



How to Obtain a Permit that Excludes Concrete Operations

A Guide to the PW2

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1. About This Document

This guide provides an overview of concrete requirements and informs users how to obtain a permit that excludes concrete operations until concrete requirements are met. Users will learn:

- What concrete-related items are required to obtain a permit
- How to obtain a permit that excludes concrete work
- How to renew a permit that excludes concrete work
- How to change a permit to include concrete work

More information about concrete requirements can be found in AC 28-116.2.3 and AC 28-401.3.

2. General Information

Application

This guide includes information that pertains to the PW2 Permit Work Application (05/10 version).

Applicants

This guide includes information that pertains to contractors authorized to perform and supervise specified concrete work or activity as required by Local Law 8 of 2009. Only contractors with Safety Registration Numbers that authorize concrete work can fill out the concrete-related items on the PW2.

3. Concrete Requirements

On jobs that involve concrete operations and that are subject to the Concrete – Cast-in-Place Special Inspection, applicants are required to provide the following documents and information with the PW2:

- **TR2 Technical Report: Concrete Sampling and Testing**
This form must be submitted prior to the issuance of the permit to identify the lab that will perform the testing. Before signoff, a completed TR2 with test results must be submitted.
- **TR3 Technical Report: Concrete Design Mix**
This form must be submitted prior to the issuance of the permit to identify the concrete mix to be used on the job site.
- **Concrete Subcontractor**
If the contractor named in Section 4 of the PW2 will not be performing the concrete operations, applicants must provide information about the concrete subcontractor in section 10 of the PW2 before a permit can be issued.

Exemptions: Certain jobs are exempt from fulfilling concrete-related requirements. Exemption criteria is outlined in [Buildings Bulletin 2009-026](#).

4. Obtaining a Permit that Excludes Concrete Work

Applicants may be ready to obtain a permit to begin work before they are ready to begin concrete operations. The Department allows applicants to obtain a permit that authorizes work but prohibits concrete operations until concrete requirements are met.

Without submitting the TR2, TR3 and concrete subcontractor information, applicants may receive an initial permit and one permit renewal that exclude concrete operations. A job cannot be signed off unless all applicable concrete requirements have been met, including submission of the TR2, TR3 and concrete subcontractor information.

Initial Permits

This section provides information on how to obtain an initial permit that excludes concrete operations.

STEP ONE: Applicants must indicate in Section 3D of the PW2 that the approved work includes concrete operations.

3D <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you adding more than three stories?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you removing one or more stories? <i>If yes, 8</i>
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you performing work in 50% or more of the area of the building?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you demolishing 50% or more of the area of the building? <i>If yes, 8</i>
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you performing a vertical or horizontal enlargement adding more than 25% of the area of the building?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Does your approved work include concrete? <i>If yes, is your concrete work completed?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If no, 9</i>
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are mechanical means* to be used?		

STEP TWO: By answering “Yes,” applicants must then indicate that the concrete work is not complete and proceed to section 9.

3D <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you adding more than three stories?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you removing one or more stories? <i>If yes, 8</i>
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you performing work in 50% or more of the area of the building?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you demolishing 50% or more of the area of the building? <i>If yes, 8</i>
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you performing a vertical or horizontal enlargement adding more than 25% of the area of the building?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Does your approved work include concrete? <i>If yes, is your concrete work completed?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If no, 9</i>
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are mechanical means* to be used?		

STEP THREE: In Section 9A, applicants must indicate that concrete work will be excluded from the permit at this time.

9 Concrete Information <i>Choose and complete any appropriate sub-choices or other information.</i>	
9A <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you requesting to exclude concrete work at this time from this permit? <i>If no, 9B</i>
9B <input type="checkbox"/> Yes <input type="checkbox"/> No	Does your approved work include 2,000 cubic yards or more of concrete? <i>If yes, 10</i>

By answering "Yes," applicants will be able to obtain an initial permit without:

- a. Submitting the TR2 and TR3 forms;
- b. Identifying the cubic yardage and
- c. Providing the concrete subcontractor information.

