NYC Small Business Services
Waterfront Permits Unit

Application Filing Overview – January 2016

Meenakshi Varandani, AIA
Director, Waterfront Permits
www.nyc.gov/waterfrontpermits
NYC Charter § 1301 (2)(c)

- 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 commissioner.”
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.
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• **NYC Construction Code §28-103.1.2**

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 non-maritime use, and all structures on privately-owned waterfront property that are devoted to maritime use, such as: piers, docks, bulkheads, and seawalls.
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**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
- Gas Cards

**DOB Review and Permit**

- Central Unit Reviews: Boilers, Elevators, Cranes and Construction Equipment
- Full Building Demolitions and Major Excavations, Scaffolds, Fences
- Electrical Work
- Builders Pavement Plans
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**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
HOW TO FILE WITH SBS

1- Visit the Online Page www.nyc.gov/waterfrontpermits

2- Fill out the Intake Checklist available online

3- Prepare all Documents, and Fees payable by check to SBS per Fee Schedule

4- Take an Appointment via Link Online (All Intakes by Appointment Only)

5- Large Projects Require Pre-filing Meetings
1- Visit the Online Page [www.nyc.gov.waterfrontpermits](http://www.nyc.gov.waterfrontpermits)
2- Fill out the Intake Checklist available online

- **APPOINTMENTS SCHEDULING VIA ONLINE LINK**

- **PREFILING MEETINGS**

- **COORDINATED REVIEWS WITH FDNY & DOB**

- **DOB FORMS USED FREQUENTLY**

- **SBS FORMS USED SELECTIVELY**

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**Waterfront Permit Unit Intake Checklist, VER. Jan 2016**

Additional Information may be required as per PW1, PC1 and Plan Exam Intakes by Appointment via: www.nyc.gov/waterfrontpermits

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<tr>
<th>Date of Submission:</th>
<th>Date of Pre-filing:</th>
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<tbody>
<tr>
<td>Delivered by:</td>
<td>Received by:</td>
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</tbody>
</table>

### A. SBS Application Number:  

### B. Project Information  

1. **Project Description:**
   - [ ]
   - [ ]
   - [ ]

2. **Project Location:**
   - Address: [ ]
   - ZipCode: [ ]
   - Block: [ ] Lot: [ ]

3. **Owner:**
   - [ ]

4. **Applicant:**
   - [ ]

5. **Name of Contact:**
   - Email: [ ]
   - Telephone: [ ]

### C. Payment Check Detail

<table>
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### D. Coordinated Reviews

- FDNY, Requires SBS Transmittal Letter
  - Sprinkler System
  - Standpipe System
  - Fuel Gas Piping
  - Fire Alarm and Detection System
  - Others

Note: FDNY review requires TMI, $420 fee payable to FDNY

- DOB, Requires SBS Transmittal Letter
  - Demolition
  - Excavation
  - CCD1 Review

- DOB, File directly with DOB
  - Elevators
  - Boilers
  - Electrical Work
  - Cranes & Equipment Use
  - Builders Pavement Plans

### E. Application Type

- **New Application**
  - Response to Objection
    - Demolition (DS1 Form)

- **Post Approval Amendment**
  - Work Permit
    - PW2
      - Contractor’s Certificate of Insurance (ACORD)
      - TR1, Progress/ Special Inspection Applicant
    - PW3

- **Renewal of Work Permit**
  - PW4
    - Valid Work Permit
    - Application Fee
    - Fee $250

- **Temporary Place Assembly**
  - PA
    - Fee $200
    - POC

- **Notice of Completion/ Temp. Cert. of Completion/ Temp.**
  - TR1, Column 3
    - Applicable Linked Inspections

- **Renewal of TNOC and TCOC**
  - Request Letter
    - Fee $100/ Waiver Letter

- **Equipment Use Permit**
  - Request Letter
    - Self-Certification of Gas Card

- **Additional Documents**
  - Record Search, Jurisdiction, Code Determination, LNO Requests

* Drawing Size: min 11x17 - Max 24x36

SBS notes:
3- Fee Schedule

Waterfront Applications are Subject to SBS Fee Category III.

