



User's Manual

Permit and Review Information System (PARIS)

Site/House Connection Proposal Applications

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Overview

The NYC Department of Environmental Protection (DEP) Bureau of Water and Sewer Operations uses the Permit and Review Information System (PARIS) to allow licensed professionals to electronically submit a variety of water and sewer-related applications. Licensed master plumbers, professional engineers (PEs), and registered architects (RAs) can begin submitting applications once they have registered and been approved in the system.

PARIS doesn't change any of the existing rules. It simply makes the process faster and easier. All applications must still follow the rules in the City's regulations—specifically Title 15, Chapter 20 (about water use) and Chapter 31 (about house and site sewer connections). The system was designed to help applicants submit and track their applications more efficiently, without changing what's required.

PARIS in brief

PARIS is a program that allows the filing of water and sewer applications with DEP electronically. Currently, the system can be used for repair and relay applications for water and sewer in the City of New York.

It can also be used for:

Water related applications:

- Water Repair
- Water Relay
- Sewer Repair
- Sewer Relay
- Tap Connection
- Wet Connection
- Water Plug
- Tap and Plug
- Hydrant Flow Test
- Wet Connection and Plug

Sewer related applications

- New Sewer Connection
- Sewer Plug
- Site/House Connection Proposals
- Wastewater Quality Control Application

Other applications

- Records Request

Benefits of the system

There are many benefits to e-filing for Professional Engineers (PEs)/Registered Architects (RAs) and their clients. Applications can be created and filed on any day of the week at any hour from virtually anywhere. When an electronic application is submitted, it is sent to a queue virtually for review by DEP staff. The status of the application is accessible at any time by logging into the User's account. The system is very easy to learn and use. The system provides instantaneous notice by e-mail to the participating User whenever an application has been accepted and whenever the status changes.

Registration/Passwords

In order to file applications on the system, a User must be a licensed Professional Engineer or Registered Architect in NYS who has registered to file applications on PARIS. First, an account must be created in the system. Go to [NYC DEP PARIS \(epermitsportal.azurewebsites.net\)](http://nycdep.paris.azurewebsites.net). Click login in the top right corner of the screen (See Figure 1).

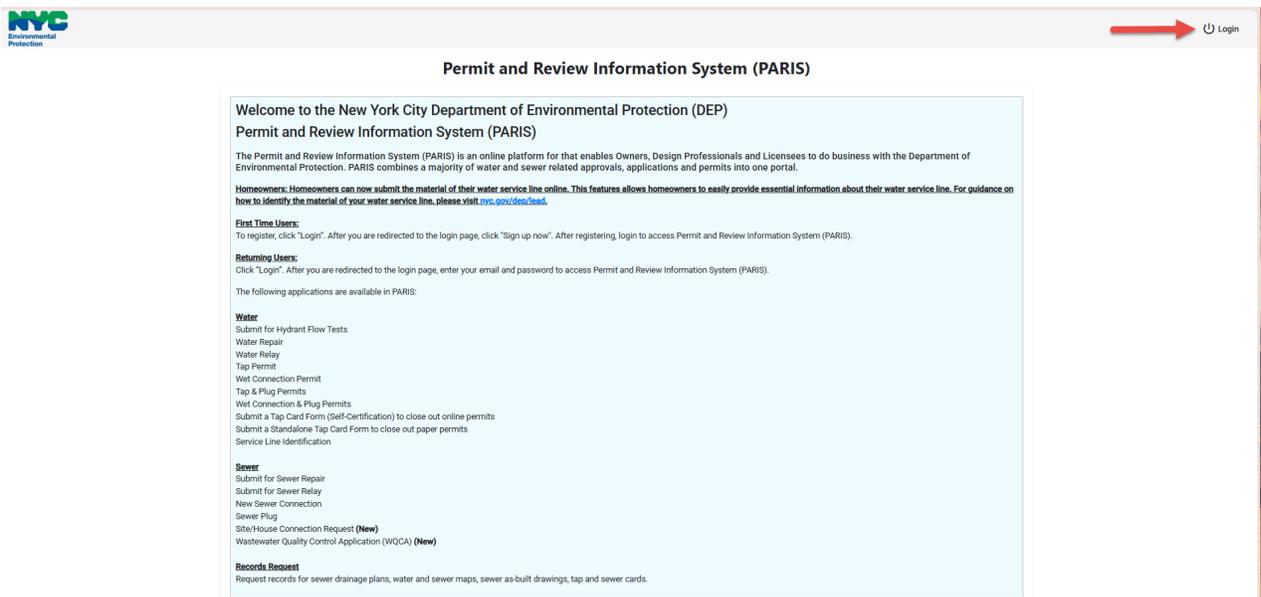


Figure 1

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. (See Figure 2)

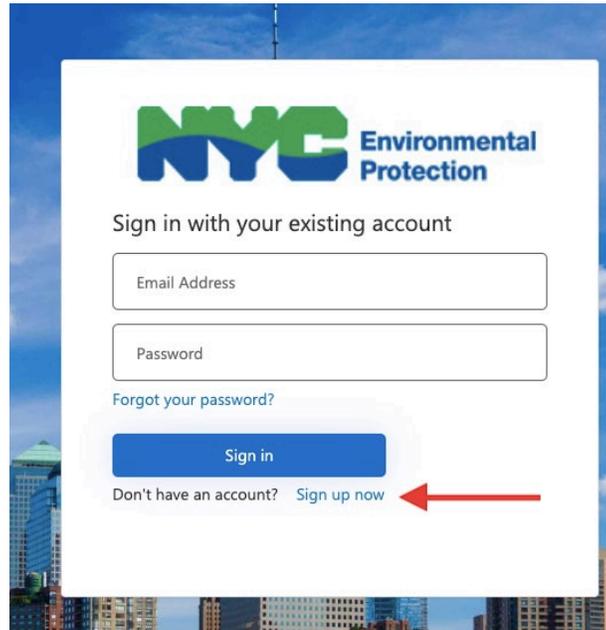


Figure 2

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”.

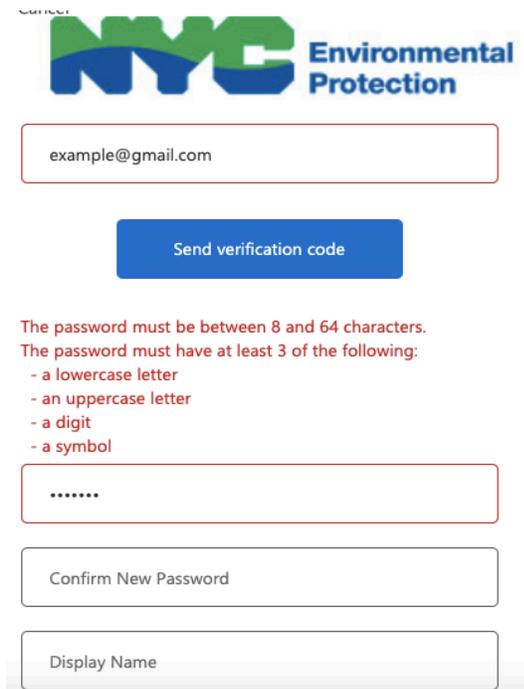


Figure 3

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.**

< Cancel
NYC Environmental Protection
 example@gmail.com
 Verification code
 Verify code Send new code
 This information is required.
 New Password
 Confirm New Password
 Display Name

Figure 4

5. Enter the password you want to use for the system; password requirements. See Figure 3.
6. Pick the Display Name (can be your first name, company name, etc.)
7. Click “Create” to complete sign up.
8. You will be taken to the profile creation screen; fill out all fields with the information you want to use for the account.

ePermits
 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.
Profile
 First Name _____
 Last Name _____
 Email mfdemo2@yahoo.com _____
 Address1 _____
 City _____
 State -- _____
 Zip Code _____
 Telephone _____
 Company _____
 Submit

Figure 5

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”.

