



# NYC BUILDINGS NEW YORK CITY DEPARTMENT OF BUILDINGS

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## APPLICATIONS AND PERMITS

### PERMITS

#### Alteration Repair Applications (ARA) Unit

The **Alteration Repair Applications (ARA)** unit issues permits for minor repairs of plumbing, oil burner and fire suppression work done by licensed contractors when there is no more than \$18,000 in costs for plumbing, and oil burner repairs, or \$10,000 for fire suppression repairs. Civil penalties are also collected after violations have been issued for "work without permit" that pertain to areas covered by the application filings. Contact [ARA Unit](#).

#### Hours and Processing Information

Our customer service window hours are now 9AM to 3PM Monday through Friday. Upon request we offer priority-filing service for licensed and general contractor's who submit their applications in person, but do not want to wait. These submissions are processed within 24 hours. There are two ways in which you can receive your approved application: (1) processed applications may be picked up, or (2) processed applications may be mailed. Please indicate your preference when submitting your application on the return addressed envelope to the ARA/Permit Renewal Unit located on the 5th floor of 280 Broadway New York, NY 10007.

#### Emergency exception: Notification Letter Submission

In an emergency condition, a licensed contractor may start work prior to obtaining an approved Alteration Repair Application. The licensee must fax, e-mail, or submit a letter of notification to the ARA Unit. The letter of notification must state the address where repairs are to be done, the nature of the emergency condition, the plumber's license number and name, phone and fax number, (e-mail address is optional). In addition, the plumber must state that he will submit an ARA application within five business days.

The ARA unit will maintain an emergency log and inform the corresponding borough office of the emergency notification via e-mail to the plumbing chiefs. In addition, the plumber will receive a response notice from the ARA unit confirming the receipt of the notification letter. The ARA unit will monitor the address for filings and maintain contact with the licensed plumber. If no application is submitted within five business days of the notification letter, the plumbing chief will be informed of the condition of no compliance, which may result in a violation being issued.

#### Tips on Properly Completing an Alteration Repair

### BIS WEB QUERY BUILDINGS INFORMATION SYSTEM

BOROUGH

HOUSE #

STREET NAME:



### STATISTICS

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### DID YOU KNOW?

**STATISTICS**  
[The Department of City Planning has released a new, user-friendly guide to the NYC Zoning Resolution.](#)

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### PRACTICE GREEN

- ▶ [Conserve Energy!](#)
- ▶ [Conserve Water!](#)
- ▶ [Green Building](#)




(required to view PDFs)

**Application (ARA):**

2. When providing owner's information, include owner's phone number.
3. Make sure ARA and ACP5 indicate the same floors.
4. For section 2 on the ARA application, if you are not working in an apartment, **do not** fill out the left side where apartments are.

**ARA Information and Updates .....**

-  [Same Day Services for ARA & Permit Renewal](#) (25 kb).

**Other Related Links:**

- ▶ [ARA FAQ](#)
- ▶ [ARA Form](#)
- ▶ [ARA Fees / Civil Penalties / Codes \(61 kb\)](#)

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 [VIEW SITE MAP](#)