

No Temporary Use Letter may be issued if there are any open applications related to issues of life and safety, Hazardous or Work Without a Permit Violations.

When filing a **Temporary Use Permit request**, provide the following information:

- [Temporary Use Permit Application](#) (*completed, signed, and sealed*)
- Receipt from a **NYC Department of Buildings (DOB) borough office** indicating fees paid
- Notarized owner's authorization letter allowing the space to be used for the Temporary Use
- List of open job filings/violations on the property
- List of all applications associated with this Temporary Use Permit and where applicable, a copy of the completed inspection reports
- Drawings indicating existing conditions and proposed use/configuration (*signed and sealed*)
- For **temporary sales offices** and **model apartments**, provide the filing number for required Alteration application ([Buildings Bulletin 2010-002](#)).

All the required documents listed above must to be combined into a single PDF and transmitted to DOB for a preliminary completeness review. The [Temporary Use Permit Application](#) is to be the first document of the file. The maximum file size is 10 MB. Upon completion of the review, a TUP # and associated fee amount will be provided.

## SUBMISSION

Email the combined Temporary Use Permit Application PDF file to [TempUse@buildings.nyc.gov](mailto:TempUse@buildings.nyc.gov).

## FEES

Applicants must pay the required fees in-person at any **DOB borough office**. The fees for Temporary Use are as follows:

- **\$100.00** for the initial 30-day of duration
  - **\$130.00** for each additional 30-day period of permit duration
  - **\$130.00** renewal fee for each additional 30-day period (*90-day maximum*).
- NOTE: This does not include fees for any associated temporary structures or temporary place of assembly.*

The receipt for the fees paid must be sent to [TempUse@buildings.nyc.gov](mailto:TempUse@buildings.nyc.gov) within 48 hours of receipt of the TUP# and associated fees to prevent forfeiture of the application. Temporary Use Permit Application reviews will not commence until a valid receipt is provided.