



City of New Rochelle **Department of Public Works**

Permit Process

- ❖ Submit an application through the online permit system on our website (<https://www.newrochelleny.com/1503/Online-Permit-System>)
- ❖ Make sure to include all required documentation (please see the Permit Documentation & Insurance Requirements list)

Permit applications will not be reviewed without all required documentation

- ❖ The application will be reviewed by engineering, once approved, the permit fee and deposit may be paid online by credit card or check
(Please note: there is an online processing fee for credit card payments)
- ❖ Once payment is made the permit will be issued and is valid for 30 days, if work will continue past 30 days, the permit must be renewed and ONLY the permit fee will be charged again
- ❖ Page two of the permit will list all required inspections. They must be scheduled 24 hours in advance.
- ❖ When a final inspection is completed, the deposit will be reimbursed to the payer in the form of a check

Please Note:

- It is the responsibility of the applicant to follow all conditions and requirements set forth by the Department of Public Works. Failure to comply with conditions and requirements may result in a stop work order and/ or code enforcement by the New Rochelle Police Department.
- Please see section 281-53 of the City Code for more information on Enforcement and Penalties for Offenses