

## Industrial Affidavit

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- Login to DEP online CATS: [www.nyc.gov/dep/cats](http://www.nyc.gov/dep/cats)
- After Login, select the bottom right button **“Industrial Work Permits, Inspection Requests (CO), Amendments & Affidavits”**
- You will be directed to the **“My Requests”** menu tab


### **For Submitting an Affidavit:**

- Click on the dropdown menu for **“Select Request Type”** as **“Affidavit”**.
- Click the **“Create”** button.
- Enter the application ID (e.g., PA001170, PB000112, PW001816 without the ending Alphabet).
- Click the **“Continue”** button.
- Complete the Affidavit details form. Mandatory fields on the request form are marked with an asterisk. (i.e., Owner’s Email Address).
- System will ask **“Affidavit is for?”**
  - Select one of the following: **“Approved Amendment”**, **“Disapproved CO”** or **“Other”**.
- 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.

### **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](mailto:Catsfeedback@dep.nyc.gov)