# NYC Small Business Services Waterfront Permits Unit

Application Filing Overview – October 2023

Meenakshi Varandani, AIA

**Executive Director, Waterfront Permits** 

www.nyc.gov/waterfrontpermits



### NYC Small Business Services (SBS) Jurisdiction

- <u>NYC Charter § 1301 (2)(c)</u>
  - SBS Commissioner has "exclusive power to enforce with respect to public markets, waterfront property and any structures on waterfront property under its jurisdiction, the labor law and such other laws, rules and regulations as may govern the dredging, filling, removal, construction, alteration, maintenance, use, occupancy, safety, sanitary conditions, mechanical equipment and inspection of structures in the city, and the issuance of permits and certificates of completion in reference thereto, and to establish and amend fees to be charged for the issuance of such permits or certificates of completion, which fees shall be established by the rules of the SBS Commissioner."



Administrative Code (AC) § 22-116

To improve waterfront property, a permit is required:

- To place or maintain any building, platform, sign, advertising device or any construction or obstacle of any kind, on waterfront property owned by the City, and on any other private waterfront property when used in conjunction with and in furtherance of waterfront commerce and/or navigation.
- Before any piles shall be driven, or any filling-in or construction, repairs, alterations, removal, dredging or demolitions of any kind be made on any part of the waterfront.

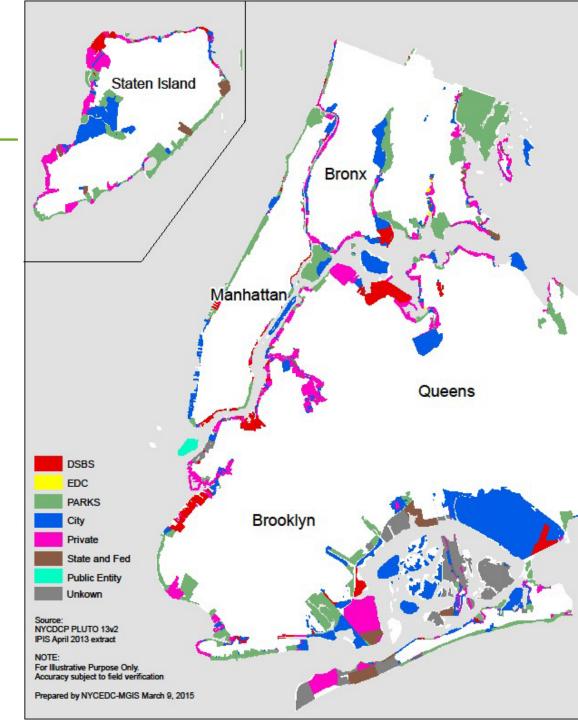


- NYC Construction Code §28-103.1.2
- <u>II195of2018.pdf (nyc.gov)</u>

**Enforcement of NYC construction codes on property within the jurisdiction of the Department of Small Business Services**. This code and the 1968 building code shall apply to property within the jurisdiction of the department of Small Business Services pursuant to the NYC Charter including, but not limited to, structures on waterfront property used in conjunction with and in furtherance of waterfront commerce and/or navigation.

### Waterfront Permits Jurisdiction

SBS has jurisdiction over all structures on City-owned waterfront property whether devoted to maritime or nonmaritime use, and all structures on privately-owned waterfront property that are devoted to maritime use, such as: piers, docks, bulkheads, and seawalls.

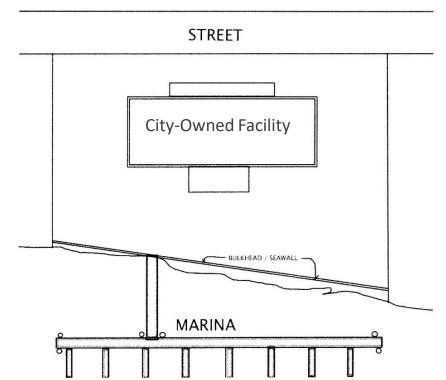


#### **SBS Review and Permit**

- New Buildings and Alterations
- Maritime Structures: Piers, Docks, Marinas, Bulkheads, Seawalls, Rip Rap Revetments
- Place of Assembly Cert. of Occupancy (PACO)
- Temporary Place of Assembly (TPAs)
- Equipment Use Permits

#### **DOB Review and Permit**

- Central Unit Reviews: Boilers, Elevators, Cranes on land and Construction Equipment
- Scaffolds
  - Electrical Work
- Builders Pavement Plans
- Gas Cards



