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## EMERGENCY BOILER WORK PERMIT GUIDELINES

When an emergency work permit is necessary to install a new boiler or connect a temporary boiler to provide heat and hot water due to emergency conditions, please provide notification to DEP immediately and include the following information.

- Address where the installation will occur
- Boiler and burner make and model numbers
- Boiler input / firing rate (BTU/hr.)
- Fuel type (only #2 and / or natural gas)
- Name, phone number and address of the licensed installer / plumber

Notifications can be faxed to 718 595 3846 or emailed to [kliang@dep.nyc.gov](mailto:kliang@dep.nyc.gov) and [krishr@dep.nyc.gov](mailto:krishr@dep.nyc.gov).

DEP will assign an Installation number and then will issue a temporary work permit. A complete Work permit application needs to be filed with DEP within 30 days from the date of issuance of the temporary work permit. Applications for a work permit can be downloaded from the following link and hand delivered or mailed to DEP, 59-17 Junction Boulevard, 9<sup>th</sup> floor, Flushing, NY 11373. Please be sure to include the installation number in the application.

<http://on.nyc.gov/Rskj2o>

For boilers requiring only registrations (firing rate below 2.8million BTU/hr. and more than 350,000 BTU/hr.), use the following link to file the online registration application

<http://on.nyc.gov/T7MsNU>

Please call 718 595 3855 if you have any additional questions.