS).

**Returning Users:**  
Click "Login". After you are redirected to the login page, enter your email and password to access Permit and Review Information System (PARIS).  
Log in to DEP's Permit and Review Information System (PARIS) to:

- Submit and Pay for Hydrant Flow Tests and Access Hydrant Flow Test Results
- Submit for Sewer Repair, Sewer Relay, Water Repair, Water Relay, New Sewer Connection, Sewer Plug, Tap Permit, Wet Connection Permit, Tap & Plug Permits and Wet Connection & Plug Permits
- Submit a Tap Card Form (Self-Certification) to close out online permits
- Submit a Standalone Tap Card Form to close out paper permits

On the following page, the login fields will be shown. Below the "Sign In" button, there is a link to "Sign Up Now". Click the link to register an account.



When you are taken to the Sign Up screen:

1. Enter the email you want to use for the system.
  2. Click “Send Verification Code”.
  3. Check your email account for the email with the verification code. The email can take several minutes to appear in your inbox.
  4. Return to the Sign Up screen and enter the verification code from the email; click “Verify Code”.
- \*\*Please Note: You cannot finish creating the account until you have verified the code.**

5. Enter the password you want to use for the system; password requirements. See Figure 3.

- Pick the Display Name (can be your first name, company name, etc.)

The screenshot shows the registration interface for NYC Environmental Protection. At the top is the logo with 'NYC' in green and blue and 'Environmental Protection' in blue. Below the logo is a text input field containing 'example@gmail.com'. A blue button labeled 'Send verification code' is positioned below the email field. Further down, there are three lines of red text providing password requirements: 'The password must be between 8 and 64 characters.', 'The password must have at least 3 of the following:', and a bulleted list: '- a lowercase letter', '- an uppercase letter', '- a digit', and '- a symbol'. Below this text is a password input field with six dots. Underneath the password field is a 'Confirm New Password' input field, and at the bottom is a 'Display Name' input field.

- Click “Create” to complete sign up.
- You will be taken to the profile creation screen; fill out all fields with the information you want to use for the account.

The screenshot shows the 'ePermits' profile creation screen. At the top, the 'ePermits' logo is centered. Below it is a light blue informational box with the following text: 'Registering yourself as a new user of e-Permits is easy and quick, you can register your new account at your convenience. To create an e-Permits account you must have an active email account. Once you have registered to use e-Permits, you will receive an email confirming your account. If you are a Professional Engineer or a Registered Architect, you will be asked to register your license number when you log-in for the first time.' Below the informational box is a 'Profile' section with several input fields: 'First Name', 'Last Name', 'Email', 'Address1', 'City', 'State' (with a dropdown arrow), 'Zip Code', 'Telephone', and 'Company'. At the bottom left of the form is a blue 'Submit' button.

9. Email will be sent to your inbox (also check junk/spam boxes) to activate your account; click the link provided in the email, “Activate Account”.

Welcome to the NYC Department of Environmental Protection ePermits Portal system.

Thank you for registering your account. Please remember to protect your password and refrain from revealing it to others.

Please click the following link to activate your account.

[Activate Account](#)

If you have any questions concerning the system, please contact the support line listed below.

Thank you for using the Online ePermits Portal system.

Permitting Support Line

718-595-3088

10. Click “Back to Home Page” and click “Login” in the top right.
11. Login using the credentials you just created.
12. You should be taken to a screen that asks if you are a licensed professional and provides a link to the authentication form.
  - a. If you do not have a professional license, or prefer not to add it to the account, select “No”. Your account is complete. \*Please note: HFT (Hydrant Flow Test) requests do not require a license.

- b. If you have a professional license you want to add to the account, click “Yes” and then “Continue”. Then follow the remaining steps.

### Permit and Review Information System (PARIS)

If you are a Professional Engineer, Registered Architect or Licensed Master Plumber, you must apply for the appropriate user profile. Select the license type and enter your license number below. To complete the online registration process for your new account, you will need to complete in its entirety, an authentication form. The completed form must be signed and sealed with your professional seal and attested to by a Notary Public. Only original notarized and sealed forms will be accepted. Click the link below to download the authentication form.

If you are using Google Chrome or Microsoft Edge, please right click the link and select “Save Link As” to download the file to your computer. Then open the file using the Adobe Reader application.

