

Overview	<p>Purpose: The New York City Department of Buildings (NYCDOB) foundation/earthwork application must be obtained for any foundation or earthwork activities.</p> <p>Prerequisites:</p> <ol style="list-style-type: none"> 1) Applicant must be a New York State licensed Professional Engineer (PE) or Registered Architect (RA). 2) Filing representative, who is different from applicant, must be pre-registered at the NYCDOB. 3) Applicable plans and construction documents showing the nature and extent of the proposed earthwork. <p>Submission Process:</p> <ol style="list-style-type: none"> 1) Send written notification to all adjoining property owners via certified mail at least five days prior to submitting permit application to NYCDOB. 2) Submit the completed PW-1 form, excavation plan, certified mail receipts, and copies of written notification sent to owners of adjoining lots at Borough Office. Foundation/Earthwork is considered a General Construction job in the PW-1 form. 3) After receiving approval on PW-1 form from NYCDOB, submit the completed PW-2 form to NYCDOB for review and approval prior to beginning earthwork activities. <p>Fee: \$10 for each 2,000 square feet of area, but not less than \$100.</p> <p>Permit Timeline: Review and approval of the BPP application can be completed by the NYCDOB within weeks.</p>
Office Hours	<p>Office Hours: Each NYCDOB borough office is open Monday through Friday 8:30AM to 3:00PM. However, permit applications are accepted between 8:30 am and 12:30 pm.</p> <p>Borough Offices and Customer Service Phone Nos.:</p> <ul style="list-style-type: none"> • Manhattan: 280 Broadway, 3rd fl., New York, NY 10007; 212-566-0042 • Bronx: 1932 Arthur Avenue, 5th fl., Bronx, NY 10457; 718-579-6920 • Brooklyn: 210 Joralemon Street, 8th fl., Brooklyn, NY 11201; 718-802-3675 • Queens: 120-55 Queens Blvd., Kew Gardens, NY 11424; 718-286-0600 • Staten Island: 10 Richmond Terrace, Borough Hall, 2nd fl., Staten Island, NY 10301; 718-816-2300



NYC Office of Environmental Remediation

Green Team Fact Sheet

NYCDOB Foundation/Earthwork Application

Websites	<p>Helpful Websites:</p> <ul style="list-style-type: none"> • NYCDOB PW1 Plan Work Approval Application: http://www.nyc.gov/html/dob/downloads/pdf/pw1.pdf • NYCDOB PW1 User Guide: http://www.nyc.gov/html/dob/downloads/pdf/pw1_userguide.pdf • NYCDOB PW2 Work Permit Application: http://www.nyc.gov/html/dob/downloads/pdf/pw2.pdf • NYCDOB PW2 Work Permit Application Instruction: http://www.nyc.gov/html/dob/downloads/pdf/pw2ins.pdf • NYCDOB Permit Forms: http://www.nyc.gov/html/dob/html/forms/forms_permits.shtml • NYCDOB eFiling login: https://a810-efiling.nyc.gov/eRenewal/loginER.jsp • NYCDOB website for How to Get a Permit: http://www.nyc.gov/html/dob/html/applications_and_permits/permits_howto.shtml 	
Contacts	<p>NYCDOB Borough Project Advocates:</p> <ul style="list-style-type: none"> • Manhattan: Krystyna Grebski, 212-566-3305, KrystynaG@buildings.nyc.gov Richard Rosen, 212-566-3300 RichardR@buildings.nyc.gov • Bronx: Thomas Karakatu, 718-579-6836 Tkarakatu@buildings.nyc.gov • Brooklyn: Jinseok Choi, 718-802-3508 Jichoi@buildings.nyc.gov • Queens: Anthony Pollicino, 718-286-0607 Apollicino@buildings.nyc.gov • Staten Island: Frank Schimenti, 718-816-2315 X5505 fschimenti@buildings.nyc.gov 	<p>OER Green Team Coordinator:</p> <p>Cavy Chu, P.E. NYC Office of Environmental Remediation 100 Gold Street, 2nd Floor New York, NY 10038 CavyC@dep.nyc.gov 212-788-3774</p>