



INSTRUCTIONS FOR COMPLETING ROADWAY/SIDEWALK PERMIT APPLICATION PROPERLY

To ensure the proper processing of your application, please print all information *CLEARLY*.

SECTION A: Applicant Information

1. **Permittee ID#:** Provide the unique 5 digit identification number the Permittee received when he/she registered their company with the Department of Transportation. Permits will not be issued without a Permittee ID Number.
2. **Permittee Name:** Provide the name of the company to whom the permits will be issued and to whom the above Permittee ID# is assigned.
3. **Address:** Provide the Permittee's business mailing address.
4. **Tel #:** Provide the Permittee's daytime telephone number.
5. **E-mail:** Provide the Permittee's e-mail address.

SECTION B: Work Information

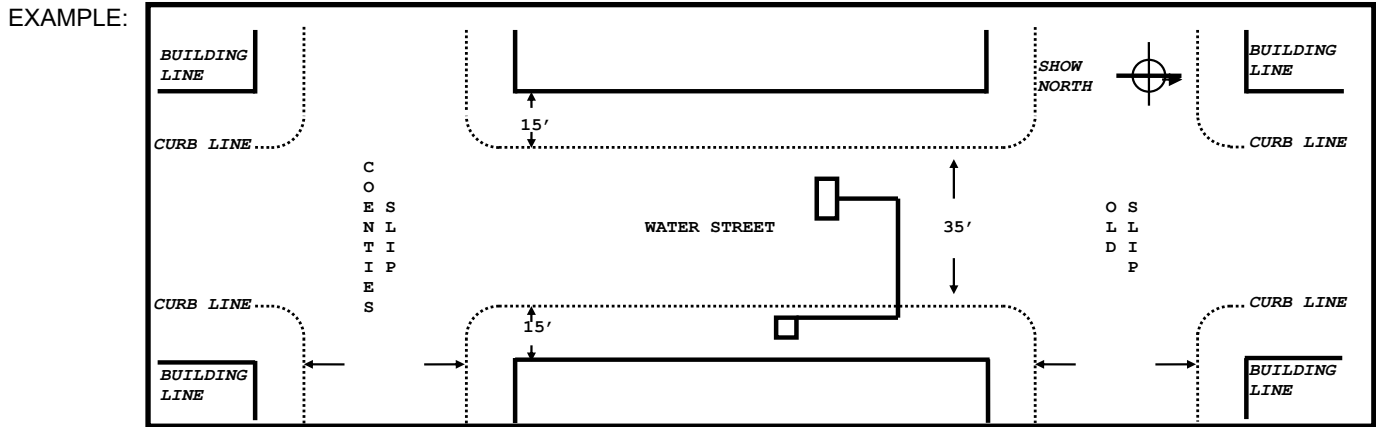
6. **Borough:** Check the Borough in which the proposed work will be performed (MN-Manhattan, BK-Brooklyn, QN-Queens, BX-Bronx, SI-Staten Island).
7. **OCMC File:** If one exists, provide the OCMC file number pertaining to the proposed work (e.g. MEC-08-001).
8. **Type of Pavement:**  
**a. Roadway:** If working in the roadway, provide the surface material of the roadway where the proposed work will occur (e.g. Asphalt)  
**b. Sidewalk:** If working in the sidewalk, provide the surface material of the sidewalk where the proposed work will occur (e.g. Concrete)
9. **DOB#:** Provide any applicable Department of Buildings permit numbers.
10. **House No.:** Provide the house number of the building where the proposed work will occur.
11. **On Street:** Provide the name of the street where the proposed work will occur.  
**11a. Street Work On, If Different From Above:** Provide the name of the street where the physical proposed work will occur if it is not occurring on the same street to which the address applies. (e.g.: Work being performed for 55 Water Street, but excavation is on Old Slip).
12. **Between: and :** Provide the names of the two streets with which the On Street intersects (Cross Streets).
13. **For the Purpose of:** Provide the reason why you are applying for permits (e.g.: New Bldg. Construction, Repair Defective Sidewalk, etc.).
14. **Number of Openings:** Provide the number of proposed open excavations to be made.
15. **Area Size:** Provide the total square footage of the proposed work area.
16. **Frontage Length:** Provide the total linear footage of all proposed work. Provide total building's frontage length if performing new building or building alteration work.
17. **Work Start Date:** Provide the date when the proposed work is expected to commence. (May be changed by NYC DOT to reflect permit restrictions)
18. **Work End Date:** Provide the anticipated completion date of the proposed work. (May be changed by NYC DOT to reflect permit restrictions)
19. If you are performing excavation work and it affects the Corner Quadrant or Crosswalk, answer the question(s) accordingly. See <https://www.nycpedramps.info/sites/default/files/2018-08/ContractorBrochure.pdf> for detailed information.
20. **Permittees must check the respective box for any lanes, plazas, or areas that may be obstructed by your proposed work.** **1** If bike symbol pavement markings exist in a moving lane, it's a designated "Shared" Bike & Vehicle Lane; check Yes for both Bike Lane and Moving Lane. **2** If curb lane is a full-time moving lane, check box for # of Moving Lanes. If curb lane is designated as a moving lane during peak travel times and parking is permitted at other times, check Yes for both Moving Lane and Parking Lane if the work spans both time periods. **3** If curb lane is a full-time parking lane, check Yes for Parking Lane. If curb lane is a full-time moving lane, check No for Parking Lane and Yes for Moving Lane. If curb lane is designated as a moving lane during peak travel times, and parking is permitted at other times, check Yes for both Moving Lane and Parking Lane if the work spans both time periods. **4** Check Yes, even if the work partially affects pedestrian traffic. Includes portions of roadways and medians that have an assigned walkway / path designated for pedestrian. **5** Includes areas within the DOT Right-of-Way intended to have neither bike, nor vehicular, nor pedestrian traffic, such as some medians, wide grassy areas, painted striped channelized areas, etc.

SECTION C: Type of Permit Requested

Check all permit types that you wish to apply for today based on your proposed work.

SECTION D: Work Zone Sketch

Provide a diagram of the proposed work location for which you are requesting a permit. Show all pertinent information including On Street, both Cross Streets, North Arrow, Sidewalk/Roadway widths and location of excavations or placement of construction equipment/material, etc. NOTE: If completing this form online, On Street, Cross Streets, North Arrow and Sidewalk/Roadway widths may be filled in, however the work zone sketch must be hand-drawn after printing this form.



SECTION E: Permit Stipulations (For Official Use Only)

This area is for OCMC Project Managers' use only. This is where you will see what permit stipulations will be issued and printed on the approved permit(s). DO NOT WRITE IN THIS AREA.

SECTION F: Acknowledgements and Agreements by Authorized Representative of the Applicant

19. **Submitted By:** Print the name of the person who is submitting this application for review and approval.
20. **Tel #:** Provide a valid daytime telephone number of the person submitting this application.
21. **Signed By:** The person submitting this application must be an authorized representative of the applicant and must provide his/her original signature.
22. **Date:** Provide the date of application submittal.