Instructions For Permit Application Form

Please print application on 8 1/2" X 14" paper only.

1) If permit is a renewal or extension enter permit number

2) Enter your IBM number and your tax I.D. number

3) Enter DOB, LPC or other agency/department applicable number

4) Check borough work will be performed in

5) Enter OCMC number (if applicable)

6) Enter name of permittee and telephone number

7) Enter business address

8) Enter plumber's restoration (if applicable)

9) Enter testing lab (if applicable)

10) Enter master rigger number (if applicable)

11) Enter type of pavement for roadway and/or sidewalk

12) Check all permit types you are requesting

13) If permit type is not on the list enter number and description

14) Enter building address of your job

15) Enter the street you are working on if different from the building address and add AKA to line

16) Enter the cross streets of the street work is being performed on

17) Enter the reason you are requesting the permit

18) Enter the number of openings (if applicable)

19) Enter the area size of job (square footage)

20) Enter the linear frontage

21) Enter exact diagram of work location you are requesting permit for showing all pertinent information including north arrow, sidewalk/street widths and distances to curbs, building lines, corners etc. which will help in showing the exact location of the work

22) Print name of person submitting this application and the date

23) Signature of authorized representative