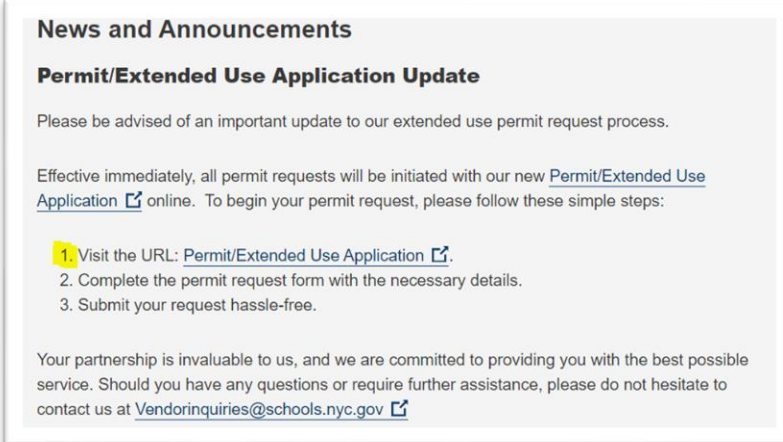


Step-by-Step Tutorial: Online Application for getting Permits to Use NYC School Buildings

1. Visit the [Building Maintenance Vendors](#)
2. Then look for the section labeled "Permit/Extended Use Application Update" and click on the link named [Permit/Extended Use Application](#). As shown in below:

1: Screenshot example of the "Building Maintenance Vendors" website



News and Announcements

Permit/Extended Use Application Update

Please be advised of an important update to our extended use permit request process.

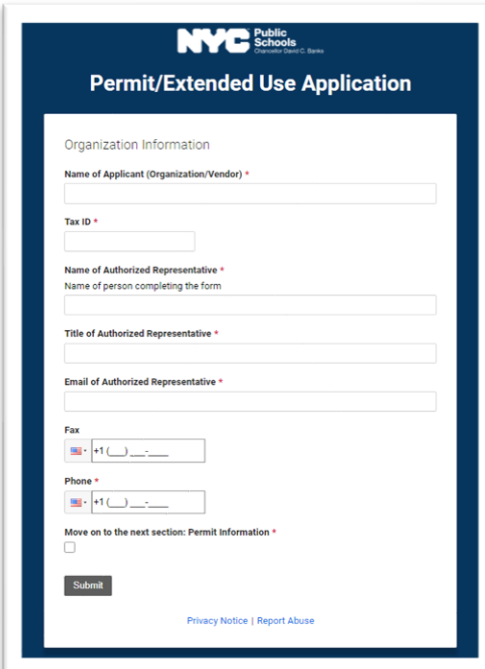
Effective immediately, all permit requests will be initiated with our new [Permit/Extended Use Application](#) online. To begin your permit request, please follow these simple steps:

1. Visit the URL: [Permit/Extended Use Application](#).
2. Complete the permit request form with the necessary details.
3. Submit your request hassle-free.

Your partnership is invaluable to us, and we are committed to providing you with the best possible service. Should you have any questions or require further assistance, please do not hesitate to contact us at Vendorinquiries@schools.nyc.gov.

3. After that a new tab will open, fill out all the required information.

2: Screenshot example of the Permit/Extended Use Application form online



NYC Public Schools
UNIVERSITY CITY BANK

Permit/Extended Use Application

Organization Information

Name of Applicant (Organization/Vendor) *

Tax ID *

Name of Authorized Representative *

Name of person completing the form

Title of Authorized Representative *

Email of Authorized Representative *

Fax

Phone *

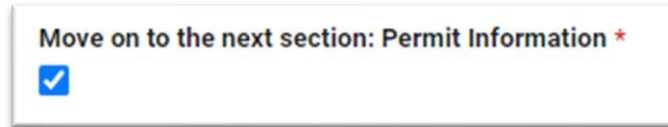
Move on to the next section: Permit Information *

Submit

[Privacy Notice](#) | [Report Abuse](#)

4. After completing the Organization Information, check the box to move on to the next section: Permit Information as shown in below:

