



Construction & Development

EXTERNAL PARTNER PROGRAM

FREQUENTLY ASKED QUESTIONS

REV. 1
10/24/2025

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A. APPLICATION & SUBMITTAL PROCESS

1. When do I need EPP Approval for my project?

The MTA C&D External Partner Program (EPP) should review any construction activity within 200 feet of MTA properties, structures, assets and operations to ensure the integrity and safety of the passengers.

2. What's the difference between "Adjacency," "Public Agency," and "Developer Improvements" projects?

Private property owners building within 200 feet of MTA property shall apply for "**Adjacency**" Approval. Refer to question #24 for Application Process.

Public Agencies and Utility companies engaged in construction activities within 200 feet of MTA property shall apply for "**Public Agency**" Approval. Refer to question #24 for Application Process.

Private property owners who would like to provide a benefit the MTA transit system as part of their development project (or who are required to do so by local land use/zoning codes) shall contact the [MTA Transit-Oriented Development](#) (TOD). Once the scope is agreed upon, EPP's **Developer Improvements** Team will ensure that the initial conceptual Design is consistent with MTA scope standards. The team then assists designers in developing construction plans for Approval.

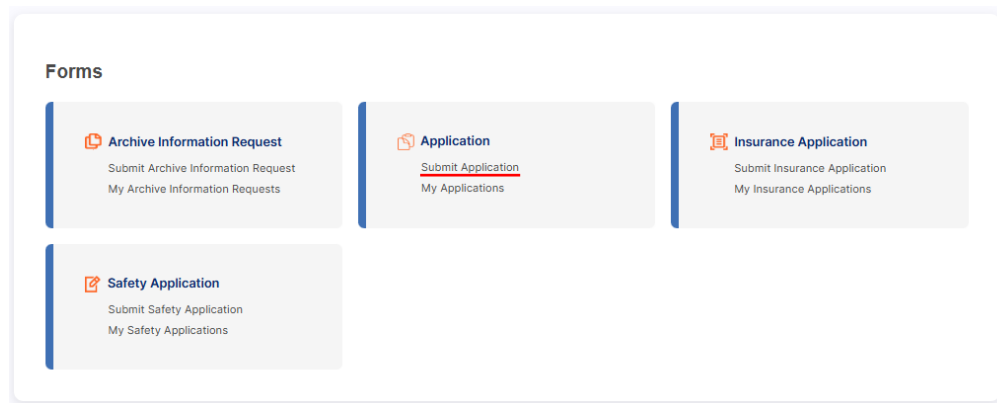
3. What's the process of applying for an EPP Permit?

To apply for MTA EPP Permit, please follow the steps below:

- a. Please follow this link to [Archive Information Request Form](#) to request MTA archive drawings for the subway adjacent to your property
- b. Prepare proposed Engineering drawings for review. Overlay MTA as Built information, on plan and sections onto your engineering drawings. Please follow the guidelines listed below:
- c. Plans and sections shall clearly show the proposed work.
- d. Overlay MTA structure (copy & paste) roof plan and full sections using MTA as-built drawings provided by us.
- e. Clearly show utility alignment relative to mentioned MTA structures, on plan and sections including NYCT datum.
- f. Provide all necessary dimensions that relate to MTA structures (vents and tunnel), and the proposed utility to the curb line and property line.
- g. Please note that [EPP General Notes](#) and the [Insurance Submission](#)

[Checklist](#) within these links shall be made part of the engineering drawings.

- h. When the drawings are ready, please follow the steps/links below to submit your application.
- i. Click the link to the [EPIC online platform](#).
- j. To submit drawing, Click on the "Application" tab on the header and select: [Submit Application Form](#)

