



NYC DOT Holiday/Festoon Temporary Lighting/Pole Tap /Art with Electric Application

Please complete this application if you are planning to install lighting using NYC DOT infrastructure. This application shall be completed at least 60 days in advance of the desired installation date. You shall submit this application to the NYC DOT Division of Street Lighting via email to amikhail@dot.nyc.gov and ftunnah@dot.nyc.gov.

- If application is approved, you may use this NYC DOT signed application as an attachment to file for your permit(s) in NYC STREETS. nycstreets.net/Public/SignIn/Index
- Applicant can obtain permit(s) for forty five (45) days. If a longer period of time is required, the application may be renewed for additional forty five 45 days.
- This application is NOT a permit. No lighting, including any attachments, shall be installed on a street light pole until a NYC DOT permit is acquired.

Applicant Name: _____

Applicant Address: _____

Applicant Email Address: _____

Applicant Phone Number: _____

Festival Lighting: YES	NO	Seasonal Holiday Lighting: YES	NO
Other/DOT Art Installation: YES	NO		

*Attach DOT Temporary Art Program application, copy of approval, artwork rendering and drawing if applicable

Name of Sponsoring Group: _____

Address of Sponsoring Group: _____

Contact Person Name: _____

Telephone: _____

Email Address: _____

Mayor's Office Street Activity Permit (if appropriate) #: _____

*Attach copy of permit if applicable

Electrical Contractor Performing Work: _____

License # of Contractor: _____

Department of Buildings (DOB) Electrical Permit #: _____

Contractor 24 Hour Contact Name: _____

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Telephone: _____

Email: _____

Contractor's Corporate Officer Name: _____

Address of Contractor: _____

Location of Project: On (main roadway/s): _____

Cross Street 1: _____

Cross Street 2: _____

Borough: _____

Number of Poles Involved: _____

- Traffic Signal Poles may not be used.
- Wood Poles may not be used.
- Pedestrian Signal Poles may not be used.

Dates the Lighting will be attached to Poles: _____

* GFCI outlets are required.

Dates the Lighting will be illuminated: _____

Minimum Height of Installation above roadway: _____ feet; above sidewalk: _____ feet

Size of electrical wiring to be installed: _____

Electrical load: _____

Where and how will the lighting be attached on all ends (for example, another street light pole, on a building, wooden stake, etc.): _____

Required Attachments

Applicant shall attach the following documents to the application in a single pdf and submit this application to the NYC DOT Division of Street Lighting via email to amikhail@dot.nyc.gov and ftunnah@dot.nyc.gov.

1. Attach a map which shows the main street and cross streets where the lights shall be located and show each pole on the street where the lighting will be installed. The map shall also indicate which pole(s) the electric power is to be drawn and which pole is being used solely as an attachment.
2. If seeking a holiday lighting permit, attach a cut sheet showing the type of light proposed and how it will be mounted.
3. If seeking a permit for the electrical part of an art installation, attach cut sheet of proposed fixtures to be used and electrical distribution.
4. Attach proof of Insurance Policy as provided in Section 2-02 of the Highway Rules.

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5. Attach proof (Con Edison Case ID #) that contractor has filed with ConEd Energy Services or PSEG to pay for added electricity. Contractor will need to provide load information and location of NYC DOT pole that is being tapped. NYC DOT is not a supplier nor a distributor of power.

Permit Application Conditions:

Your group/organization, contractor and/or permittee shall obtain and maintain in force an insurance policy as provided in Section 2-02 of the Highway Rules and shall indemnify and hold the City harmless from any and all claims for personal injury or property damage arising from the installation, maintenance, operation and eventual removal of the temporary lights.

1. The cost and expense of all work, including any damages incurred to NYC equipment, shall be borne by the sponsoring group/organization and/or permittee.
2. All work shall conform to the requirements of the New York City Department of Transportation (NYC DOT) Highway Rules (available on the NYC DOT website nyc.gov/dot). Please refer to Sections 2-03 and 2-14(e) for specific provisions regarding temporary holiday lighting and other temporary lighting. This application does not include all the provisions of the rules.
3. Temporary festoon/holiday and/or other temporary lighting shall not be installed inside the borders of an intersection and shall not obstruct the visibility of any traffic signals or signs.
4. All work shall be performed by a New York City licensed electrical contractor.
5. NYC DOT Street Lighting shall review the plans and shall note the disposition of the applicant's request on this application form. If approved, the signed application shall be used to apply for a NYC Department of Buildings (DOB) Permit. Copies of this signed application along with the DOB permit shall be needed when applying for a NYC DOT permit that the group must obtain, as per Section 2-14(e) of the DOT Highway Rules.
6. Prior to commencing any work, the electrical contractor shall test the pole for stray voltage. If a pole tests positive, the electrical contractor shall contact DOT and Con Edison immediately and shall report such test result and location of the pole. This procedure shall be repeated when installation has been completed and when the equipment is to be removed at the conclusion of the permit. The results of such tests and determinations shall be provided to the Department as requested.
7. NYC DOT may mandate that changes be made to the work performed and additional documentation. If the changes are not satisfactorily made, the Agency may remove the temporary lighting and charge the cost of removal to the sponsoring group/organization.
8. Any group/organization, permittee, and/or electrical contractor who fails to comply with the requirements of this procedure shall be excluded from installing any temporary lighting the following year or seasonal cycle, or any other period of time as determined by the Department.
9. The signature of a duly authorized officer of your group/organization at the foot hereof, and the filing of this application to NYC STREETS, shall constitute your consent to the foregoing.

NYC DOT Director of Street Lighting Engineering, Date

Duly Authorized Officer of Sponsoring Organization, Date