

## NYC Building Permit Application - General Template

Section 1: Project Information

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Job Number (DOB NOW/BIS): JB-2025-001234

Application Date: 05/30/2025

Borough: ☒ Manhattan ☐ Brooklyn ☐ Queens ☐ Bronx ☐ Staten Island

Community Board: Manhattan CB 5

Block: 01234 Lot: 0056

House Number: 123 Street Name: Main Street

Building Identification Number (BIN): 1009876

Existing Building Class/Occupancy: R-2 (Residential)

Proposed Building Class/Occupancy (if changing): R-2 (Residential)

Number of Stories: Existing:5Proposed:5

Building Height (ft): Existing:55Proposed:55

Gross Floor Area (sq ft): Existing:10000Proposed:10500

Zoning District: R7-2

Special District (if any): N/A

Landmark Status: ☐ Yes ☒ No If Yes, LPC Permit #:N/A

Flood Hazard Area: ☐ Yes ☒ No

Section 2: Applicant Information

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Applicant Type: ☐ Owner ☐ Lessee ☒ Registered Design Professional (RA/PE)  
☐ Other (Specify): N/A

Applicant Name (Individual or Business): Jane Doe Architects PC

Business Name (if applicable): Jane Doe Architects PC

Mailing Address: 456 Design Avenue, Suite 100

City: New York State: NY Zip Code: 10001

Phone Number: (212) 555-0100 Email Address: jane.doe@jdoearchitects.com

Relationship to Property Owner: Hired Architect

Section 3: Property Owner Information

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Owner Name (Individual or Business): John Smith Properties LLC

Business Name (if applicable): John Smith Properties LLC

Mailing Address: 789 Property Lane

City: New York State: NY Zip Code: 10002

Phone Number: (212) 555-0200 Email Address: john.smith@jsproperties.com

#### Section 4: Registered Design Professional (Architect/Engineer) Information

Name of Professional (RA/PE): Jane Doe

License Number: 012345 State: NY

Business Name: Jane Doe Architects PC

Mailing Address: 456 Design Avenue, Suite 100

City: New York State: NY Zip Code: 10001

Phone Number: (212) 555-0100 Email Address: jane.doe@jdoearchitects.com

Professional Seal & Signature:

#### Section 5: Contractor Information (If known at time of application)

General Contractor Business Name: Quality Builders Inc.

License Number: GC-987654

Mailing Address: 101 Construction Way

City: New York State: NY Zip Code: 10003

Phone Number: (212) 555-0300 Email Address: contact@qualitybuilders.com

Insurance Information (Certificates to be attached):

General Liability: Policy #GLP123456789Expires:12/31/2025

Workers' Compensation: Policy #WCP987654321Expires:12/31/2025

Disability Benefits: Policy #DBP456789123Expires:12/31/2025

#### Section 6: Description of Work

Type of Work: Alteration Type 2 - Interior renovation and minor plumbing work

Detailed Description of Proposed Work:

Interior renovation of existing residential unit on 3rd floor. Scope includes removal of non-load bearing partitions to create open plan living/kitchen area. New kitchen cabinetry and appliances. Minor relocation of plumbing fixtures within existing bathroom (no change to fixture count). Upgrade electrical panel and associated wiring for new kitchen layout. All work to comply with current NYC Building Codes and Energy Conservation Code.

Estimated Cost of Construction: \$75,000

Proposed Start Date: 07/01/2025 Proposed Completion Date: 09/30/2025

Related Applications/Permits (if any): N/A

#### Section 7: Required Documents & Statements (Checklist - examples)

- ☒ Architectural Plans (Signed & Sealed)
- ☐ Structural Plans (Signed & Sealed, if applicable)
- ☒ Mechanical, Electrical, Plumbing (MEP) Plans (Signed & Sealed, if applicable)
- ☒ Zoning Calculations & Diagrams (As part of Architectural Plans)
- ☒ Energy Code Compliance Documentation
- ☐ Asbestos Abatement Report (if applicable - Assumed not required for this scope)
- ☒ Tenant/Occupant Protection Plan (if applicable - For work in occupied building)
- ☐ Site Safety Plan (if applicable - Likely not for Alt 2 interior)
- ☒ Proof of Ownership (Deed or equivalent)
- ☒ Letter of Authorization (if applicant is not the owner)
- ☐ Special Inspection Program Documentation (Likely not for this scope)
- ☐ Other (Specify): N/A

#### Section 8: Affirmations & Signatures

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##### **Owner's Affirmation:**

I, the undersigned owner (or authorized representative of the owner) of the premises described in this application, affirm that I have read this application and that all statements made herein are true to the best of my knowledge and belief. I authorize the filing of this application and consent to inspections as required by law.

**Signature:** \_\_\_\_\_ **Printed Name:** John Smith **Date:** 05/30/2025  
(Signature of John Smith)

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##### **Applicant's Affirmation:**

I, the undersigned applicant, affirm that I have read this application and that all statements made herein are true to the best of my knowledge and belief. I understand that any false statement may be punishable by law.

**Signature:** \_\_\_\_\_ **Printed Name:** Jane Doe **Date:** 05/30/2025  
(Signature of Jane Doe)

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##### **(If applicable) Registered Design Professional's Affirmation:**

I, the undersigned Registered Architect/Professional Engineer, affirm that the plans and specifications filed herewith conform to the provisions of the New York City Building Code and other applicable laws and regulations to the best of my knowledge and belief.

**Signature:** \_\_\_\_\_ **Printed Name:** Jane Doe **Date:** 05/30/2025  
(Signature of Jane Doe)

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For DOB Use Only:

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Application Fee Paid: \$PENDING Receipt #: PENDING

Reviewed By: PENDING Date: PENDING

Approved / Disapproved / Objections: PENDING

Permit Number Issued: PENDING Issue Date: PENDING