



## 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.

### **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



**Effective Monday, July 3, 2023**, permit offices in Brooklyn, Queens, and Staten Island are reducing their hours for private homeowner sidewalk repair permits or Permit of Record requests. To the extent possible, you are encouraged to complete all processes online.

New permit office hours:

**Brooklyn** - 16 Court St., 15th Floor  
Wednesdays only, 8:30am-3:30pm  
Appointment needed: (646) 892-1388/1389

**Queens** - 120-55 Queens Blvd., Room 1-240  
Tuesdays and Wednesdays only, 8:30am-3:30pm  
Appointment needed: (212) 839-2473

**Staten Island** - 10 Richmond Terrace, Room 308  
Wednesdays only, 8:30am-3:30pm  
Appointment needed: (212) 839-2387

**Bronx** – *closed in 2019.*

**Manhattan (Central Office)** - 55 Water St., Concourse Level  
(enter from South St. & Vietnam Veterans Memorial Plaza)  
Monday thru Friday, 8:30am-3:30pm  
Appointments recommended: (212) 839-9570/9595; walk-ins welcome.  
Permits for all five boroughs can be issued at this location.

Reminders for private homeowners:

- Private homeowners seeking a sidewalk repair permit or Permit of Record to clear a violation can also apply by mail.
- If the homeowner is using a contractor, the contractor must register with NYC DOT and take out the permit online using the NYCStreets Permit Management System at [nycstreets.net](http://nycstreets.net).
  - If you are a permittee who has not registered, send an email with your name, company name, and Permittee ID # to: [constructionpermits@dot.nyc.gov](mailto:constructionpermits@dot.nyc.gov) and request a Personal Identification Number (PIN).
- Permit fees must be mailed to the central office along with application documents.



Scan this QR code for more information on sidewalk permit application procedures.

If you still have questions, contact our main office at [constructionpermits@dot.nyc.gov](mailto:constructionpermits@dot.nyc.gov) or (212) 839-9570/9595