

# SERVICE UPDATE

## Hub *Self-Service*: After-hours Variance Renewals by Filing Reps

The NYC Development Hub's *Self-Service* now allows filing representatives to file for After-hours Variance (AHV) Renewals for contractors or licensees.

### Getting Started

Filing representatives must first [enroll](#) with Hub *Self-Service* by visiting the Development section of the Department's site at [nyc.gov/buildings](http://nyc.gov/buildings).

### Applying for AHVs

1. Login to the NYC Development Hub.
2. Navigate to the Renew After-Hours Variance Permit function under the Major Construction and Minor Construction buttons.
3. Enter the appropriate Job Number and AHV Reference Number; the proper AHV reference number is available in BIS.
4. Select the applicable dates and times, pay and print your permit.

### Important AHV Policies

- **AHV fees are assessed according to each requested calendar day.** For example, work from 11pm Monday through 2am Tuesday is two separate calendar days. See AHV permit fees on the [After-Hours Variance](#) page under Applications & Permits at [nyc.gov/buildings](http://nyc.gov/buildings).
- **AHV renewals are only available 7 days in advance.** For example, a renewal for a March 31 AHV can only be made between March 25 and March 31.
- **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. For example:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
February 21	22	23	24	25	26	27
					Day 1 of AHV Permit	Day 2
28	March 1	2	3	4	5	6
Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9
7	8	9	10	11	12	13
Day 10	Day 11	Day 12	Day 13	Day 14 of AHV Permit		

### Information for General Contractors + Licensees

To be notified of any AHV renewal application 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.