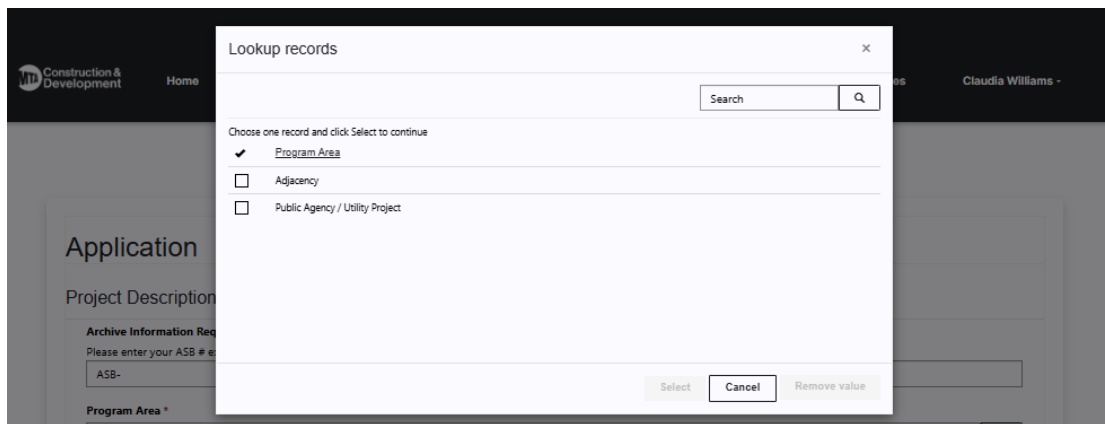


- k. Once satisfactory, drawings will be approved. Upon approval and before start of construction, if the work impacts MTA structures, insurance, and agreement are required and shall be submitted per 9 above and 11 below.
- l. To submit insurance and agreement, Click on the "Application" tab on the header, select [Submit Insurance Submission Form](#).
- m. Additional information and documents can be found at the top header by clicking on the "Reference Document" tab. Copies and links are provided below.

4. How do I submit an EPP Application?

Step 1: Create an application by visiting our online [EPIC online platform](#).

Click on the "Applications" tab on the footer. Make sure, you click on the "Submit Application". Fill out the Application. Ensure that "Adjacency" is selected under the "Program Area" field if the Project has a private owner or select "Public Agency/Utility Project" if its owned by a Public Agency (see question #27 for more information about projects).



Step 2: Upload signed and sealed drawings through the [EPIC online platform](#) portal for review and Approval.

5. How do I fill out the Application Form?

To complete an Application Form, the applicant shall visit the [EPIC online platform](#).

An application form has nine sections:

- a. **Project Description:** The applicant shall specify the **Project Type** (see question #29 for more information), describe the project briefly by filling in the **Submission Type** and **Submission Subtype**, and then add the correct **Contract/DOB Number** based on the **Project Type** selected.
- b. **Project Location:** the applicant shall complete the location information starting with the **borough** (select one of the NYC boroughs), **Station Name** (the system will auto-populate the existing Station names according to the borough selected), **Line Name** (the system will auto-populate the existing Station names according to the borough selected), **Current Transit Asset Type** (select one if applicable: Bridges, Bus Depots, Duct Lines, Easements, Elevated Structures, Fan Plants, Pump Room, Rail and subway lines, Shops and Yards, Stations, Substation, Tunnels). The **Project Address** shall be complete (include block, Lot No, Zip Code, and Cross Street/Intersection) and correct. The applicant shall measure the **Approximate Distance** in feet only.
- c. **Applicant Information:** In this section, the applicant shall complete the **Email**, **Company Name**, **Applicant First and Last Name**, **Phone Number**, and **Relationship to the Project**.
- d. **NYS Licensed Professional Information:** The applicant shall complete this section with accurate information, including **the NYS licensed professional's email**, **phone number**, and **License Number**.
- e. **Developer Information:** the Applicant shall complete this section with the Developer information, including **email** and **phone number**.

- f. **Additional Workers Contact Information:** The applicant shall add any additional worker who will be responsible for this Application (including a role in the company).
- g. **Additional Information:** The applicant shall select a **Submission Type** for the project and add the **Drawing numbers**, which will be incorporated into the Submission package along with the **date and Revision number**.
- h. **Mailing/Billing Information:** The Applicant shall complete the **Mailing/Billing Contact** with the **street number and name, state, city, and zip code**.
- i. **Payment Information:** the information shall include the **Credit Note**. (The Applicant can apply the Promo Code received from EPP in this section).
- j. The last step of the Application will be to click on the **"Submit"** button

6. Do I have to submit an EPP Application for a project more than 200ft. away from the MTA properties and structures?

No, you do not need to apply if your Project is located more than 200ft. away from the MTA properties and structures unless it is a Dewatering project.

7. I applied for EPP approval, but I filled out my application incorrectly. What do I do now?

Once that application is closed, no further changes can be made. The applicant must apply for a new application and pay the fee.

