



APPLICATION FOR ROADWAY/SIDEWALK PERMIT(S)

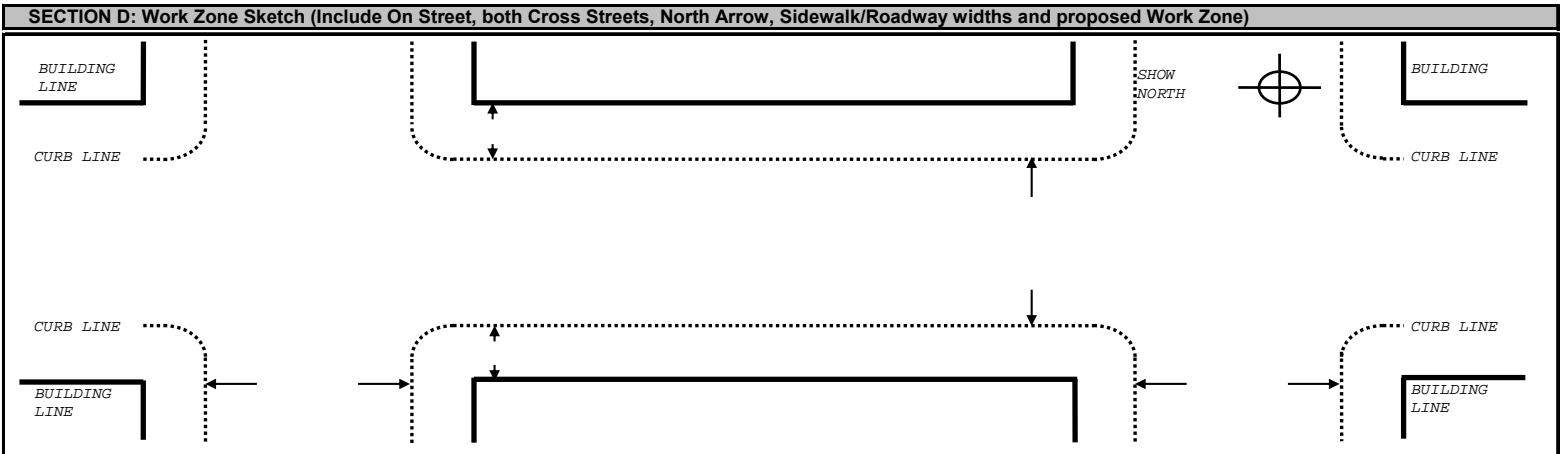
\* See reverse for instructions on how to complete this form.

Rev. 8/8/19

SECTION A: Applicant Information
1. Permittee ID#:
2. Permittee Name:
3. Address:
4. Tel #:( ) -
5. E-Mail:

SECTION B: Work Information
6. Borough: MN BK QN BX SI
7. OCMC File: - -
8. Type of Pavement: a. Roadway b. Sidewalk
9. DOB#:
10. House No.:
11. On Street:
11a. Street Work On, If Different From Above:
12. Between: (Cross Street #1) and (Cross Street #2)
13. For the Purpose of:
14. Number of Openings:
15. Area Size: (In Square Feet)
16. Frontage Length: (In Linear Feet)
17. Work Start Date: / /
18. Work End Date: / /
19. For the work location listed above: Check YES if at least ONE of the following is applicable. Check NO if NONE of the following is applicable:
Would the excavation work happen in a corner quadrant?
Would the excavation work happen adjacent to a crosswalk? YES NO

SECTION C: Type of Permit Requested (Check All That Apply)
STREET OPENING PERMITS
0100 OPEN SIDEWALK TO INSTALL FOUNDATION
0111 MAJOR INSTALLATION SEWER
0113 REPAIR WATER
0114 REPAIR SEWER
0115 REPAIR WATER/SEWER
0116 FUEL OIL LINE
0117 VAULT CONSTRUCTION OR ALTERATION
0118 RESET, REPAIR OR REPLACE CURB
0119 PAVE STREET
0126 TEST PITS, CORES OR BORINGS
0127 CONDUIT CONSTRUCTION (CABLE, TELECOMM. AND FRANCHISE)
0132 INSTALL FENCE
SIDEWALK CONSTRUCTION PERMITS
0401 REPAIR SIDEWALK
0402 CONSTRUCT NEW SIDEWALK
0403 REPLACE SIDEWALK
0405 CONSTRUCT NEW SIDEWALK - BUILDERS PAVEMENT
BUILDING OPERATIONS PERMITS
0201 PLACE MATERIAL ON STREET
0202 CROSSING SIDEWALK
0203 PLACE CRANE OR SHOVEL ON STREET
0204 PLACE EQUIPMENT OTHER THAN CRANE OR SHOVEL ON STREET
0205 PLACE SHANTY OR TRAILER ON STREET
0208 TEMPORARY PEDESTRIAN WALKWAY
0211 OCCUPANCY OF ROADWAY AS STIPULATED
0214 PLACE CONTAINER ON STREET
0215 OCCUPANCY OF SIDEWALK AS STIPULATED
0221 TEMPORARY CONSTRUCTION SIGN/MARKINGS
CANOPY PERMITS
0701 CANOPY FOR HOTEL
0702 CANOPY FOR RESTAURANT
0703 CANOPY FOR RESIDENCE
0704 CANOPY FOR MISCELLANEOUS
0705 CANOPY FOR SIDEWALK CAFÉ
Other Type of Permit



