



Green Team Fact Sheet

NYCDOB Curb Cut Permit

Overview

Purpose: The New York City Department of Buildings (NYCDOB) Curb Cut Permit must be obtained for a curb cut to ensure that a cut is not too close to an intersection which would endanger pedestrians and drives and cause traffic flow issues. Curb cuts may not be located in bus lanes or stops, or close proximity of fire hydrants, telephone poles, trees, or parking signs.

Prerequisites:

- 1) Complete drawing for proposed curb cut work.
- 2) A recent survey (less than 90 days old) of the proposed curb cut area with a Land Surveyor’s seal.
- 3) An approved New York City Department of Transportation (NYCDOT) Roadway/Sidewalk permit for temporary sidewalk closure.

Submission Process:

- 1) Submit the completed PW-1 form, along with site drawings, site survey, and the initial filing fee, to the NYCDOB at the applicable borough office. Curb cut is considered an Alt-3 job.
- 2) Once the PW-1 form is approved, submit a PW-2 form and curb cut fees at the NYCDOB borough office for review and approval before beginning work activities.

Fee: \$100 for initial permit filing fee and an additional curb cut fee of \$3 per linear foot for 1-, 2-, and 3-family homes or \$6 per linear foot for other buildings types.

Permit Timeline: Review and approval of the curb cut application can be completed by the NYCDOB within two weeks.

Office Hours

Office Hours: Each NYCDOB borough office is open Monday through Friday 8:30AM to 3:00PM. However, permit applications are accepted between 8:30 am and 12:30 pm.

Borough Offices and Customer Service Phone Nos.:

- Manhattan: 280 Broadway, 3rd fl., New York, NY 10007; 212-566-0042
- Bronx: 1932 Arthur Avenue, 5th fl., Bronx, NY 10457; 718-579-6920
- Brooklyn: 210 Joralemon Street, 8th fl., Brooklyn, NY 11201; 718-802-3675
- Queens: 120-55 Queens Blvd., Kew Gardens, NY 11424; 718-286-0600
- Staten Island: 10 Richmond Terrace, Borough Hall, 2nd fl., Staten Island, NY 10301; 718-816-2300

Websites	<p>Helpful Websites:</p> <ul style="list-style-type: none"> • NYCDOB PW1 Plan Work Approval Application: http://www.nyc.gov/html/dob/downloads/pdf/pw1.pdf • NYCDOB PW1 User Guide: http://www.nyc.gov/html/dob/downloads/pdf/pw1_userguide.pdf • NYCDOB PW2 Work Permit Application: http://www.nyc.gov/html/dob/downloads/pdf/pw2.pdf • NYCDOB PW2 Work Permit Application Instruction: http://www.nyc.gov/html/dob/downloads/pdf/pw2ins.pdf • NYCDOB Curb Cuts Brochure: http://www.nyc.gov/html/dob/downloads/pdf/curbcuts.pdf • NYCDOT Permittee Registration Application http://www.nyc.gov/html/dot/downloads/pdf/regapp.pdf • NYCDOT Instructions For Registration Application http://www.nyc.gov/html/dot/downloads/pdf/inst_regapp.pdf • NYCDOT Application for Roadway/Sidewalk Permits(s) http://www.nyc.gov/html/dot/downloads/pdf/permapppdf.pdf • NYCDOT Instructions for Roadway/Sidewalk Permit Application Form http://www.nyc.gov/html/dot/downloads/pdf/inst_permapp.pdf • NYCDOB Permit Forms: http://www.nyc.gov/html/dob/html/forms/forms_permits.shtml • NYCDOB eFiling login: https://a810-efiling.nyc.gov/eRenewal/loginER.jsp • NYCDOB website for How to Get a Permit: http://www.nyc.gov/html/dob/html/applications_and_permits/permits_howto.shtml 	
Contacts	<p>NYCDOB Borough Project Advocates:</p> <ul style="list-style-type: none"> • Manhattan: Krystyna Grebski, 212-566-3305, KrystynaG@buildings.nyc.gov Richard Rosen, 212-566-3300 RichardR@buildings.nyc.gov • Bronx: Thomas Karakatu, 718-579-6836 Tkarakatu@buildings.nyc.gov • Brooklyn: Jinseok Choi, 718-802-3508 Jichoi@buildings.nyc.gov • Queens: Anthony Pollicino, 718-286-0607 Apollicino@buildings.nyc.gov • Staten Island: Frank Schimenti, 718-816-2315 X5505 fschimenti@buildings.nyc.gov 	<p>OER Green Team Coordinator:</p> <p>Cavy Chu, P.E. NYC Office of Environmental Remediation 100 Gold Street, 2nd Floor New York, NY 10038 CavyC@dep.nyc.gov 212-788-3774</p>