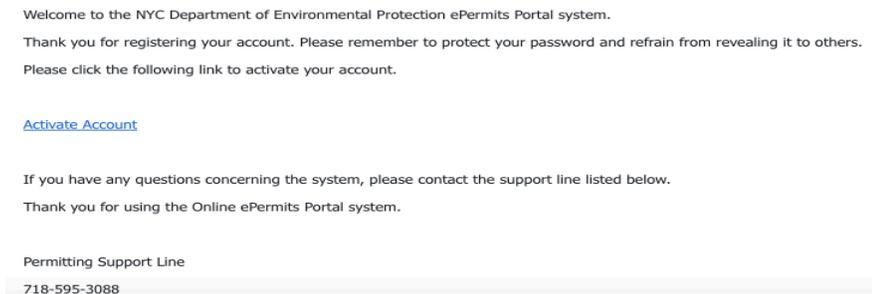


Figure 6

10. Click “Back to Home Page” and click “Login” in the top right.
11. Login using the credentials you just created.
You should be taken to a screen that asks if you are a licensed professional and provides a link to the authentication form; download the form (to submit separately), click “Yes” and then “Continue”.

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 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](#)

Figure 7

12. Select License Type from the dropdown menu.
13. Enter license information; verify the information is correct and click Add.
14. The page should redirect to the homepage, and there will be message at the top stating that your license information was successfully added.
15. Follow instructions below to make sure the license is verified with DEP.

In order to register as a licensed PE or RA, 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, as well as signed and sealed by the professional.

Once completed, email the form to 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.

Software/Hardware Requirements

The current minimum requirements for filing 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.

It should work with any modern browsers (Microsoft Edge, Google Chrome).

Other browsers, such as Safari, are not supported at this time.

PARIS can be accessed from all computers—and any other device such as mobile phones and tablets with a supported web browser.

Cookies

The user must have cookies enabled to use the system. The PARIS website uses **session** cookies and only retains information until all user browsers are closed and the session is thus ended. The PARIS website 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 a permit.

Pop-up Blockers

If you have a pop-up blocker installed, you will need to allow pop-ups from the PARIS website.

If you do not have a pop-up blocker installed, you can skip to the next section.

Attaching Files

The maximum size for file attachments is 100 MB.

The system will accept the following attachment types:

- Word
- Excel
- PDF

- Jpg
- Tif
- TXT

How to Access the System

The web address of PARIS is [NYC DEP PARIS \(epermitsportal.azurewebsites.net\)](http://epermitsportal.azurewebsites.net)

To login to PARIS, after your account has been created and license verified, click **Login** (top right corner) and enter your email address and password in the appropriate fields. After entering the information click on the **Login** button. Please note that the password is case sensitive.

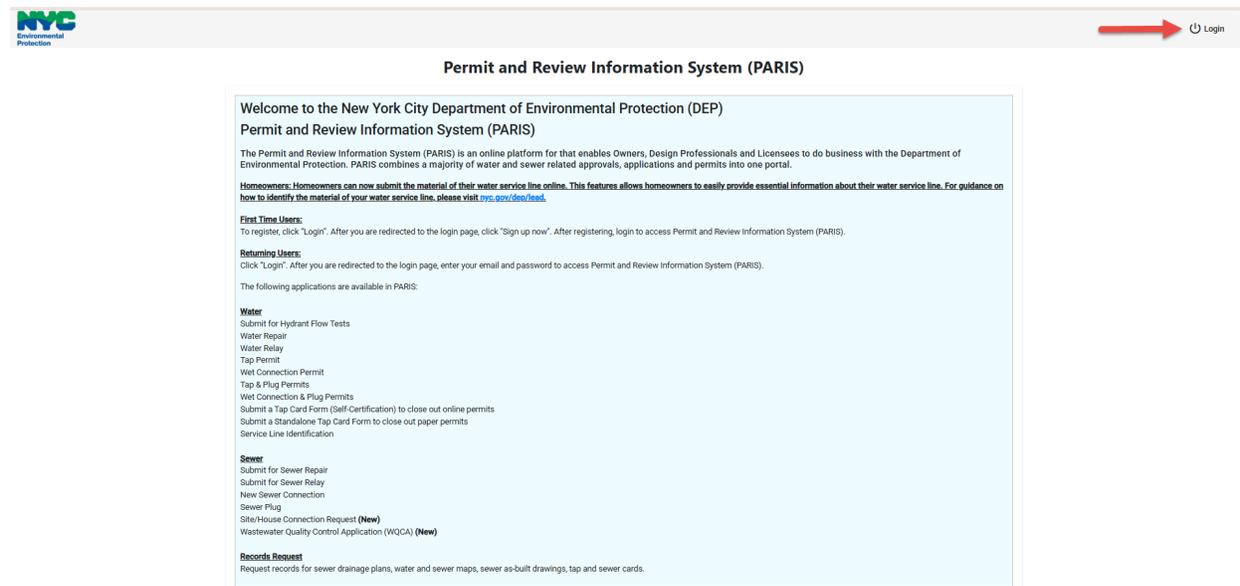


Figure 8

System Timeout

The System times out after it has been inactive for 60 minutes (1 hour).

Retrieving a Lost Password

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

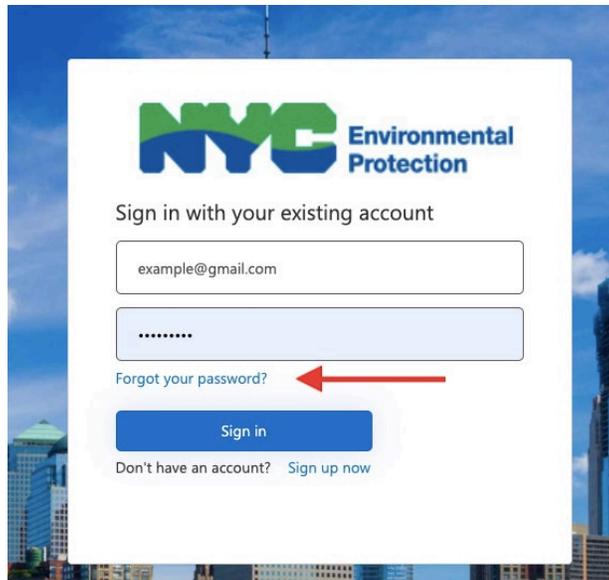


Figure 9

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

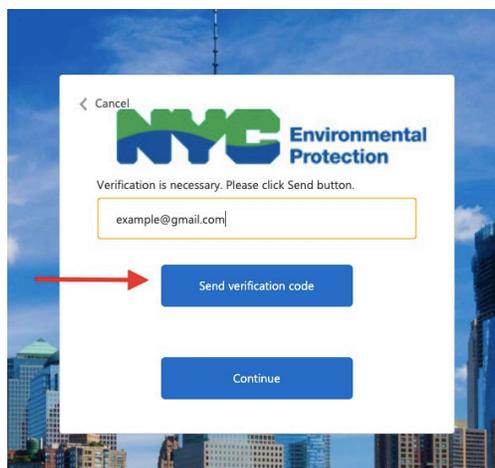


Figure 10

An email will be sent 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 in **Draft** can be edited or deleted. Applications **Pending Email Confirmation** are those that have been submitted and need to be confirmed with the link sent to user's email. Applications with the status **Review in Progress** have been submitted and confirmed, waiting on decision from reviewer.