[Authentication Form](#)

Once completed, email the form to [paris@dep.nyc.gov](mailto:paris@dep.nyc.gov) and mail a hard copy to:

✉ By mail: NYC Department of Environmental Protection, Permit and Review Information System (PARIS), ATTN: Registrations, 3rd Floor, Low-Rise, 59-17 Junction Blvd, Flushing, NY 11373

Your registration will not be complete until authentication form is submitted

#### Professional Information

If you are a licensed professional, please select Yes, otherwise, select No:

Yes  No

[Continue](#)

13. Select License Type from the dropdown menu; enter license number and click “Search”.
14. License information should generate on the screen; if it is correct, click “Add” so the information is added to your profile.
15. You should be taken to the homepage, and there will be message at the top stating that your license information was successfully added.
16. Follow instructions below to make sure license is verified with DEP.

In order to register as professional, you must indicate yourself as a professional user on the account, and a person must complete and submit an “Authentication Form” which must be signed and attested by a NYS Notary Public.

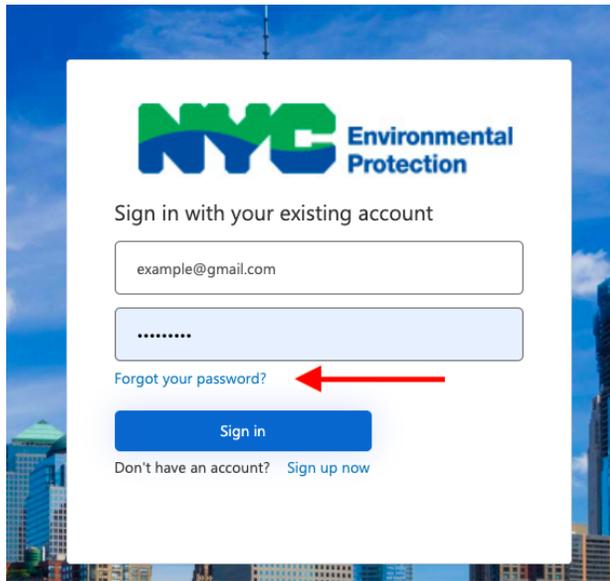
Once completed, email the form to [PARIS@dep.nyc.gov](mailto:PARIS@dep.nyc.gov) and mail a hard copy to:

NYC Department of Environmental Protection  
ATTN: Registrations (BWSO Office of Online Permitting)  
59-17 Junction Blvd, 3rd Fl., Low-Rise  
Flushing, NY 11373

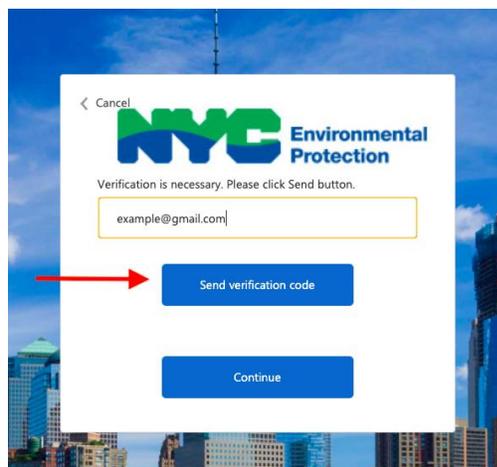
The request will be checked for completeness and the identification of the professional will be verified.

### Retrieving a lost password

To retrieve a lost password, click on the password recovery link, **Forgot your password?**



After entering the email address associated with account, click “Send Verification Code”.



You will receive an email with the verification code.

On the PARIS screen enter the verification code from the email, into the field provided and click **Verify Code**.

Then, click **Continue**.

On the next screen, enter the new password twice in the fields provided, and click **Continue**.

## Main Menu

The main menu screen contains information on all applications entered into the system by the user.

Applications shown as **Draft** have been started but not submitted to DEP; these applications can be edited or deleted. Applications created and left in **Draft** for more than 30 days will automatically expire. If your application expired, you can simply create a new request and submit, as needed.

Applications shown as **Submitted** are applications, which have been submitted to DEP. Once an application has been submitted to DEP it cannot be edited.