8. What's the average time for the application review?

The goal is to respond as quickly as possible. EPP diligently works towards a 10-day response time; however, actual response time may vary depending on the volume of submissions, if coordination with other departments is required, and the project's complexity.

9. I have revised and resubmitted my application. How long will it take for me to receive a response from the project reviewer?

All submissions and resubmissions will be reviewed in the order they are received. Please check the status of your application online at the [EPIC online platform](#) by clicking on "Applications" tab, then clicking on My Archive Application, My Adjacency Application, My Insurance Application, or My Safety Application, where you will see check status of your application.

10. My application was approved, but I can't download the Approval or No Impact letter. What can I do?

Once the application is approved or deemed as Impact or No Impact, EPP will produce the "Approval" Letter. You can see the option to pay for the Letter ONLY when the Letter has been uploaded. If you don't see the option available, EPP is processing the Letter.

11. How do I create an Addendum?

To create an Addendum, follow the steps below:

- Log into the [EPIC online platform](#) account.
- Click on the "Applications" tab on the header of the EPP Website.
- Find the application that needs an Addendum by clicking "My Applications"

My Applications

View Drafts

Search [] Q New Application

Application ID	Project Street Address	Borough Name	Program Area	Total Approx. Distance to Station/Transit Asset	Application Status	Payment Status	Created On	
EPPA-1095.1.1.Q	TERMINAL 4	Queens	Adjacency	0-10 ft	Pending Initial Review	Paid	9/8/2025 2:05 PM	▼
EPPA-1076.1.1.M.A	125 BROAD	Manhattan	Adjacency	51-60 ft	Pending Initial Review	Paid	8/20/2025 3:18 PM	▼
EPPA-1075.1.2.SI	1 WATER ST	Staten Island	Adjacency	41-50 ft	Approved	Paid	8/20/2025 2:28 PM	▼
EPPA-1071.1.1.M	125 BROAD	Manhattan	Adjacency	51-60 ft	Pending Initial Review	Paid	8/20/2025 12:19 PM	▼

View & Upload Documents
Create New Addendum
View details

To Submit your Addendum:

- Once you find the application that requires an addendum, click on the down arrow tab on the right corner of the page.
- Click the "Create Addendum" button and fill out " **Addendum Reasons** ", then click Submit.

12. How do I pay for my application? Payments for application, letters, and addendum.

Applicants must pay for the Application form and No Impact or Impact Letters. The Addendum has a one-time fee.

The system is designed to calculate costs based on your application criteria. The calculated payment will be displayed. (*see below*)

Additional Details

Notes/Comments

Add Additional Workers Contact Information

Is this application a result of a stop work order? *

Select

Submit

Application Cost: \$500.00

The system initializes payment and displays the popup form. Stay on the Application until payment confirmation appears. (A payment success message will appear.)

After payment, complete the Application form. Confirm payment is final and non-refundable by clicking "I acknowledge the above statement," then submit. (*see below*)

Developer/Property Owner Email *

4@2.com

Developer Company Name *

Contracting Concrete

Developer/Property Owner Street Address *

21 Richmond Ave

Developer/Property Owner State *

NY

10314

Confirm Submission

By submitting this form, I acknowledge that my submission is final and my payment is non-refundable. If applicable, the DOB number provided cannot be amended.

☒ I acknowledge the above statement

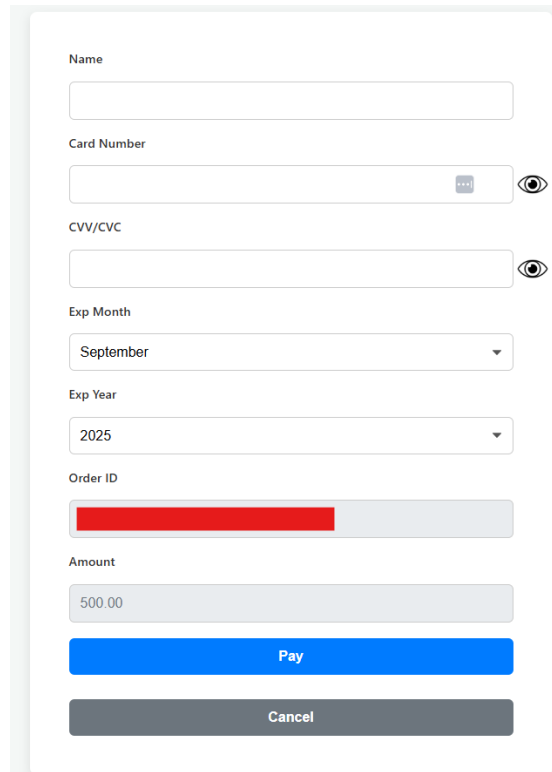
Go back Submit

Additional Details

A new tab or window will open for payment. Remain on this tab until payment is complete.