SECTION E: Permit Stipulations (For Official Use Only)
Table with 4 columns: Permit Type, Fee, Permit Stipulations, Permit Number. Includes a section for Special Stipulations.

Additional Fees: Inspection: Tunneling: Other (Specify):

OCMC Approval by: Date: / /

SECTION F: Acknowledgements and Agreements by Authorized Representative of the Applicant
Approved for the Commissioner by:
Date: / /
The permit to be granted is subject to the following conditions:
The applicant agrees to comply with all laws and rules of the Department and any other applicable laws and rules.
No permit shall be issued unless all applicable insurance and permit bonds are on file.
19. Submitted by: (Please Print) 20. Tel #:( ) -
21. Signed by: (Authorized Representative of Applicant) 22. Date: / /

# INSTRUCTIONS FOR COMPLETING ROADWAY/SIDEWALK PERMIT APPLICATION PROPERLY

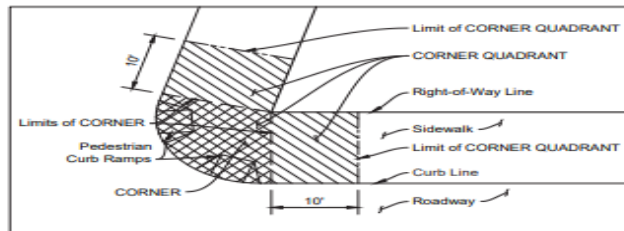
To ensure the proper processing of your application, please print all information *CLEARLY*.

## SECTION A: Applicant Information

1. **Permittee ID#:** Provide the unique 5 digit identification number the Permittee received when he/she registered their company with the Department of Transportation. Permits will not be issued without a Permittee ID Number.
2. **Permittee Name:** Provide the name of the company to whom the permits will be issued and to whom the above Permittee ID# is assigned.
3. **Address:** Provide the Permittee's business mailing address.
4. **Tel #:** Provide the Permittee's daytime telephone number.
5. **E-mail:** Provide the Permittee's e-mail address.

## SECTION B: Work Information

6. **Borough:** Check the Borough in which the proposed work will be performed (MN-Manhattan, BK-Brooklyn, QN-Queens, BX-Bronx, SI-Statens Island).
7. **OCMC File:** If one exists, provide the OCMC file number pertaining to the proposed work (e.g. MEC-08-001).
8. **Type of Pavement:**
  - a. **Roadway:** If working in the roadway, provide the surface material of the roadway where the proposed work will occur (e.g. Asphalt)
  - b. **Sidewalk:** If working in the sidewalk, provide the surface material of the sidewalk where the proposed work will occur (e.g. Concrete)
9. **DOB#:** Provide any applicable Department of Buildings permit numbers.
10. **House No.:** Provide the house number of the building where the proposed work will occur.
11. **On Street:** Provide the name of the street where the proposed work will occur.  
**11a. Street Work On, If Different From Above:** Provide the name of the street where the physical proposed work will occur if it is not occurring on the same street to which the address applies. (e.g.: Work being performed for 55 Water Street, but excavation is on Old Slip).
12. **Between: and :** Provide the names of the two streets with which the On Street intersects (Cross Streets).
13. **For the Purpose of:** Provide the reason why you are applying for permits (e.g.: New Bldg. Construction, Repair Defective Sidewalk, etc.).
14. **Number of Openings:** Provide the number of proposed open excavations to be made.
15. **Area Size:** Provide the total square footage of the proposed work area.
16. **Frontage Length:** Provide the total linear footage of all proposed work. Provide total building's frontage length if performing new building or building alteration work.
17. **Work Start Date:** Provide the date when the proposed work is expected to commence. (May be changed by NYC DOT to reflect permit restrictions)
18. **Work End Date:** Provide the anticipated completion date of the proposed work. (May be changed by NYC DOT to reflect permit restrictions)
19. If you are performing excavation work and it affects the Corner Quadrant or Crosswalk, answer the question(s) accordingly. See <https://www.nycpedramps.info/sites/default/files/2018-08/ContractorBrochure.pdf> for detailed information.



