NYC Small Business Services

careers
businesses
neighborhoods

# Waterfront Permits Intake Checklist

Additional information may be required as per PW1, PC1 and plan examination

*Filing date stamp*

*Received by:*

Intakes by appointment via email: **wpu@sbs.nyc.gov**

| | | | |
|---|---|---|---|
| **A.** | **SBS Application #**<br>*OR Pre-filing #* | **D.** | **Owner:** |
| **B.** | **Project Description:** | **E.** | **Filed by:** Phone:<br>Email: |
| **C.** | **Project Address:**<br>Borough: Block: Lot: Zip: | **F.** | **Payment Details** *Issue Check to NYC Small Business Services*<br>Check#: Amount: $ |

**G. FDNY-coordinated review** *As PER LL 195 OF 2018*

*Requires SBS Transmittal, TM1, $420 Fee payable to FDNY.*

- ❑ FS Fuel storage
- ❑ Hydrants
- ❑ SP Sprinkler
- ❑ FP Fire Suppression
- ❑ SD Standpipe
- ❑ Fire protection plan
- ❑ FA Fire alarm detection system
- ❑ Marine and emergency access plan
- ❑ ARC

**H. DOB-coordinated review**

*Requires SBS Transmittal*

- ❑ Demolition
- ❑ Excavation
- ❑ Prefab modulars
- ❑ CCD1/ZRD1 Review

**I. File directly with DOB**

- ❑ Electrical Work
- ❑ Elevator
- ❑ Boiler
- ❑ Gas piping/testing
- ❑ Batteries
- ❑ Other DOB-specialty scopes
- ❑ Scaffold
- ❑ Sidewalk shed
- ❑ Crane on land
- ❑ BPP

*As PER LL 195 OF 2018*

**J. Request Type**

| | |
|---|---|
| ❑ New Application<br>❑ Response to Objections<br>❑ Demolition | ❑ PW1 ❑ PW3 ❑ PC1 ❑ POC1 ❑ PW1A ❑ PW1B ❑ PD1<br>❑ TR1 *Design applicant 3A* ❑ TR8 ❑ DEC ❑ ACOE ❑ PDC ❑ DS1<br>❑ Survey *NAVD 88* ❑ DOF tax map ❑ Fee *or waiver letter*<br>❑ Drawings **flattened PDF with no layers* |
| ❑ Post Approval Amendment (PAA) | ❑ AI1 ❑ All applicable requirements for new application ❑ Fee *$200* |
| ❑ Work Permit | ❑ PW2 *DOB registered contractor 4A* ❑ TR1 *Special inspections applicant 3B*<br>❑ Contractor's means and methods ❑ Cranes on barges notification form<br>❑ Applicable marine insurance ❑ ACORD *City of New York as additional insured* |
| ❑ Work Permit Renewal | ❑ PW2 *DOB-registered contractor 4A* ❑ ACORD *City of New York as additional insured*<br>❑ Fee *$100* ❑ Applicable marine insurance |
| ❑ After Hour Variance (AHV) | ❑ PW5 ❑ Applicable fee ❑ Valid work permit |
| ❑ Equipment Use Permit (EUP) | ❑ Request letter ❑ WFU6 ❑ Copy of accepted drawings |
| ❑ *Temp* /Notice of Completion (*T*/NOC) | ❑ Request letter ❑ WFU5 ❑ TR1 *3C* ❑ PW3 ❑ As-built Drawings/Survey<br>❑ FDNY & applicable linked inspections ❑ Certified record drawings |
| ❑ *Temp/* Certificate of Completion (*T/*COC) | ❑ Request letter ❑ WFU8 ❑ TR1 *3C* ❑ PW3 ❑ PW1A<br>❑ FDNY & applicable linked inspections ❑ Certified record drawings ❑ As-built Drawings/Survey |
| ❑ Renewal of TNOC/TCOC | ❑ Request Letter ❑ Fee *$100* |
| ❑ Place of Assembly Certificate of Operation (PACO) | ❑ PA1 ❑ POC1 ❑ Fee *$200* ❑ Copy of NOC/COC<br>❑ Drawings **flattened PDF with no layers* |
| ❑ Temporary Place of Assembly | ❑ Owner's letter ❑ Event contact info ❑ Fee *$250* ❑ PDF Drawings<br>❑ Drawings **flattened PDF with no layers* |
| ❑ Record Search<br>❑ CCD1/ZRD1 Review<br>❑ LNO Request | ❑ Request letter<br>❑ All applicable requirements for new application |
| ❑ Additional Documents | |

| | |
|---|---|
| *SBS Office Use Only* | Digitized by: |
| | Date: |