A pop-up window will notify you that secure payment is initializing.

Enter your name and payment card details into the new window. Finish by clicking "Pay." (*see below*)



A payment form interface with the following fields and controls:

- Name:** A text input field.
- Card Number:** A text input field with a card icon and a toggle for visibility.
- CVV/CVC:** A text input field with a toggle for visibility.
- Exp Month:** A dropdown menu showing "September".
- Exp Year:** A dropdown menu showing "2025".
- Order ID:** A text input field with a red background.
- Amount:** A text input field showing "500.00".
- Buttons:** A blue "Pay" button and a grey "Cancel" button.

The system will verify the payment method.

If the payment method is invalid, the transaction fails. Return to your application and retry with a different payment method. *(see below)*

Once your payment is validated, the system processes your transaction and provides confirmation. *(see below)*

Payment Status

Payment Confirmed

Your payment has been successfully processed.

Order ID: [Redacted]

Transaction ID: [Redacted]

Transaction Amount: \$500.00

Status: Approved

Payment successful! Please return to the original application tab. It should submit automatically. This window can now be closed.

[Close This Window](#)

Once payment succeeds, the application is submitted automatically. To retrieve approval and final drawings, payment must be completed. If unable to pay, save as a draft and return later.

How to Pay (Accepted Methods)

To pay for an application, click "Pay." You will then see four payment options. Start by selecting your preferred method:

i. Pay by Credit Card

- a. To complete the payment, provide your credit card details.
- b. Payment will be completed immediately.
- c. Upload documents for review.

ii. Pay by Promo Code

Please note that only Public Agencies with a Force Account Agreement with the MTA can request a Promo Code using the EPIC Application. Promo Codes can only be requested by a Public Agency when there's an executed Legal Agreement between the Public Agency and the MTA. For more information, please refer to Section 4.3.d.

iii. Accepted payment methods:

- Credit & Debit Cards (All major credit cards, i.e., Discover, Visa, Mastercard, Amex) & Promo Code.
- *We do not accept ACH payments at this time.*

B. DRAWINGS & ENGINEERINGS REQUIREMENTS

13. How do I obtain an MTA as-built/archival drawing for my project?

Please complete and submit the [Archive Information Request Form](#) on the [EPIC platform](#). If you work adjacent to MTA structures and properties (within 200 feet) and if you are applying on behalf of a Public Agency or a Utility company, you must submit the completed [Archive Information Request Form](#).

14. Why is an archival/as-built drawing needed?

Overlaying the archival/as-built drawings on the proposed engineering drawings allows EPP to determine how the proposed construction activities and the final project will interact with existing MTA properties and structures.

15. What information is required to be shown on the proposed engineering drawings?

The applicant must follow the EPP submission guidelines.

In addition, the EPP General Checklist consists of the following points:

- a. [EPP General Notes](#)
- b. [Insurance Requirements](#)

- c. *MTA archival/as-built overlay (plan/section/views).*
- d. *General elements (lot/property, sidewalk/curb line, block and lot, street names).*
- e. *MTA elements (roofs, ventilation gratings, ducts, manholes, stations, substations, emergency exits, subway entrances, etc.).*
- f. *Plan & section with MTA Line of Influence.*
- g. *Dimensions from proposed work to MTA structure (tunnel or elevated) in both plan and cross-section view.*
- h. *Show/call MTA street appurtenances.*
- i. *Street and other levels per established datums, reference MTA structure survey stationing.*
- j. *Column bent lines and numbering are marked on the columns on site and as shown on as-built structural drawings, if they differ.*
- k. *The property is located relative to the main street.*
- l. *Cross streets and the MTA structure with dimensions showing the reference points used to align the MTA structure to the property – A key plan to satisfy this requirement is insufficient.*
- m. *Construction Monitoring Plan.*
- n. *ADA Elements.*
- o. *Construction Methods.*
- p. *Drawings shall be stamped by an NYS Professional (Professional Engineer, Registered Architect, or Landscape Architect).*
- q. *Calculations.*
- r. *Other relevant information as determined by EPP.*