Applications **Objected** are objected by the reviewer for incorrect or missing information.

Applications shown as **Resubmitted** are being re-reviewed by DEP after the applicant has responded to the objection.

Applications **Approved** have been approved by the reviewer, and the permit is available for download.

Once an application has been submitted to DEP, it cannot be deleted or edited. You will have the option to cancel a submitted application. Cancellations will be reviewed by DEP staff and approved or rejected.

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

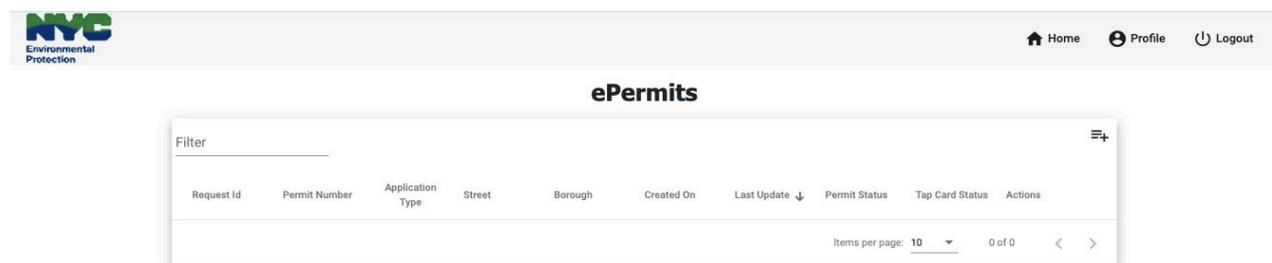


Figure 11

NOTE: The **Filter** field on the top left of the home screen can be used to search requests in the account.

Example- To see what applications were filed in Queens, putting Queens in the **Filter** field will show all Queens applications/permits in the account.

Start a New Application – Site/House Connection Proposal

To start a new application, click on the **Add New Application** button, top right corner of the menu. Select which type of application you want to create from the dropdown. [Figure 12]

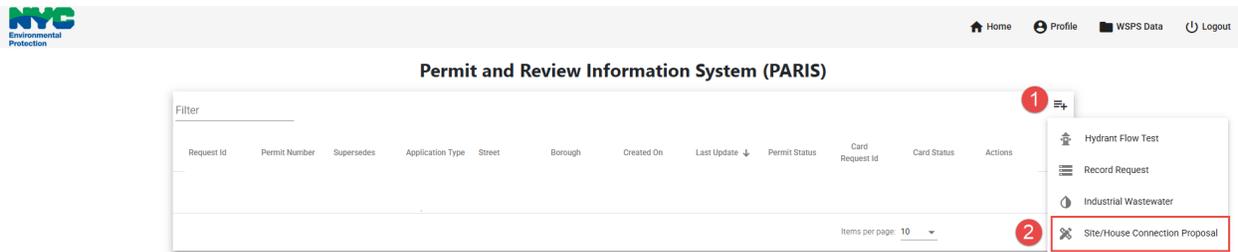


Figure 12

Before starting an application, review the Helpful Tips at the top of the page. The Helpful Tips can be hidden by clicking Hide Tips. [Figure 13]

Permit and Review Information System (PARIS)
New Site/House Connection Proposal Form

 **Hide Tips X**

Welcome to the Permit and Review Information System (PARIS). This form is used to submit a Site or House Connection Proposal (SCP/HCP) to the NYC Department of Environmental Protection (DEP) for approval of new or modified connections to the City's water or sewer systems.

To help ensure your application is processed smoothly and without delays, please keep the following in mind:

- **Required Fields:** All fields marked with an asterisk (*) must be completed. Incomplete applications will be returned for revision.
- **Help Text:** Guidance is available throughout the form—look for question mark icons or embedded instructions to assist you with each section.
- **Save to Proceed:** You must save your application before additional required sections appear. Saving also allows you to return and complete your application later.
- **Review for Accuracy:** Ensure that all entered information aligns with your uploaded attachments (e.g., site plans, zoning documents, permits). Mismatched data may delay review.
- **Zoning Information:** After entering borough, block, and lot, click "Populate Zoning/Map Numbers" to auto-fill related zoning fields.
- **Building Classification Support:** For help identifying your building classification code, visit the NYC Finance Building Code Guide.
- **Stormwater Requirements:** If your project involves soil disturbance of one acre or more, you may also need to submit a Stormwater Pollution Prevention Plan (SWPPP). For guidance on when and how to submit a SWPPP, visit the NYCDEP SWPPP webpage.

Final tips before submitting your application:

- Double-check all entries and attachments for consistency
- Confirm that all required documents have been uploaded
- Save your work regularly

If you need assistance, refer to the help text within the form or reach out to your DEP reviewer after submission.

 Details

(Asterisk (*) remarks required fields)

Project Data

Application Type* Existing House Number* Existing Street Name*

Figure 13

The Helpful Tips can be reopened at any time during the application by clicking the Helpful Tips bubble on the top right of the page. [Figure 14]

Permit and Review Information System (PARIS)
New Site/House Connection Proposal Form

 **Helpful Tips**

 Details

(Asterisk (*) remarks required fields)

Project Data

Application Type* Existing House Number* Existing Street Name*

Figure 14

Completing the Form

For more information on a particular field, hover your mouse over the question mark in the field [Figure 15]. A text box will appear with additional information.

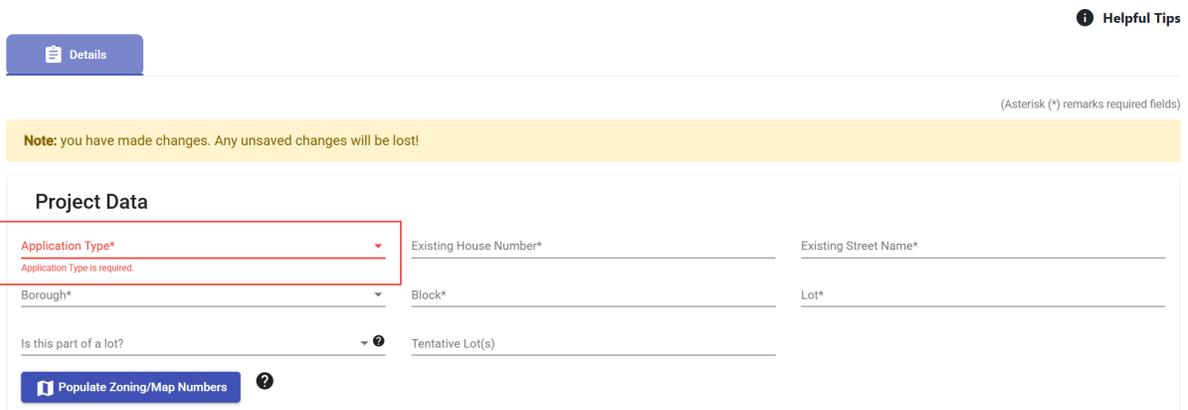


Figure 15

Several of the sections in the application are of general applicability; these include **Project Data, Owner, Project Use, Site Area Information, Stormwater Management Practice, Comments, Support Documents.**

Note: Based on the license information supplied to the Department, the **PE/RA** section is automatically populated with the User's information.

