



DEPARTMENT OF TRANSPORTATION
CANOPY AUTHORIZATION APPLICATION

BOROUGH: BLOCK #: LOT #: DATE:

Application is hereby made for authorization to install and maintain a canopy over the sidewalk at the entrance to the building or premises located at:

[Empty box for address]

(Address of property where canopy will be installed)

Canopy dimensions: Length: Width: Height: Clearance:

Canopy type:

Hotel Residence Restaurant Miscellaneous Sidewalk Café

Other: (Please specify)

Applicants for canopy authorization must submit the following to the Highway Inspection and Quality Assurance Unit (HIQA) office:

Table with 5 columns: Bronx, Brooklyn, Manhattan, Queens, Staten Island. Includes addresses and phone numbers for each borough.

- 1. Notarized written consent from the property owner to install and maintain the canopy.
2. A statement of the basic construction details including the following: type, description and color of the canopy covering; type, diameter and gauge of all supporting members; description of the frame, wind bracing assembly and sidewalk and building fastenings; description of proposed lettering on the canopy covering including exact wording and dimensions thereof; three five inch by seven inch photographs of the proposed site.
3. A statement that the canopy design and construction conforms to the standard details of construction H1029. Canopy shall be fully roofed.
4. A sketch showing the canopy; dimensions, location and all street facilities and furniture within 15 feet of both sides of the canopy.
5. Certification by the manufacturer that the covering is flameproof. Where certification is unobtainable from the manufacturer, certification by the installer may be submitted instead.
6. If applicable, consent of the Landmarks Preservation Commission (LPC) for the installation of a canopy in a designated landmark, historic district or attached to a building that has LPC's historic designations.
7. If this application is made in connection with a Sidewalk Café, the applicant must submit written approval from the NYC Department of Consumers Affairs.

The authorization to be granted is subject to the following conditions:

The applicant agrees to comply with all laws and rules of the Department and any other applicable laws and rules.

Applicant Signature and Acknowledgment:

Print: Sign: Date: (Applicant Print) (Applicant Sign)

Approved by: Date: (HIQA Borough Coordinator Signature)

After obtaining HIQA canopy authorization, the following must be submitted to the Office of Permit Management:

- 1. Permit applications:
a. Permit to install - Issued to contractors for new canopies,
b. Permit to maintain - Issued to property owners for new and existing canopies.
2. Permit Bond. See Highway Rules and Regulations §2-02 (4) - Necessary for installation permit only.
3. Commercial General Liability Insurance and certification by broker.

IMPORTANT: The permit office will accept major credit cards, money orders, company checks and certified checks. PERSONAL CHECKS WILL NOT BE ACCEPTED.