

## Required Submission Materials for Construction Permit Pulling Request

### Instructions:

- Ensure appropriate submission requirements, refer to below list, are uploaded into SWPTS prior to submitting a Construction Permit Pulling Request.
- The Contractor with primary responsibility for the project site **must** be the entity submitting the Construction Permit Pulling Request within two (2) years of SWPPP acceptance.
- Once the Construction Permit Pulling Request is approved, the Owner and Developer may also download the Stormwater Construction Permit via SWPTS.
- Owner, Developer, and Contractor **must** read the Stormwater Construction Permit's list of conditions carefully prior to starting any work on site to avoid incurring penalties and violations during construction.

The following submission requirements must be reviewed prior to submitting a Construction Permit Pulling Request :

Submission Requirements	Applicable	Reference Material
<input type="checkbox"/> Certificate of Insurance (COI) for Contractor with Primary Responsibility for Project Site	Always	<p>Contractor with the primary responsibility for the project site must upload a copy of their COI in SWPTS prior to Construction Permit Pulling Request, refer to <a href="#">NYC DEP SWPTS Portal User Manual</a>.</p> <p>The Certificate Holder should be NYC DEP: New York City Department of Environmental Protection 59-17 Junction Boulevard Elmhurst, NY 11373</p> <p>If the Contractor has a NYC Department of Buildings License Number, this should be included in the Construction Permit Pulling Request.</p>
<input type="checkbox"/> Trained Contractor Information: <ul style="list-style-type: none"> <li>• Name &amp; Contact</li> <li>• NYS DEC 4-Hour Erosion &amp; Sediment Control Training Certification or ID #</li> </ul>	Always	<p>Trained Contractor, an employee of the Contractor, information and training certification must be uploaded in SWPTS prior to the Construction Permit Pulling Request, refer to <a href="#">NYC DEP SWPTS Portal User Manual</a>.</p>
<input type="checkbox"/> SPDES General Permit Identification (ID) Number	Dependent on project scope	<p>Refer to <a href="#">NYC DEP Sewer Certification and Connection Permits</a> for guidance on applicability, permitting process, and submission forms.</p> <p>SPDES ID Number is typically found in the body of the NOI Acknowledgement Letter issued by NYSDEC and should begin with "NYR". If the project does not require General Permit coverage, the SWPTS input for SPDES General Permit Identification Number can be "N/A".</p>