

Instructions for submitting a Wastewater Quality Control Application to the NYC DEP Bureau of Wastewater Treatment to obtain a Letter of Approval

1. Permit and Review Information System

Beginning with May 20, 2025, the New York City Department of Environmental Protection (NYC DEP) started to require Site/House Connection Proposals (SCP/HCPs) and Wastewater Quality Control Applications (WQCA) to be submitted through our online Permitting and Application Review Information System (PARIS).

- Submit applications online
- Track status and reviewer feedback in real time
- Upload documents directly
- Pay application fees electronically

Why This Matters:

The integration of SCP/HCPs and WQCA into PARIS will provide greater transparency, improve collaboration with DEP, and ensure a more consistent experience for applicants and design professionals.

Attention: Professional Engineers and Registered Architects If you're already registered in PARIS for Record Requests, make sure your license information is current. Users with expired licenses will not be able to submit SCP/HCPs/WQCA.

To update your license information, send an email to paris@dep.nyc.gov with:

- Your full name
- License number
- License expiration date

The Owner Authenticator Form to be uploaded in the “Attachments” section of the PARIS System, signed and notarized by the owner.

To access PARIS System, please use the link below:

PARIS: <https://epermitsportal.azurewebsites.net/>

2. Applicability criteria for a WQCA

- a. New Facility and/or:
 - i. New Addition;
 - ii. Alteration of Existing Building;
 - iii. Interior Completion;
 - iv. Remodeling (with new or modified equipment)
- b. Change in Occupancy/Use
- c. New Sewer Connection

3. Use of the Public Sewers

Chapter 19: Use of the Public Sewers, governs the lawful use of the public sewer system, establishing definitions, discharge requirements, and operational standards to protect public health, environmental quality, and the integrity of wastewater infrastructure.

Please refer to the NYC Sewer Use Regulations in the links below:

<https://codelibrary.amlegal.com/codes/newyorkcity/latest/NYCrules/0-0-0-26911>

(See: Chapter 19. Sewer Use Regulation)

<https://codelibrary.amlegal.com/codes/newyorkcity/latest/NYCrules/0-0-0-27198>

(See Chapter: 19-11 for Best Management Practices for All Non-Residential Dischargers of Fat, Oil, and Grease to the Public Sewer System)

4. WQCA Filing Instructions

- a. Please submit your WQCA via PARIS using the link provided below:
PARIS: <https://epermitsportal.azurewebsites.net/>
- b. Ensure that all data fields are thoroughly reviewed for accuracy and completeness prior to submission.
- c. Applicants must be a New York State licensed Professional Engineer (PE) or Registered Architect (RA).
- d. WQCA documents required to be uploaded in PARIS submittal:
 - i. **Engineering Report/ Cover Letter (Signed and sealed by PE/RA)**
 - 1. Fully describing the project, floor by floor, area by area, of the non-residential building/ part of the building and their project components details.
 - 2. Indicate whether the project involves the construction of new facilities or renovation or replacement of existing or replacement of existing ones.

3. In the report, the engineer should include particular statements (where it applies) like:

Medical Office Statements - e.g. Medical Offices must follow New York State Department of Health (NYS DOH) and New York State Department of Environmental Conservation (NYS DEC) regulations for medical wastewater, which includes specific treatment, storage, and disposal requirements. These rules ensure proper handling of regulated medical waste, which may require treatment like incineration or autoclaving, and prohibit certain discharges like corrosive materials or high temperatures into the sewer system.

or

Hotels Statement w/ Cafeteria or Breakfast Area with no food preparation – e.g. Hotels with breakfast areas should use disposable dishes and utensils instead of reusable ones to prevent fats, oils, and grease (FOGs) from entering the sewer system, which can cause blockages and damage pipes. Reusable dishes would require washing, which introduces grease into the drains, while disposable alternatives eliminate this problem, ensuring a cleaner and more efficient wastewater system.

- ii. **Property Owner Questionnaire Form:** Property Owner Compliance with Sewer Use Regulations must be provided for non-residential areas where the design has not been completed or “core and shell” facilities.
Core and shell sewer compliance ensures that a building's sewage infrastructure meets environmental regulations before the final, specific tenants (e.g., restaurants, carwash and repairs) are identified. This process shifts the initial compliance burden to the property owner, who must certify that they are in agreement that future tenants will not discharge prohibited materials (e.g., grease, gasoline, or other chemicals) and the building's infrastructure is designed to handle future uses.
 - a. The property owner is expected to have carefully read and understood all points, including specific assumption of responsibility clauses and check-mark last paragraphs of page 2. and page 3.
 - b. The property owner is generally required to sign and notarize the form.
- iii. **Set of Drawings (to scale, signed and sealed by NYS PE/RA): one set includes but is not limited to:**

1. Site Plan showing, at a minimum, the project location, sewer type and size, existing and proposed sewer constructions from project site to public sewer line, adjacent streets, and point of discharge locations.
2. All Nonresidential Floor Plans - configuration and design.
3. Plumbing Floor Plans with all plumbing fixtures, devices, receptacles and the sanitary plumbing lines and plumbing waste lines, showing the direction of the flow into the pretreatment equipment (where it applies).
4. A comprehensive plumbing legend must be included for all areas requiring pretreatment equipment, mapping each device tag to its corresponding identification on the plumbing plans, sanitary riser diagram, and pretreatment equipment calculations.
5. Plumbing Pretreatment Equipment Schedule for each nonresidential area providing details (dimensions, capacities, sizes, models, makers etc.). On request you may be asked to submit the Schedule for more/ other fixtures, devices and special equipment.
6. Full Building Sanitary Riser Diagram (and/or Isometric Plumbing Drawing).
7. Calculation of the Pretreatment Equipment Minimum Capacity (as Sewer Use regulations indicate).
8. Pretreatment Equipment Schedule (manufacturer/model/size/capacity/flow rates).
9. The elevator schedule shall denote the drive type for each unit (Hydraulic, Electric Traction, or MRL). For all hydraulic-type elevators, the hoistway pit shall be equipped with a sump pump and an integrated oil-detection system featuring automatic pump cutoff, audible alarms, and visual indicators to ensure environmental code compliance.
10. Cut Sheets for all devices such as electrostatic precipitator/pollution control unit (PLC) with automatic wash system, food waste processor (with or without extractor), under-counter dishwasher, conveyor dishwasher, combi-oven, steamer, exhaust hood with automatic wash system, and pretreatment equipment like grease interceptor, pH neutralization system, solid interceptor, amalgam interceptor, silver interceptor, hair interceptor, lint interceptor, plaster interceptor, sand interceptor, oil/water separator, etc.
11. Main housetrap(s) and the final connections to the public sewer must be shown on all proper plans.