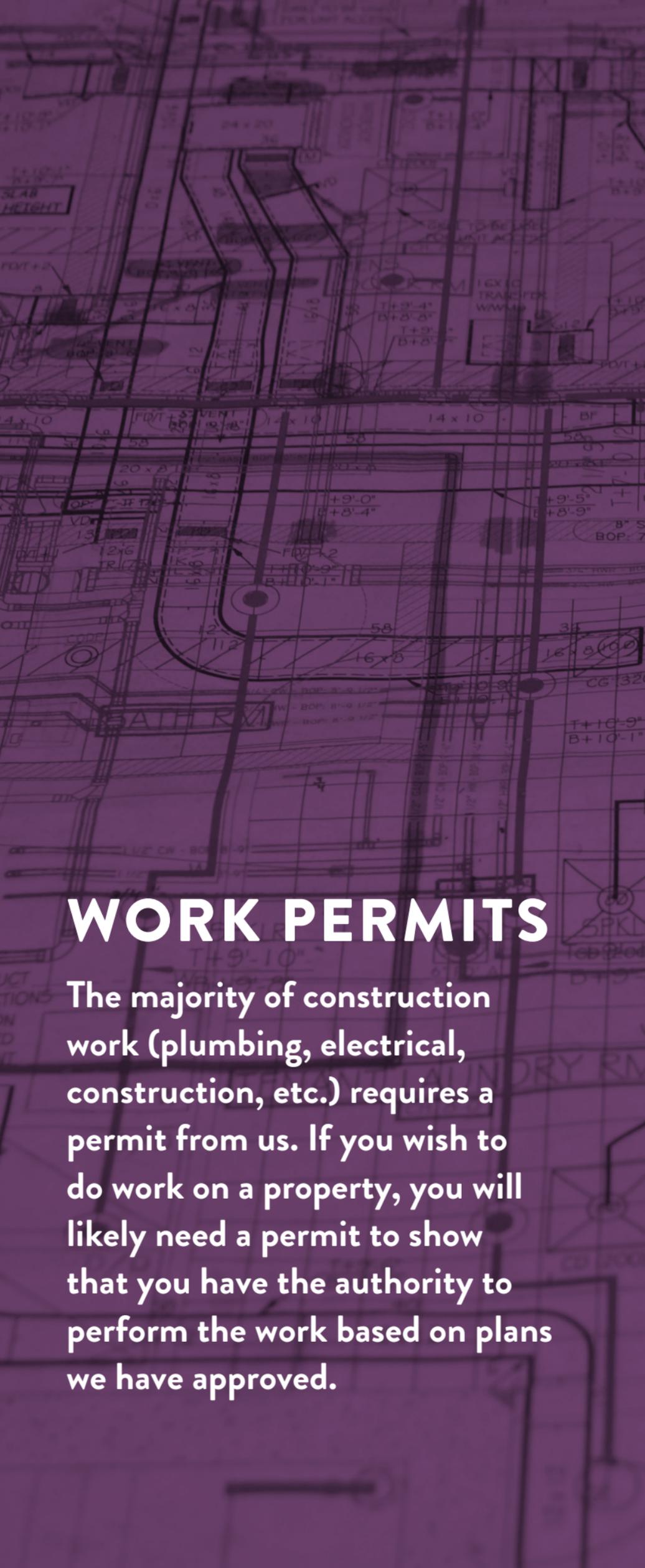


# DEPARTMENT OF BUILDINGS GUIDE TO:

## WORK PERMITS



The background is a detailed architectural blueprint, likely a floor plan, rendered in a light purple color. It features various technical drawings, including walls, doors, windows, and utility lines. Text annotations on the blueprint include dimensions like '24 x 20', '14 x 10', and '16 x 8', as well as elevation markers such as 'T+9'-4" B+8'-8"', 'T+9'-0" B+8'-4"', and 'T+10'-9" B+10'-1"'. There are also labels for 'SLAB HEIGHT', 'FVLT +2', and '16x10 TRANSFER W/ALL'.

# WORK PERMITS

The majority of construction work (plumbing, electrical, construction, etc.) requires a permit from us. If you wish to do work on a property, you will likely need a permit to show that you have the authority to perform the work based on plans we have approved.

Owners are ultimately responsible for all work that is done on their property, so it is in your interest to be sure that your contractors are conducting work in a safe and lawful manner. Most often, a New York State-licensed Professional Engineer (PE) or a Registered Architect (RA) must file plans, receive approvals, and get permits before work begins.

## Hiring an Architect or Engineer

A licensed Professional Engineer (PE) or Registered Architect (RA) is required to prepare construction drawings and submit an application for a work permit. If you want to check that their license is valid, you can check on the NYS Department of Education's website, <http://www.op.nysed.gov/opsearches.htm>.

In many cases, professionals may self-certify that their applications comply with applicable codes and laws which may speed up the permitting and approval process..

## Hiring a Contractor

We issue licenses, registrations, and certifications to qualified construction professionals ensuring they are properly trained in the work they are hired to perform. To check a license, visit [nyc.gov/dob/licensesearch](http://nyc.gov/dob/licensesearch). Other City agencies also have licensing requirements. For example, home improvement contractors must have a Department of Consumer Affairs license. You can check the contractor's license at [nyc.gov/dca](http://nyc.gov/dca).

## Minor Alterations without Permits

Some minor work does not require a permit. For example, installing new kitchen cabinets, painting, or cosmetic renovations do not require a permit. To learn more visit [nyc.gov/html/dob/downloads/pdf/tool\\_kit\\_work\\_permits.pdf](http://nyc.gov/html/dob/downloads/pdf/tool_kit_work_permits.pdf).

## Step-By-Step Snapshot of Your Project and Permits

- Determine which permits will be necessary for your work, and then file applications and construction drawings with us.
- Have your licensed professional meet with our Plan Examiners when required. Make sure to ask for documentation of the meeting from your professional.
- Obtain our approval of your plan.
- File for permits for the approved work, and post them conspicuously on your property.
- Perform approved work.
- Submit request to us for any required inspections.
- Pass the final inspections.
- Receive final sign-off of inspections and jobs from us.
- Receive a new or amended Certificate of Occupancy (CO) or Letter of Completion from us.
- If no changes to the CO are needed, receive final sign-off from us.

Rick D. Chandler, P.E.  
*Commissioner, Department of Buildings*

**[nyc.gov/buildings](https://nyc.gov/buildings)**