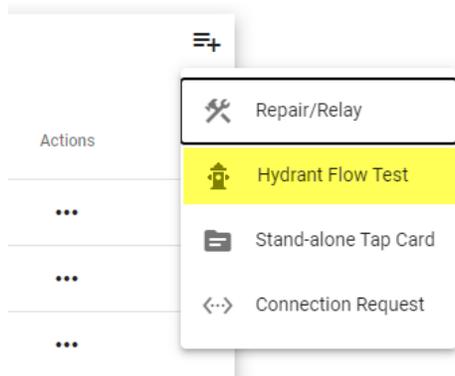
Applications that are **Approved**, the test is complete and the approval letter is ready for download.

First-time Users will see a screen similar to the one below, with no current applications in the system.



To start a new application, click the plus sign on the top right of the request queue. A dropdown will open with your request options.

Please Note: The options shown in the example are for a plumber's account. Your options will vary based on your profile type.



## Submitting the Hydrant Flow Test Application

To complete the Hydrant Flow Test Application fill out the **Hydrant Flow Test** section of the form. Note, all fields in this section are required. Provide the **Borough, House Number, Site Street**, the **Specific Test Street**, along with the **Cross Streets** and the **Requested Flow Rate (GPM)**. The information under **Where the Flow Test Results Should be Sent** will be populated based on your profile information.

Please Note:

- Street fields should contain one street name only
- The street names should be written as they appear on maps/road signs
  - Junction Blvd and Horace Harding Expwy should NOT be put in as Junction and Horace Harding
- The general address should never be a range; it should be one building/site only
  - If you want to use the same test results for 3 buildings in a row, for example, select one building for the overall House Number field, and enter the range in the Alternative Address field
- Cross streets must be different
  - One cross street on the south or west side, and the other cross street on the north or east side of the street the hydrant is located on.

## Permit and Review Information System (PARIS)

### New Hydrant Flow Test Request

Several of the fields in the application are of general applicability. Indicate the Address, Street Name, Borough, Cross Street and requested flow rate (GPM). Upon validation of the address, fill out the remaining fields on the application.

Note: If you want to save the application and come back to it later, click on the "save" button this will save the application as a draft. You can attach supporting documents in the Files tab, click on edit to edit a draft or submit your application. If there are any errors on the application, they will be listed at the top of the page. If a field is missing information or has incorrect information, it will be shown in red.

 Details

(Asterisk (\*) remarks required fields)

#### Hydrant Flow Test

Borough*	Queens	Site Street*	Junction Blvd
House Number*	59-17	Cross Street Between*	59th Avenue
Specific Test Street*	Junction Blvd	Requested Flow Rate (GPM)* - (If no GPM is indicated, DEP will use 500 GPM)	500
Cross Street And*	60th Avenue	Alternative Address	

#### Where the Flow Test Results Should be Sent

Company Name	Attention	
Email	Telephone	
Address	7185953088	
City	State	Zip
Elmhurst	NY	11373

 Save

 Proceed to Payment

 Cancel

Once the application has been completed, click **Proceed to Payment** to pay for the application and submit it to DEP. The fee for the Hydrant Flow Test Application is \$500.00. The system will display the payment information window, select **Pay Now** to proceed with the payment.

\*Note: To pay by electronic check, you will need your checking account and routing number. Credit and debit card payments are charged a service fee of 2.00% of the payment amount. This fee is nonrefundable. There is no additional fee for electronic checks.

The fee for this application is: \$500.00.

You will provisionally receive credit for making your payment on the date that you click the Process Payment button on this website. However, it may take up to two or more business days for your payment to be reflected on this website. Your payment will not be considered final until it is deemed settled by your financial institution. This means that if, for example, there is not enough money in your bank account or if your payment fails to settle, you will not receive credit for making your payment. Your bill will be reinstated, and you may be charged interest and penalties.

To pay by electronic check, you will need your checking account and routing number. There is no additional fee. Credit and debit card payments are charged a service fee of 2.00% of the payment amount. This fee is nonrefundable.

### Payment Information

Confirm your payment detail :

Invoice Number	INV00000330
Request Number	FT2019-0385
Amount	\$500
Payment Method	Online Payment

 Pay Now

 Cancel

After clicking **Pay Now**, you will be redirected to a secure third-party payment site.

