

Boiler Work Permit Extension (>=4.2 Million Btu/Hr.)

- Login to DEP online CATS: www.nyc.gov/dep/cats
- Select the top right button **“Boiler Work Permits, Inspection Requests (CO), Amendments & Affidavits”**
- You will be directed to the **“My Requests”** menu tab

Work Permit Extension: (Submit at least 30 days prior to the expiration date)

- Click on the dropdown menu for **“Select Request Type”** as **“Renewal OR Work Permit Extension”**.
- Click the **“Create”** button.
- Enter the application ID (e.g., CA001170, CB000112, CW001816 without the ending Alphabet).
- Click the **“Continue”** button.
- Provide the Owner’s Email Address and Work Permit Extension Reason.
(Extensions are requested if equipment is not installed or altered by Work Permit expiration date. Extensions are not the equivalent to Inspections.)
- 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 select **“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 the 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