

## Boiler Registration I (<2.8 Million Btu/Hr.)

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- Login to DEP online CATS: [www.nyc.gov/dep/cats](http://www.nyc.gov/dep/cats)
- Select the top left button “Boiler Registrations I”
- You will be directed to the “My Requests” menu tab

### For Registration of New Boiler/Burner:

- Click on the dropdown menu for “Select Request Type” as “Registration – New Boiler/Burner”.
- Click the “Create” button.
- Complete the information in each field. Mandatory fields on the request form are marked with an asterisk. (i.e., Owner’s Email Address).
- Review all the information.
- Under “Fee Information”: Select “Yes” or “No” for both “Is it a government owned property?” and “Fee Waiver” status.
  - If you’ve selected “Yes”, **select the government agency and provide proof**. Upload document(s) from the “My Requests” tab.
- Once completed, **click both** the “Certification Checkbox” and the “Save” or “Save & Submit” button.

### For Registration Renewal: (Submit within 180 days of the expiration date)

- Click on the dropdown menu for “Select Request Type” as “Registration – Renewal”.
- Click the “Create” button.
- Enter the application ID/Installation ID (e.g., CR001114, CB000112 or CA000199 without the ending Alphabet).
- Click the “Continue” button.
- Review all the information – This is the time to make any changes, such as a new owner’s information, address, contact number, premise’s name, etc.
- Under “Fee Information”: Select “Yes” or “No” for both “Is it a government owned property?” and “Fee Waiver” status.
  - If you’ve selected “Yes”, **select the government agency and provide proof**. Upload document(s) from the “My Requests” tab.
- Once completed, **click both** the “Certification Checkbox” and the “Save” or “Save & Submit” button.

### To attach documents (PDF only), accessible from the “My Requests” menu:

- Locate the application number/request ID. **Click the PDF icon** to attach a file.
- Click “Add Attachment” (Only PDF files with a filename that is less than 40 characters including spaces can be uploaded.)
- Once documents are attached, **click the “My Requests”** tab on top left corner.

### Submit Application and Payment, accessible from the “My Requests” menu:

- Click the “Submit” icon (*last icon in the list with a green forward arrow*).   
Proceed with processing the payment. Detailed steps for payment are provided in the [CATS Payment](#) document.
- The applicant & owner will receive an automated email upon successful submission.

For assistance, please call 718-595-3855 or email us at  
[Catsfeedback@dep.nyc.gov](mailto:Catsfeedback@dep.nyc.gov)