1. Payment Amount: Shows the total payment amount and an itemized list of the charges.
2. Payment Step: Indicates where you are in the payment process. The active step is indicated by a darker font color.
3. eCheck/Credit Card: Select the appropriate payment method tab: eCheck (personal or business check) or Credit Card. \*Note: Cashier's checks and money orders are not accepted.

# Enter Payment Details

1. Select Items 2. Enter Payment 3. Review and Pay

Payment Amount:	\$500.00
Request Number: FT2019-0385	
Invoice ID: INV00000330	
	\$500.00

eCheck  Credit Card

To pay by electronic check, you will need your checking account and routing number. There is no additional fee.

## Billing Information

First Name \*

Last Name \*

Country \*

Address \*

City \*

State \*

Postal Code \*

Phone \*

Email \*

Re-enter Email \*

[CONTINUE](#)

[RETURN TO DEP HOME](#)

You can review the payment before it's final.

## Entering Payment Information

### Electronic Checks

1. Billing Information: Complete all of the required fields. NOTE: Do not include special characters (such as #) in any of the fields.
2. Continue: Click after completing required fields to proceed to the Payment Review page.
3. Cancel Payment: Click if you want to cancel the payment.

To pay by electronic check, you will need your checking account and routing number. There is no additional fee.

**1**

### Billing Information

First Name \*

Last Name \*

Country \*

Address \*

City \*

State \*

Postal Code \*

Phone \*

Email \*

Re-enter Email \*

**2**

CONTINUE

CANCEL PAYMENT

**3**

You can review the payment before it's final.

After clicking on Continue, you will be taken to a new page to enter the eCheck information.

## Payment Method

\* Indicates required field

**Choose method of payment**

Pay by electronic check

\* Account Type:  ▾

[Back](#) [Next](#) [Exit](#)

Select the **Account Type** from the dropdown (**Personal or Business**)

\* Indicates required field

**Choose method of payment**

Pay by electronic check

\* Account Type:  ▾

[Back](#) [Next](#) [Exit](#)

Click on **Next**. Clicking on **Back/Exit** will take you back to the previous page where you entered the billing information.

\* Indicates required field

**Choose method of payment**

Pay by electronic check

\* Account Type:  ▾

[Back](#) [Next](#) [Exit](#)

Next you will be taken to the Payment Information page where the Billing Address section is displayed at the top. You can modify the information in this section, if needed. No special characters are allowed. Special characters include a period (.) in the name field and a pound sign (#) in the address field. Check Use Business Name to remove the first and last name fields and enter a business name.

\* Indicates required field

**Billing Address**

\*First Name: Jane  
M.I.:  
\*Last Name: Doe  
\*Street Line 1: 5917 Junction Boulevard  
Street Line 2:  
\*City: Elmhurst  
\*State: New York  
\*Zip:   
\*Country: UNITED STATES  
\*Phone: (718) 595-1234  
\*E-Mail: test@test.com

The **Payment Details** section is immediately under the billing address details. It contains the payment amount information and any applicable fees.

**Payment Details**

\*Payment Amount: 500.00 USD  
Convenience Fee: 0.00 USD

Your account will be debited in 1 to 3 days from the date identified. If your payment date falls on a non-banking day your payment will be executed on the next available banking day. Current date payments received after 5:00 PM ET will be executed on the next valid banking day.

Enter your account information in the **Payment Method** section.

1. **Name on Account:** Enter the name that is on the account. The name cannot contain special characters.
2. **Account Number:** Enter your full Account Number.
3. **Re-Type Account Number:** Enter the Account Number again to verify it has been entered correctly.
4. **Routing Number:** Enter the Routing Number of your account. A 9 digit number is required.
5. **Account Type:** Indicate if it is a Checking or Savings account.

Payment Method	
*Name On Account:	Jane Doe <span>1</span>
*Account Number:	1234567 <span>2</span> <a href="#">What's This?</a>
*Re-Type Account Number:	1234567 <span>3</span>
*Routing Number:	237189147 <a href="#">What's This?</a>
*Account Type:	<input checked="" type="radio"/> Checking <input type="radio"/> Savings <span>4</span>

After entering all necessary details, click on **Next**.

[Back](#)
[Next](#)
[Exit](#)

## Review Payment Details

On the **Payment Review** page, review the statements, confirm all the information entered is correct and click **Pay Now** to authorize payment.

