

Boiler Work Permit Extension

- Login to DEP online CATS: www.nyc.gov/dep/cats
- After Login, select the right button “Boiler Work Permits, Inspection Requests (CO), and Amendments and Affidavits”.
- Click on the dropdown menu for ‘Select Request Type’ as ‘**Work Permit Extension**’.
- Click the ‘**Create**’ button.
- Enter the application ID (e.g., CA001170 or CB000112 without the ending Alphabet)
- Click the ‘**Continue**’ button.
- Extensions requests should be filed at least 30 days prior to the expiration date.
- Provide the Owner’s Email Address and Work Permit Extension Reason.
- Under ‘Additional Details’ : select ‘Yes’ or ‘No’ for both Tax Exemption and Fee Waiver status
 - If you select “yes”, provide proof and upload documents from the “My Requests”.
- Once completed, click the certification checkbox and click the ‘Save’ button.

To attach documents (PDF only), accessible from the “My Requests” menu: 

- Locate the application number for which the system will have generated a request ID. Click the PDF icon to attach a file.
- Once the documents are attached, click the ‘My Request Page’ tab on top left corner.

Submit request and payment, accessible from the “My Requests” menu:

- Click the ‘Submit’ icon (*last icon in the list with a green forward arrow*). 
- If the permit or certificate is expired, the system will display a warning to renew the permit.
- The ‘Payment Information’ page will display the corresponding fee for this request which can be accepted by clicking ‘Submit’ (Select ‘Decline’ if you want to continue to edit or upload additional documents).
- After submission, the system will be directed to the Citibank site where payment can be made via Credit Card, Debit Card or ECheck. (*For Echeck, the owner’s check can be used by entering the routing number and the account number. For credit card or debit card, a convenience fee of 2.49% will be charged by the bank.*)
 - If the ACH is blocked, contact the bank and add a ‘Debit Filter’ for DEP (Company ID: 2136400434).
- Upon successful payment, a ‘payment successful’ page will be displayed.
- The applicant & owner will receive an automated email upon successful submission.

For assistance, please call on 718-595-3855 or email us at
Catsfeedback@dep.nyc.gov