

***Purpose of form:***

This form shall be submitted to request a permit to engage in construction activities at any time other than on weekdays between the hours of seven a.m. and six p.m. A variance permit may be requested subject to the provisions of 24-224 of the Administrative Code.

**1 Filing Status Information**

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- Provide the work permit number and application type for which you are requesting a variance.
- If the request is limited to electrical work only, check off the "electrical Application" checkbox and enter the electrical control number.
- If the request involves electrical and other construction work, check off the "BIS Job" box and enter the work permit number.
- Indicate if request is for an initial variance or for a renewal of a previously approved variance by checking the appropriate box. For an initial variance, attach a copy of the relevant Work Permit Application.

**2 Location Information**

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- Provide the house number, street name, Borough, block, lot, Building Identification Number (BIN optional) and Community Board Number (CB No.) of the location where the work is being performed.
- Provide the floor numbers and/or apartment/condo numbers where the work is being performed.

**3 Contractor**

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- Provide the last name, first name, middle initial, business name, business/mobile phone numbers, and address of the contractor.
- Enter the license number and indicate the license type of the contractor.
- Business Fax and Email are optional.

**4 Please provide the main point of contact information during AHV work**

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- Provide the last name, first name, mobile telephone, and email of the point of contact.

**5 Variance Information**

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- Indicate if there is a residence within 200 feet of the site by checking the appropriate box.
- Indicate if the work is being done within an enclosed building by checking the appropriate box.
- Indicate if any of the work involve full or partial demolition by checking the appropriate box.
- Indicate if any of the work involve crane use by checking the appropriate box.
- Provide the total number of days requested under this application.
- Provide the date(s), hours of the day, and a brief description of the work to be done after hours broken down by weekday and weekend.
- Indicate the reason for variance by providing a brief explanation as to why the work is necessary for the specified weekday and/or weekend date(s).
- If additional space is required, use the AI1 (Additional Information) form

**6 Statements and Signatures**

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- The contractor or authorized representative must provide his/her name, sign, and date the application.