### Payment Review

By clicking "Pay Now" you:

1. confirm that you are authorized to instruct this payment using the credit card, debit card or checking account included in your payment instructions;
2. authorize the City of New York to charge your account for the payment amount and, if applicable, the Service Fee;
3. confirm that the information provided by you is true, complete, and correct to the best of your knowledge and is supplied in good faith;
4. acknowledge that you have read and agree to the Terms and Conditions for using this site.

Address
<b>Billing Address:</b> Jane Doe 5917 Junction Boulevard Elmhurst, NY 11373 (718) 595-1234 test@test.com
Payment Method
Electronic Check Checking x4567 237189147
Payment Amount
Amount: 500.00 USD Convenience Fee: 0.00 USD <b>Total: 500.00 USD</b>
<p>Today, being 8/9/2019, by entering my routing and account number above and clicking "Pay Now," I authorize my payment in the amount indicated above to be processed as an electronic funds transfer (EFT) or draft drawn from my checking or savings account as indicated above and, if necessary, to have my account electronically credited to correct erroneous debits. I understand that my payment will be processed within 1-3 banking days. I understand that this authorization will remain in full force and effect until I notify you that I wish to revoke it and allow you reasonable opportunity to act on my notice. PLEASE PRINT A COPY OF THIS PAGE FOR YOUR RECORDS.</p>
<a href="#">Back</a> <a href="#">Pay Now</a> <a href="#">Exit</a>

## Payment Confirmation

After processing the payment, you will be taken to the receipt page indicating that your payment has been processed.

Home Profile Logout

### Payment is Successful

You have successfully made the payment for the invoice number listed below. Your hydrant flow test request has been submitted to DEP. You can return to the home page by clicking the Back to Home Page button.

Invoice Number: **INV00000330**

[Back to Home Page](#)

An auto-generated email will also be sent to the email address you provided during the payment process with the payment amount and receipt number.



Staging

### Thank you for your payment.

<b>Payment Amount:</b>	\$510.00
<b>Receipt Number:</b>	CPY201424394
<b>Transaction Date:</b>	08/06/2019 10:44:35 AM
<b>Payment Type:</b>	VISA *****1111

You will provisionally receive credit for making your payment on the date that you click the Process Payment button on this website. However, it may take up to two or more business days for your payment to be reflected on this website. Your payment will not be considered final until it is deemed settled by your financial institution. This means that if, for example, there is not enough money in your bank account or if your payment fails to settle, you will not receive credit for making your payment. Your bill will be reinstated, and you may be charged interest and penalties. Log-in to your DEP account to track the progress of your request.

Request Number: FT2019-0383 \$500.00  
Invoice ID: INV00000328

After the payment has been processed, close the payment tab on your browser.

## Entering Credit Card Information

Note that there is a non-refundable 2.00% service fee when paying by credit or debit card.

1. **Billing Information:** Complete all required fields. NOTE: Do not include special characters (such as #) in any of the fields.
2. **Continue:** Click after completing required fields to proceed to the Payment Review page.
3. **Cancel Payment:** Click if you want to cancel the payment.

The screenshot shows a web form titled "Credit Card" under the "eCheck" tab. At the top, a message states: "Credit and debit card payments are charged a service fee of 2.49% of the payment amount. This fee is nonrefundable." Below this is a red-bordered box labeled "1" containing the "Billing Information" section. This section includes a note: "If you are paying with a credit or debit card, please make sure you enter the name and address associated with this card." The form fields are: First Name \*, Last Name \*, Country \* (dropdown menu showing "United States"), Address \*, City \*, State \* (dropdown menu showing "New York"), Postal Code \*, Phone \*, Email \*, and Re-enter Email \*. Below the form are two buttons: "2 CONTINUE" and "3 CANCEL PAYMENT". At the bottom of the form area, it says "You can review the payment before it's final."

After clicking on **Continue**, you will be taken to a new page to choose method of payment. Click **Next** to continue to the **Payment Information** screen. Clicking on **Back** or **Exit** will take you back to the previous page where you entered the billing information.