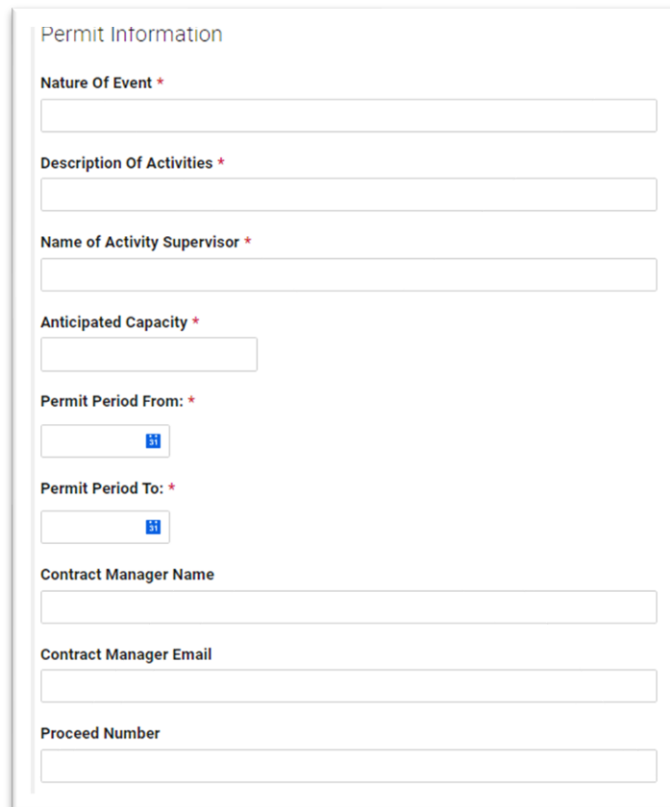
3 Screenshot: Example of check box to move to next section: Permit Information



Move on to the next section: Permit Information *

5. Once you check the permit information, the following options will open as shown in below. Fill out all the necessary details for the permit application.

4: Screenshot: Example of the Permit Information section



Permit Information

Nature Of Event *

Description Of Activities *

Name of Activity Supervisor *

Anticipated Capacity *

Permit Period From: *

Permit Period To: *

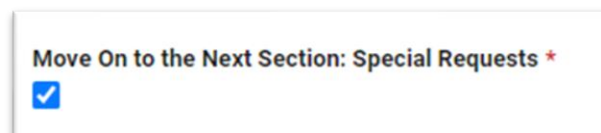
Contract Manager Name

Contract Manager Email

Proceed Number

6. Then check the box to move on to the next section: Special Request as shown below.

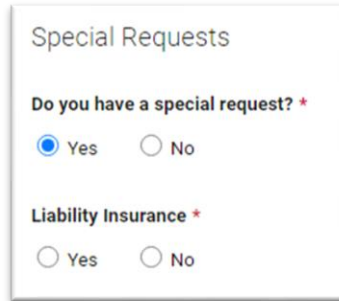
5 Screenshot: Example of check box to move to next section: Special Request



Move On to the Next Section: Special Requests *

7. If you have any special requests, make sure to answer all the corresponding questions appropriately.

6 Screenshot: Example of the Special Request section



Special Requests

Do you have a special request? *

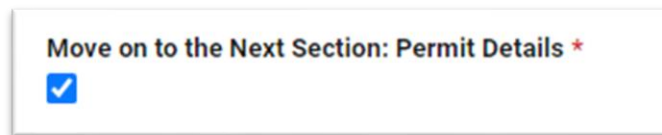
Yes No

Liability Insurance *

Yes No

8. Once you have completed the Permit Information section, check the box to move on to the next section: Permit Details as shown below:

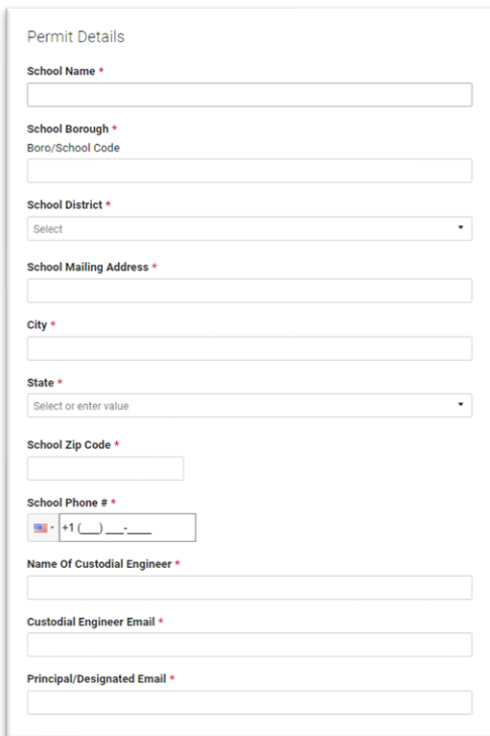
7 Screenshot: Example of check box to move to next section: Permit Details



