

SERVICE UPDATE

LAA Emergency Work Notification Process for Utility Company Gas Restoration

As of November 22, 2016, all Licensees filing for an Emergency Work Notification (EWN) for gas restoration from the utility company must send the EWN request to the LAA unit at DOBEWN@buildings.nyc.gov in order to receive an immediate receipt. This process should **ONLY** be used for notifications related to **GAS EMERGENCY CONDITIONS**.

A Licensed Master Plumber (LMP) **must** submit a gas EWN to the LAA Unit by emailing DOBEWN@buildings.nyc.gov. The appropriate utility company should also be notified as outlined in the instructions below. The sender will receive an auto-reply email response from the Department and can commence emergency work.

The auto-reply email **must** be posted at the site until the LAA Unit provides an Emergency Work Issuance Notice. The EWN email **must** include:

- Subject Line
 - Address of the emergency;
 - Licensee's name, Company name and license number.
- Body of email should include
 - The reason for the immediate request for gas restoration by the utility company (nature of emergency);
 - Licensee's telephone and fax number;
 - The statement that a **LAA1** or **Plan Work Application (PW1)** if necessary will be filed in accordance to section §28-105.4.1.
 - The notification should conclude with the Licensee's company and full name.

Utility Notification

- National Grid – EWN submission to the LAA Unit should include SpecialServices-NYC@nationalgrid.com in the 'To' section of the email
- Con Edison –The DOB EWN auto-reply must be uploaded to the [Con Edison Project Center](#).

Filing All Other Types of EWNs

When emergency work is necessary, Licensed Master Plumbers, Licensed Master Fire Suppression Piping Contractors, and Licensed Oil Burner Installers may file an EWN and perform the work prior to filing a Limited Alteration Application (LAA).

Emergency Work includes

- Repairs to address an emergency or hazardous condition that needs immediate attention;

- Restoration of gas for cooking purposes;
- Restoration of heat and hot water;
- Maintain sanitary conditions;
- Restore fire suppression system to proper working conditions.

A Licensed Master Plumber, Oil Burner Equipment Installer and/or Licensed Master Fire Suppression Piping Contractor may submit emergency work notice to the LAA unit by:

Fax (212) 566-5823
*Faxes **must** include the Licensee's signature and seal*

Email laa-pr@buildings.nyc.gov

In-person: NYC Department of Buildings
 LAA/Permit Renewal & HUB Authentication Unit
 280 Broadway, 5th Floor
(Monday through Friday, 9:00 am to 4:00 pm)

The following **must** be included on the Emergency Work Notice:

- Address where the work is occurring;
- Nature of the emergency or hazardous condition;
- Name, License number, telephone and fax number, and/or email address of the licensed Contractor performing the work;
- The notification should conclude with the Licensee's company and full name.

*NOTE: Upon the issuance of the EWN number by the LAA unit, the Emergency Work Notice **must** be posted at the site.*

Subsequent Filing Requirements

An LAA application for a permit **must** be filed in accordance to section §28-105.4.1 after receiving EWN issuance notice and before the expiration date.

Final Inspection and Sign Off Requirements

For work completed in Manhattan, refer to the [Manhattan Gas Emergency Work Notification Service Notice](#). For work in other boroughs, self-certification is acceptable if certain requirements are met. If you would like to request, or need to request a DOB inspection, please follow the requirements set forth in the [Manhattan Gas Emergency Work Notification Service Notice](#).

Sign-Off Request in DOB NOW: Inspections

After the Department has performed the Gas Finish inspection, the Licensed Master Plumber **must** submit the sign-off request.

- In the comments section, include 'emergency work gas leak EWN#'
- Upload a scanned copy of the EWN approval from the LAA Unit and a sealed Statement of Emergency Work completed on the licensee's letterhead with a statement that there was a gas test performed by the utility and that the utility has re-energized the gas.

POST UNTIL: February 1, 2018