THE CITY OF NEW YORK
DEPARTMENT OF ENVIRONMENTAL PROTECTION
Bureau of Environmental Compliance
59-17 Junction Boulevard, 9th Floor, Flushing, New York 11373
Records Control (718) 595–3855

Work Permit Extension

- Login to DEP online CATS: www.nyc.gov/dep/cats
- After Login, select the bottom right button "Industrial Work Permits, Inspection Requests (CO), and Amendments and Affidavits".
- Click on the dropdown menu for 'Select Request Type' as **'Renewal or WP Extension'**.
- Click the '**Create'** button.
- Enter the application ID (e.g., PA001170 or PB000112 without the ending Alphabet)
- Click the '**Continue'** button.
- Extensions requests should be filed at least 30 days prior to the expiration date.
- 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", provide proof and upload documents from the "My Requests".
- Once completed, click the certification checkbox and click the 'Save & Submit' or 'Save' 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. (Only upload pdf files with a file name that does not exceed 40 characters including spaces.)
- Once the documents are attached, click the 'My Request Page' 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).*
- The 'Payment Information' page will display the corresponding fee for this request which can be accepted by clicking 'Submit' (Select 'Decline' if you want to continue to edit or upload additional documents).
- You can select 'Payment Method'; either 'Online' or 'By Mail or in-person'.
- For Online, the system will be directed to the Citibank site where payment can be made via Credit Card, Debit Card or ECheck. (*For Echeck, the owner's check can be used by entering the routing number and the account number. For credit card or debit card, a convenience fee of 2.49% will be charged by the bank.)*
    - If the ACH is blocked, contact the bank and add a 'Debit Filter' for DEP (Company ID: 2136400434).
- For 'By Mail or in-person', Check or Money Order made payable to New York City Department of Environmental Protection.
- Upon successful payment, a 'payment successful' page will be displayed.
- The applicant & owner will receive an automated email upon successful submission.

For assistance, please call on 718-595-3855 or email us at
Catsfeedback@dep.nyc.gov