Step 1: To begin, select the Application Type from the dropdown.



Details

Helpful Tips

(Asterisk (*) remarks required fields)

Note: you have made changes. Any unsaved changes will be lost!

Project Data

Application Type*
Application Type is required.

Existing House Number* Existing Street Name*

Borough* Block* Lot*

Is this part of a lot? Tentative Lot(s)

Populate Zoning/Map Numbers

Helpful Tips

(Asterisk (*) remarks required fields)

Note: you have made changes. Any unsaved changes will be lost!

Project Data

Required Field

-- Select One --

- Site Connection Proposal
- House Connection Proposal
- Site Connection Proposal Self Certified
- House Connection Proposal Self Certified
- Master Plan with Phases

Existing House Number*

Block*

Tentative Lot(s)

Map Number*

Existing Street Name*

Lot*

Proposed Zoning District

Step 2: Fill out the property information, including **Existing House Number, Existing Street Name, Borough, Block** and **Lot**.

If the application is for part of a tax lot, indicate **Yes** to **Is this part of a lot?**

If there are any relevant tentative lots, they should be entered in the **Tentative Lot(s)** field.

Note: If there are none, the field should be left blank.

Step 3: Once the property information is filled out, click the **Populate Zoning/Map Numbers** button for the system to autofill the **Existing Zoning District** and **Map Number** fields.

If the zoning district is going to be changed, enter the **Proposed Zoning District**.

If it is not going to be changed, the field should be left blank.

Note: Be sure the **Block** and **Lot** information is accurate for the zoning and map data to generate correctly.

Note: The zoning district and map number fields can be edited if needed.

Step 5: After the general property/site information is entered, fill in all required fields.

Required fields are denoted with an asterisk.

Any text field that is not required should be left blank if not applicable.

Note: The field requirements can change based on how other sections of the application are filled out.

For example, if the Building Class Code fits the criteria for a Wastewater Quality Control Application (WQCA), a required field asking about a filed WQCA will appear.

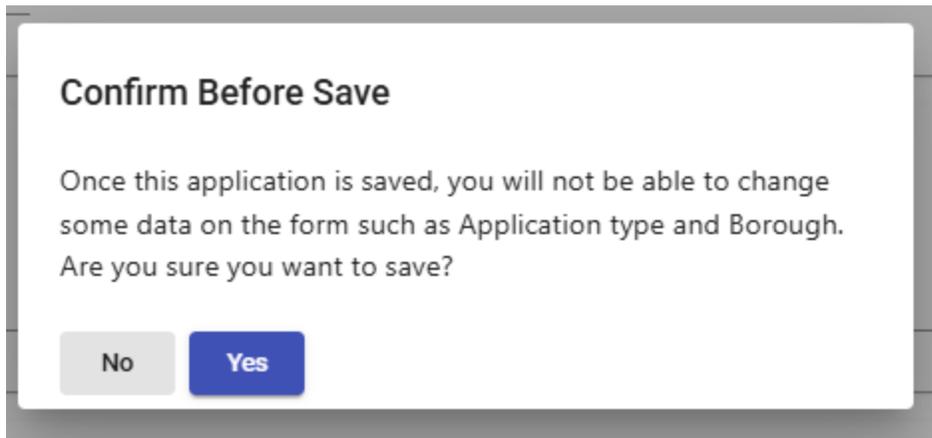
At the bottom of the Details page:

Click Save, to save the application at any time and return later.

Files can be added at any time after the application has been saved, and before it is submitted.

NOTE: When clicking save the first time, the text box shown will pop up.

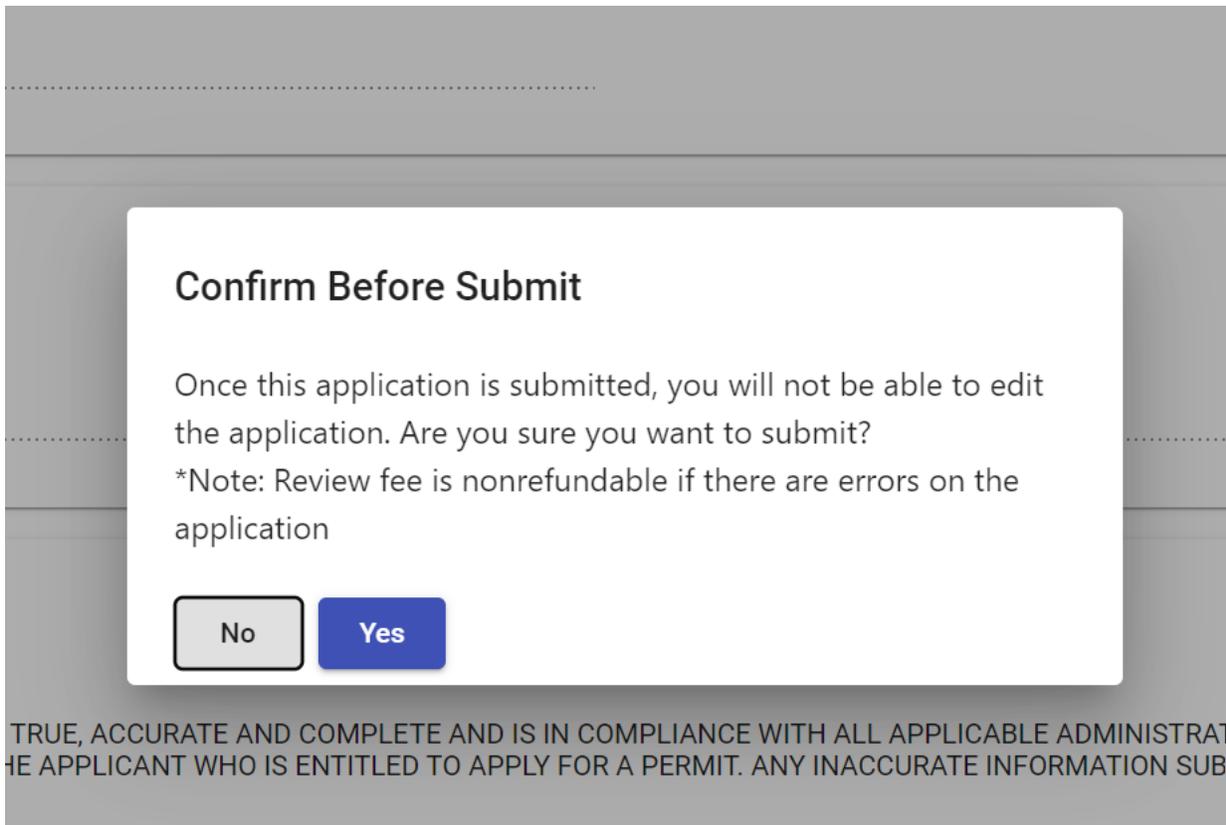
Once **Yes** is selected, no changes can be made to the **Application Type** or **Borough**. If either field is incorrect after the application is saved, a new application will have to be created. Please review carefully before saving.