## Payment Method

\* Indicates required field

### Choose method of payment

Pay by credit card

VISA   DISCOVER 

[Back](#) [Next](#) [Exit](#)

Next you will be taken to the **Payment Information** page where the Billing Address section is displayed at the top. You can modify the information in this section, if needed. No special characters are allowed. Special characters include a period (.) in the name field and a pound sign (#) in the address field. Check Use Business Name to remove the first and last name fields and enter a business

\* Indicates required field

### Billing Address

Use Business Name

\*First Name:

M.I.:

\*Last Name:

\*Street Line 1:

Street Line 2:

\*City:

\*State:

\*Zip:

\*Country:

\*Phone: (212) 555-1212

\*E-Mail: joe@buildings.nyc.gov

name.

The **Payment Details** section is immediately under the billing address details. It contains the payment amount information and the 2.00% convenience fee.

## Payment Details

\*Payment Amount: 175.00 USD  
Convenience Fee: 4.36 USD

Enter your account information in the **Payment Method** section.

1. **Name on Card:** Enter the full name on the card.
2. **Card Number:** Enter the entire card number. (15 or 16 digits)
3. **Expiration Date:** Select the card expiration date from the month and year dropdowns.
4. **Card Verification Value (CVV2):** Enter the card security code.

## Payment Method

\*Name on Card:  1

\*Card Number:  2

\*Expiration Date:  \* Month  3  
\* Year

\*Card Verification Value(CVV2):  4

[Back](#) [Next](#) [Exit](#)

After entering all necessary details, click on **Next**.

## Review Payment Details

On the **Payment Review** page, review the statements, confirm all the information entered is correct and click **Pay Now** to authorize payment.

### Payment Review

By clicking "Pay Now" you:

1. confirm that you are authorized to instruct this payment using the credit card, debit card or checking account included in your payment instructions;
2. authorize the City of New York to charge your account for the payment amount and, if applicable, the Service Fee;
3. confirm that the information provided by you is true, complete, and correct to the best of your knowledge and is supplied in good faith;
4. acknowledge that you have read and agree to the Terms and Conditions for using this site.

Address						
<b>Billing Address:</b> Joe Adams 280 Broadway New York, NY 10007 (212) 555-1212 joe@buildings.nyc.gov						
Payment Method						
Credit Card  Joe Adams x0102 10/24						
Payment Amount						
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right;">Amount:</td> <td>410.00 USD</td> </tr> <tr> <td style="text-align: right;">Convenience Fee:</td> <td>10.21 USD</td> </tr> <tr> <td style="text-align: right; border-top: 1px solid black;">Total:</td> <td style="border-top: 1px solid black;">420.21 USD</td> </tr> </table>	Amount:	410.00 USD	Convenience Fee:	10.21 USD	Total:	420.21 USD
Amount:	410.00 USD					
Convenience Fee:	10.21 USD					
Total:	420.21 USD					
<a href="#">Back</a> <a href="#">Pay Now</a> <a href="#">Exit</a>						

## Payment Confirmation

After processing the payment, you will be taken to the receipt page indicating that your payment has been processed.



[Home](#) [Profile](#) [Logout](#)

### Payment is Successful

You have successfully made the payment for the invoice number listed below. Your hydrant flow test request has been submitted to DEP. You can return to the home page by clicking the Back to Home Page button.

Invoice Number: **INV00000330**

[!\[\]\(9bb0eeabfc64b565058b9428271cdf15\_img.jpg\) Back to Home Page](#)

An auto-generated email will also be sent to the email address you provided during the payment process with the payment amount and receipt number.

**Thank you for your payment.**

**Payment Amount:** \$510.00  
**Receipt Number:** CPY201424394  
**Transaction Date:** 08/06/2019 10:44:35 AM  
**Payment Type:** VISA \*\*\*\*\*1111

You will provisionally receive credit for making your payment on the date that you click the Process Payment button on this website. However, it may take up to two or more business days for your payment to be reflected on this website. Your payment will not be considered final until it is deemed settled by your financial institution. This means that if, for example, there is not enough money in your bank account or if your payment fails to settle, you will not receive credit for making your payment. Your bill will be reinstated, and you may be charged interest and penalties. Log-in to your DEP account to track the progress of your request.

Request Number: FT2019-0383 \$500.00  
 Invoice ID: INV00000328

After the payment has been processed, close the payment tab on your browser.

## Canceling Payments

You can cancel a payment at several points in the payment process.

