



APPLICATION TO RENEW GOVERNMENTAL WORK PERMIT(S)

Permit(s) CANNOT be expired to use this form. Copies of CURRENT permits must be attached.

\* See reverse for instructions on how to complete this form.

Rev. 9/15/10

SECTION A: Applicant Information

1. Permittee ID#: \_\_\_\_\_ 2. Permittee Name: \_\_\_\_\_
3. Address: \_\_\_\_\_
4. Tel #:( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ 5. E-Mail: \_\_\_\_\_

SECTION B: Contract Information

6. Borough: \_\_\_ MN \_\_\_ BK \_\_\_ QN \_\_\_ BX \_\_\_ SI 7. OCMC File: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_
8. Contract Number: \_\_\_\_\_ 9. DOB#: \_\_\_\_\_
10. Sponsoring Agency: \_\_\_ DEP \_\_\_ DDC \_\_\_ DOT \_\_\_ DPR \_\_\_ EDC \_\_\_ MTA \_\_\_ PANY/NJ \_\_\_ SCA \_\_\_ OTHER
11. Project Engineer Name: \_\_\_\_\_ 12. Tel #:( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_
13. Resident Engineer Name: \_\_\_\_\_ 14. Tel #:( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_
15. Project Description: \_\_\_\_\_
16. Contract Start Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ 17. Contract End Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
18. Type of Pavement: a. Roadway \_\_\_\_\_ b. Sidewalk \_\_\_\_\_

SECTION C: Permit Information

If permit type is a building operation (for example: 203, 204, 205, etc.) you must indicate the number of items.
Example: 2 Cement Mixers - indicate "204 (x2)". FAILURE TO DO SO MAY RESULT IN YOUR PERMIT BEING VOIDED.

Table with 5 columns: Current Permit Number, Permit Type, New End Date, Fee (Official Use Only), New Permit Number (Official Use Only). Rows 1-12 with Permit Stipulations.

Special Stipulations: \_\_\_\_\_

OCMC Approval by: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

(For Official Use Only) SECTION D: Acknowledgements and Agreements by Authorized Representative of the Applicant
Approved for the Commissioner by: \_\_\_\_\_
Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
19. Submitted by: \_\_\_\_\_ (Please Print) 20. Tel #:( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_
21. Signed by: \_\_\_\_\_ 22. Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
(Authorized Representative of Applicant)

**INSTRUCTIONS FOR COMPLETING GOVERNMENTAL WORK PERMIT RENEWAL APPLICATION PROPERLY**

To ensure the proper processing of your application, please print all information *CLEARLY*.

SECTION A: Applicant Information

1. **Permittee ID#:** Provide the unique 5 digit identification number the Permittee received when he/she registered their company with the Department of Transportation. Permits will not be issued without a Permittee ID Number.
2. **Permittee Name:** Provide the name of the company to whom the permits will be issued and to whom the above Permittee ID# is assigned.
3. **Address:** Provide the Permittee's business mailing address.
4. **Tel #:** Provide the Permittee's daytime telephone number.
5. **E-mail:** Provide the Permittee's e-mail address.

SECTION B: Contract Information

6. **Borough:** Check the Borough in which the proposed work will be performed (MN-Manhattan, BK-Brooklyn, QN-Queens, BX-Bronx, SI-Staten Island).
7. **OCMC File:** If one exists, provide the OCMC file number pertaining to the proposed work (e.g. MEC-08-001).
8. **Contract Number:** Provide the sponsoring agency's Contract Number, which is registered with NYCDOT.
9. **DOB#:** Provide any applicable Department of Buildings permit numbers.
10. **Sponsoring Agency:** Identify the agency responsible for the work performed under this contract.
11. **Project Engineer Name:** Provide the name of the Permittee's Project Engineer for this contract, who may be contacted by NYCDOT if needed.
12. **Tel #:** Provide the Project Engineer's telephone number.
13. **Resident Engineer:** Provide the name of the sponsoring agency's Resident Engineer for this contract, who may be contacted by NYC DOT if needed.
14. **Tel #:** Provide the Resident Engineer's telephone number.
15. **Project Description:** Provide a brief description of the project (e.g.: Installation of Water Mains / Sewers in Water Street)
16. **Contract Start Date:** Provide the date when the contract is to commence (Identified in the sponsoring agency's Notice to Proceed letter)
17. **Contract End Date:** Provide the date when the contract is to end (Identified in the sponsoring agency's Notice to Proceed letter)
18. **Type of Pavement:**
  - a. **Roadway:** If working in the roadway, provide the surface material of the roadway where the proposed work will occur (e.g. Asphalt)
  - b. **Sidewalk:** If working in the sidewalk, provide the surface material of the sidewalk where the proposed work will occur (e.g. Concrete)

SECTION C: Permit Information

Provide the permit number of all current / active permits you wish to renew. Provide the Permit Type of each permit you wish to renew. Provide the New End Date (when you wish the renewed permit(s) to expire). The Fee and a New Permit Number will be added by Permit Management Staff. **DO NOT WRITE IN THESE AREAS.**

Stipulations – This area is for OCMC Project Managers' use only. This is where you will see what permit stipulations will be issued and printed (if changed from your original permit(s)). **DO NOT WRITE IN THIS AREA.**

EXAMPLE:

	Current Permit Number	Permit Type	New End Date	Fee (Official Use Only)	New Permit Number (Official Use Only)
1.	<b>B012010100-001</b>	<b>137</b>	<b>9/12/2010</b>	<b>\$135.00</b>	<b>B012010179-150</b>
Stipulations:					
2.					
Stipulations:					
3.					
Stipulations:					

SECTION D: Acknowledgements and Agreements by Authorized Representative of the Applicant

19. **Submitted By:** Print the name of the person who is submitting this application for review and approval.
20. **Tel #:** Provide a valid daytime telephone number of the person submitting this application.
21. **Signed By:** The person submitting this application must be an authorized representative of the applicant and must provide his/her original signature.
22. **Date:** Provide the date of application submittal.