



DIVISION OF SCHOOL FACILITIES

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TO: Contractors

FROM: Division of School Facilities, Permit Unit

SUBJECT: Temporary Contractor Permit Process

DATE: March 23, 2020

Please be advised that effective Monday, March 23, 2020, the Division of School Facilities Permit Unit office will be closed until further notice.

As permits are required to perform work in school buildings, the below temporary measures are being implemented and are to be followed by all contractors immediately.

1. All contractors are required to obtain a signature from the school's custodian engineer before starting work. The signed permit, along with a copy of the check or money order, must be scanned and emailed to Janet Camargo (jcamargo@schools.nyc.gov) and Doreen Jones (djones80@schools.nyc.gov) from the permit unit.

NOTE: the permit number must be referenced in the subject line.

2. The permit unit will review and respond accordingly. Work can only begin after the permit unit has approved the permit. An approval notification email will be sent to the contractor and custodian engineer.
3. Payments (check or money order) must be mailed to the Division of School Facilities at the below address within 24 hours after receiving notification that the permit is approved. A copy of the permit and a copy of the approval notice must be included with payment.

**DSF CONTRACTOR PERMIT UNIT
44-36 VERNON BOULEVARD, 5TH FL
LONG ISLAND CITY, N.Y. 11101**

4. The approval notification and a copy of the permit must be presented to the school before the start of any work.

Blank permits will be available for pick up at the Vernon Boulevard main lobby security station

If you have questions or need guidance with this process, please contact Janet Camargo at jcamargo@schools.nyc.gov or Doreen Jones djones80@schools.nyc.gov.
