



Green Team Fact Sheet

NYCDEP Manhole/Catch Basins and Basin Connections/Seepage Basin Permit

Overview

Permit Type: Temporary and permanent sewer connection

Purpose: An applicant, individual or corporation, must submit an application for Permit to Install Manholes, Catch Basins and Basin Connections, and Seepage Basin to the NYC Department of Environmental Protection (NYCDEP) Bureau of Water and Sewer Operations (BWSO) in order to install and connect these structures on a property to a sewer system.

Prerequisites:

1. Applicant must be a licensed contractor.
2. A New York City Department of Buildings (NYCDOB)-approved Builder’s Pavement Plan.

Submission Process:

1. Obtain a Permit to Install Manholes/Catch Basins and Basin Connections/Seepage Basin application.
2. Print out application on 8 ½” x 14” paper only.

Fee: \$200

Permit Timeline: The time it takes to obtain approval on application will vary depending on whether additional information is needed. Once the application is approved, the permit can be obtained and picked up the same day.

Office Hours

Office Hours: The application should be submitted to the appropriate BWSO borough office in person from 9 am to 5 pm. Upon receiving an approval for the application, a licensed contractor can go in person to the appropriate Bureau of Customer Service (BCS) borough office and obtain a permit in the same day. The BCS is open from 9 am to 5 pm.

NYCDEP BWSO Water and Sewer Permit Borough Offices - Weekdays from 9 am to 5 pm

- Bronx: 1932 Arthur Ave, Room #607; 718-579-6966/88/69/70/18
- Brooklyn: 250 Livingston Street, 8th Floor; 718-923-2671/2675
- Manhattan: 40 Worth Street, Room #338; 212-442-1904/05/06
- Queens: 120-55 Queens Boulevard, 1st Floor; 718-286-2600
- Staten Island: 10 Richmond Terrace, Room #425; 718-816-2330/35

NYCDEP BCS Borough Offices - Weekdays from 9 am to 5 pm

- Bronx: 1932 Arthur Avenue, 6th Floor; 718-579-6974
- Brooklyn: 250 Livingston Street, 8th Floor; 718-923-2600
- Manhattan: 1250 Broadway, 8th Floor; 212-643-2215
- Queens: 96-05 Horace Harding Expressway, 1st Floor; 718-595-4619/5535
- Staten Island: 60 Bay Street, 6th Floor; 718-876-6835/36



NYC Office of Environmental Remediation

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Websites	<p>Helpful Websites:</p> <ul style="list-style-type: none">• NYCDEP water and sewer forms: http://www.nyc.gov/html/dep/html/forms_and_permits/wsforms.shtml• NYCDEP Application for Permit to Install Manholes/Catch Basins and Basin Connections/Seepage Basin: http://www.nyc.gov/html/dep/pdf/water_sewer/4.pdf• NYCDOB Builder Pavement Plan forms: http://home2.nyc.gov/html/dob/html/forms/forms_builders_pavement_plan.shtml	
Contacts	<p>Agency Contact:</p> <p>Magdi Farag NYC Department of Environmental Protection Bureau of Water and Sewer Operations 59-17 Junction Boulevard 3rd Floor, Low-Rise Flushing, NY 11373 MagdiF@dep.nyc.gov 718-595-5176</p>	<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>