After the PW2 has been approved, a permit stating that concrete work cannot be performed will be issued. Projects where concrete work is performed without the appropriate permits will be subject to violation and Stop Work Order by the Department. The permit must be displayed in a conspicuous and visible location at the job site. See example permit below:

NYC ™ Buildings	
Work Permit Department of Buildings	
Permit Number: 310191379-01-NB	Issued: 04/22/2010 Expires: 04/22/2011
Address: BROOKLYN 980 CRESCENT STREET	Issued to: SALLY SMALLS
	Business: BIS CONTRACTING UTL
	Contractor No: GC-603986
Description of Work: CONCRETE WORK NOT AUTHORIZED - CONCRETE PLACEMENT, FORMWORK, STEEL REINFORCING NOT PERMITTED.	
NEW BUILDING - TWO-CAR GARAGE.	
Review is requested under Building Code: 1968	SITE FILL: ON-SITE
To see a Zoning Diagram (ZD1) or to challenge a zoning approval filed as part of a New Building application or Alteration application filed after 7/13/2009, please use "My Community" on the Buildings Department web site at www.nyc.gov/buildings .	
Emergency Telephone Day or Night: 311	
Borough Commissioner: <i>[Signature]</i> , P.A.	Commissioner of Buildings: <i>[Signature]</i>
Tampering with or knowingly making a false entry in or falsely altering this permit is a crime that is punishable by a fine, imprisonment or both.	

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Permit Information on BIS

A banner indicating that concrete work cannot be performed under the permit will be placed on the BISWeb Permit Summary and Details Screens.

Permit Summary Screen:

NYC Department of Buildings
Issued and Possible Permits

Premises: 978 CRESCENT STREET BROOKLYN				Job No: 310191379		
BIN: 3099026 Block: 4547 Lot: 16				Job Type: NB - NEW BUILDING		
A PERMIT WITH CONCRETE EXCLUSION HAS BEEN ISSUED						
PERMIT INFORMATION						
NUMBER-DOC-TYPE	HISTORY	SEQ NO	FIRST ISSUE DATE	LAST ISSUE DATE	STATUS	APPLCNT
310191379-01-NB		01	04/22/2010	04/22/2010	ISSUED	SMALLS

Permit Details Screen:

NYC Department of Buildings
Work Permit Data

Premises: 978 CRESCENT STREET BROOKLYN			Filed At: 980 CRESCENT STREET BROOKLYN		
BIN: 3099026 Block: 4547 Lot: 16			Job Type: NB - NEW BUILDING		
CONCRETE WORK NOT AUTHORIZED - CONCRETE PLACEMENT, FORMWORK, STEEL REINFORCING NOT PERMITTED					
Printable (PDF) version of this Permit					
Job No:	310191379	Fee:	STANDARD		
Permit No:	310191379-01-NB	Issued:	04/22/2010	Expires:	04/22/2011
Seq. No.:	01	Filing Date:	04/22/2010 INITIAL	Status:	REISSUED
Work:	NEW BUILDING - TWO-CAR GARAGE.	Proposed Job Start:	04/26/2010	Work Approved:	05/04/2009
Use:	S-2 - STORAGE: LOW HAZARD	Landmark:	NO	Stories:	1
Site Fill:	ON-SITE				
Review is requested under Building Code: 1968					

5. Renewing a Permit

Renewal with Concrete Exclusion

Applicants that are not ready to begin concrete operations can renew the permit with the concrete exclusion once.

To do so, applicants must answer the questions on the PW2 Renewal Permit application in the same manner as when applying for the initial permit. If the initial permit excluded concrete operations, applicants cannot state that the concrete work is complete when applying for the renewal.

Renewal with Change to Add Concrete Work

Applicants ready to begin concrete operations can renew the permit to remove the concrete exclusion. Once the concrete exclusion is removed and the full work permit has been issued, the applicant cannot request any subsequent concrete exclusions on the existing job.

STEP ONE: Applicants must indicate in Section 3D of the PW2 Permit Renewal application that the approved work includes concrete operations [same as when applying for the initial permit].

3D <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you adding more than three stories?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you removing one or more stories? <i>If yes, 8</i>
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you performing work in 50% or more of the area of the building?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you demolishing 50% or more of the area of the building? <i>If yes, 8</i>
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you performing a vertical or horizontal enlargement adding more than 25% of the area of the building?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Does your approved work include concrete? <i>If yes, is your concrete work completed?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If no, 9</i>
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are mechanical means* to be used?		

STEP TWO: By answering “Yes,” applicants must then indicate that the concrete work is not complete and proceed to section 9 [same as when applying for the initial permit].

