

# Department of Transportation

## APPLICATION FOR ROADWAY/SIDEWALK PERMIT(S)

* See reverse for instructions on how to complete this form.  Rev. 07/31/25  SECTION A: Applicant Information		
1. Permittee ID#:	2. Permittee	e Name:
		5. E-Mail:
SECTION B: Work Information		
6. Borough:MNBK		7. OCMC File:
		walk 9. DOB#:
		et:
		v
,		and
	(Cross Street #1)	(Cross Street #2)
13. For the Purpose of:		
		16. Frontage Length:(In Square Feet) (In Linear Feet)
		18. Work End Date:/
		<b>E</b> of the following is applicable. Check <b>NO</b> if <b>NONE</b> of the following is applicable:
Would any excavation work happen in a Would any excavation work happen adj		YES
20. Will the proposed work obstruct A		1 If bike symbol pavement markings exist in a moving lane, it's a designated "Shared" Bike & Vehicle Lane;
'-BIKE LANE <sup>1</sup>	YESNO	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
'-VEHICLE MOVING LANE(S) <sup>2</sup>	ONETWO+NONE	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/CURB LANE <sup>3</sup>	YESNO	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
'-SIDEWALK/PEDESTRIAN PLAZA <sup>4</sup>	YESNO	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
-AREA NOT FOR BIKE, VEH, PEDS <sup>5</sup>		medians, wide grassy areas, painted striped channelized areas, etc.
SECTION C: Type of Permit Reque		
0100 OPEN SIDEWALK TO INSTALL	PENING PERMITS - FOUNDATION	BUILDING OPERATIONS PERMITS  0201 PLACE MATERIAL ON STREET
0111 MAJOR INSTALLATION SEWER		0202 CROSSING SIDEWALK
0113 REPAIR WATER 0114 REPAIR SEWER		0203 PLACE CRANE OR SHOVEL ON STREET 0204 PLACE EQUIPMENT OTHER THAN CRANE OR SHOVEL ON STREET
0115 REPAIR WATER/SEWER		0205 PLACE SHANTY OR TRAILER ON STREET
0116 FUEL OIL LINE 0117 VAULT CONSTRUCTION OR A	LTERATION	0208 TEMPORARY PEDESTRIAN WALKWAY 0211 OCCUPANCY OF ROADWAY AS STIPULATED
0118 RESET, REPAIR OR REPLACE 0119 PAVE STREET	CURB	0214 PLACE CONTAINER ON STREET 0215 OCCUPANCY OF SIDEWALK AS STIPULATED
019 PAVESTREET 0126 TEST PITS, CORES OR BORIN	IGS	0215 OCCUPANCY OF SIDEWALK AS 3 I POLATED0221 TEMPORARY CONSTRUCTION SIGN/MARKINGS
0127 CONDUIT CONSTRUCTION (C. 0132 INSTALL FENCE	ABLE, TELECOMM. AND FF	RANCHISE) CANOPY PERMITS  0701 CANOPY FOR HOTEL
SIDEWALK CON	STRUCTION PERMITS	0701 CANOPY FOR RESTAURANT
0401 REPAIR SIDEWALK 0402 CONSTRUCT NEW SIDEWALK	(	0703 CANOPY FOR RESIDENCE 0704 CANOPY FOR MISCELLANEOUS
0403 REPLACE SIDEWALK		0705 CANOPY FOR SIDEWALK CAFÉ
0405 CONSTRUCT NEW SIDEWALK		Other Type of Permit
SECTION D: WORK Zone Sketch (In	: I	ross Streets, North Arrow, Sidewalk/Roadway widths and proposed Work Zone)
BUILDING LINE		SHOW BUILDING LINE
LINE	<b>-</b>	NORTH LINE
CURB LINE	<b>`</b>	
COND BIND		00.0 22.12
CURB LINE	,····	CURB LINE
BUILDING LINE		BUILDING LINE
1	<u> </u>	<u> </u>
SECTION E: FEES (For Official Us	e Only)	
Additional Fees: Inspection:	Tunneling:	Other (Specify):
OCMC Approval by:		Date: / /
(For Official Use Only)		ledgements and Agreements by Authorized Representative of the Applicant
Approved for the Commissioner by:		l is subject to the following conditions: comply with all laws and rules of the Department and any other applicable laws and rules.
		d unless all applicable insurance and permit bonds are on file.
Date	19. Submitted by:	20. Tel #:(
- 3.00		` '
/ /	21. Signed by:	22. Date://
	0	·

#### 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. <u>Permittee ID#:</u> 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. <u>Permittee Name</u>: 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. <u>E-mail</u>: Provide the Permittee's e-mail address.

#### **SECTION B: Work Information**

- 6. <u>Borough</u>: 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)
- . 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. <u>Work Start Date</u>: Provide the date when the proposed work is expected to commence. (May be changed by NYC DOT to reflect permit restrictions)
- 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 <a href="https://www.nycpedramps.info/sites/default/files/2018-08/ContractorBrochure.pdf">https://www.nycpedramps.info/sites/default/files/2018-08/ContractorBrochure.pdf</a> 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.

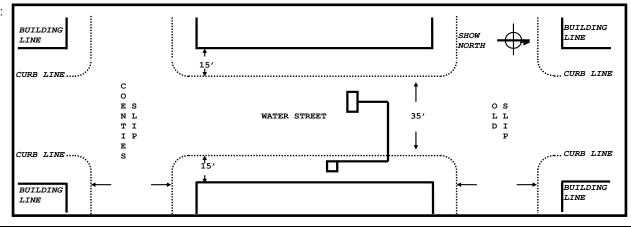
#### SECTION C: Type of Permit Requested

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.

#### EXAMPLE:



#### 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. <u>Tel #</u>: Provide a valid daytime telephone number of the person submitting this application.
- 21. <u>Signed By</u>: The person submitting this application must be an authorized representative of the applicant and must provide his/her original signature.
- 22. <u>Date</u>: Provide the date of application submittal.