NYC Small Business Services | careers businesses neighborhoods

Waterfront Permits Intake Checklist

Additional information may be required as per PW1, PC1 and plan examination

Filing date stamp

Please staple your business card here

Intakes by appointment via email: **wpu@sbs.nyc.gov**

Received by:

A.	**SBS Application #** *OR Pre-filing #*	**D.**	**Owner:**
B.	**Project Description:**	**E.**	Delivered by: Phone: Email:
C.	**Project Address:** Borough: Manhattan Block: Lot: Zip:	**F.**	**Fee payment details** *Issue check to NYC Small Business Services* Check#: Amount: $

G. FDNY-coordinated review

Requires SBS transmittal and additional 11x17" set.
TM1 and $420 fee payable to FDNY.

- ❑ FS Fuel storage
- ❑ Hydrants
- ❑ SP Sprinkler
- ❑ FP Fire supression
- ❑ ARC
- ❑ SD Standpipe
- ❑ Fire protection plan
- ❑ FA Fire alarm detection system
- ❑ Marine and emergency access plan
- ❑ Other *Specify* :

H. DOB-coordinated review

Requires SBS transmittal

- ❑ Demolition
- ❑ Excavation
- ❑ Prefab modulars
- ❑ CCD1/ZRD1 Review

I. File directly with DOB

- Electrical work
- Elevator
- Boiler
- Heating
- Gas piping/testing
- Other DOB-speciality scopes
- Scaffold
- Sidewalk shed
- Crane on land
- BPP

J. Request Type

❑ New Application ❑ Response to Objections ❑ Demolition	❑ PW1 ❑ PW3 ❑ PC1 ❑ POC1 ❑ PW1A ❑ PW1B ❑ PD1 ❑ TR1 *Design applicant 3A* ❑ TR8 ❑ DEC ❑ ACOE ❑ PDC ❑ DS1 ❑ Survey *NAVD 88* ❑ DOF tax map ❑ Fee *or waiver letter* ❑ Drawings - Total of _____ sets. *Specify size #: (_____ 11x17") (_____18x24") (_____ 24 x 36")*
❑ Post Approval Amendment (PAA)	❑ AI1 ❑ All applicable requirements for new application ❑ Fee *$200*
❑ Work Permit	❑ PW2 *DOB registered contractor 4A* ❑ TR1 *Special inspections applicant 3B* ❑ Contractor's means and methods ❑ Cranes on barges notification form ❑ Applicable marine insurance ❑ ACORD *City of New York as additional insured*
❑ Work Permit Renewal	❑ PW2 *DOB-registered contractor 4A* ❑ ACORD *City of New York as additional insured* ❑ Fee *$100* ❑ Applicable marine insurance
❑ After Hour Variance (AHV)	❑ PW5 ❑ Applicable fee ❑ Valid work permit
❑ Equipment Use Permit (EUP)	❑ Request letter ❑ WFU6 ❑ Copy of accepted drawings *11x17"*
❑ *Temp* /Notice of Completion(*T*/NOC)	❑ Request letter ❑ WFU5 ❑ TR1 *3C* ❑ PW3 ❑ FDNY & applicable linked inspections ❑ Certified record drawings
❑ *Temp/* Certificate of Completion(*T/*COC)	❑ Request letter ❑ WFU8 ❑ TR1 *3C* ❑ PW3 ❑ PW1A ❑ FDNY & applicable linked inspections ❑ Certified record drawings
❑ Renewal of TNOC/TCOC	❑ Request Letter ❑ Fee *$100*
❑ Place of Assembly Certificate of Operation (PACO)	❑ PA1 ❑ POC1 ❑ Fee *$200* ❑ Copy of NOC/COC ❑ Drawings - 3 sets. *Specify size #: (_____ 11x17") (_____18x24") (_____ 24 x 36")*
❑ Temporary Place of Assembly	❑ Owner's letter ❑ Event contact info ❑ Fee *$250* ❑ PDF drawings ❑ Drawings - 3 sets. *Specify size #: (_____ 11x17") (_____18x24") (_____ 24 x 36")*
❑ Record Search ❑ CCD1/ZRD1 Review ❑ LNO Request	❑ Request letter ❑ All applicable requirements for new application
❑ Additional Documents	

SBS Office Use Only	Digitized by:
	Date: