



User's Manual

Permit and Review Information System (PARIS)

Water/Sewer Permit Applications

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Overview

The NYC Department of Environmental Protection (DEP) Bureau of Water & Sewer Operations Permit and Review Information System (PARIS) allows applicants to electronically file (e-file) permit applications for water and sewer repair and relays. An e-filing user (for this system, a licensed master plumber) may commence filing these applications as soon as they are registered in the system.

The new system does not change any of the applicable rules associated with the regular filing of an application for permit as contained in the Rules of the City of New York Title 15, Chapter 20, “Rules Governing and Restricting the Use and Supply of Water”, and in Chapter 31, “Rules Governing House/Site Connections to the Sewer System”. The system was created to make the permitting process for these types of permits more efficient.

PARIS in brief

PARIS is a program that allows the filing of water and sewer permit applications with DEP electronically. Currently, the system can be used for repair and relay applications for water and sewer in the City of New York.

It can also be used for:

- Tap Connection
- Wet Connection
- Water Plug
- Tap and Plug
- Wet Connection and Plug
- New Sewer Connection
- Sewer Plug

Benefits of the system

There are many benefits to e-filing for Licensed Master Plumber’s (LMP) and their clients. Permit applications can be created and filed on any day of the week at any hour from virtually anywhere. When an electronic application is submitted, it is sent to a queue virtually for review by DEP staff. The status of the application is accessible at any time by logging into the User’s account. The system is very easy to learn and use. The system provides instantaneous notice by e-mail to the participating User whenever an application has been accepted and whenever the status changes.

Registration/Passwords

In order to file permit applications on the system, a User must be a LMP in NYC who has registered to file applications on PARIS. First, an account must be created in the system. Go to [NYC DEP PARIS \(epermitsportal.azurewebsites.net\)](http://NYCDEPPARIS.epermitsportal.azurewebsites.net). Click login in the top right corner of the screen (See Figure 1).

ePermits

Welcome to the New York City Department of Environmental Protection (DEP) e-Permits Portal

The NYCDEP is pleased to offer online access to request Repair or Relay Permits, and Hydrant Flow Tests. With e-Permits, NYCDEP hopes to deliver more efficient, convenient, and interactive services.

First Time Users:

To register, click "Login". After you are redirected to the login page, click "Sign up now". After registering, login to access ePermits.

Returning Users:

Click "Login". After you are redirected to the login page, enter your email and password to access ePermits.

Log in to DEP's online ePermits system to:

- Submit and pay for Hydrant Flow Tests and access Hydrant Flow Test Results
- Submit for Repair or Relay Permits
- Submit for Tap Card for Repair or Relay Permits, or standalone Tap Card

Figure 1

On the following page, the login fields will be shown. Below the "Sign In" button, there is a link to "Sign Up Now". Click the link to register an account. (See Figure 2)

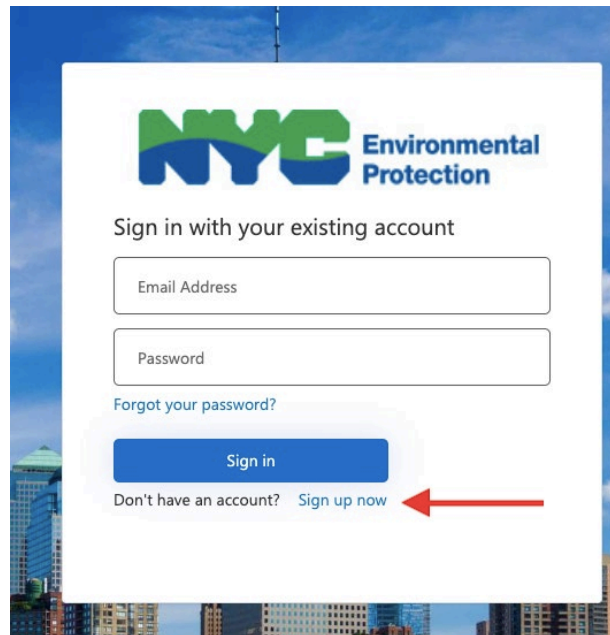


Figure 2

When you are taken to the Sign Up screen:

1. Enter the email you want to use for the system.

2. Click “Send Verification Code”.

The screenshot shows the NYC Environmental Protection sign-up interface. At the top is the logo with 'NYC' in green and blue and 'Environmental Protection' in blue. Below the logo is a text input field containing 'example@gmail.com'. Underneath is a blue button labeled 'Send verification code'. Below the button, there is a red error message: 'The password must be between 8 and 64 characters. The password must have at least 3 of the following: - a lowercase letter - an uppercase letter - a digit - a symbol'. Below this message is a password input field with six dots. Underneath the password field is a text input field labeled 'Confirm New Password'. At the bottom is a text input field labeled 'Display Name'.

Figure 3

3. Check your email account for the email with the verification code. The email can take several minutes to appear in your inbox.
4. Return to the Sign Up screen and enter the verification code from the email; click “Verify Code”. ****Please Note: You cannot finish creating the account until you have verified the code.**
5. Enter the password you want to use for the system; password requirements. See Figure 3.
6. Pick the Display Name (can be your first name, company name, etc.)
7. Click “Create” to complete sign up.
8. You will be taken to the profile creation screen; fill out all fields with the information you want to use for the account.

The screenshot shows the NYC Environmental Protection sign-up interface. At the top left is a '< Cancel' link. The logo is at the top center. Below the logo is a text input field containing 'example@gmail.com'. Underneath is a text input field labeled 'Verification code' with a yellow border. Below this field are two blue buttons: 'Verify code' and 'Send new code'. Below the buttons, there is a red error message: 'This information is required.'. Underneath this message are three text input fields: 'New Password', 'Confirm New Password', and 'Display Name'.

Figure 4

ePermits

Registering yourself as a new user of e-Permits is easy and quick, you can register your new account at your convenience.
To create an e-Permits account you must have an active email account.
Once you have registered to use e-Permits, you will receive an email confirming your account. If you are a Professional Engineer or a Registered Architect, you will be asked to register your license number when you log-in for the first time.

Profile

First Name _____

Last Name _____

Email
htdemo2@yahoo.com _____

Address1 _____

City _____

State
-- _____

Zip Code _____

Telephone _____

Company _____

[▶ Submit](#)

Figure 5

9. Email will be sent to your inbox (also check junk/spam boxes) to activate your account; click the link provided in the email, “Activate Account”.
10. Click “Back to Home Page” and click “Login” in the top right.
11. Login using the credentials you just created.
12. You should be taken to a screen that asks if you are a licensed professional and provides a link to the authentication form; download the form (to submit separately), click “Yes” and then “Continue”.

If you are a Professional Engineer or a Registered Architect, you must apply for the appropriate user profile. Select the license type and enter your license number below. To complete the online registration process for your new account, you will need to complete in its entirety, an authentication form. The completed form must be signed and sealed with your professional seal and attested to by a Notary Public. Only original notarized and sealed forms will be accepted. Click the link below to download the authentication form.

If you are using Google Chrome or Microsoft Edge, please right click the link and select "Save Link As" to download the file to your computer. Then open the file using the Adobe Reader application.

[Authentication Form](#)

You may submit the original, sign, sealed, and notarized Authentication form in the following ways:

✉ **By mail: NYC Department of Environmental Protection, Water & Sewer Permitting System (WSPS), ATTN: Registrations, 3rd Floor, Low-Rise, 59-17 Junction Blvd, Flushing, NY 11373**

👤 **In-person at DEP's Main Office in Queens 9605 Horace Harding Expressway – 3rd Floor. Deposit your form in the 3rd floor drop box located by the security guard in the lobby. Attn: Online Permitting Registration.**

Professional Information

If you are a professional, please select Yes, otherwise, select No:

Yes No

Figure 6

Welcome to the NYC Department of Environmental Protection ePermits Portal system.

Thank you for registering your account. Please remember to protect your password and refrain from revealing it to others.

Please click the following link to activate your account.

[Activate Account](#)

If you have any questions concerning the system, please contact the support line listed below.

Thank you for using the Online ePermits Portal system.

Permitting Support Line

718-595-3088

Figure 7

13. Select License Type from the dropdown menu; enter license number and click “Search”.
14. License information should generate on the screen; if it is correct, click “Add” and the information will be added to your profile.

ePermits

Professional Information

<small>License Type</small> Master Plumber	<small>License Number</small> 0000	<input type="text" value="Search"/>	<input type="button" value="Add"/>
<small>First Name</small> JOHN	<small>Last Name</small> DOE		
<small>Issue Date</small> 01/01/1111	<small>Expiration Date</small> 01/01/1111		

Figure 8

15. You should be taken to the homepage, and there will be message at the top stating that your license information was successfully added.
16. Follow instructions below to make sure license is verified with DEP.

In order to register as an LMP, you must indicate yourself as a professional user on the account, and a person must complete and submit an “Authentication Form” which must be signed and attested by a NYS Notary Public. Once completed, email the form to PARIS@dep.nyc.gov and mail a hard copy to:

NYC Department of Environmental Protection
 ATTN: Registrations (BWSO Office of Online Permitting)
 59-17 Junction Blvd, 3rd Fl., Low-Rise
 Flushing, NY 11373

The request will be checked for completeness and the identification of the LMP will be verified.

The User’s contact information will be provided from the NYC Department of Building (DOB). It is important that the primary address and telephone number associated with the User’s plumbing license be kept up to date with DOB. If the User’s plumbing license is not active, surrendered, or expired, the system will generate an error message and the application will not be submitted to DEP.

Software/Hardware Requirements

The current minimum requirements for filing are: a computer with Internet access (disable pop-up blockers), a printer, and Adobe Acrobat software, or similar (to convert documents formatted by word processor to portable document format (PDF)).

An internet browser is a program that allows you to access pages on the World Wide Web. It should work with any modern browsers (Microsoft Edge, Google Chrome).

Other browsers, such as Safari, are not supported at this time.

PARIS can be accessed from all computers—and any other device such as mobile phones and tablets with a supported web browser.

Cookies

The user must have cookies enabled to use the system. The PARIS website uses **session** cookies and only retains information until all user browsers are closed and the session is thus ended. The PARIS website does not write any data to the user's hard drive. The exception to this is if a user selects to save a PDF of a permit.

Pop-up Blockers

If you have a pop-up blocker installed, you will need to allow pop-ups from the PARIS website.

If you do not have a pop-up blocker installed, you can skip to the next section.

Attaching Files

The maximum size for file attachments is 100 MB.

The system will accept the following attachment types:

- Word
- Excel
- PDF
- Jpg
- Tif
- TXT

How to Access the System

The web address of PARIS is [NYC DEP PARIS \(epermitsportal.azurewebsites.net\)](http://epermitsportal.azurewebsites.net)

To login to PARIS, after your account has been created and license verified, click **Login** (top right corner) and enter your email address and password in the appropriate fields. After entering the information click on the **Login** button. Please note that the password is case sensitive.

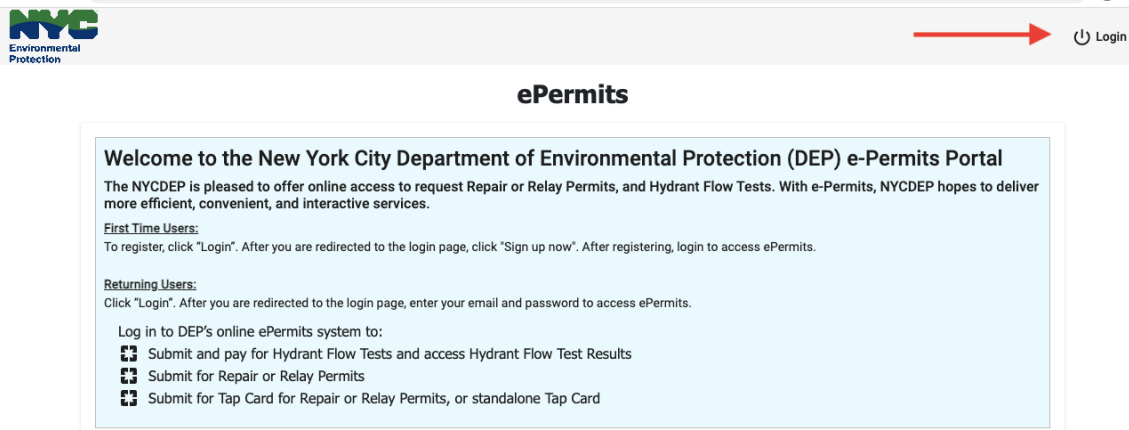


Figure 9

System Timeout

The System times out after it has been inactive for 60 minutes (1 hour). The following message displays, asking if you would like to leave the page.

Retrieving a Lost Password

To retrieve a lost password, click on the password recovery link, **Forgot Your Password?**.

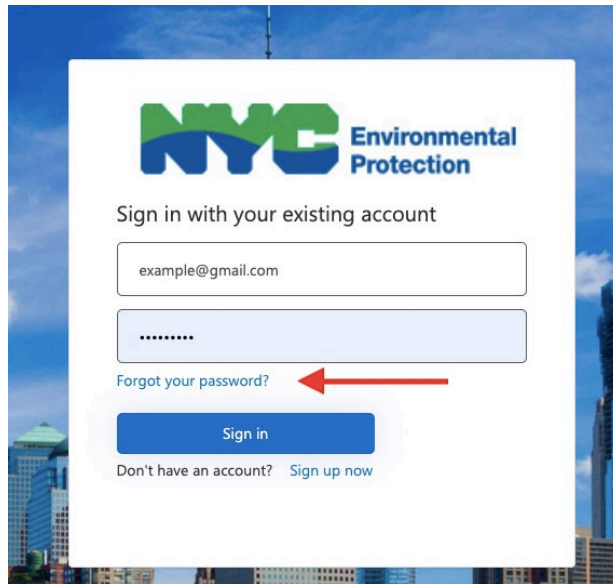


Figure 10

After entering the email address associated with account, click “Send Verification Code”.

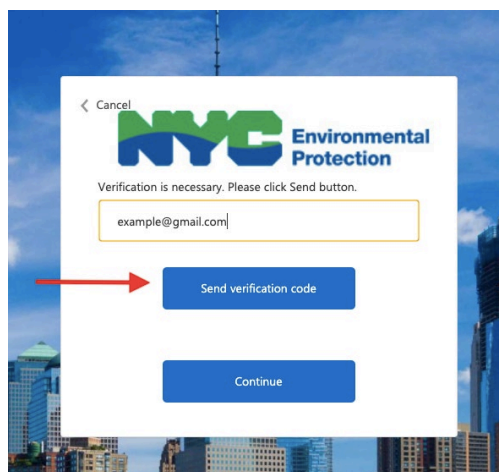


Figure 11

You will receive an email with the verification code.

On the PARIS screen enter the verification code from the email, into the field provided and click **Verify Code**.

Then, click **Continue**.

On the next screen, enter the new password twice in the fields provided, and click **Continue**.

Main Menu

The main menu screen contains information on all applications entered into the system by the user. Applications in **Draft** can be edited or deleted. Applications **Pending Email Confirmation** are those that have been submitted and need to be confirmed with the link sent to user’s email.

Applications with the status **Review in Progress** have been submitted and confirmed, waiting on decision from reviewer. Applications **Objected** are objected by the reviewer for incorrect or missing information.

Applications shown as **Objection Responded** are being re-reviewed by DEP after the plumber has responded to the objection. Applications **Approved** have been approved by the reviewer, and the permit is available for download.

Once an application has been submitted to DEP, it cannot be deleted or edited. You will have the option to cancel a submitted application. Cancellations will be reviewed by DEP staff and approved or rejected.

First-time Users will see a screen similar to the one below, with no current applications in the system.

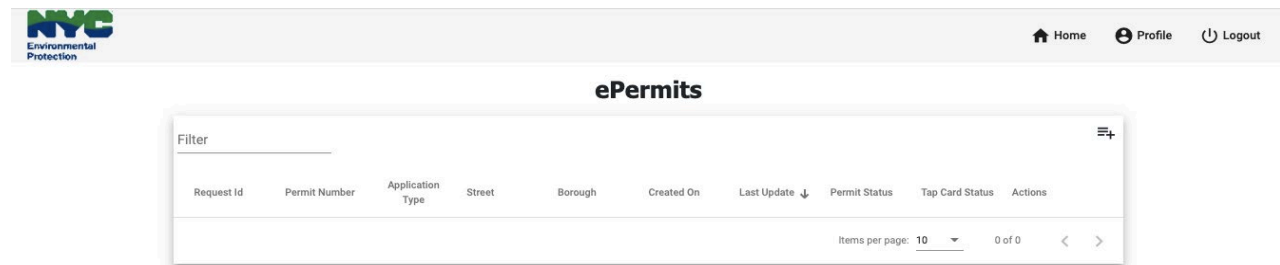


Figure 12

NOTE: The **Filter** field on the top left of the home screen can be used to search requests in the account.

Example- To see what applications were filed in Queens, putting Queens in the **Filter** field will show all Queens applications/permits in the account.

Start a New Application – Repair/Relay

To start a new application, click on the **Add New Application** button, top right corner of the menu. Select which type of application you want to create from the dropdown. [Figure 13]

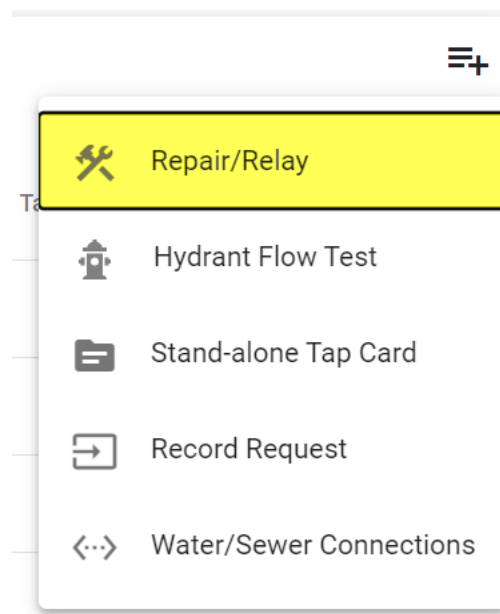


Figure 13

Before you begin a Repair or Relay application, you can click the **DEP Rules, Standards, and Fee Schedule** to get criteria regarding repair and relay applications. [Figure 14]

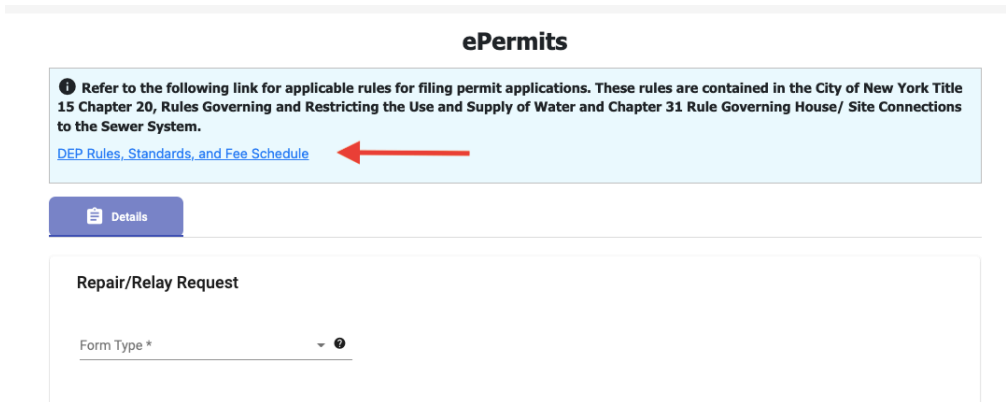


Figure 14

Completing the Form

For more information on a particular field, hover your mouse over the question mark in the field [Figure 15]. A text box will appear with additional information.



Figure 15

Several of the fields in the application are of general applicability; these include the fields under **Property Information, Plumber, and Owner Information.**

Water Repair/Relay

Step 1: To begin, select **Water** from the **Form Type** drop down list.

ePermits

Refer to the following link for applicable rules for filing permit applications. These rules are contained in the City of New York Title 15 Chapter 20, Rules Governing and Restricting the Use and Supply of Water and Chapter 31 Rule Governing House/ Site Connections to the Sewer System.

[DEP Rules, Standards, and Fee Schedule](#)

Details

Repair/Relay Request

Form Type *

Water

Sewer



Figure 16

Step 2: Applications for Water will prompt the **Application Type** drop down list. Select **Repair** or **Relay** from the dropdown list. If the permit is for an emergency DOT notice or a DEP 3/10 day notice, check the box to indicate that.

ePermits

Refer to the following link for applicable rules for filing permit applications. These rules are contained in the City of New York Title 15 Chapter 20, Rules Governing and Restricting the Use and Supply of Water and Chapter 31 Rule Governing House/ Site Connections to the Sewer System.

[DEP Rules, Standards, and Fee Schedule](#)

Details

Information: you have made changes. Any unsaved changes will be lost!

Relay Request

Form Type * Application Type *

Water Water Relay

Is this for a 3/10 day notice, or DoT emergency permit?

Figure 17

Step 3: Applications for **Repair** will prompt the **Water Repair Type** drop down list. Select the appropriate **Repair Type** for the application.

ePermits

Refer to the following link for applicable rules for filing permit applications. These rules are contained in the City of New York Title 15 Chapter 20, Rules Governing and Restricting the Use and Supply of Water and Chapter 31 Rule Governing House/ Site Connections to the Sewer System.

[DEP Rules, Standards, and Fee Schedule](#)

Details

Information: you have made changes. Any unsaved changes will be lost!

Repair Request

Form Type *

Water



Application Type *

Water Repair



Water Repair Type



Figure 18

Step 4: Enter **Property** information. Complete the required fields **House Number**, **Street** and **Borough** and select the **Auto Complete Address** button. The system will now validate and geocode the address. It will return the Zip Code, Block and Lot numbers.

Select **Property Use** from the dropdown menu and type out how the property is used.

The **Address AKA** and **Location of Connection** are optional fields.

Property

House Number * Street * Borough *

Auto Complete Address

Zip Code Block Lot

State NY Address AKA (if applicable) Location of Connection

Property Use * Please indicate the how the property is used. *

Figure 19

Step 5: Based on the license number supplied on the Authentication Form submitted to the Department, the **Plumber** section is automatically populated with the User's information. DEP obtains this information from DOB data on the license number associated with the User. The User must choose the **Company Name** connected with the application, see Figure 19.

Plumber

First Name: **JOHN** Last Name: **DOE** Address: **EXAMPLE**

City: **BRONX** State: **NY** Zip Code: _____

Email: **example@gmail.com** Phone: **718-555-5555** Fax: _____


License: **0000**  Company * _____

Figure 20

Step 6: Complete all fields in the **Property Owner** section. Be sure to provide the owner’s information correctly.

Owner

Name * _____ Address * _____

City * _____ State * _____ Zip Code * _____

Figure 21

Step 7: Complete all fields in the **Additional Information** section. Answer **Water Service Type**, **Service Size**, and if there are **Multiple Services**. If the application is for a **Relay**, additionally answer the **Length of service to be repaired**.

Additional Information

Water Service Type _____ ? Service Size (inch) _____ ?

Length of service to be repaired (feet) * _____ ? Are There Multiple Services? ?

Click if multiple service connections exist on the prem...

Figure 22

Step 8: Before the application can be submitted, the **Acknowledgment** must be completed. Read the “I Acknowledge” statement by using the scrollbar to the right. The checkbox will turn pink when you have scrolled all the way through. Click the box to complete the Acknowledgment. Please note, the checkbox will NOT be accessible until the statement has been scrolled to the bottom to ensure it has been read.

Acknowledgment

PERFORMING THE JOB OR IN EXCHANGE FOR CONSIDERATION. VIOLATION IS PUNISHABLE BY IMPRISONMENT OR FINE, OR BOTH.

IT IS UNDERSTOOD AND AGREED THAT THE WORK PROPOSED SHALL BE EXECUTED IN A GOOD AND WORKMAN-LIKE MANNER AND TO THE SATISFACTION OF THE COMMISSIONER OF THE DEPARTMENT OF ENVIRONMENTAL PROTECTION IN ACCORDANCE WITH THE PROVISIONS OF THE ADMINISTRATIVE CODE OF THE CITY OF NEW YORK AND ANY AMENDMENTS THERETO, AND ANY APPLICABLE RULES AND REGULATIONS.

Please read the acknowledgment above to enable the agreement below

I have read and agreed to the above text *

Figure 23

Step 9: Click Save, to save the application and return later. Click Submit, to submit the application for review. Click Cancel to exit the application. Any unsaved changes will be lost. Please note, you can click Save at any time while working on the application to save and come back to it later.

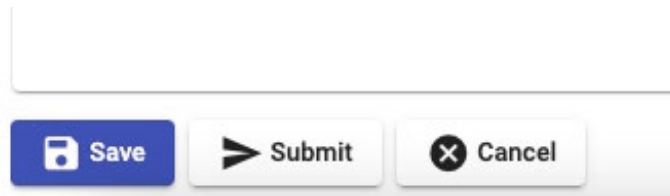


Figure 24

Step 10: Confirm the application using the link in the email sent by the system.

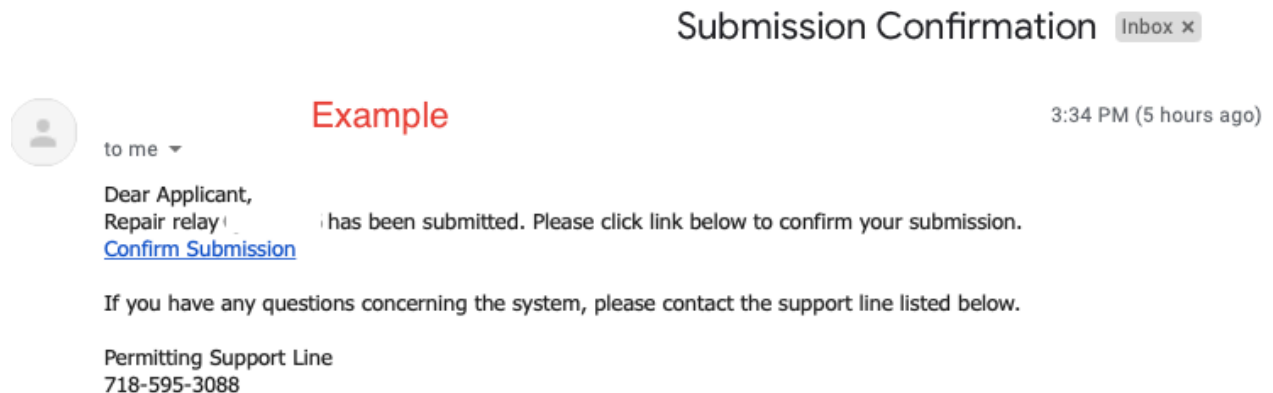
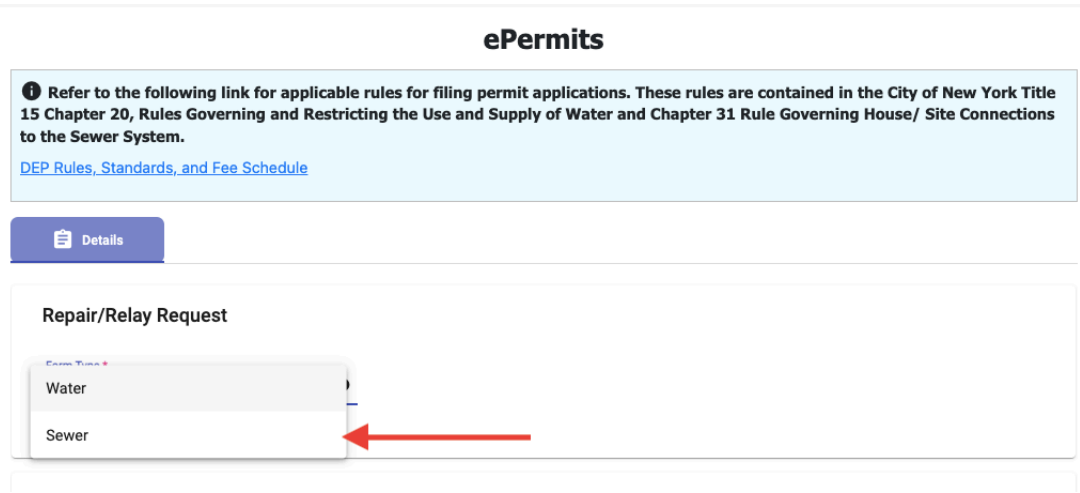


Figure 25

Sewer Repair/Relay

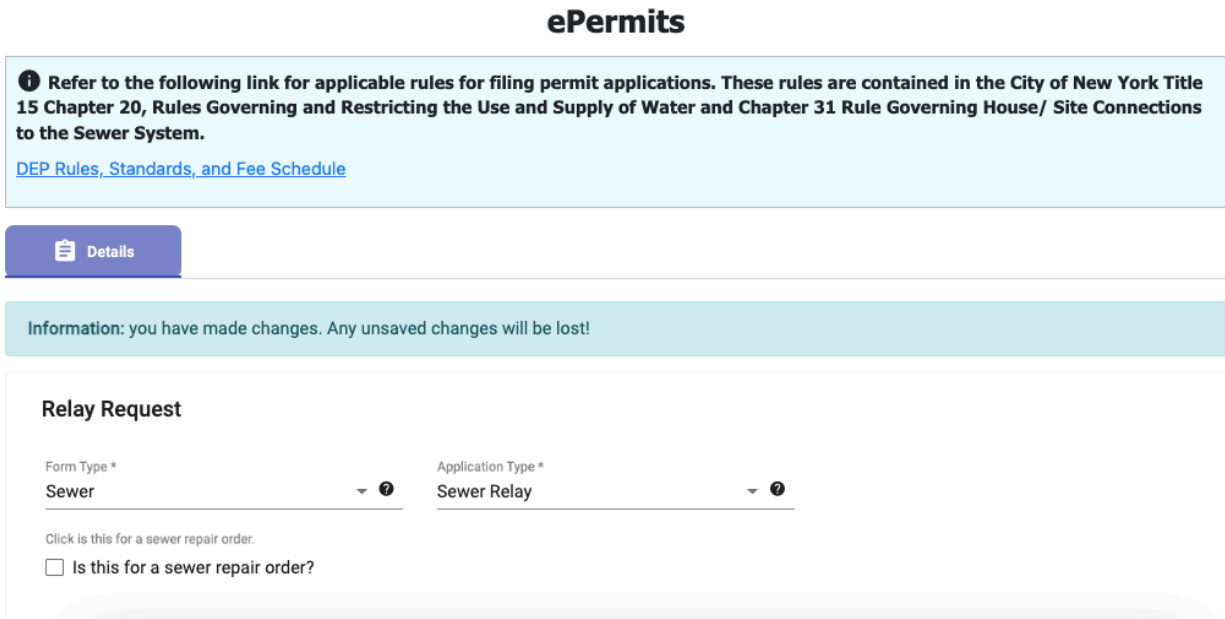
Step 1: To begin, select **Sewer** from the **Form Type** dropdown list.



The screenshot shows the 'ePermits' interface. At the top, there is a light blue box with an information icon and text: 'Refer to the following link for applicable rules for filing permit applications. These rules are contained in the City of New York Title 15 Chapter 20, Rules Governing and Restricting the Use and Supply of Water and Chapter 31 Rule Governing House/ Site Connections to the Sewer System.' Below this is a link: 'DEP Rules, Standards, and Fee Schedule'. A blue button labeled 'Details' is visible. The main form area is titled 'Repair/Relay Request'. It contains a dropdown menu for 'Form Type' with 'Water' and 'Sewer' options. A red arrow points to the 'Sewer' option.

Figure 26

Step 2: Select the appropriate **Application Type** for the application. If this is a permit for a sewer repair order, check the box indicating that.



The screenshot shows the 'ePermits' interface. At the top, there is a light blue box with an information icon and text: 'Refer to the following link for applicable rules for filing permit applications. These rules are contained in the City of New York Title 15 Chapter 20, Rules Governing and Restricting the Use and Supply of Water and Chapter 31 Rule Governing House/ Site Connections to the Sewer System.' Below this is a link: 'DEP Rules, Standards, and Fee Schedule'. A blue button labeled 'Details' is visible. A light blue banner contains the text: 'Information: you have made changes. Any unsaved changes will be lost!'. The main form area is titled 'Relay Request'. It contains two dropdown menus: 'Form Type *' with 'Sewer' selected and 'Application Type *' with 'Sewer Relay' selected. Below these is a checkbox labeled 'Is this for a sewer repair order?' which is currently unchecked.

Figure 27

Step 3: If the application is a repair, Select **Sewer Repair Type** from the dropdown menu that appears.

ePermits

ⓘ Refer to the following link for applicable rules for filing permit applications. These rules are contained in the City of New York Title 15 Chapter 20, Rules Governing and Restricting the Use and Supply of Water and Chapter 31 Rule Governing House/ Site Connections to the Sewer System.

[DEP Rules, Standards, and Fee Schedule](#)

Details

Information: you have made changes. Any unsaved changes will be lost!

Repair Request

Form Type * Application Type *

Sewer Sewer Repair ➔ Sewer Repair Type

Figure 28

Step 4: The **Property Information** required for the sewer application is the same as that required for the water service application. See and follow the procedure outlined in Step 4 of the Permit for a Water Service Line section of this document. (Page 11)

Step 5: The **Plumber** information required is the same as that required for the water service application. See and follow the procedure outlined in Step 5 of the Permit for a Water Service Line section of this document. (Page 12)

Step 6: The **Owner** information required is the same as that required for the water service application. See and follow the procedure outlined in Step 6 of the permit to Repair a Water Service Line section of this document. (Page 12)

Step 7: Complete all fields in the **Additional Information** section. This section relates to applications for **Repair** or Relay of a sewer connection. Complete the fields, **Type of the sewer house connection is? Type of sewer connected to? Specify the size of the sewer connection.**

If it is a **Sewer Repair**, indicate the **Length of service to be repaired?** Once all fields are completed click **Save**.

Additional Information

Type of Sewer House Connection ▼ ⓘ Type of Sewer Connected To ▼ ⓘ Size of Sewer House Connection (inch) ⓘ

Length of service to be repaired (feet) * ⓘ

Figure 29

Step 8: The **Acknowledgment** requirements are the same as the water service application. See and follow the procedure outlined in Step 8 of the Permit for a Water Service Line section of this document. (Page 13)

Step 9: Click Save, to the save the application and return later. Click Submit, to submit the application for review. Click Cancel to exit the application. Any unsaved changes will be lost. Please note, you can click Save at any time while working on the application to save and come back to it later.

Step 10: Confirm the application using the link in the email sent by the system. (Page 14)

Submitting an Application

Once an application has been created it can be submitted by selecting the **Submit** link under **Activity** in the **Requests in Progress** section. Before an application can be submitted, the user must read and agree to the acknowledgment by checking the box **I have read and agreed to the above text**.

If there are errors within the application, a text box will appear at the top of the screen.

If no errors are found, you will see a note on the screen alerting you that you must confirm the application.

To confirm the application, click on the link provided on the email sent from PARIS see Figure 19.

Start a New Application – Connection Request

To start a new application, click on the **Add New Application** button, top right corner of the menu. Select which type of application you want to create from the dropdown.

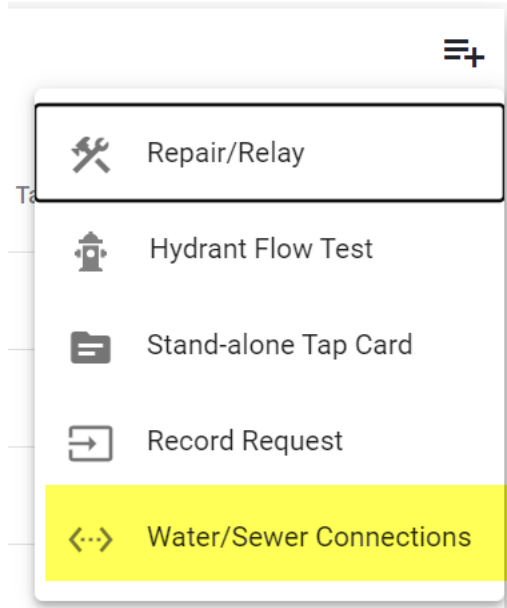


Figure 30

Completing the Form

For more information on a particular field, hover your mouse over the question mark in the field [Figure 31]. A text box will appear with additional information.



Figure 31

Several of the fields in the application are of general applicability; these include the fields under **Property, Plumber, and Owner**.

Water

Step 1: To begin, select **Water** from the **Form Type** drop down list.

(Asterisk (*) remarks required fields)

Information: you have made changes. Any unsaved changes will be lost!

Water/Sewer Request

Form Type*
Water

Application Type*

Is 3/10 day notice, or DOT emergency permit?

DOB New Building or Alteration NO.

Figure 32

Step 2: Applications for Water will prompt the **Application Type** drop down list. Select the application that you need.

If the permit is for an emergency DOT notice or a DEP 3/10 day notice, select **Yes** from the dropdown.

If there is a number for DOB New Building or Alteration, you can enter it in the field.

(Asterisk (*) remarks required fields)

Information: you have made changes. Any unsaved changes will be lost!

Water/Sewer Request

Form Type*
Water

Application Type*

Is 3/10 day notice, or DOT emergency permit?

DOB New Building or Alteration NO.

Property

House Number*

Street Name*

Figure 33

Step 3: Enter **Property** information. Complete the required fields **House Number, Street, Borough, Block and Lot.**

You are required to provide **Property Status.**

Select **Property Use** from the dropdown menu and type out how the property is used.
 The **Address AKA** and **Tentative Lot Numbers** are optional fields.
 Please note: You cannot save the application until this has been filled out.

Property

House Number*	Street Name*		
Borough*	Block*	Lot Number*	
Property Status*	Property Use*	Specify Other Property Use*	
Address AKA (if Applicable)		Tentative Lot(s) Number(s)	

Figure 34

Step 4: Based on the license number supplied on the Authentication Form submitted to the Department, the **Plumber** section is automatically populated with the User’s information. DEP obtains this information from DOB data on the license number associated with the User. The User must choose the **Company Name** connected with the application, see [Figure 35].

Plumber


First Name JOHN	Last Name DOE	Address EXAMPLE	
City BRONX	State NY	Zip Code	
Email example@gmail.com	Phone 718-555-5555	Fax	
License 0000	 Company *		

Figure 35

Step 5: Complete all required fields in the **Owner** section.

Owner		
Owner Name*	Owner Address*	
Owner City*	Owner State* ▼	Owner Zip Code*
+1 Owner Business Phone	+1 Owner Fax Number	Owner Email

Figure 36

Step 6: In order to add the necessary connection information, you must save the application.

Save button located at the bottom of the page.

Please note: You cannot save the application until the address has been entered fully and application type chosen.

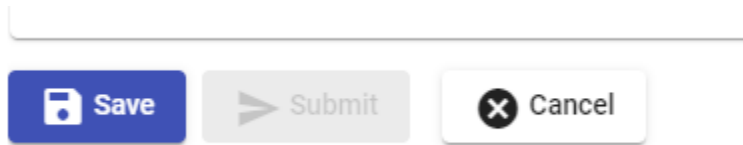


Figure 37

Step 7: Once the application has been successfully saved (there will be a text box indicating if it has or not), the **Connections** and **Files** tabs will appear. Figure 38.

Step 8: Go to the Connections tab. Click **Add Connection**.

Add all connections necessary.

Permit and Review Information System (PARIS)

Request ID:

Status: Draft

Details

Connections

Files

Connections

+ Add Connection

Back to Details

Figure 38

See figures in the following sections of what the connections sections look like for water applications.

Click Save when you are done filling out the connection details.

If you have a cross connection number, you can enter it in the connection details.

Tap Connection

Connection Request:

(Asterisk (*) remarks required fields)

Connection Detail

Connection Type*
Tap Connection

Location of Connection (Cut-On Street)*

Temporary Connection?*

Service Type* Service Size (inch)* Connection Size (inch)*

Length of Service (feet)* Cross Connection #

Figure 39

Wet Connection

Connection Request:

(Asterisk (*) remarks required fields)

Connection Detail

Connection Type*
Wet Connection

Location of Connection (Cut-On Street)*

Temporary Connection?*

Service Type* Service Size (inch)* Connection Size (inch)*

Length of Service (feet)* Cross Connection #

Figure 40

Water Plug

Connection Request:

(Asterisk (*) remarks required fields)

Connection Detail

Connection Type*
Water Plug

Location of Connection (Cut-On Street)*

Service Type to be Destroyed* Service Size to be Destroyed (inch)* Connection Size to be Destroyed (inch)*

Is plug in the same trench as existing connection?*

Figure 41

Tap Connection and Plug

Connection Request:

(Asterisk (*) remarks required fields)

Connection Detail

Connection Type*
Tap Conn and Plug

Location of Connection (Cut-On Street)*

Temporary Connection?*

Service Type* Service Size (inch)* Connection Size (inch)*

Length of Service (feet)* Cross Connection #

Service Type to be Destroyed* Service Size to be Destroyed (inch)* Connection Size to be Destroyed (inch)*

Is plug in the same trench as existing connection?*

 Save  Cancel

Figure 42

Wet Connection and Plug

Connection Request:

(Asterisk (*) remarks required fields)

Connection Detail

Connection Type*
Wet Conn and Plug

Location of Connection (Cut-On Street)*

Temporary Connection?*

Service Type*	Service Size (inch)*	Connection Size (inch)*
Length of Service (feet)*	Cross Connection #	
Service Type to be Destroyed*	Service Size to be Destroyed (inch)*	Connection Size to be Destroyed (inch)*

Is plug in the same trench as existing connection?*

Figure 43

Step 9: Files can be added at any time after the application has been saved, before it is submitted. Please note: For applications where Owner’s Consent is required, you must upload the Owner’s Consent form prior to submission. If it is not added, you will receive an error from the system and you won’t be able to proceed with submission.

Step 10: The **Water Connection Information** section is optional; fill out when applicable.

Step 11: Before the application can be submitted, the **Acknowledgment** must be completed. Read the “I Acknowledge” statement. Click the box to complete the Acknowledgment.

Acknowledgment

I ACKNOWLEDGE:
THAT THE INFORMATION CONTAINED HEREIN IS TRUE, ACCURATE AND COMPLETE AND IS IN COMPLIANCE WITH ALL APPLICABLE ADMINISTRATIVE CODE PROVISIONS AND ALL DEPARTMENT RULES, REGULATIONS AND DIRECTIVES. I CERTIFY THAT I AM THE APPLICANT WHO IS ENTITLED TO APPLY FOR A PERMIT. ANY INACCURATE INFORMATION SUBMITTED MAY RESULT IN PERMIT REVOCATION, DISCIPLINARY ACTIONS, OR OTHER SANCTIONS.

FALSIFICATION OF ANY STATEMENT CONTAINED HEREIN MAYBE PUNISHABLE BY A FINE OR IMPRISONMENT OR BOTH.

IT IS UNLAWFUL TO GIVE TO A CITY EMPLOYEE, OR FOR A CITY EMPLOYEE TO ACCEPT, ANY BENEFIT, MONETARY OR OTHERWISE, EITHER AS A GRATUITY FOR PROPERLY PERFORMING THE JOB OR IN EXCHANGE FOR CONSIDERATION. VIOLATION IS PUNISHABLE BY IMPRISONMENT OR FINE, OR BOTH.

IT IS UNDERSTOOD AND AGREED THAT THE WORK PROPOSED SHALL BE EXECUTED IN A GOOD AND WORKMAN-LIKE MANNER AND TO THE SATISFACTION OF THE COMMISSIONER OF THE DEPARTMENT OF ENVIRONMENTAL PROTECTION IN ACCORDANCE WITH THE PROVISIONS OF THE ADMINISTRATIVE CODE OF THE CITY OF NEW YORK AND ANY AMENDMENTS THERETO, AND ANY APPLICABLE RULES AND REGULATIONS.

I have read and agreed to the above text

Figure 44

Step 11: Click **Save**, to the save the application and return later. Click **Submit**, to submit the application for review. Click **Cancel** to exit the application. Any unsaved changes will be lost. Please note, you can click Save at any time while working on the application to save and come back to it later.



Figure 45

NOTE: When clicking submit, the text box shown in Figure 46 will pop up.

Once **Yes** is selected, no changes can be made to the **Details** page of the application. If there is incorrect information on the **Details** page after the application is submitted, a new application will have to be created. Please review applications carefully before submitting.

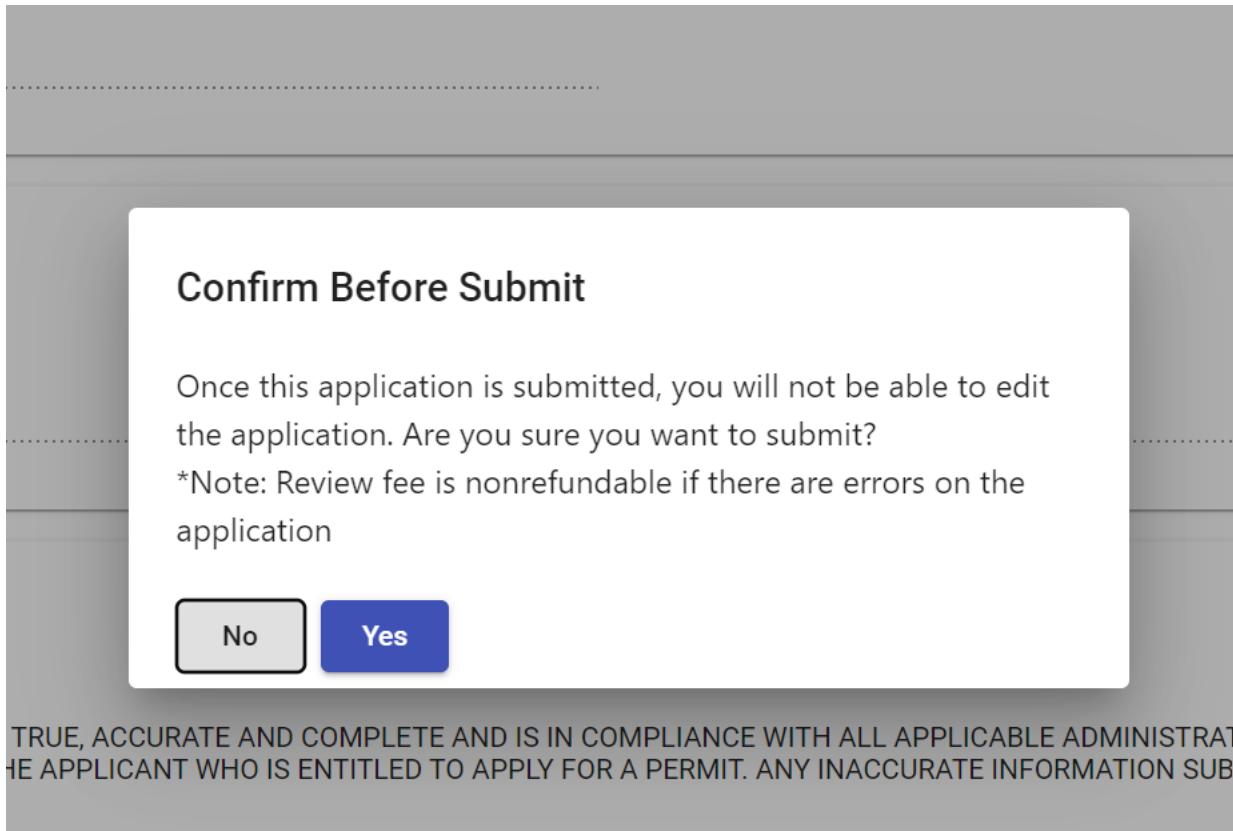


Figure 46

Step 12: Confirm the application using the link in the email sent by the system. (Shown on Page 9)

Sewer

Step 1: To begin, select **Sewer** from the **Form Type** drop down list.

(Asterisk (*) remarks required fields)

Information: you have made changes. Any unsaved changes will be lost!

Water/Sewer Request

Form Type*
Sewer

DOB New Building or Alteration NO.

Application Type*
Sewer Connection
Sewer Plug

Is this for a sewer repair order?

Figure 47

Step 2: Select **Application Type**.

If the application is for a Sewer Repair Order, select **Yes** from the dropdown.

Step 3: Fill out all required fields in the **Property** section.



The screenshot shows a form titled "Property" with the following fields: "Borough*" (dropdown), "Property Status*" (dropdown), "Property Use*" (dropdown), and "Specify Other Property Use*" (text input).

Figure 48

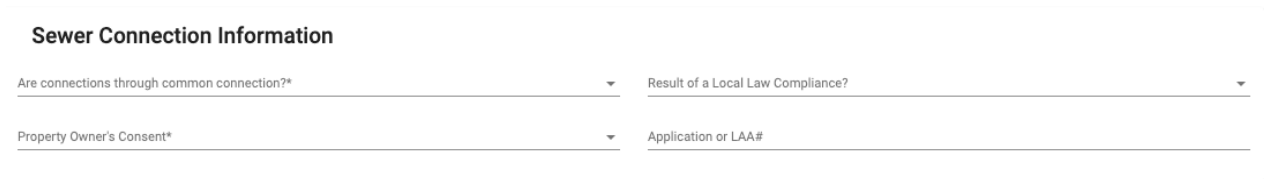
Step 4: **Plumber** section is the same as water connection application.

Step 5: **Owner** section is the same as water connection application.

Step 6a: If this is a **Sewer Plug** application, you must indicate if there is **Property Owner's Consent**.

Please note, if you answer **No** to **Property Owner's Consent**, you will not be able to submit your application until you answer **Yes** and attach it.

Step 6b: If this is a **Sewer Connection** application, answer all required fields in **Sewer Connection Information**.



The screenshot shows a form titled "Sewer Connection Information" with the following fields: "Are connections through common connection?*" (dropdown), "Result of a Local Law Compliance?" (dropdown), "Property Owner's Consent*" (dropdown), and "Application or LAA#" (text input).

Figure 49

Step 7: In order to add the necessary connection information, you must save the application.

Save button is located at the bottom of the page.

NOTE: If **Yes** is selected for the common connection question, connection specifics can only be entered on ONE connection entry; the rest of the connections will be limited to only property

information. Common connections are internal sanitary or storm drains that serve multiple lots (e.g. HOAs).

Please note: You cannot save the application until the address has been entered fully and application type chosen.

Step 8: Once the application has been successfully saved (there will be a text box indicating if it has or not), the **Connections** and **Files** tabs will appear.

Step 9: Go to the Connections tab. Click **Add Connection**.

Add all necessary connections.

See figures in the following sections of what the connections sections look like for sewer applications.

Sewer Connection

Connection Request:

The screenshot shows a web form titled "Connection Request" with a sub-section "Connection Detail". The form contains several input fields and dropdown menus, all marked with an asterisk to indicate they are required. The fields are arranged in a grid-like structure. At the bottom of the form, there are two buttons: a blue "Save" button with a floppy disk icon and a grey "Cancel" button with an 'X' icon.

Connection Detail		
Connection Type* Sewer Connection		
House No*	Street Name*	Address AKA
Block No*	Lot No*	Tentative Lot Number(s)
Location of Connection (Cut-On Street)*		
Temporary Connection?*		
Method of Connection*	DOB New Building or Alteration No.	
Connection Size (inch)*	Connection To*	Sewer Main Type*
House Connection Type*		

Save Cancel

Figure 50

Sewer Connection – Common Connection

NOTE: Common connections are internal sanitary or storm drains that serve multiple lots (e.g. HOAs). Connection information (sewer size, type, method of connection, etc.) can only be entered on the first connection.

1st Connection: See Figure 50, above.

Following Connections:

Connection Request:

(Asterisk (*) remarks required fields)

Connection Detail

Connection Type*
Sewer Connection

House No*	Street Name*	Address AKA
Block No*	Lot No*	Tentative Lot Number(s)

Figure 51

Sewer Plug

Connection Request:

(Asterisk (*) remarks required fields)

Connection Detail

Connection Type*
Sewer Plug

House No*	Street Name*	Address AKA
Block No*	Lot No*	Tentative Lot Number(s)
Location of Connection (Cut-On Street)*		
Connection Size to be Destroyed (inch)*	Connection To*	Sewer Main Type*
House Connection Type to be Destroyed*		

Figure 52

Step 10: Files can be added at any time after the application has been saved, before it is submitted.

Please note: For applications where Owner's Consent is required, you must upload the Owner's Consent form prior to submission. If it is not added, you will receive an error from the system and you won't be able to proceed with submission.

Step 11: Before the application can be submitted, the **Acknowledgment** must be completed.

Read the "I Acknowledge" statement. Click the box to complete the Acknowledgment. [Figure 44]

Step 12: Click **Save**, to the save the application and return later. Click **Submit**, to submit the application for review. Click **Cancel** to exit the application. Any unsaved changes will be lost. Please note, you can click Save at any time while working on the application to save and come back to it later. [Figure 45]

NOTE: When clicking submit, the text box shown in Figure __ will pop up.

Once **Yes** is selected, no changes can be made to the **Details** page of the application. If there is incorrect information on the **Details** page after the application is submitted, a new application will have to be created. Please review applications carefully before submitting.

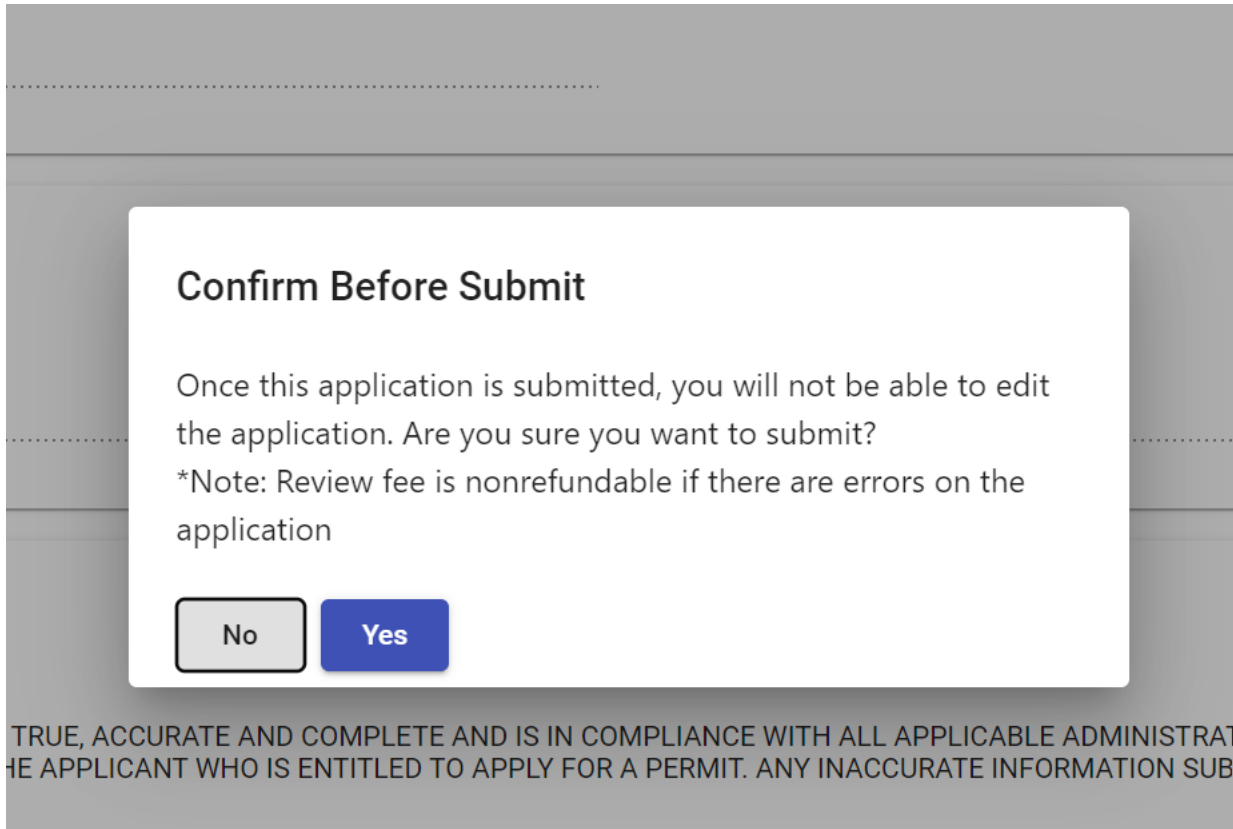


Figure 53

Step 13: Confirm the application using the link in the email sent by the system. (Shown on Page 9)

Submitting an Application

Once an application has been created and filled out completely, it can be submitted by selecting the **Submit** button under **Activity** in the **Requests in Progress** section. Before an application can be submitted, the user must read and agree to the acknowledgment by checking the box **I have read and agreed to the above text.**

If there are errors within the application, an error message will appear at the top of the screen.

If no errors are found, the application will be submitted; the application must be confirmed. To confirm the application, click on the link provided in the email sent from PARIS. (Shown on Page 9)

Please note, if the application is not confirmed, it cannot be reviewed.

Payments– Connections

Once an application has been Approved by the reviewer, you will be able to submit your payment.

Please Note: You will not be able to access the permit until the payment has been submitted.

You will receive an email from the system notifying you that payment is due.

Please Note: Applications pending payment for more than 30 days will expire; you will then have to submit a new application.

Step 1: The status of the payment will change to **Pending Payment**.

Click the status, highlighted in blue, to open the application. Scroll to the bottom for the **Proceed to Payment** button. Click to proceed.

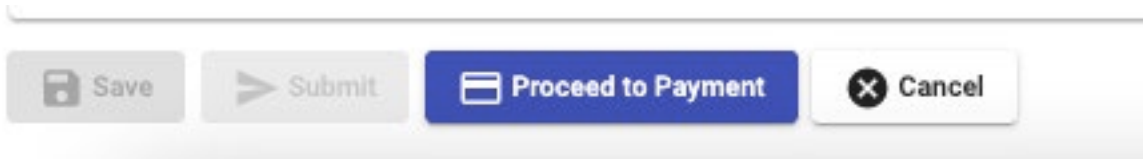


Figure 54

You can also click the **Actions** button, and you will see the option to **Proceed to Payment**.

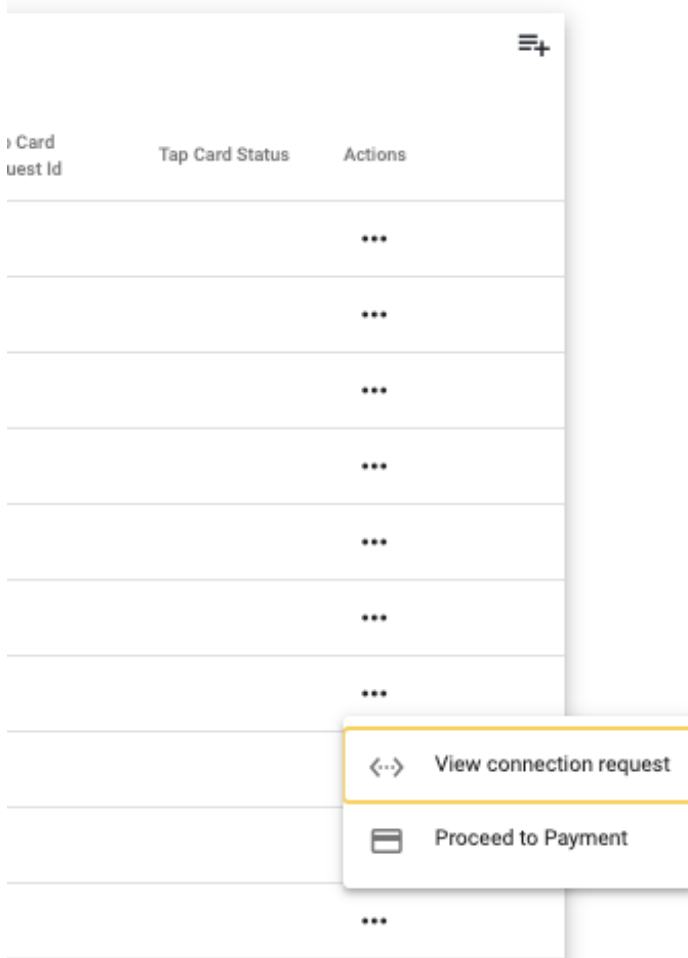


Figure 55

Step 2: After clicking **Proceed to Payment**, a page summarizing the payment and what it is for will open.

Click **Pay Now** to continue.

Please Note: There is a 2.00% additional convenience fee that will be added if the payment is made with a credit card.

Permit and Review Information System (PARIS)

The fee for this request is: [REDACTED].

You will provisionally receive credit for making your payment on the date that you click the Process Payment button on this website. However, it may take up to two or more business days for your payment to be reflected on this website. Your payment will not be considered final until it is deemed settled by your financial institution. This means that if, for example, there is not enough money in your bank account or if your payment fails to settle, you will not receive credit for making your payment. Your bill will be reinstated, and you may be charged interest and penalties.

To pay by electronic check, you will need your checking account and routing number. There is no additional fee. Credit and debit card payments are charged a service fee of 2.00% of the payment amount. This fee is nonrefundable.

Payment Information

Confirm your payment detail :

Invoice Number
Request Number
Amount
Payment Method Online Payment

Figure 56

Step 3: After clicking **Pay Now** the page will redirect to the NYC Department of Finance (DOF) CityPay website.

There will be text at the top of the screen indicating that the page is being redirected to the DOF site.

Please Note: The CityPay website is solely maintained by NYC DOF. We do not control or have access to it.

Step 4: Review your payment, broken down by fee on the left side of the screen.

Example shown in Figure 57 is for a wet connection paid by credit card. Payment broken down by administrative fee and connection fee.

Item Total:	\$462.00
Service Fee:	\$9.24
Payment Amount:	\$471.24

Request Number: :
Invoice ID:
Connection Type: Wet Connection
Wet Connection fee

	\$262.00
--	----------

Request Number:
Invoice ID:
Connection Type: Wet Connection
Water connection fee

	\$200.00
--	----------

Figure 57

Step 5: Pay with either eCheck or credit card. Fill out all required fields.

eCheck Credit Card

To pay by electronic check, you will need your checking account and routing number. There is no additional fee.

Billing Information

First Name *

Last Name *

Country * United States

Address *

City *

State * New York

Postal Code *

Phone *

Email *

Re-enter Email *

[CONTINUE](#) [RETURN TO DEP HOME](#)

You can review the payment before it's final.

Figure 58

eCheck Credit Card

Credit and debit card payments are charged a service fee of 2.00% of the payment amount. This fee is nonrefundable.

Billing Information

If you are paying with a credit or debit card, please make sure you enter the name and address associated with this card.

First Name *

Last Name *

Country * United States

Address *

City *

State * New York

Postal Code *

Phone *

Email *

Re-enter Email *

[CONTINUE](#) [RETURN TO DEP HOME](#)

You can review the payment before it's final.

Figure 59

Step 6: After clicking **Continue** and entering payment information, the confirmation page will open for review. If it's acceptable, click **Pay Now**.

Payment Review

By clicking “Pay Now” you:

1. confirm that you are authorized to instruct this payment using the credit card, debit card or checking account included in your payment instructions;
2. authorize the City of New York to charge your account for the payment amount and, if applicable, the Service Fee;
3. confirm that the information provided by you is true, complete, and correct to the best of your knowledge and is supplied in good faith;
4. acknowledge that you have read and agree to the Terms and Conditions for using this site.

Figure 60

Step 7: When the payment is successful, the page will go back to the PARIS website. The screen will display the **Invoice Number**; click **Back to Home Page** to continue back to your homepage. DOF will automatically send an email with your payment confirmation. Please allow a few minutes for the site to update before trying to access the permit.

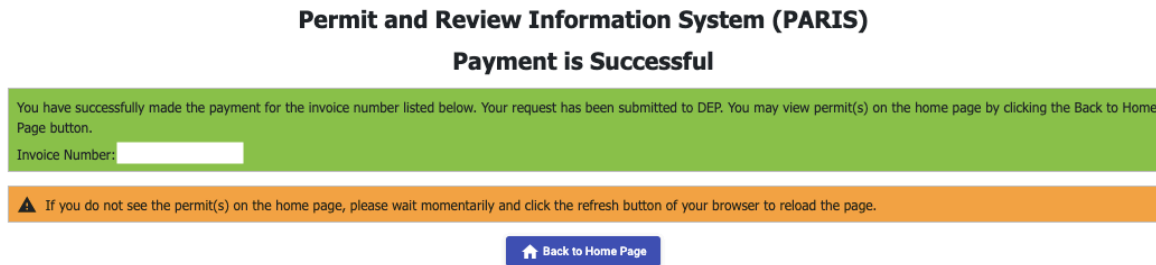


Figure 61

Step 8: The status of your permit will change to **Approved**.

Checking the Status of an Application

The status of a submitted application can be found in the **Status** column in the **Permit Status** section. Clicking the status will open the application.

Applications in the **Draft** category have been saved, but not submitted. (Draft expires after 30 days)

Applications in the **Review in Progress** category have been submitted to DEP.

Applications in the **Objected** category have been processed and given objections by DEP. (Objected applications expire after 30 days without a response)

Applications in the **Resubmitted** category are being re-reviewed by DEP after a response to an objection has been submitted.

Applications in the **Approved** category have been processed and approved by DEP.

Applications in the **Cancel Pending** category have cancellation requests in review by DEP.

(Repair/Relay only)

Applications in the **Cancelled** category have been cancelled by the user and approved by DEP.

(Repair/Relay only)

Applications in the **Pending Payment** category are awaiting payment.

Applications in the **Payment Declined** category have a payment issue.

NOTE: If a plumber has applications in **Payment Declined** status, inspections and other permits can be held until the payments are resolved.

Correcting Objections and Resubmitting

If the status of your application is shown as **Objected**:

Step 1: Click the three dots to the right under **Actions** to show the dropdown menu; click **View Repair/Relay or View Connections**.

You can also click the status of the permit to open the application (where highlighted blue).

Step 2: Click the **Objections** tab (highlighted in red) to view the objections from the reviewer.

Step 3: To add a response to an objection click on **Add Response**.

Step 4: Type your response in the **Response Comment** text field and click **Save**.

Step 5: You can edit your response again by clicking **Add a Response** or click the **Back to Details** button.

Step 6: If applicable, you will have the ability to make any changes requested by the Department on the application.

Step 7: Re-review the **Acknowledgment** and check the box saying you have read and agree to the statement.

Step 8: Click the **Submit** button.

NOTE: If a connection was added incorrectly, e.g. wrong connection type was selected, a new connection can be added with the correct information and the incorrect connection can be deleted using the trashcan icon next to the connection.

Retrieving a Permit – Repair/Relay

If the status of your application is shown as **Approved**:

Step 1: Click on the three dots under **Actions** to show the dropdown menu or click **Approved** to open the application.

Step 2: You can click on **View Permit PDF** to immediately download the permit.

You can also click **View Repair/Relay** and go to the Files tab; when you click on the permit file, it will automatically download as a PDF.

The screenshot shows a user interface for a permit application. At the top, a grey box displays 'Status: Approved'. Below this is a light blue informational box with a red exclamation mark icon, containing text about applicable rules and a link to 'DEP Rules, Standards, and Fee Schedule'. A navigation bar below the info box has four tabs: 'Details' (with a list icon), 'Files' (with a cloud upload icon and highlighted in blue), 'Objections' (with an exclamation mark icon), and 'Cancellation' (with a trash icon). Below the navigation bar is a section titled 'Uploaded Files' containing a table with the following data:

File Name	File Size	Comment	Created On
View Permit PDF	222KB		Jan 28, 2021, 9:11:39 PM

At the bottom right of the interface is a blue button with a list icon and the text 'Back to Details'.

Figure 62

Retrieving a Permit – Connections

If the status of your application is shown as **Approved**:

Step 1: Open the application by clicking the blue **Approved** status and going to the Files tab, in the same way described for repair/relay permits (above).

You can also click the **Actions** list in the second row, where the permit number is listed. You will see that the status in the second row is in black and cannot be clicked on.

There will be a row for each connection under the Request ID. Each connection will have its own permit PDF.

Request Id	Permit Number	Application Type	Street	Borough	Created On	Last Update ↓	Permit Status	Tap Card Request Id	Tap Card Status	Actions
Example		Wet Connection					Approved			...
Example		Wet Connection					Approved			...

View Permit PDF

Figure 63

Canceling an Application

Repairs/Relays:

If you would like to cancel your permit application after it has been submitted or approved:

Step 1: Open the permit application (using **Actions** tab or clicking the **Permit Status**).

Step 2: Click the **Cancellation** tab.

Step 3: Click the line under **Cancellation Reason** and enter your reason for cancellation.

Step 4: Click **Submit Cancellation**. Text box will appear on the screen stating the request has been submitted.

Step 5: Permit Status will show as **Cancel Pending**. Cancellation request will be reviewed by DEP reviewer(s). You will receive an email notifying you when a decision has been entered.

Step 6a: If your request is approved, the **Permit Status** on the Main Menu will change to **Cancelled**. You will be able to open and view the application, but you will not be able to make any changes.

Step 6b: If your request is rejected, the **Permit Status** on the Main Menu will change to **Review in Progress**. Reviewer(s) will continue to review your permit application.

Water/Sewer Connections/Plugs

Step 1: Open the application with the connections to be cancelled.

Step 2: Click the Cancellation tab. [Figure 64]

Step 3: Select the connection(s) to be cancelled. [Figure 64.1]

Step 4: Select a reason for cancellation from the dropdown. Figure 64.2]

Please note- There can only be one reason selected in the dropdown. If multiple connections are being cancelled with different reasons, they can be listed out in the required text field.

Step 5: Further explain the reason(s) for cancellation in the text box. Figure 64.3]

Example- If the reason is “Design Changed”, expand on the type of design that changed and/or why there is a change in the text field.

Step 6: Click Submit Cancellation. The cancellation request will be submitted for review. When a decision is reached, a system email will be sent out and the status will change in PARIS.

Step 6a: If the cancellation is accepted, the status will change to **Cancelled**. No further action is needed.

Step 6b: If the cancellation is rejected, the status will change back to **Approved**. The reviewer’s rejection comment will be included in the notification email.

Permit and Review Information System (PARIS)

Request ID:

Status: Pending Payment

Details <-> Connections Files **Cancellation**

Select connections to be cancelled:

Cancel	House No	Street Name	Lot No	Connection Size	Method of Connection	Connection To	Sewer Main Type	House Connection Type	Temporary Connection?	Location of Connection (Cut-On Street)	Status	View
1 <input type="checkbox"/>				6	Existing connection	Private	Sanitary	Sanitary	No	test	Submitted	

Items per page: 10 0 of 0 < >

Cancellation (Asterisk (*) remarks required fields)

2 Cancellation Reason*

3 Explain Reason*

4 **Submit Cancellation**

Figure 64

NOTES:

- If a connection has been submitted for renewal, it cannot be cancelled on the original application. Cancellation must be done from the renewal application.
- Applications can be cancelled when the status of the application is:
 - Pending Payment
 - Objected
 - Approved
- Applications cannot be cancelled when the status of the application is:
 - Submitted
 - Resubmitted
 - Completed

Refunds

Payments made through PARIS are processed through the NYC Department of Finance (DOF), and therefore are subject to follow the refund stipulations set by the agency.

Refunds will be assessed after a cancellation is accepted.

Refund time limits as set by DOF:

- eCheck Payments -- can receive a refund up to 180 days after the date of payment
- Credit Card Payments -- can receive a refund up to 365 days after the date of payment

Renewing a Permit – Connections Only

If your project is not able to be completed within 60 days, you have the option to renew the permits as needed.

The new permit will supersede the old; the old permit will be void.

Step 1: Select the permit you would like to renew. Click Approved under Permit Status for the overall request. [Figure 65]

Note- Only the blue Approved status will open the application.

Permit and Review Information System (PARIS)

Filter											
Request Id	Permit Number	Supersedes	Application Type	Street	Borough	Created On	Last Update ↓	Permit Status	Tap Card Request Id	Tap Card Status	Actions
Example			Water Service					Cancelled			...
			Tap Connection					Cancelled			...
			Wet Connection					Cancelled			...
			Tap Connection					Cancelled			...
			Water Plug					Cancelled			...
Example			Sewer Connection					Approved			...
			Sewer Connection					Cancelled			...
			Sewer Connection					Approved			...

Figure 65

Step 2: This will open the request. Go to the **Connections** tab. [Figure 66]

Step 3: There will be a checkbox next to each connection on the application. Check the box(es) to select the relevant connections for renewal. [Figure 66.1]

You will not be able to make any edits to the application. If the permit information has changed or is incorrect, you may be required to cancel the original permit and file again with the correct information.

Step 4: Click “Renew” above the connections to save your renewal request. The page will automatically open to the draft renewal application once saved. [Figure 66.2]

Step 5: Review the application to verify it is ready to submit.

Step 6: Click **Submit** to submit your request.

Please note- This request will get a new Request ID, displayed on the homepage and at the top of the application.

Step 7: Confirm your application using the link in your email.

