

SERVICE NOTICE

Central Development HUB to Process Temporary Use Permits

Beginning Monday, February 3, 2025, all [Temporary Use Permit \(TUP\)](#) applications will be processed through the Central Development.

A Registered Design Professional (registered architect/professional engineer) is required to complete a [Temporary Use Permit](#) application then email the completed form to TempUse@buildings.nyc.gov no later than 15 business days prior to the construction of the temporary structure or the commencement of the temporary use. Include all required documents as listed in the [TUP Checklist](#) as a single PDF with the application. Upon submission, DOB staff will perform a preliminary completeness review and provide a TUP number and the required fee. Renewals of existing TUPs must also submit a completed [Temporary Use Permit](#) application and provide the previous TUP issued.

Temporary structures must be filed as a separate alteration in DOB NOW as a **General Construction (GC)** filing. The use of a temporary structure or the temporary use of space as a place of assembly (TPA) requires a separate temporary place of assembly certificate of operation (TPACO) that is also filed in DOB NOW.

Prior to review of the [Temporary Use Permit](#) application, applicants will be directed to pay the required fees in-person at any DOB borough office. Fees for any associated Alteration or TPA filings are paid in DOB NOW. Fees for temporary use are as follows:

- **\$100** – for the initial 30-day of duration
- **\$130** – for each additional 30-day period of permit duration (*90-day maximum*)
- **\$130** –for each additional 30-day renewal period (*90-day maximum per renewal*)

Submit the receipt for the fees paid to TempUse@buildings.nyc.gov within 48 hours of receipt of the TUP number to prevent forfeiture of the application. TUP application reviews will not be reviewed until a valid receipt is provided.

For TUP applications related to Major Projects Development Program (MPP), applicants must contact the Development HUB project advocate assigned to their project. TUPs related to MPP applications will not be accepted through the TUP email address.

For questions, please contact TempUse@buildings.nyc.gov.