You can click on the **Cancel Payment** button on the first Payment Entry screen, located underneath the Billing Information section.

**Billing Information**

First Name \*

Last Name \*

Country \*

Address \*

City \*

State \*

Postal Code \*

Phone \*

Email \*

Re-enter Email \*

CONTINUE
CANCEL PAYMENT

You can review the payment before it's final.

## Returned Checks

When a check is returned by the payer's bank, a \$20 fee will be added to the original fee for each check that is returned. Additionally, a hold will be placed on the Hydrant Flow Test application until

a valid payment is received (if you pay by eCheck again, it will take up to another five business days to clear). DEP staff will not process the request until the payment is fully processed.

## Withdrawing an application

To withdraw a request that was submitted to DEP, open the respective application, provide the reason why the application is being withdrawn and select **Submit Cancellation**.

**Status: Submitted**

Several of the fields in the application are of general applicability. Indicate the Address, Street Name, Borough, Cross Street and requested flow rate (GPM). Upon validation of the address, fill out the remaining fields on the application.

**Note:** If you want to save the application and come back to it later, click on the "save" button this will save the application as a draft. You can attach supporting documents in the Files tab, click on edit to edit a draft or submit your application. If there are any errors on the application, they will be listed at the top of the page. If a field is missing information or has incorrect information, it will be shown in red.

Details Files

Print Form

(Asterisk (\*) remarks required fields)

### Hydrant Flow Test

<p><b>Borough*</b> Queens</p> <hr/> <p><b>House Number*</b> 59-17</p> <hr/> <p><b>Specific Test Street*</b></p> <hr/> <p><b>Cross Street And*</b></p> <hr/> <p>Alternative Address</p> <hr/>	<p><b>Site Street*</b> junction blvd</p> <hr/> <p><b>Cross Street Between*</b></p> <hr/> <p><b>Requested Flow Rate (GPM)* - (if no GPM is indicated, DEP will use 500 GPM)</b> 500</p> <hr/>
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### Where the Flow Test Results Should be Sent ?

<p><b>Company Name</b></p> <hr/> <p><b>Email</b></p> <hr/> <p><b>Address</b> 59-17 Junction Blvd</p> <hr/> <p><b>City</b> Elmhurst</p> <hr/>	<p><b>Attention</b></p> <hr/> <p><b>Telephone</b> 7185953088</p> <hr/> <p><b>State</b> NY</p> <hr/> <p><b>Zip</b> 11373</p> <hr/>
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### Cancellation Request

Cancellation Reason

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Submit Cancellation

0/500

## Attaching a file

To attach a document to your request, you must first **Save** the application. Click **Save**; once the application has been saved the **Files** tab will appear at the top of the application page. Open the tab and select **Choose File** and search the document to be attached to the application.

## Retrieving the Flow Test Letter

There are two ways to retrieve the HFT approval letter when the status is **Approved**.

1. Select the 3 dots under the **Actions** column of the approved test in the request queue. A dropdown will appear with your action options. Select **View Approval Letter PDF**. The PDF will then download.

**Permit and Review Information System (PARIS)**

Request Id	Permit Number	Application Type	Street	Borough	Created On	Last Update ↓	Permit Status	Tap Card Request Id	Tap Card Status	Actions
		Hydrant Flow Test		Queens			Approved			⋮ View hydrant flow test View Approval Letter PDF

2. Open the approved test and go to the **Files** tab. Under **Uploaded Files**, you will see a file “**View Approval Letter PDF**”. You can double click this or select the cloud icon. The PDF will then download.

**Permit and Review Information System (PARIS)**

**Request Number:**  
**Status: Approved**

Several of the fields in the application are of general applicability. Indicate the Address, Street Name, Borough, Cross Street and requested flow rate (GPM). Upon validation of the address, fill out the remaining fields on the application.

**Note:** If you want to save the application and come back to it later, click on the “save” button this will save the application as a draft. You can attach supporting documents in the Files tab, click on edit to edit a draft or submit your application. If there are any errors on the application, they will be listed at the top of the page. If a field is missing information or has incorrect information, it will be shown in red.

Details Files

You need to first save the form before you upload files. Each file needs to be less than 100 MB.

**Uploaded Files**

File Name	File Size	Comment	Created On
View Approval Letter PDF	196.6KB		

Back to Details