

Industrial Work Permit Extension

- Login to DEP online CATS: 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


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

- Click on the dropdown menu for “**Select Request Type**” as “**Industrial WP Extension**”.
- Click the “**Create**” button.
- Enter the application ID (e.g., or PB000112 or PW001316 without the ending Alphabet).
- Click the “**Continue**” button.
- Provide the Owner’s Email Address and Work Permit Extension Reason.
Extensions are only requested if equipment has not completed installation or has been altered by Work Permit expiration date.
*Extensions are **not equivalent** to Inspection Request Originals required for issuing a valid Certificate to Operate to operate the equipment.*
- 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