

**Permit Type:** Temporary and permanent sewer connection

**Purpose:** An applicant, individual or corporation, must submit a Site Connection Proposal Form to the NYC Department of Environmental Protection (NYCDEP) Bureau of Water and Sewer Operations (BWSO) in order to temporarily or permanently connect to existing sewer fronting the property.

**Prerequisites:**

1. Applicant must be a New York State Professional Engineer (PE) or Registered Architect.
2. New York City Department of Building (NYCDOB) application
3. Applicant signed and stamped Site Plan with hydraulic calculations
4. Current site survey (within one year of original submission) with watercourse note, each with original stamp and signature of a licensed land surveyor
5. Applicant signed and stamped Tentative Lot No. Request Form
6. Private sewage treatment plant (STP) or pumping station (PS) owner's consent (with original signatures and corporate seal) for sanitary flow discharging from the site to the STP or PS tributary.
7. New York City Department of Health approval letter for sanitary flow from the site to a private STP or PS not in accordance with the approved drainage proposal.
8. NYCDOB amendment/request for on-site disposal of storm flow for properties underlain by serpentine rock or by means of other standard drywells as specified in the NYCDOB code.
9. Industrial waste approval from NYCDEP Bureau of Wastewater Treatment
10. Associated mapping/demapping action
11. Approved paving plan for any street drainage changes result from the project, or site storm flow to be discharged via under sidewalk drains to existing or proposed catch basin.
12. NY State PE signed and stamped boring logs at proposed drywell locations for site storm flow disposal by means of drywells.
13. New York State Department of Environmental Conservation permit for sites located within a wetland area.

**Submission Process:**

1. Obtain a connection proposal application, which may be downloaded from the NYCDEP website:
  - a. [Site Connection Proposals](#) are for all developments other than fee simple 1, 2, or 3 family dwellings
2. Read the guidelines (behind the application), which provide detailed instructions for completing the application and the additional documentation needed for the registration process.
3. Print out application on 8 ½" x 14" paper only.
4. Complete application and attach all necessary documents.

5. Submit 6 copies of the proposal, with all supporting documents and fees, to BWSO.
6. Obtain certification of connection proposal from the BWSO borough office.
7. Licensed plumber takes approved proposal to the Bureau of Customer Service to obtain a permit for operation of sewers at the site.
8. For temporary sewer connection for construction trailers located in street areas, also include a copy of the contract/award letter issued by the Agency which uses the trailer and project duration.
9. Obtain a New York City Department of Transportation Street Opening Permit after approval of Sewer Connection Permit.
10. Licensed plumber schedules a field inspection appointment at least 24 hours in advance by calling the House Connection Unit.

BWSO offers pre-application meetings at applicant's request.

**Fee:** \$.02 per square foot for the first 10 acres and \$.015 per square foot of total site area over 10 acres, with a minimum of \$325, should be paid to Bureau of Customer Services (BCS) before submission scheduled for review.

**Permit Timeline:** The time it takes to obtain a certification for connection will vary depending on whether additional information is needed. Once the certification is obtained, the connection permit can be provided on the same day.

**Office Hours**

**Office Hours:** Site connection proposals and all accompanying documents should be submitted to BWSO. Site connection proposals are accepted in person from 9 am to 5 pm. Upon receiving an approval for a site connection proposal, a Licensed Plumber can go in person to the BCS and obtain a permit in the same day. The BCS is open from 9 am to 5 pm.

**NYCDEP BWSO Water and Sewer Permit Borough Offices - Weekdays from 9 am to 5 pm**

Bronx: 1932 Arthur Ave, Room #607; 718-579-6966/88/69/70/18

Brooklyn: 250 Livingston Street, 8th Floor; 718-923-2671/2675

Manhattan: 40 Worth Street, Room #338; 212-442-1904/05/06

Queens: 120-55 Queens Boulevard, 1st Floor; 718-286-2600

Staten Island: 10 Richmond Terrace, Room #425; 718-816-2330/35



# Green Team Fact Sheet

NYCDEP Sewer Connection Permit

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|  | <p><b>NYCDEP BCS Borough Offices - Weekdays from 9 am to 5 pm</b></p> <p>Bronx: 1932 Arthur Avenue, 6th Floor; 718-579-6974<br/>         Brooklyn: 250 Livingston Street, 8th Floor; 718-923-2600<br/>         Manhattan: 1250 Broadway, 8th Floor; 212-643-2215<br/>         Queens: 96-05 Horace Harding Expressway, 1st Floor; 718-595-4619/5535<br/>         Staten Island: 60 Bay Street, 6th Floor; 718-876-6835/36</p>   |   |
| <p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>Websites</b></p> | <p><b>Helpful Websites:</b></p> <ul style="list-style-type: none"> <li>• NYCDEP water and sewer forms:<br/> <a href="http://www.nyc.gov/html/dep/html/forms_and_permits/wsforms.shtml">http://www.nyc.gov/html/dep/html/forms_and_permits/wsforms.shtml</a></li> <li>• NYCDEP Site Connection Proposal Form: <a href="http://www.nyc.gov/html/dep/pdf/water_sewer/24.pdf">http://www.nyc.gov/html/dep/pdf/water_sewer/24.pdf</a></li> <li>• NYCDEP Guidelines for application for temporary sewer connection for construction trailers:<br/> <a href="http://www.nyc.gov/html/dep/pdf/water_sewer/20.pdf">http://www.nyc.gov/html/dep/pdf/water_sewer/20.pdf</a></li> </ul> |   |
| <p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>Contacts</b></p> | <p><b>Agency Contact:</b></p> <p>James Garin<br/>         NYC Department of Environmental Protection<br/>         Bureau of Water and Sewer Operations<br/>         59-17 Junction Boulevard<br/>         3<sup>rd</sup> Floor, Low-Rise<br/>         Flushing, NY 11373<br/> <a href="mailto:GarinJ@dep.nyc.gov">GarinJ@dep.nyc.gov</a><br/>         718-595-5501</p>  | <p><b>OER Green Team Coordinator:</b></p> <p>Cavy Chu, P.E.<br/>         NYC Office of Environmental Remediation<br/>         100 Gold Street, 2<sup>nd</sup> Floor<br/>         New York, NY 10038<br/> <a href="mailto:CavyC@dep.nyc.gov">CavyC@dep.nyc.gov</a><br/>         212-788-3774</p> |