#### **CITY-owned Waterfront Property**





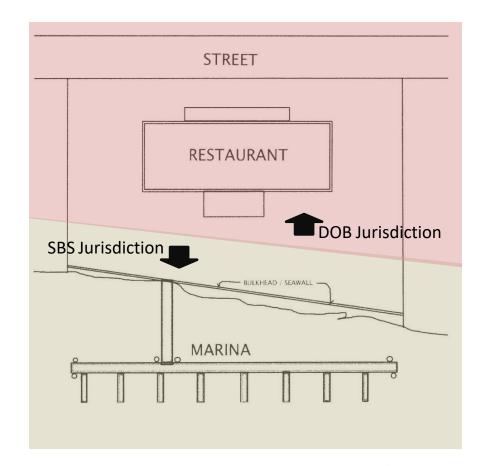
#### **SBS Review and Permit**

- Maritime Structures: Piers, Docks, Marinas, Bulkheads, Seawalls, Rip Rap Revetments
- Waterfront Commerce or Navigation
   Structures

#### **DOB Review and Permit**

- Non-Maritime Buildings and Structures
- Place of Assembly Cert. of Occupancy (PACO)
- Temporary Place of Assembly (TPAs)
- Central Unit Reviews: Elevators, Boilers, Cranes and Construction Equipment
- Demolitions and Excavations, Scaffolds, Fences
- Electrical Work
- Builders Pavement Plans
- Gas Cards

#### **PRIVATELY - OWNED Waterfront Property**





### **HOW TO FILE WITH SBS**

- 1 Visit the Online Page <u>www.nyc.gov/waterfrontpermits</u>
- 2 Fill out the Intake Checklist available online
- 3- Prepare all Documents, and Fees payable by check to SBS per Fee Schedule
- 4- Make an Appointment by emailing <u>wpu@sbs.nyc.gov</u>. All Intakes are made by

Appointment Only

5- All new projects require Pre-filing Meetings

#### 1- Visit the Online Page

www.nyc.gov/waterfrontpermits



#### Waterfront Permits

Pursuant to Section 1301 of the NYC Charter and Title 22 of the NYC Administrative Code, the NYC Department of Small Business Services (SBS) is tasked with issuing permits for all construction related to improvement or maintenance on Waterfront Properties under SBS Jurisdiction.

SBS has the jurisdiction over maritime and non-maritime construction for all City-owned waterfront properties. For privately-owned properties, the NYC Department of Buildings (DOB) has jurisdiction over the buildings, and SBS over the marine and maritime structures such as piers, docks, bulkheads, and seawalls.

Expand All

Collapse All

#### Waterfront Permits Information

Select a topic, or press the enter key on a topic, to view additional information.

Application Intake Hours						
Permitting Process Overview						
Temporary Place of Assembly Permits (TPAs)						
Civil Penalty for Work without a Permit						
Applicable Fees	÷					
Application Forms	÷					
Additional Resources	÷					

All forms available on our website under "Application Forms" 2- Fill out the Intake Checklist available online <u>SBS Intake</u> <u>Checklist</u>

- APPOINTMENTS SCHEDULING VIA
   EMAIL
- SBS APPLICATION OR PREFILING
   NUMBER
- COORDINATED REVIEWS
   WITH FDNY & DOB
- DOB FORMS USED FREQUENTLY

• SBS FORMS USED SELECTIVELY

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Borough: Block: Lot: Zip:					Ch	Check#: Amount: \$					
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Requires SBS Transmittal, TM1, \$420 Fee payable to FDNY.         IFS Fuel storage       SD Standpipe       ARC         Hydrants       IFre protection plan         SP Sprinkler       FA Fire alarm detection system         IFP Fire       Marine and emergency access plan         Suppression       Suppression						equires SBS Tran Demolition Excavation Prefab modulars CCD1/ZRD1 Review		<ul> <li>Electrical V</li> <li>Elevator</li> <li>Boiler</li> <li>Gas piping</li> <li>Batteries</li> <li>Other DOE scopes</li> </ul>	□ Si □ Ci /testing □ Bi	caffold dewalk shed rane on land pp	
	LL 195 OF 2018										
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	lew Application			D PW3	-	D PC1	D POC1	D PW1A	D PW1B	D PD1	
Response to Objections     TR1 Design applic				3A	TR8	DEC	ACOE	D PDC	DDS1		
Demolition     Survey NAVD 88				DOF tax map     Fee or waiver letter							
			Drawings *flat				-				
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	8 II	7.61.0.()							e marine insurance		
	fter Hour Variance			PW5 Applicable fee Valid wo							
	quipment Use Perm	nit (EUP)	Request letter					Copy of accepted drawings			
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Temp/Certificate of		Request letter			U WFU8	□ TR1 3C	D PW3	D PW1A			
Completion (7/COC)				FDNY & applicable linked inspections     Certified					🗆 As-built D	rawings/Survey	
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CRC									Digitized by:		

## 3- Fee Schedule SBS Fee Schedule

Waterfront Type I and Type II Applications are Subject to SBS Fee Category III. Add \$550.00 for each additional 100,000 Square Feet or Part of.

