



## BUREAU OF PERMIT MANAGEMENT & CONSTRUCTION CONTROL UPDATED PROCEDURES

The NYCDOT Permit Management offices reopened to clients on January 10, 2022 with the following updated procedures in effect:

### **Insurance, account updates and new Permittee registrations**

Send all documentation **via email** to [constructionpermits@dot.nyc.gov](mailto:constructionpermits@dot.nyc.gov). Please email all documents in PDF format and together in **one** PDF file attachment and await a response. Include the company name and Permittee ID# in the email subject line. If you have any questions regarding documents emailed to us, call 212/839-2265 or 9566.

For new Permittees, the Commercial General Liability (CGL) policy must be emailed to [constructionpermits@dot.nyc.gov](mailto:constructionpermits@dot.nyc.gov) for review & approval **prior** to emailing registration documentation.

### **Applying for Permits - Registered Permittees**

All registered permittees should continue to apply and pay for permits **online** using the NYCStreets Permit Management System [www.nycstreets.net](http://www.nycstreets.net). If you are a permittee and have not already used our convenient on-line system, you will need access to NYCStreets. Send an email with your name, company name, Permittee ID# to: [constructionpermits@dot.nyc.gov](mailto:constructionpermits@dot.nyc.gov) and request a Personal Identification Number (PIN) which is needed to apply for permits on-line.

**Government Contract** permits should continue to be applied for online using the NYCStreets Permit Management System [www.nycstreets.net](http://www.nycstreets.net). Notice to Proceed, Award Letters and all inquiries regarding Government Contract work should be emailed to [governmentcontracts@dot.nyc.gov](mailto:governmentcontracts@dot.nyc.gov)

### **Full Roadway Closure Requests**

Full Roadway Closure procedure is available at <http://www.nyc.gov/html/dot/downloads/pdf/full-rdway-closure-procedure.pdf>. The completed fillable Full Roadway Closure Form [http://www.nyc.gov/html/dot/downloads/pdf/dot\\_full\\_roadway\\_closure\\_procedures.pdf](http://www.nyc.gov/html/dot/downloads/pdf/dot_full_roadway_closure_procedures.pdf) has to be saved as a PDF file and emailed to [FullRoadwayClosure@dot.nyc.gov](mailto:FullRoadwayClosure@dot.nyc.gov). (Don't send a scanned copy of this form.)

### **New Buildings Major Alterations Requests**

New Buildings Major Alteration Requests procedure is available at <http://www.nyc.gov/html/dot/streetworks/downloads/pdf/new-building-major-alteration-procedures.pdf>. The completed requests with supporting documents can simply be emailed to [NewBldgMajorAlter@dot.nyc.gov](mailto:NewBldgMajorAlter@dot.nyc.gov).

### **Vaults/SCARA/Landfill Requests**

Customer vault application procedure is available at [http://www.nyc.gov/html/dot/downloads/pdf/dot\\_engineering\\_package\\_vault\\_application.pdf](http://www.nyc.gov/html/dot/downloads/pdf/dot_engineering_package_vault_application.pdf). Application information, SCARA form, engineering drawings, and supporting documents are to be submitted to the Plan Examination Unit (PEU) via email to [vaults@dot.nyc.gov](mailto:vaults@dot.nyc.gov). PEU will review the submitted plans and, if required, will schedule a conference call or Virtual meeting with the Permittee/Developer.



**Private Home/Property Owner Permits:** All applications will require payment of associated fees upon permit issuance. Property owners seeking to obtain permits for sidewalk repair or Permit of Record to clear a violation should **apply by mail**. Information on applying for a permit by mail can be found here: <http://streetworksmannual.nyc.gov/chapter-three/application-procedures-sidewalk-construction-permit> or on the NYCDOT Website [www.nyc.gov/dot](http://www.nyc.gov/dot)  
For more information or if you have questions, contact any DOT Permit office listed below or our main office via email to [constructionpermits@dot.nyc.gov](mailto:constructionpermits@dot.nyc.gov).

**Private Home/Property Owners, or, persons submitting on behalf of the owner who need to expedite the permit request will be seen in person by APPOINTMENT ONLY.** To schedule an appointment, please call the applicable Permit Management office or email [constructionpermits@dot.nyc.gov](mailto:constructionpermits@dot.nyc.gov) and request an appointment:

Manhattan Office– 55 Water Street, Concourse level: 212/839-9570/9595  
Queens Office- 120-55 Queens Boulevard, Room 1-240: 212/839-2473  
Brooklyn Office- 16 Court Street, 15<sup>th</sup> Floor: 646/892-1388/1389  
Staten Island Office- 10 Richmond Terrace, Room 308: 212/839-2387

**Office window hours are 8:30am to 3:30pm. While conducting business at any of our offices, we strongly recommend that you wear a mask. Also, no eating or drinking is allowed.**

### **Canopies**

**Canopy Renewals:** applicants must mail the renewal application and payment (certified check or Money Order) to:

NYCDOT-Permit Management Office  
55 Water Street – Concourse  
New York, NY 10041  
Attn: Canopy Unit

**New Canopy:** After HIQA approval and canopy installation, the canopy Maintenance fee must be emailed to the Canopy Unit at the address detailed above.

For more information regarding Canopy Permits, please call 212/839-9663/9664/8947

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