C. INSURANCE & SAFETY

16. What are the Insurance Requirements for each Application?

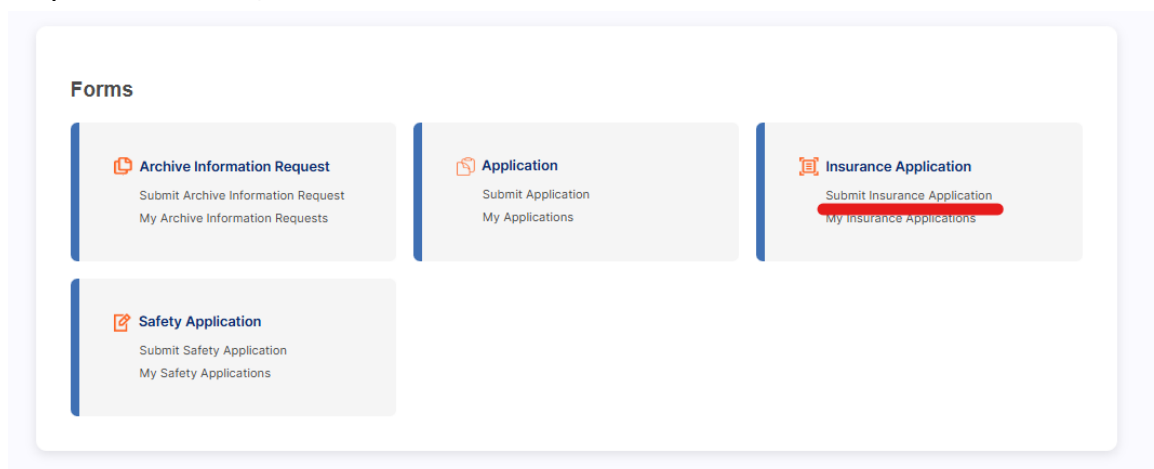
Insurance Requirements are identified in every Legal Agreement either as an Attachment, Exhibit, or Appendix. Please refer to your Agreement for the required insurance coverages, limits, and applicable endorsements. Please contact EPP Insurance (EPP-Insurance@mtacd.org) for more information. You can find more information here: [Insurance Submission Checklist](#)

17. What forms are acceptable to evidence all required insurance?

Please refer to the Guidelines for Submission of Insurance attached to your Agreement or [Insurance Submission Checklist](#) For more information, please contact EPP Insurance (EPP-Insurance@mtacd.org).

18. How do I submit my Insurance Application?

Please go to [EPIC platform](#), click on applications, locate "Submit Insurance Application" link, upload your documents, and submit.



19. What are the Safety requirements for each application?

If any construction activities are required to be performed on MTA property, the applicant should request the MTA C&D Construction Safety Specifications as soon as the plans are submitted for determination of applicable requirements.

For questions, please contact EPP-Safety@mtacd.org.

20. What is the Personal Protective Equipment (PPE) requirement to perform work on an MTA property?

1. Hard hat at all times.
2. Safety Glasses at all times.
3. NYCT Track vest at all times.
4. Safety boots at all times.
5. Hearing protection at 85dB.
6. Cut level 4 gloves.

Additional Personal Protective Equipment may be required. For questions, please contact EPP-Safety@mtacd.org.

21. What are the Safety Training requirements to start mobilization?

The minimum safety training requirements are OSHA 30-HOUR Training and NYCT Track Training. Additional training may be required. For questions, please contact EPP-Safety@mtacd.org

22. When is a Health and Safety Plan (HASP) and Safe Work Plan (SWP) required?

Any construction work performed to an MTA property/structure or involving modifications to an MTA structure requires HASP and SWP.

For additional information and sample, click here: [Health and Safety Plan \(HASP\)](#) and [Safe Work Plan \(SWP\)](#)

23. What work requires a Safe Work Plan only?

- The project requires access to an MTA property to perform a pre-construction survey.
- The project requires access to an MTA property to install optical or vibration monitoring devices.
- The project will affect access/egress to an MTA property. e.g., closing a stairwell.

