

Boiler Work Permit Extension (>=4.2 Million Btu/Hr.)

- Login to DEP online CATS: www.nyc.gov/dep/cats
- Select the top right button **“Boiler Work Permits, Inspection Requests (CO), Amendments & Affidavits”**
- You will be directed to the **“My Requests”** menu tab


Work Permit Extension: (Submit at least 30 days prior to the expiration date)

- Click on the dropdown menu for **“Select Request Type”** as **“Renewal OR Work Permit Extension”**.
- Click the **“Create”** button.
- Enter the application ID (e.g., CA001170, CB000112, CW001816 without the ending Alphabet).
- Click the **“Continue”** button.
- Provide the Owner’s Email Address and Work Permit Extension Reason.
- Review all the information.
- Under **“Fee Information: select “Yes” or “No” for both “Is it a government owned property?” and “Fee Waiver” status.**
 - If you select **“Yes”**, **select the government agency and provide proof**. Upload document(s) from the **“My Requests”** tab.
- Once completed, **click both** the **“Certification Checkbox”** and the **“Save”** or **“Save & Submit”** button.

To attach documents (PDF only), accessible from the **“My Requests”** menu:

- Locate the application number/request ID. Click the PDF icon to attach a file.
- Click **“Add Attachment”** (Only PDF files with a filename that is less than 40 characters including spaces can be uploaded.)
- Once the documents are attached, click the **“My Requests”** tab on top left corner.

Submit Application and Payment, accessible from the **“My Requests”** menu:

- Click the **“Submit”** icon (*last icon in the list with a green forward arrow*). 
Proceed with processing the payment. Detailed steps for payment are provided in the [CATS Payment](#) document.
- The applicant & owner will receive an automated email upon successful submission.

For assistance, please call 718-595-3855 or email us at

Catsfeedback@dep.nyc.gov