

## SERVICE UPDATE

### Hub *Self-Service* Expansion: Apply Online for Initial After-hours Variances

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Hub *Self-Service* now allows architects, engineers, filing representatives and contractors to apply *online* for initial After-hours Variances – so there's no need to visit the Department to apply, pay fees or obtain AHVs.

This *Self-Service* enhancement is in addition to online AHV renewals, Limited Alteration Applications, electrical work permits and professionally certified Alterations Type-2 and -3.

#### Applying for AHVs

First, [enroll](#) with Hub *Self-Service*; go to the Development section of the [Department's website](#).

1. Login to the NYC Development Hub.
2. Click the Minor Construction or Major Construction button, and then select After-hours Variance Permit.
3. Enter the appropriate Job Number, License Type and License, and then click Apply for Initial AHV Permit.
4. Fill in the information as described in the [AHV Instructions](#), and pay the review fee.
5. On the second business day after paying the review fee, go to the NYC Development Hub online; return to the After-hours Variance Permit page (under the Minor Construction or Major Construction buttons). Enter the Job Number and AHV Reference Number and click Obtain Initial AHV Permit.
6. Select from the approved dates, pay the permit fee and print your permit.

#### Important AHV Policies

- **Two payments are required for an Initial AHV.** The first payment is for the borough staff to review your request and make a determination on days and times; the second payment is made two days later for the permit.
- **AHV permit fees are assessed according to each approved calendar day.** For example, work from 11pm Monday – 2am Tuesday is two separate calendar days. Learn about [After-Hours Variances](#) under Applications & Permits at [nyc.gov/buildings](http://nyc.gov/buildings).
- **Applicants may request an AHV permit for any number of days within a window of 14 consecutive days.** Days beyond this window must be a separate AHV permit.
- **Requests for initial AHVs must be made in advance – at least two business days prior to the intended work day.**

#### Information for General Contractors + Licensees

For notification of AHV applications submitted online for your license number, [enroll](#) with the NYC Development Hub as a General Contractor or Licensee, using your Tracking Number or License Number.