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.

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

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

![Permit Summary Screen](image1)

Permit Details Screen:

![Permit Details Screen](image2)
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].

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

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].

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

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.

<table>
<thead>
<tr>
<th>9 Concrete Information</th>
<th>Choose and complete any appropriate sub-choices or other information.</th>
</tr>
</thead>
<tbody>
<tr>
<td>9A</td>
<td>Yes</td>
</tr>
<tr>
<td>9B</td>
<td>Yes</td>
</tr>
</tbody>
</table>
STEP FOUR: In Section 9B, applicants must indicate if the work includes 2,000 cubic yards or more of concrete.

<table>
<thead>
<tr>
<th>Concrete Information</th>
<th>Choose and complete any appropriate sub-changes or other information.</th>
</tr>
</thead>
<tbody>
<tr>
<td>9A □ Yes □ No</td>
<td>Are you requesting to exclude concrete work at this time from this permit? If no, 9B</td>
</tr>
<tr>
<td>9B □ Yes □ No</td>
<td>Does your approved work include 2,000 cubic yards or more of concrete? If yes, 10</td>
</tr>
</tbody>
</table>

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:

![NYC Work Permit](image-url)
**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:**

<table>
<thead>
<tr>
<th>Premises: 978 CRESCENT STREET BROOKLYN</th>
<th>Job No: 310191379</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIN: 3099026 Block: 4547 Lot: 16</td>
<td></td>
</tr>
<tr>
<td><strong>PERMIT INFORMATION</strong></td>
<td></td>
</tr>
<tr>
<td>PMT NUMBER</td>
<td>SUB TYPE</td>
</tr>
<tr>
<td>310191379-01-NB</td>
<td></td>
</tr>
<tr>
<td>310191379-01-NB</td>
<td></td>
</tr>
</tbody>
</table>

**Permit Details:**

<table>
<thead>
<tr>
<th>Premises: 978 CRESCENT STREET BROOKLYN</th>
<th>Filed At: 980 CRESCENT STREET BROOKLYN</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIN: 3099026 Block: 4547 Lot: 16</td>
<td></td>
</tr>
<tr>
<td><strong>Work Permit Data</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Job No:** 310191379
**Permit No:** 310191379-01-NB
**Seq. No.:** 02
**Filing Date:** 05/20/2010
**Proposed Job Start:** 04/29/2010
**Work Approved:** 05/04/2009
**Use:** S-2 - STORAGE; LOW HAZARD
**Site Fill:** ON-SITE

Review is requested under Building Code: 1068