CATEGORY III MISCELLANEOUS FEE FEE

0	to	1,000.00	\$ 28.00
1,001	to	5,000.00	\$ 55.00
5,001	to	10,000.00	\$ 110.00
10,001	to	20,000.00	\$ 220.00
20,001	to	50,000.00	\$ 440.00
50,001	to	100,000.00	\$ 660.00
100,001	to	200,000.00	\$ 880.00
200,001	to	300,000.00	\$1,320.00
300,001	to	400,000.00	\$1,760.00
400,001	to	500,000.00	\$2,200.00
500,001	to	600,000.00	\$2,640.00
600,001	to	700,000.00	\$3,080.00
700,001	to	800,000.00	\$3,520.00
800,001	to	900,000.00	\$3,960.00





### **Drawings Standards Checklist Includes But Not Limited To:**

- **G** Follow DOB Drawing and Graphic Standards.
- □ Submit original sealed and signed, to-scale legible drawings.
- Provide Space for SBS 'Received' and 'Accepted' Stamps, minimum 3"x3". Stamps should be at the same location on every page
- Once an SBS number is provided, note that number on all drawings and documents for that work.
- □ Note BIN numbers where available.





### Document Order Checklist Includes But Not Limited To:

- Title/Index Page. List all drawings labeled per DOB Discipline Designator.
- General Notes. Include TR1 Special Inspections, design parameters, structure durability and service life, berthing vessel information, and linked applications.
- □ Include FEMA FIRM 2007 and PFIRM 2015 Panels & Appendix G Analysis.
- Topographic Surveys, Hydrographic and Bathymetric Surveys in NAVD 88. Include Tide Table illustrating water levels and datum relationships.
- DOF Block and Lot, and Zoning Maps. Indicate project site, and include Zoning Analyses.
- Start with Site Plans: existing, demolition, excavation limits, boring plans and logs, proposed work, location of construction crane barges, silt curtains and booms, location of proposed berthing vessels.
- □ Follow with Architectural, Structural, Mechanical, NYCECC drawings and Schedules. Cross-refer longitudinal and latitudinal sections.
- □ File Fire Protection/Suppression work separately as linked applications.





### Notes and Certifications Checklist Includes But Not Limited To:

- □ Flood Zone and Appendix G Compliance.
- Include environmental considerations in load factors such as: wave, tide currents, uplift, ice, ice strikes, and ice expansion.
- □ Vessel Berthing Impact, and Uncontrolled Vessel Impact.
- □ Structure Durability and Service Life. Include Maintenance Requirements. Note materials and technologies to prevent water penetration, per applicable code or reference standards.
- Geotechnical Report and Pile Driving Criteria.
- Provide Clear Notes on any Easements, Transit, Utilities, Outfalls and Adjacent Structures that could be impacted.
- Provide applicable DEC, Army Corp, Coast Guard, SHPO, Waterfront Access Plan, Landmarks, and Public Design Commission approvals.





### **Basic Waterfront Checklist** Includes But Not Limited To:

- Provide cross-sections in NAVD88 Datum showing, MHHW, MHW, HLW, MLLW, Highest Observed
   Water Level (Hurricane Sandy), Borough Datum, NGVD29 Datum for Historic Reference.
- Illustrate and dimension all components such as: Bulkheads, Piers, Sheet Piles, Piles, Pile Caps, Planks, Fenders System, Wave Attenuators, Wales, Tie-rods, Turnbuckle Splices, and Connection Details. Include details where connecting with adjoining Bulkheads to prevent loss of fill.
- □ Indicate Pile Tips and Cut-off Elevations.
- Provide plans and schedules for all components such as: Piles, Pile Caps, and Planks.
- Indicate prefabricated systems and note conformance with referenced standards applicable to maritime construction.
- Indicate berthing vessel size and characteristics, gross tonnage, draft below waterline and freeboard above, under keel clearance and height above mudline.



