

## Cancellation

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- Login to DEP online CATS: [www.nyc.gov/dep/cats](http://www.nyc.gov/dep/cats)
- After Login, select:
  - For Boiler Registration Cancellation; click the top left button “Boiler Registrations”. (CA/CB/CR)
  - For Boiler WP/CO Cancellation; click the top right button “Boiler Work Permits, Inspection Requests (CO), and Amendments and Affidavits”. (CA/CB/CW)
  - For Industrial Registration (Gas Station or Emergency Generator / Engine) Cancellation; click the bottom left button “Gas Stations, Emergency Engine/Generator Registrations”. (GA/GB/GR/PA/PB/PR)
  - For Industrial WP/CO Cancellation; click the bottom right button “Industrial Work Permits, Inspection Requests (CO), and Amendments and Affidavits”. (PA/PB/PW)
- Click on the dropdown menu for ‘Select Request Type’ as ‘**Cancellation**’.
- Click the ‘**Create**’ button.
- Enter the application ID (e.g., CA001170 or PB000112 without the ending Alphabet)
- Click the ‘**Continue**’ button.
- Enter the reason for Cancellation. Mandatory fields on the request form (APC5-0) are marked as asterisk. (i.e., Owner’s Email Address)
- Once completed, click the certification checkbox and click the ‘Save & Submit’ 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, accessible from the “My Requests” menu:

- Click the ‘Submit’ icon (*last icon in the list with a green forward arrow*). 
- 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](mailto:Catsfeedback@dep.nyc.gov)