CORNER and CORNER QUADRANT Schematic Definition  
Not to Scale

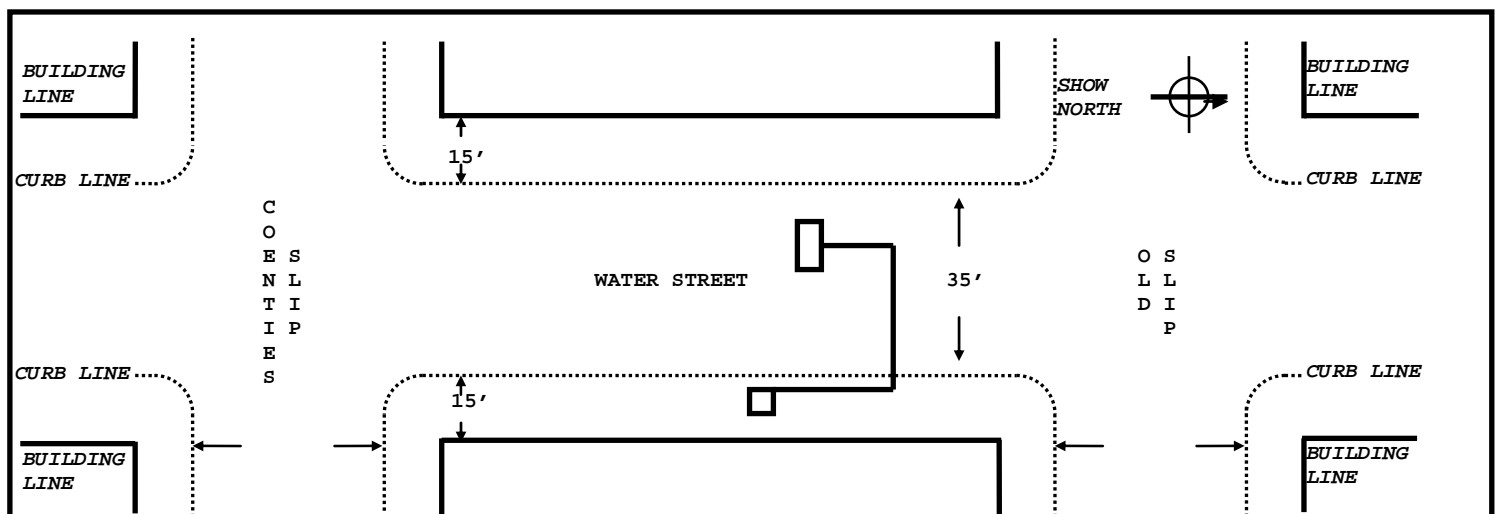
## SECTION C: Type of Permit Requested

Check all permit types that you wish to apply for today based on your proposed work.

## SECTION D: Work Zone Sketch

Provide a diagram of the proposed work location for which you are requesting a permit. Show all pertinent information including On Street, both Cross Streets, North Arrow, Sidewalk/Roadway widths and location of excavations or placement of construction equipment/material, etc. NOTE: If completing this form online, On Street, Cross Streets, North Arrow and Sidewalk/Roadway widths may be filled in, however the work zone sketch must be hand-drawn after printing this form.

EXAMPLE:



## SECTION E: Permit Stipulations (For Official Use Only)

This area is for OCMC Project Managers' use only. This is where you will see what permit stipulations will be issued and printed on the approved permit(s). DO NOT WRITE IN THIS AREA.

## SECTION F: Acknowledgements and Agreements by Authorized Representative of the Applicant

19. **Submitted By:** Print the name of the person who is submitting this application for review and approval.
20. **Tel #:** Provide a valid daytime telephone number of the person submitting this application.
21. **Signed By:** The person submitting this application must be an authorized representative of the applicant and must provide his/her original signature.
22. **Date:** Provide the date of application submittal.