Click Submit, to submit the application for confirmation and payment.

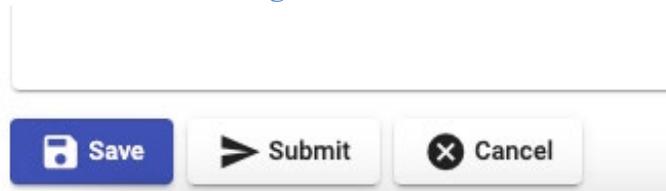
NOTE: When clicking submit, the text box shown will pop up.

Once **Yes** is selected, no changes can be made to the application unless it is sent back with an objection.



Click Cancel to exit the application.
Any unsaved changes will be lost.

Figure 24



Other Tabs

After the application is saved, additional tabs will appear at the top of the application page.

These include: **Connection**, **SMP**, **Files** and **Cancellation**.

Connection

The connection tab is where the individual connection information is added.

Step 1: Go to the connection tab.

Step 2: Click Add SCP Connection.

Helpful Tips

Details Connection SMP Files Cancellation

Connections

The SCP Connection(s) is required, as it captures key details of the proposed connection, including size, type, and estimated flows.

+ Add SCP Connection

Type	Size	Material	Method	Discharge to Water Body	Action
------	------	----------	--------	-------------------------	--------

Items per page: 10 0 of 0 < >

Back to Details

Note: You will need to add a connection for EACH connection related to the application.

Site/House Connection Proposal: (Asterisk (*) remarks required fields)

Connection Details

<input type="text" value="Connection Type*"/>	<input type="text" value="Connection Size*"/>	<input type="text" value="Connection Material*"/>
<input type="text" value="Discharge to Water Body*"/>	<input type="text" value="Method of Connection*"/>	<input type="text" value="Connection To*"/>
<input type="text" value="Sewer Type*"/>		
<input type="text" value="Sewer Shape*"/>		
<input type="text" value="Is Sanitary Discharge Tributary to Pumping Station"/>		
<input type="text" value="Type of Sanitary Discharge Tributary to*"/>	<input type="text" value="Owner of Sanitary Discharge Tributary to*"/>	<input type="text" value="Location of Sanitary Discharge Tributary ..."/>

Step 3: Fill in all required fields in the **Connection Details**.

Note: Different Sewer Shapes have different dimensions. The shape selected will determine what dimension fields needs to be filled in.

Example- If the sewer shape selected is Rectangle/Flat Top, the dimension fields will be height and width.

If Unknown is selected, the reviewer will object the application and provide the necessary information for it to be filled out by the applicant.

Note: If DEP Standard is selected as the **Connection Material**, the plumber pulling the sewer connection permit will be responsible for specifying the connection material on the permit application.

Step 4: Click Save once complete.

The Connection tab will look similar to the one below once a connection is saved.

Continue adding all relevant connections for the proposal.

To open one of the connection details, click the box with the arrow in it under the Action column.

To delete a connection, click the trash can icon under the Action column.

Helpful Tips

Details Connection SMP Files Cancellation

Connections

The SCP Connection(s) is required, as it captures key details of the proposed connection, including size, type, and estimated flows.

+ Add SCP Connection

Type	Size	Material	Method	Discharge to Water Body	Action
Combined	6	DEP Standard	Connection to existing spur		 

Items per page: 10 1 - 1 of 1 < >

[Back to Details](#)

Stormwater Management Practice (SMP)

The Stormwater Management Practice (SMP) tab is where ALL relevant SMPs should be added to the proposal.

Step 1: Click the SMP tab.

Step 2: Click Add Stormwater Management Practice button to create a new SMP entry.

Details <-> Connection **SMP** Files Cancellation

Helpful Tips

Stormwater Management Practice

2 + Add Stormwater Management Practice

Technology	Other Technology	Type	Weighted Tributary Capacity	Volume Required (Cu. Ft.)	Volume Provided (Cu. Ft.)	Contributing Drainage Area (Sq. Ft.)	Footprint (Sq. Ft.)	Release Rate to Sewer (cfs)	Is Primary	Action
------------	------------------	------	-----------------------------	---------------------------	---------------------------	--------------------------------------	---------------------	-----------------------------	------------	--------

Items per page: 10 0 of 0 < >

Back to Details

Step 4: Enter all required fields.

Note: The first SMP entered will AUTOMATICALLY be labeled as the primary. Please be sure the first SMP entered is the primary.

Step 5: Click save to save the entry once complete and close the details.

Site/House Connection Proposal: (Asterisk (*) remarks required fields)

Stormwater Management Practice

Technology* **Type*** **Weighted Tributary Runoff Coefficient - C***

Technology is required.

Volume Required (Cu. Ft.)* **Volume Provided (Cu. Ft.)*** **Contributing Drainage Area (Sq. Ft.)***

Footprint (Sq. Ft.)* **Release Rate to Sewer (cfs)*** **Impervious Area Tributary to Structure (Sq. Ft.)**

Is this the primary SMP? **Is In a Series**

Yes

Save **Cancel**

The SMP tab will look similar to the one below once a connection is saved.
Continue adding all relevant connections for the proposal.

To open one of the SMP details, click the box with the arrow in it under the Action column.
To delete a SMP, click the trash can icon under the Action column.

Helpful Tips

Details Connection **SMP** Files Cancellation

Stormwater Management Practice

+ Add Stormwater Management Practice

Technology	Other Technology	Type	Weighted Tributary Capacity	Volume Required (Cu. Ft.)	Volume Provided (Cu. Ft.)	Contributing Drainage Area (Sq. Ft.)	Footprint (Sq. Ft.)	Release Rate to Sewer (cfs)	Is Primary	Action
									Yes	

Items per page: 10 1 - 1 of 1

Back to Details

Files

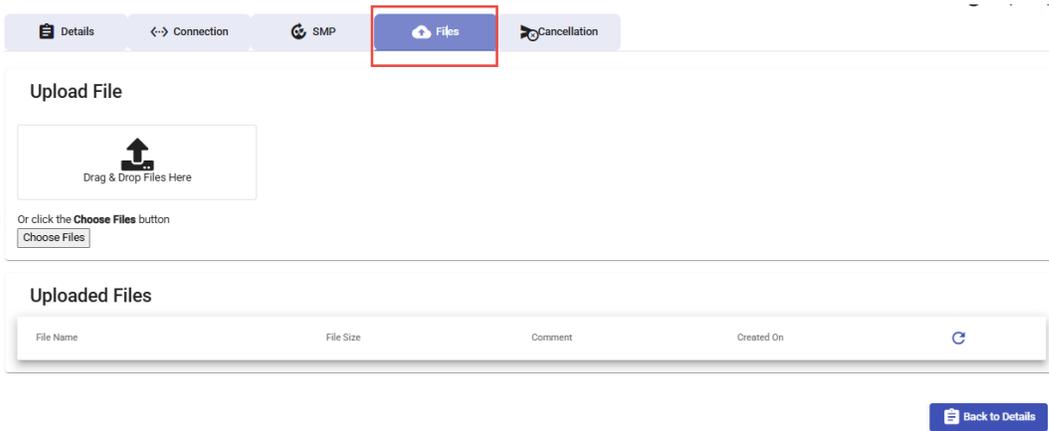
The files tab is to upload files to the application and view files uploaded by the DEP reviewer on the application.