Permit and Review Information System (PARIS)

Request ID:

Status: Approved

Details

Connections

Files

Cancellation

Connections

Renew 2

Sewer New

Renewal	House No	Street Name	Lot No	Connection Size	Method of Connection	Connection To	Sewer Main Type	House Connection Type	Temporary Connection?	Location of Connection (Cut-On Street)	Status	Permit Number
1 <input type="checkbox"/>				6				Sanitary			Submitted	

Items per page: 10 0 of 0 < >

Back to Details

Figure 66

Submitting the Tap Card

The complete online permit process includes the submission of the tap card data electronically (previously provided as the Affidavit of Work or Self-Certification of Work). The LMP must submit an electronic tap card for every water service permit to report the work completed as per the approved permit. Failure to complete all phases of this online process is considered a violation of Chapter 20, 20-01 (c).

After an applicable permit has been issued, the **Tap Card Status** will change to **Pending**.

Permit and Review Information System (PARIS)

Request Id	Permit Number	Application Type	Street	Borough	Created On	Last Update ↓	Permit Status	Tap Card Status	Actions
Example	Example	Water Relay	Example		01/29/2021	01/29/2021	Approved	Pending	...

Figure 67

To submit the Tap Card for a linked permit:

Step 1: Click the **Actions** button and select **View Tap Card** or click **Pending**.

Step 2: Permit/Contract # should be automatically populated. Enter the missing Tap Card Information, **Have you broken the meter seal? Date Work Performed**.

Status: Pending

Details Files

(Asterisk (*) remarks required fields)

Tap Card

**I ACKNOWLEDGE:
IN PERFORMANCE OF THE PERMITTED REPAIR/RELAY WORK AND IN COMPLIANCE WITH SECTION 20-05 (n) OF TITLE 15 CHAPTER 20, RULES GOVERNING AND RESTRICTING THE USE AND SUPPLY OF WATER.**

Have you broken the meter seal?*

Work Type*
Relay

Date Work Performed*

Permit/Contract#
Example

Figure 68

Step 3: **Property Information** and **Plumber** information should already be populated from the linked permit.

Step 4: Fill out all fields for **Connection**.

Connection		
Connection Type*	▼ ?	Tap Size (inch)* ▼ ?
Connection Located On* ?	Connection Located Between* ?	Connection Located And* ?
Water Main Type* ▼ ?	Water Main Size (inch)* ▼ ?	Depth of Water Main (feet)* ?

Figure 69

Step 5: Fill out all fields for **Location of Connection**.

Location of Connection ?			
Location Point 1 (feet)*	feet	Location Point 1 (direction)* ▼ of the	Location Point 1 (line direction)* ▼
Location Point 1 (line)*			Location Point 1 (line)* ▼
Location Point 2 (feet)*	feet	Location Point 2 (direction)* ▼ of the	Location Point 2 (line direction)* ▼
Location Point 2 (line)*			Location Point 2 (line)* ▼

Figure 70

Step 6: Fill out all fields for **Service**.

Service		
Service Type* ▼ ?	Service Size (inch)* ▼ ?	Service Material* ▼ ?
Service Length (feet)* ?	Service Length Repaired (feet)* ?	New Service Connected To* ▼ ?
Previous Service Material* ▼ ?	Previous Service Size (inch)* ?	

Figure 71

Step 7: Enter any **Comments** if applicable.

Comments ?
Notes/Comments
<hr/>
0/500

Figure 72

Step 8: Read the **Acknowledgment**, and check the box stating that you have read and agreed to the text.



The screenshot shows a white rectangular box with the title "Acknowledgment" in bold. Below the title, it says "I CERTIFY:" followed by a bolded statement: "THAT THE INFORMATION CONTAINED HEREIN IS TRUE, ACCURATE AND COMPLETE. FALSIFICATION OF ANY STATEMENT CONTAINED HEREIN MAYBE PUNISHABLE BY A FINE OR IMPRISONMENT OR BOTH (NYC ADM. CODE. SEC.24-346)." Underneath this text is a checkbox with the label "I have read and agreed to the above text". Below the box, there is a horizontal bar containing three buttons: a blue "Save" button with a floppy disk icon, a grey "Submit" button with a right-pointing arrow icon, and a grey "Cancel" button with a close icon.

Figure 73

Step 9: Click **Save** to save the application as a Draft. Click **Submit** to submit the application for review.

Step 10: Confirm the application using the link in the email sent by the system.

Step 11: The application will be sent to DEP reviewer(s). You will receive an email when a decision is made.

Step 12a: If the application is approved by the reviewers, **Tap Card Status** will change to **Completed**. Approval letter can be accessed by clicking the Actions button to open the drop down. Click **View Approval Letter PDF** to download the letter. You can also access the letter by clicking the **Approved** status and going to the **Files** tab.

Step 12b: If the application is objected, see how to respond to objections on Page 18.


Standalone Tap Card

A stand-alone tap card can be filled out for any self-certifiable work that was done under a permit issued outside of PARIS.

Step 1: Select **Stand-alone Tap Card** from the Add New Application dropdown.

Step 2: Fill out the **Tap Card** field. Read the **Acknowledgment** at the top of the field.

Permit and Review Information System (PARIS)
New Tap Card Request

 Details

(Asterisk (*) remarks required fields)

Tap Card

I ACKNOWLEDGE:
IN PERFORMANCE OF THE PERMITTED REPAIR/RELAY WORK AND IN COMPLIANCE WITH SECTION 20-05 (n) OF TITLE 15 CHAPTER 20, RULES GOVERNING AND RESTRICTING THE USE AND SUPPLY OF WATER.

Have you broken the meter seal?*

Work Type* Date Work Performed* Permit/Contract#*

Figure 74

- a. Answer if you have broken the meter seal. If yes, another field will appear for you to enter the meter number.
- b. Enter the **Work Type** using the dropdown menu.
- c. Enter the date work was performed.
- d. Enter the **Permit #/Contract #** this Tap Card is needed for.

Step 3: Enter **Property** information. Complete the required fields **House Number, Street** and **Borough** and select the **Auto Complete Address** button. The system will validate and geocode the address, populating the **Zip Code, Block** and **Lot**.

The **Address AKA** is an optional field.

Step 4: **Plumber** information should be automatically generated from profile information. Review the information to ensure it is correct.

Step 5: Enter **Connection** information. Fill out all fields.

Step 6: Enter **Connection Location** information. Fill out all fields.

Step 7: Enter **Service** information. Fill out all fields.

Step 8: Enter any **Comments**, if applicable.

Step 9: Read the **Acknowledgment**. Check the box stating that you have read and agreed. Click **Submit** if you are ready to submit. Click **Save** to save the application and come back to it.

Step 10: Confirm the application using the link in the email sent by the system.

Step 11: The application will be sent to DEP reviewer(s). You will receive an email when a decision is made.

Step 12a: If the application is approved by the reviewers, **Tap Card Status** will change to **Completed**. Approval letter can be accessed by clicking the Actions button to open the drop down. Click **View Approval Letter PDF** to download the letter. You can also access the letter by clicking the **Approved** status and going to the **Files** tab.

Step 12b: If the application is objected, see how to respond to objections on Page 18.

*Please note, you have 10 days from the permit expiration date to submit before your Tap Card is marked as delinquent. You will receive an email from the system warning you if your permit is close to delinquency.

Deleting Draft Applications

If a draft application was created by accident, or is no longer needed, it can be deleted from the system.

Note: Once deleted, it cannot be retrieved by DEP or the plumber; a new application must be created.

Step 1: Open the application to be deleted.

Step 2: Click the **Cancellation** tab.

Step 3: Type the reason for cancellation.

Step 4: Click **Submit Cancellation**.

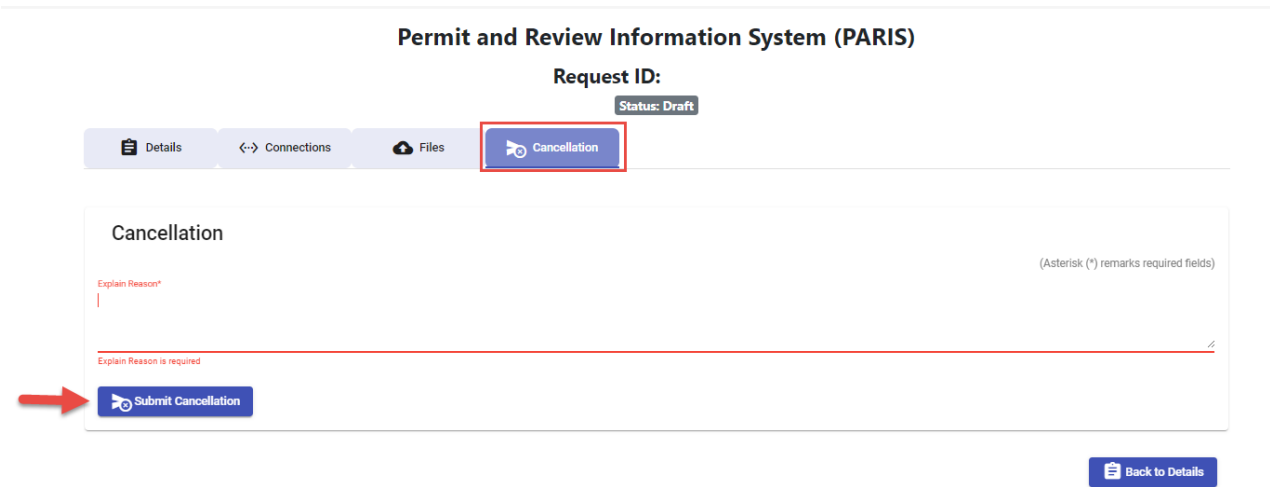


Figure 75

Accessing WSPS Permits

To access your old WSPS permits:

Click WSPS Data in the top right corner of your homescreen (in between Profile and Logout). You will be taken to a queue with your old permits by Request ID.

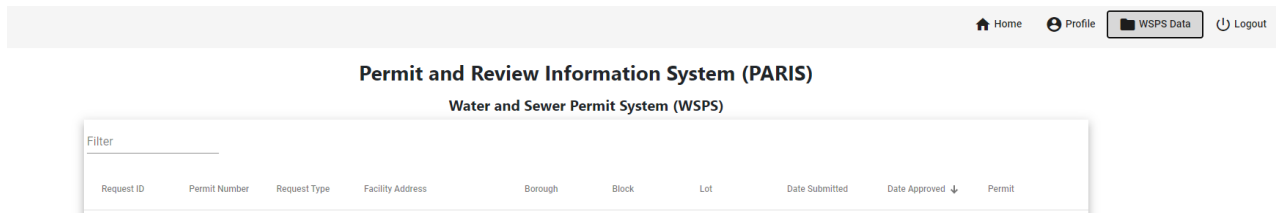


Figure 76