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Add $650.00 for each additional 100,000 Square Feet or Part of.
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Drawings Standards Checklist
Includes But Not Limited To:

- Follow DOB Drawing and Graphic Standards.
- Submit Three (3) sets, original sealed and signed, to-scale legible drawings, max. size 24”x36”.
  Where FDNY coordinated review is required submit Four (4) sets of which at least Two (2) sets must be 11”x17”.
- Provide Space for SBS ‘Received’ and ‘Accepted’ Stamps, minimum 3”x3”.
- Once an SBS # number is provided, note that # on all drawings and documents for that work.
- Note BIN numbers where available.
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Document Order Checklist
Includes But Not Limited To:

- Title/Index Page. List all drawings labelled per DOB Discipline Designator.
- General Notes. Include TR1 Special Inspections, design parameters, structure durability and service life, berthing vessel information, and linked applications.
- 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.
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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.
- Pile Driving Criteria. Follow up with Pile Driving Reports.
- 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.
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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

PERMIT NO. 20131116 APPROVED 07/12/13 ISSUED 04/04/14 EXPIRES 05/31/14

DESCRIPTION OF WORK New Building: New Carbon Facility at Bowery Bay Waste Water Treatment Plant

LOCATION 43-01 Berrian Boulevard BOROUGH QUEENS

ZONING DISTRICT M3-1 USE GROUP 18A OCCUPANCY F-2

______________________________ ______________________________
Director of Waterfront Permits First Deputy 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. Applicant shall notify the Small Business Services, Dockmaster Unit (212) 618-8930, at least 72 hours prior to the commencement of work.

Emergency Telephone (212) 566-4628
Notice of Completion

Paul J. Menzel
ABCOM
125 Broad Street
New York, NY 10004

Work Notice / Permit: 20120969
Plan No:
Owner: NYC Economic Development Corporation
Premises: Bush Terminal Piers Open Space
5100 1st Ave
Description of Work: Construction of Park Site Work

Dear Sir / Madam:

As per your Certification of Completed Inspections, dated December 9, 2014, signed by yourself, 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.

Sincerely,

Meesnakshi Varandani, AIA
Director of Waterfront Permits
CERTIFICATE OF COMPLETION

This is to certify that the structure located at: First Avenue Borough of: Brooklyn
Block No: 725 Lot No: 200 Plan Number: Application Number: 20120062
Dated: July 13, 2012 Filed by: NYC Economic Development Corp.
Described as: New Building: Park Comfort Station

Has been satisfactorily completed in accordance with approved 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:

Comfort Station with Accessory Office for Maintenance & Operations. Storage, Mechanical Room and Locker Room
Occupancy Group: 0; Use Group: 4; Zoning District: Park

Subject to compliance with all the 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.

Director of Waterfront Permits

Maria Torres-Springer, COMMISSIONER
PLACE OF ASSEMBLY
CERTIFICATE OF OPERATION

SBS Number: 20090393
Premises Address: 155 Food Center Drive
Issued on: 08/15/2014

Borough: Bronx
Block/Lot: 2781/500

Name of Establishment: Baldor Specialty Foods, INC.

Floors: 1
Occupancy Clarification and Description: F
Number of Persons: 116

This certificate authorizes occupancy of the premises as a place of assembly for one year after its issuance, and thereafter, only for periods of time during which there is in effect a New York City Fire Department place of assembly permit, unless suspended, revoked, or superseded. This certificate is subject to the strict observance of the laws, rules and regulations enacted for the protection of the public in such places of assembly. Approved seating plans must be kept on premises at all times.

Director of Waterfront Permits
Commissioner

MUST BE POSTED CONSPICUOUSLY AT ALL TIMES
All Applications and Required Documentation Must Be Submitted to SBS between 10:00 AM and 1:00 PM, by Appointment Only, at: NYC Small Business Services Waterfront Permits Unit 110 William Street, 7th Floor New York, NY 10038

For Appointments visit www.nyc.gov/waterfrontpermits Large Projects require Pre-filing Meetings and may be requested via Link Online.

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

Thank You.