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

Industrial 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), Amendments & Affidavits"**
- You will be directed to the **"My Requests"** menu tab

<u>**To Submit a Work Permit Extension:**</u> *(Submit at least 30 days prior to the expiration date)*
- Click on the dropdown menu for **"Select Request Type"** as **"Renewal or WP Extension".**
- Click the **"Create"** button.
- Enter the application ID (e.g., or PB000112 or PW001316 without the ending Alphabet).
- Click the **"Continue"** button.
- 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"**, select the government agency and provide proof. Upload document(s) from the **"My Requests"** tab.
- Once completed, *click both* the **"Certification Checkbox"** and the **"Save"** or **"Save & Submit"** 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.
- Click **"Add Attachment"** (Only PDF files with a filename that is less than 40 characters including spaces can be uploaded.)
- Once the documents are attached, click the **"My Requests"** 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).*
Proceed with processing the payment. Detailed steps for payment are provided in the CATS Payment document.
- The applicant & owner will receive an automated email upon successful submission.

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