To upload files-

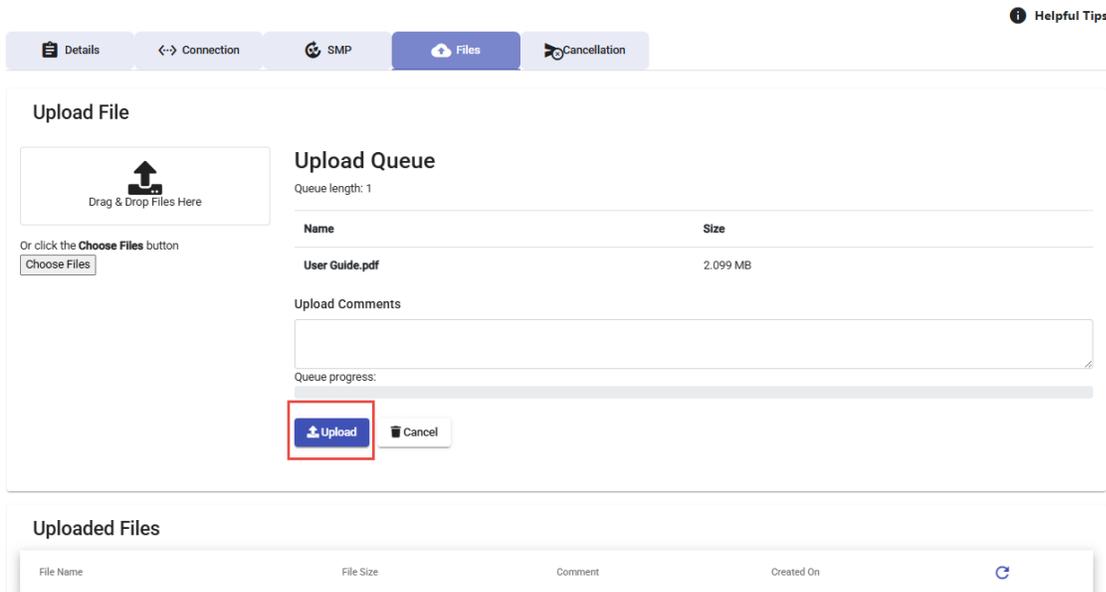
Step 1: Click the **Files** tab at the top of the application.

Step 2: Click **Choose Files**. The files viewer of the device will open.

Select the file(s) to upload.



Step 3: Once files are selected, click Upload to finish uploading them to the application.



Cancellation

The cancellation tab is where drafts or applications can be submitted for cancellation.

Note: There are additional details and instructions on filing cancellations later in this guide.

Step 1: Click the **Cancellation** tab to open.

Step 2: Enter the reason for cancellation.

Step 3: Click **Submit Cancellation** to submit the cancellation.

Status: Certified

 **Helpful Tips**

If you are thinking about amending or recertifying your site connection proposal, master plan, or any related phases, please take note of the following:
Any amendments or recertifications to these applications will result in the annulment of your original approval or certification and related permits. This action is irreversible, meaning your prior approval will no longer be valid once the changes are processed.
We strongly encourage you to thoroughly assess the necessity of any modifications before proceeding.

[Details](#) [Connection](#) [SMP](#) [Files](#) [Cancellation](#) ¹

Please note that associated Site Connection Proposal and Connection Request, if any, will also be canceled.

Cancellation

(Asterisk (*) remarks required fields)

Explain Reason* ²

0/500

[Submit Cancellation](#) ³

[Back to Details](#)

Special Application Types

Self-Certified Site/House Connection Proposal

Note: Only jobs that meet certain criteria can be self-certified.

If the job can be self-certified

Step 1: Select House or Site Connection Proposal Self Certified.

Step 2: A pop up with a questionnaire will appear on the screen.

Fill out the questionnaire fully; there are 17 questions that must be answered.

Click Save when done.

Screenshot below.

Note: If any of the answers do not meet the self-certify criteria, an error message will pop up that the job is not eligible for self-cert and the Application Type field will clear.

Self-Cert Restrictions Questionnaire

1. Project is filed with NYC DOB	<input checked="" type="radio"/> Yes <input type="radio"/> No
2. Project is filed for a proposed development where a sewer does not front the property, but is available	<input type="radio"/> Yes <input type="radio"/> No
3. Project is filed for a proposed development where a storm or combined sewer extension is feasible	<input type="radio"/> Yes <input type="radio"/> No
4. Project involves a mapping action. If yes, not eligible	<input type="radio"/> Yes <input type="radio"/> No
5. Project has a connection to a proposed private sewer or drain under construction to serve a proposed development	<input type="radio"/> Yes <input type="radio"/> No
6. Project to be constructed in staged phases	<input type="radio"/> Yes <input type="radio"/> No
7. Project to be constructed on part of a tax lot	<input type="radio"/> Yes <input type="radio"/> No
8. Project is to connect to a sewer or drain where the flow discharged must pass through a private pumping station	<input type="radio"/> Yes <input type="radio"/> No
9. Project is a development which must utilize an easement through, or cross, adjacent properties, to gain access to an approved outlet	<input type="radio"/> Yes <input type="radio"/> No
10. Project is on a site traversed by a watercourse, active ditch, or existing water and sewer easement	<input type="radio"/> Yes <input type="radio"/> No
11. Project proposes discharge of flow to a private drain not built in accordance with the City drainage plan and which is not owned by the owner(s) of the proposed development(s)	<input type="radio"/> Yes <input type="radio"/> No
12. Project proposes to connect to sewers or drains discharging to a private sewage treatment plant	<input type="radio"/> Yes <input type="radio"/> No

 Save

 Cancel

Follow the rest of the steps above in the Completing the Form section.

Note: There will be one additional section compared to a standard House/Site Connection Proposal filing.

The Sewer Information section will be required. Screenshot below.

Sewer Information

Is there a sanitary sewer fronting the property available for connections?*

Is there storm sewer fronting property available for connections?*

Is there a combined sewer fronting property available for connection?*

Master Plan with Phases

A Master Plan with Phases application functions differently than a standard House/Site Connection Proposal.

After selecting Master Plan with Phases, the fields will change.

A Master Plan will not be as detailed as a House/Site Connection Proposal because the specifics of the connections will be filed with the Phases. The Phases are standard Site Connection Proposals.

Below are screenshots from the Master Plan application.

Project Data

Application Type*
Master Plan with Phases

House Number* Street Name*

Borough* Block* Lot*

Is this part of a lot? Tentative Lot(s)

[Populate Zoning/Map Numbers](#)

Existing Zoning District* Map Number* Proposed Zoning District

Address AKA

Was This Job Previously Accepted?

