

Business Express

Required Application Materials

You must submit the following application materials as sorted by work type:

Interior alterations or making changes to interior commercial spaces:

- Signed and sealed DOB filing drawings

Minor repairs or restorative work at base of the building

- Submit the materials listed for your work type in [Chapter 1](#) of the Permit Guidebook (see page 1.4).

Installing, repairing or replacing storefronts and other windows/doors serving commercial spaces

- Submit the materials listed for your work type in [Chapter 3](#) of the Permit Guidebook (see page 3.5).

Installing or replacing commercial awnings

- Submit the materials listed for your work type in [Chapter 4](#) of the Permit Guidebook (see page 4.4).

Installing or replacing commercial signs and related lighting

- Submit the materials listed for your work type in [Chapter 5](#) of the Permit Guidebook (see page 5.4).

Making changes for work related to barrier-free access to commercial doors, entrances and stairs, and installing or replacing ramps and lifts

- Submit the materials listed for your work type in [Chapter 9](#) of the Permit Guidebook (see page 9.4).

Installing, repairing or replacing sidewalks, vault lights or hatches serving commercial spaces

- Submit the materials listed for your work type in [Chapter 10](#) of the Permit Guidebook (see page 10.4).

Installing or replacing health, safety, and utility equipment (security cameras, light fixtures, etc.)

- Submit the materials listed for your work type in [Chapter 11](#) of the Permit Guidebook (see page 11.4).

Installing or replacing heating, ventilation and air conditioning (HVAC) equipment (louvers, ductwork, condensing units, etc.)

- Submit the materials listed for your work type in [Chapter 12](#) of the Permit Guidebook (see page 12.4).

Installing unenclosed sidewalk cafes/open restaurants

- Submit the site plan drawing showing the number and location of tables and planters/dividers.
- If installing new electrical outlets or hardwired lighting or heating elements as part of the cafe, also check off Health, Safety and Utility Equipment.

Installing temporary signs, artwork, banners, kiosks or other temporary work like storefront probes

- Submit the materials listed for your work type in [Chapter 14](#) of the Permit Guidebook (see page 14.4).

Work at commercial spaces subject to an approved master plan

- Submit master plan drawing(s) locating the work and any required details or specifications