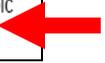
3D <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you adding more than three stories?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you removing one or more stories? <i>If yes, 8</i>
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you performing work in 50% or more of the area of the building?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you demolishing 50% or more of the area of the building? <i>If yes, 8</i>
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you performing a vertical or horizontal enlargement adding more than 25% of the area of the building?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Does your approved work include concrete? <i>If yes, is your concrete work completed?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If no, 9</i>
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are mechanical means* to be used?		

STEP THREE: In Section 9A, applicants must check “No,” indicating that they are not requesting to exclude concrete work from the permit and proceed to section 9B.

9	Concrete Information <i>Choose and complete any appropriate sub-choices or other information.</i>	
	9A <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you requesting to exclude concrete work at this time from this permit? <i>If no, 9B</i>
	9B <input type="checkbox"/> Yes <input type="checkbox"/> No	Does your approved work include 2,000 cubic yards or more of concrete? <i>If yes, 10</i>

STEP FOUR: In Section 9B, applicants must indicate if the work includes 2,000 cubic yards or more of concrete.

9	Concrete Information <i>Choose and complete any appropriate sub-choices or other information.</i>
9A <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you requesting to exclude concrete work at this time from this permit? <i>If no, 9B</i>
9B <input type="checkbox"/> Yes <input type="checkbox"/> No	Does your approved work include 2,000 cubic yards or more of concrete? <i>If yes, 10</i>



STEP FIVE:

Applicants that check “Yes” must indicate in Section 10 who will be performing the concrete work. If a contractor other than the individual named in Section 4 of the PW2 will be performing the concrete operations, the applicant must provide the subcontractor’s information in Section 10. Note: The subcontractor must have a Safety Registration Number for concrete work.

If applicants check “No,” they do not have to fill out Section 10.

Once all concrete requirements have been met (TR2, TR3 and concrete subcontractor information submitted), a general work permit will be issued to allow concrete operations to begin. See example below:



Work Permit Department of Buildings

Permit Number: 310191379-01-NB Address: BROOKLYN 980 CRESCENT STREET Description of Work: NEW BUILDING - TWO-CAR GARAGE.	Issued: 05/20/2010 Expires: 05/20/2011 Issued to: SALLY SMALLS Business: BIS CONTRACTING UTL Contractor No: GC-603986
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Review is requested under Building Code: 1968 SITE FILL: ON-SITE

To see a Zoning Diagram (ZD1) or to challenge a zoning approval filed as part of a New Building application or Alteration application filed after 7/13/2009, please use “My Community” on the Buildings Department web site at www.nyc.gov/buildings.

Emergency Telephone Day or Night: 311

Borough Commissioner:  P.E. Commissioner of Buildings: 

Tampering with or knowingly making a false entry in or falsely altering this permit is a crime that is punishable by a fine, imprisonment or both.

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Permit Information on BIS

Once concrete requirements have been met, the concrete exclusion banners on BIS will be removed from the Summary and Detail Permit Screens.

Permit Summary Screen:

NYC Department of Buildings
Permit History

Premises: 978 CRESCENT STREET BROOKLYN				Job No: 310191379		
BIN: 3099026 Block: 4547 Lot: 16				Job Type: NB - NEW BUILDING		
PERMIT INFORMATION						
PMT NUMBER	SUB TYPE	SEQ NO	ISSUE DATE	EXPIRATION DATE	STATUS	APPLCNT
310191379-01-NB		01	04/22/2010	04/22/2011	Z - REISSUED	SALLY SMALLS
310191379-01-NB		02	05/20/2010	05/20/2011	T - ISSUED	SALLY SMALLS



Permit Details:

NYC Department of Buildings
Work Permit Data

Premises: 978 CRESCENT STREET BROOKLYN			Filed At: 980 CRESCENT STREET BROOKLYN		
BIN: 3099026 Block: 4547 Lot: 16			Job Type: NB - NEW BUILDING		
View Permit History Printable (PDF) version of this Permit					
Job No:	310191379	Fee:	STANDARD		
Permit No:	310191379-01-NB	Issued:	05/20/2010	Expires:	05/20/2011
Seq. No.:	02	Filing Date:	05/20/2010 RENEWAL	Status:	ISSUED
Work:	NEW BUILDING - TWO-CAR GARAGE.	Proposed Job Start:	04/26/2010	Work Approved:	05/04/2009
Use:	S-2 - STORAGE: LOW HAZARD	Landmark:	NO	Stories:	1
Site Fill:	ON-SITE				
Review is requested under Building Code: 1968					