Stormwater Management Practice

Maximum Stormwater Release Rate to Sewer (cfs)* Allowable Flow

Site Area Information

Total Site Area (Sq. Ft.)*

Support Documents

Is Survey Attached* Is Cover Letter Attached*

After filling out the Details tab and saving the application, same as a House/Site Connection Proposal described in Completing the Form, additional tabs will appear at the top of the application.

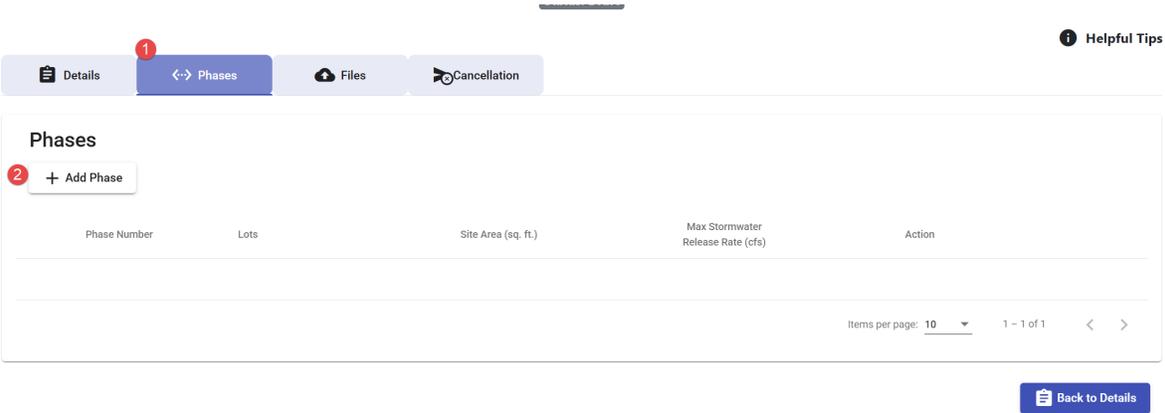
The Files and Cancellation tab are the same.

Note: If a Master Plan with Phases is cancelled, all related Phases and Connections will also be cancelled.

Instead of a Connection tab, the Phase information will be filled out.

Step 1: Click the **Phases** tab.

Step 2: Click **Add Phase** to open the phase details.



Step 3: Fill out all required fields.

Step 4: Click Save to save the information.

Master Site Connection Proposal:

(Asterisk (*) remarks required fields)

Phase Details

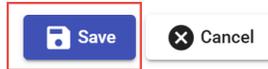
Phase Number*

Phase Number is required.

Lot(s)* (If multiple, please comma separate.)

Site Area (sq. ft.)*

Maximum Stormwater Release Rate to Sewer (cfs)*



Step 5: Add all phases related to the Master Plan.

Same as the Connection and SMP above, to reopen a phase detail, click the box with the arrow.

To delete a phase detail, click the trash can icon.

Helpful Tips

Details Phases Files Cancellation

Phases

[+ Add Phase](#)

Phase Number	Lots	Site Area (sq. ft.)	Max Stormwater Release Rate (cfs)	Action
1				

Items per page: 10 1 - 1 of 1 < >

[Back to Details](#)

Submitting an Application

Once an application has been created and filled out completely, it can be submitted by selecting the **Submit** button at the bottom of the application. Before an application can be submitted, the user must read and agree to the **Identification of Responsibilities** by checking the box **I have read and agreed to the above text**.

Identification of Responsibilities

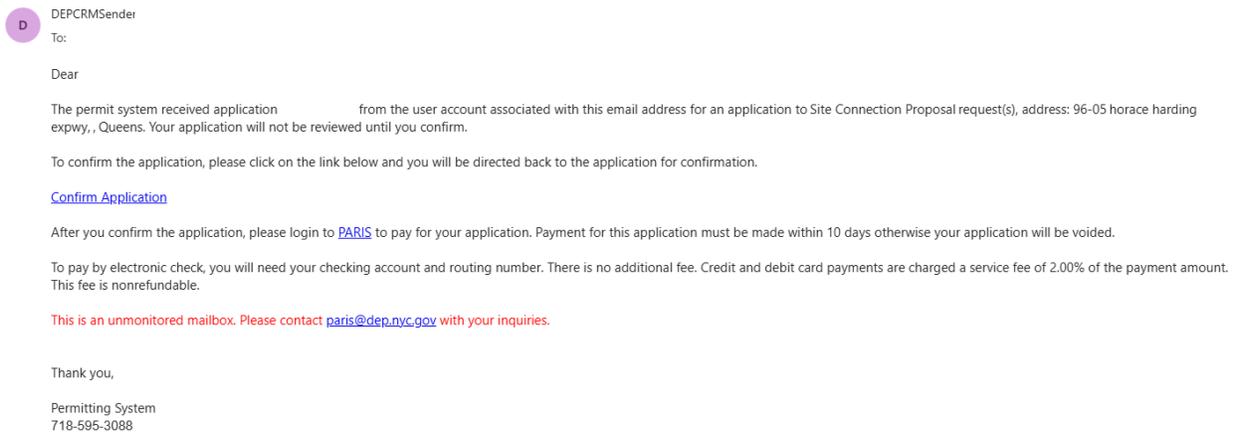
I hereby state that the above information is correct and complete to the best of my knowledge and is in compliance with all applicable Administrative Code Provisions and all Department Rules, Regulations, and Directives, except where noted. Falsification of any statement is a misdemeanor under section 26-124 of the Administrative Code and is punishable by a fine or imprisonment, or both. It is unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for consideration. Violation is punishable by imprisonment or fine, or both.

1 I have read and agreed to the above text

2

[Save](#) [Submit](#) [Cancel](#)

If there are errors within the application, an error message will appear at the top of the screen. If no errors are found, the application will move to Pending Email Confirmation status; the application must be confirmed before payment can be made and then submitted. To confirm the application, click on the link provided in the email sent from PARIS.



Please note, if the application is not confirmed, payment cannot be made. Once confirmed, the application status will change to Pending Payment.

To pay, open the application in PARIS and scroll to the Proceed to Payment button at the bottom of the application.

Please see payment instructions below in the next section.

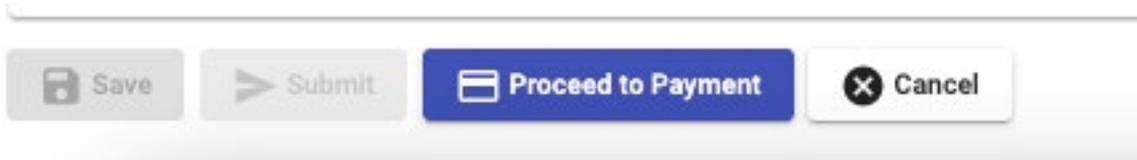
Payments

Note: Fees are calculated based using the information provided on the application.

If the fee appears to be incorrect, contact PARIS Support BEFORE paying.

Step 1: The status of the payment will change to **Pending Payment**.

Click the status, highlighted in blue, to open the application. Scroll to the bottom for the **Proceed to Payment** button. Click to proceed.



Figure

Step 2: After clicking **Proceed to Payment**, a page summarizing the payment and what it is for will open.