Move on to the Next Section: Permit Details *

9. Fill out all the required and optional fields in the Permit Details section.

8 Screenshot: Example of the Permit Details section



Permit Details

School Name *

School Borough *

Boro/School Code

School District *

Select

School Mailing Address *

City *

State *

Select or enter value

School Zip Code *

School Phone # *

+1 () - -

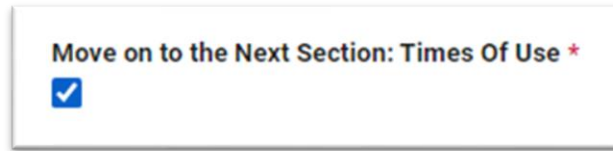
Name Of Custodial Engineer *

Custodial Engineer Email *

Principal/Designated Email *

10. Next, check the box to move on to the next section: Times of use for the permit.

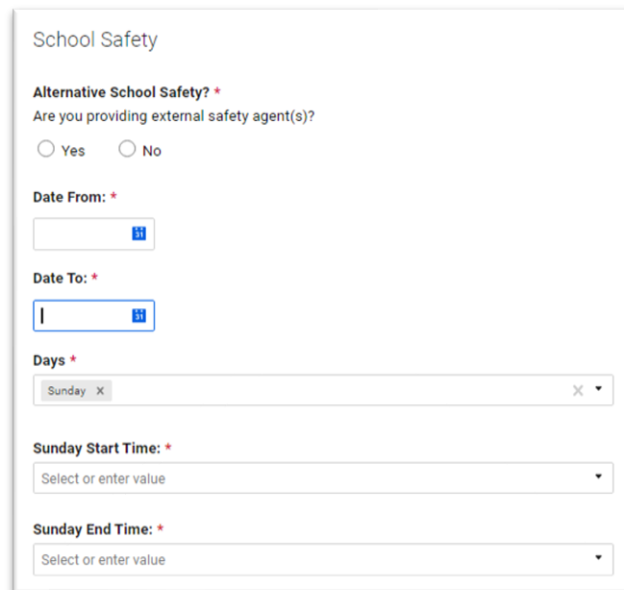
9 Screenshot: Example of check box to move to next section: Times of use



Move on to the Next Section: Times Of Use *

11. Complete this section by selecting the appropriate fields indicating when access to the school is needed and whether you will be providing external safety agents.

10 Screenshot: Example of the Times of use section



School Safety

Alternative School Safety? *
Are you providing external safety agent(s)?
 Yes No

Date From: *

Date To: *

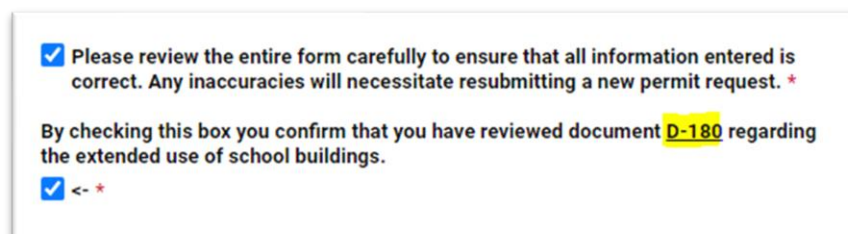
Days *
Sunday X

Sunday Start Time: *
Select or enter value

Sunday End Time: *
Select or enter value

11. Finally, review all the information you have provided, and make sure to check the boxes indicating that you've reviewed everything and are aware of [D-180](#) regarding the extended use of school buildings.

11 Screenshot: Example of the acknowledgement of correct information and the review of D-180 Chancellor reg



Please review the entire form carefully to ensure that all information entered is correct. Any inaccuracies will necessitate resubmitting a new permit request. *

By checking this box you confirm that you have reviewed document **D-180** regarding the extended use of school buildings.

<- *