## **Work Permit**

SBS APPLICATION NUMBER: 20220072

PERMIT ISSUED: 10/18/2022

LOCATION: 131 West Street

CONTRACTOR: LENDLEASE(US)CONSTRUCTION

**APPLICATION ACCEPTED:** 

PERMIT EXPIRES: 10/1/2023

BOROUGH: Brooklyn BLOCK/LOT: 02538/0100

N TRACKING NUMBER: 016836

**DESCRIPTION OF WORK:** Pier access:

Installation of a temporary gangway to provide safe access to the India Street Pier during shoreline construction

ZONING DISTRICT: C2-4 Local

**Executive Director, Waterfront Permits** 

Lovin D. Kim

Kevin D. Kim, Commissioner

This work permit must be conspicuously displayed at all times on the exterior of the premises during construction or demolition. Any improper display of this work permit is an offense and is punishable by fine or imprisonment.

WFU-3 (10/16)

### **SBS Notice of Completion = DOB Letter of Completion**

Small Business Services	cateers businesses neighborhoods							
	No	tice of Completion						
evin D. Kim								
commissioner								
Asenakshi Varandani, A	A .							
Inequilive Director	12/28/2022							
Vaterfront Parmits								
Liberty Plaza	Panagiotis koklanos	200						
iew York, NY 10006	McLaren Engineering							
Tione 1 212-016-8822	530 Chesnut Ridge Road Woodcliff Lake, New Jersey 07677							
	SBS Application No:	20203905						
	Owner:	NYC Economic Development Corporation						
	Premises:	42 South Street Manhattan New York 10005						
	Borough:	Manhattan						
	Block:	00241						
	Lot	0018						
	Description of Work:	Pier 42 restoration including: reinforcing the concrete deck surface to increase the existing deck structural capacity and installing temporary ball fields, playing surfaces, concrete curbs, ramps and a chain link.						
	Dear Sir / Madam:							
	As per the Certification of Completed Inspections, dated 9/9/2022, signed by Lopez Nelson Oscar, the work under the above-referenced notice has been satisfactorily completed according to the plans accepted under Directive-1 by this Department.							
	If you have any questions, please call me at (212) 618-8822.							
	Spercy.	å						
	Meenakshi Varandani, AIA							
	Executive Director, V	Vaterfront Permits						

### **SBS Certificate of Completion = DOB Certificate of Occupancy**

Application No: 20070163 careers Date Issued: 11/16/2022 businesses neighborhoods Expires On: 2/14/2023 Services RENEWAL TEMPORARY CERTIFICATE OF COMPLETION THIS IS TO CERTIFY THAT THE STRUCTURE LOCATED AT: 127-01 Powell's Cove Boulevard BOROUGH OF: Queens BLOCK: 03925 LOT: 0001 APPLICATION No: 20070163 APPLICATION ACCEPTANCE DATE: 4/25/2007 APPLICANT: John Clifford - Professional Engineer (P.E.) DESCRIBED AS: New East Battery Electrical Building at Tallman Island WWTP, linked to FA application 20162006 HAS BEEN SATISFACTORILY COMPLETED IN ACCORDANCE WITH ACCEPTED PLANS AND SPECIFICATIONS AND THE RULES AND REGULATIONS OF THE DEPARTMENT OF SMALL BUSINESS SERVICES AND THEREFORE IT IS HEREBY PERMITTED TO OCCUPY SAID STRUCTURE FOR THE USE OF: Electrical Room [F-2] AND IS SUBJECT TO COMPLY WITH ALL REQUIREMENTS AND REGULATIONS OF THE FIRE DEPARTMENT AND OTHER CITY, STATE, AND FEDERAL DEPARTMENTS. NO CHANGE OF USE OR OCCUPANCY SHALL BE MADE UNLESS FIRST APPROVED BY THE COMMISSIONER OF SMALL BUSINESS SERVICES. NO STRUCTURAL CHANGES SHALL BE MADE UNLESS AN APPROVAL OF SAME HAS BEEN OBTAINED FROM THE COMMISSIONER OF SMALL BUSINESS SERVICES. for Executive Director, Waterfront Permits Kevin D. Kim, COMMISSIONER



All Applications and Required Documentation Must Be Submitted to SBS online by appointment only.

For Appointments please submit your request to <a href="mailto:wpu@sbs.nyc.gov">wpu@sbs.nyc.gov</a>

Only payments Shall Be Submitted in person to SBS by appointment only at NYC Small Business Services

Waterfront Permits Unit 1 Liberty Plaza, 10<sup>th</sup> Floor, New York, NY 10006

SBS Applications cannot be tracked in DOB BIS. To check status of an application email wpu@sbs.nyc.gov

Thank You.