

Purpose: An applicant, individual or corporation, must register with the New York City Department of Transportation (NYCDOT) and receive a Permittee Number in order to receive any permits from Office of Permit Management.

Prerequisites:

- 1) E.I.N. (Employee Identification Number) or IRS Tax I.D. number.
- 2) Applicable License Numbers: Consumer Affairs, Sign Hangar, Master Rigger, Plumbing
- 3) Insurance policies for General Liability, Workers Compensation, Disability, and any applicable Location Permit Bond (see [§2-02\(a\)\(3\) of Title 34 of the Rules of the City of New York](#) regarding NYCDOT insurance requirements and special notice provisions).
- 4) Incorporated Papers, License, Business Certificate, or Filing Receipt filed with the State of New York
- 5) A New York State business address.

Submission Process: Prior to submitting the [Permittee Registration Application](#), the applicant should refer to the [Instructions For Registration Application](#), which provide detailed instructions for completing the application and the additional documentation needed for the registration process. For individual registration, you must fill in “Not Applicable” for all corporate question lines. Please print out application on 8 ½” x 14” paper only.

The [Permittee Registration Application](#) must be notarized prior to submission and accompanied by the following documents:

- 1) E.I.N. (Employee Identification Number) or IRS Tax I.D. number.
- 2) Applicable License Numbers: Consumer Affairs, Sign Hangar, Master Rigger, Plumbing.
- 3) Copy of Plumbing License from the NYC DOB (if applicable).
- 4) Original Insurance Certificates for: General Liability, Workers Compensation, Disability, Location Permit Bond (if applicable).
- 5) A copy of Incorporated Papers, License, Business Certificate, or Filing Receipt filed with the State of New York.
- 6) [Certification by Broker/Insurer Form](#).
- 7) Cancellation Clause (must state “In the event of expiration or cancellation of any such policy, the company will give the Department of Transportation, Office of Permit Management at least thirty (30) days written notice prior to such expiration or cancellation.”).

Fee: None

Permit Timeline: If all required paperwork is submitted, allow up to ten business days for registration approval.



NYC Office of Environmental Remediation

Green Team Fact Sheet

NYCDOT Permittee Registration Application

Office Hours	<p>Office Hours: All applications for roadway/sidewalk closures must be submitted <u>in person</u> to the Central Permit Management Office (CPMO) on the Concourse Level of 55 Water Street, with the public entrance located at the Vietnam Memorial Plaza between Water and South Street. The CPOM is open Monday through Friday 8:00AM to 3:30PM. The CPMO accepts new applications from 8:00AM to 11:30AM.</p>	
Websites	<p>Helpful Websites:</p> <ul style="list-style-type: none"> • Permittee Registration Application http://www.nyc.gov/html/dot/downloads/pdf/regapp.pdf • Instructions For Registration Application http://www.nyc.gov/html/dot/downloads/pdf/inst_regapp.pdf • NYCDOT Insurance and Indemnification Requirements http://www.nyc.gov/html/dot/downloads/pdf/insurancereq.pdf • Certification by Broker or Insurer Form http://www.nyc.gov/html/dot/downloads/pdf/certification_broker2009.pdf 	
Contacts	<p>NYCDOT Agency Contact:</p> <p>NYC Department of Transportation Office of Permit Management 55 Water Street, 7th Floor New York, NY 10041</p> <p>Joseph Noto jnoto@dot.nyc.gov 212-839-9621</p> <p>Frank Puccio fpuccio@dot.nyc.gov 212-839-9623</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>