Click **Pay Now** to continue.

Please Note: There is a 2.00% additional convenience fee that will be added if the payment is made with a credit card.

Permit and Review Information System (PARIS)

The fee for this request is: [REDACTED].

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
Request Number
Amount
Payment Method Online Payment

Figure 56

Step 3: After clicking **Pay Now** the page will redirect to the NYC Department of Finance (DOF) CityPay website.

There will be text at the top of the screen indicating that the page is being redirected to the DOF site.

Please Note: The CityPay website is solely maintained by NYC DOF. We do not control or have access to it.

Step 4: Review your payment, broken down by fee on the left side of the screen.

Step 5: Pay with either eCheck or credit card. Fill out all required fields.

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.

Figure 5

eCheck Credit Card

Credit and debit card payments are charged a service fee of 2.00% of the payment amount. This fee is nonrefundable.

Billing Information

If you are paying with a credit or debit card, please make sure you enter the name and address associated with this card.

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.

Figure 5

Step 6: After clicking **Continue** and entering payment information, the confirmation page will open for review. If it's acceptable, click **Pay Now**.

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.

Figure 60

Step 7: When the payment is successful, the page will go back to the PARIS website. The screen will display the **Invoice Number**; click **Back to Home Page** to continue back to your homepage. DOF will automatically send an email with your payment confirmation. Please allow a few minutes for the site to update before trying to access the permit.

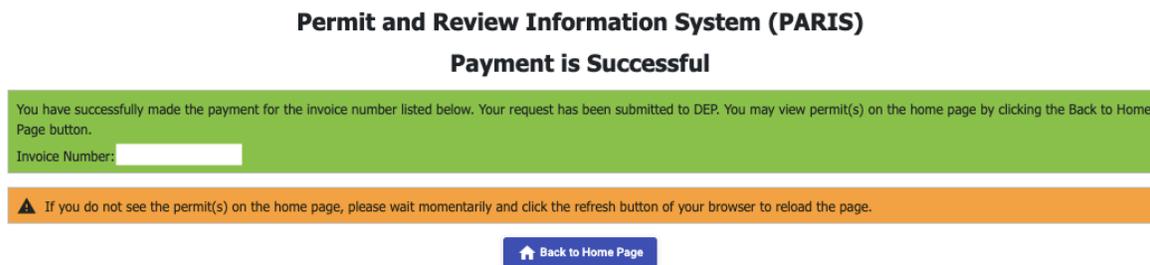


Figure 61

Step 8: The status of your permit will change to **Approved**.

Checking the Status of an Application

The status of a submitted application can be found in the **Status** column in the **Permit Status** section. Clicking the status will open the application.

Applications in the **Draft** category have been saved, but not submitted. (Draft expires after 30 days.)

Applications in the **Review in Progress** category have been submitted to DEP.

Applications in the **Objected** category have been processed and given objections by DEP.

Applications in the **Resubmitted** category are being re-reviewed by DEP after a response to an objection has been submitted.

Applications in the **Certified** category have been processed and certified by DEP.

Applications in the **Conditional Certified** category have been certified with conditions.

Applications in the **Cancel Pending** category have cancellation requests in review by DEP.

Applications in the **Cancelled** category have been cancelled by the user and approved by DEP.

Applications in the **Pending Payment** category are awaiting payment.

Applications in the **Payment Declined** category have a payment issue.

NOTE: If an applicant has applications in **Payment Declined** status, other applications can be held until payment is resolved.

Correcting Objections and Resubmitting

If the status of your application is shown as **Objected**:

Step 1: Click the status of the permit to open the application (where highlighted blue).

Step 2: Click the **Objections** tab (highlighted in red) to view the objections from the reviewer.

Step 3: To add a response to an objection click on **Add Response**.

Step 4: Type your response in the **Response Comment** text field and click **Save**.

Step 5: You can edit your response again by clicking **Add a Response** or click the **Back to Details** button.

Step 6: If applicable, you will have the ability to make any changes requested by the Department on the application.

Step 7: Re-review the **Acknowledgment** and check the box saying you have read and agree to the statement.

Step 8: Click the **Submit** button.

NOTE: If a connection was added incorrectly, e.g. wrong connection type was selected, a new connection can be added with the correct information and the incorrect connection can be deleted using the trashcan icon next to the connection.

Retrieving a Certified/Accepted Plan

If the status of your application is shown as **Certified** or **Conditionally Certified**:

Step 1: Click on the three dots under **Actions** to show the dropdown menu and select View scp hcp OR click the status to open the application.

Step 2: Under the Files tab, a new file labeled SCPHPCertifiedForm will be available.
Click it to download the file.

Status: Certified

Helpful Tips

If you are thinking about amending or recertifying your site connection proposal, master plan, or any related phases, please take note of the following:
Any amendments or recertifications to these applications will result in the annulment of your original approval or certification and related permits. This action is irreversible, meaning your prior approval will no longer be valid once the changes are processed.
We strongly encourage you to thoroughly assess the necessity of any modifications before proceeding.

Details | **Connection** | **SMP** | **Files** | **Cancellation**

Uploaded Files

File Name	File Size	Comment	Created On
SCPHPCertifiedForm.pdf	256.7KB		May 9, 2025, 8:19:27 PM

Back to Details

Cancelling an Application

If you would like to cancel your permit application after it has been objected or certified:

Step 1: Open the application (using **Actions** tab or clicking the **Permit Status**).

Step 2: Click the **Cancellation** tab.

Step 3: Click the line under **Cancellation Reason** and enter your reason for cancellation.

Step 4: Click **Submit Cancellation**. Text box will appear on the screen stating the request has been submitted.

Step 5: Permit Status will show as **Cancel Pending**. Cancellation request will be reviewed by DEP reviewer(s). You will receive an email notifying you when a decision has been entered.

Step 6a: If your request is approved, the **Permit Status** on the Main Menu will change to **Cancelled**. You will be able to open and view the application, but you will not be able to make any changes.

Step 6b: If your request is rejected, the **Permit Status** on the Main Menu will change to **Review in Progress**. Reviewer(s) will continue to review your application.

NOTES:

- Applications can be cancelled when the status of the application is:
 - Pending Payment
 - Objected
 - Certified
 - Conditional Certified

- Applications cannot be cancelled when the status of the application is:
 - Submitted
 - Resubmitted
- If there are any permits linked to a certified SCP/HCP at the time of cancellation, the linked permits will automatically be cancelled.
- Permit status is just the title of the column with general applicability across PARIS applications. A site/house connection proposal is NOT a permit.

Deleting Draft Applications

If a draft application was created by accident, or is no longer needed, it can be deleted from the system.

Note: Once deleted, it cannot be retrieved by DEP or the applicant; a new application must be created.

Step 1: Open the application to be deleted.

Step 2: Click the **Cancellation** tab.

Step 3: Type the reason for cancellation.

Step 4: Click **Submit Cancellation**.

Permit and Review Information System (PARIS)
Site/House Connection Proposal Form
Request Number: Status: Draft

Details↔ ConnectionSMPFilesCancellation

Please note that associated Site Connection Proposal and Connection Request, if any, will also be canceled.

Cancellation

(Asterisk (*) remarks required fields)

Explain Reason*

0/500

Submit CancellationBack to Details