For additional information and sample, click here: [Safe Work Plan \(SWP\)](#)

24. Who is responsible for providing the Safe Work Plan (SWP)?

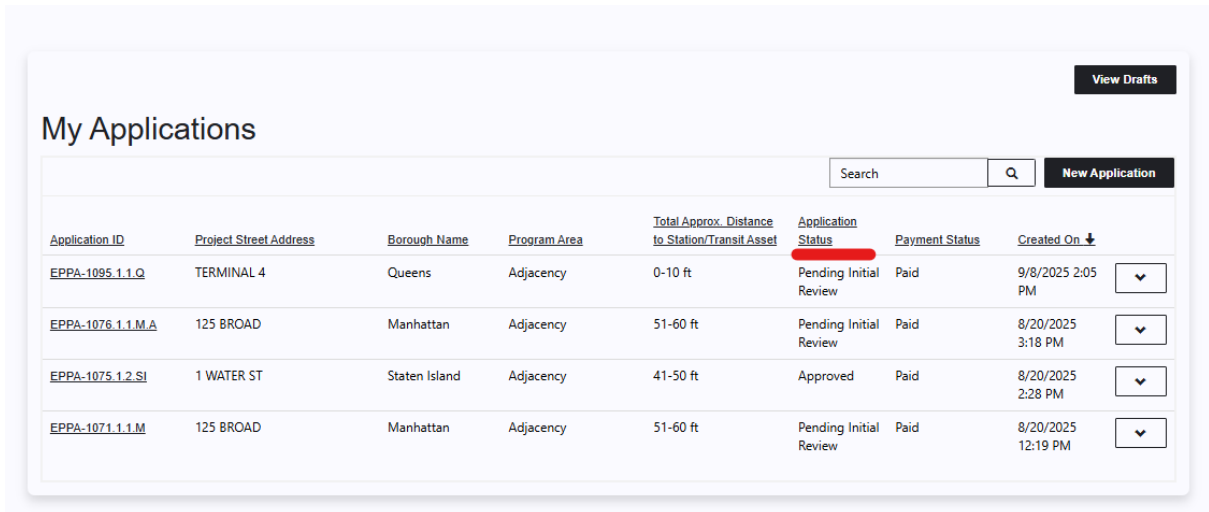
The SWP should be provided by the contractor performing work.

D. PLATFORM USE

25. How can I check the status of my online application?

Please visit the [EPIC platform](#) to check the status of your application.

To check your application status, click on My Archive Application, My Adjacency Application, My Insurance Application, or My Safety Application, where you will see the option to check the **status** of your application.



My Applications

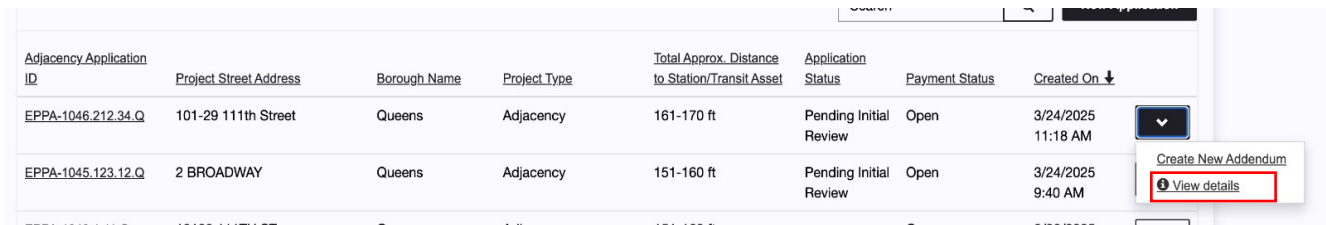
View Drafts

Search [] New Application

Application ID	Project Street Address	Borough Name	Program Area	Total Approx. Distance to Station/Transit Asset	Application Status	Payment Status	Created On ↓	
EPPA-1095.1.1.Q	TERMINAL 4	Queens	Adjacency	0-10 ft	Pending Initial Review	Paid	9/8/2025 2:05 PM	▼
EPPA-1076.1.1.M.A	125 BROAD	Manhattan	Adjacency	51-60 ft	Pending Initial Review	Paid	8/20/2025 3:18 PM	▼
EPPA-1075.1.2.SI	1 WATER ST	Staten Island	Adjacency	41-50 ft	Approved	Paid	8/20/2025 2:28 PM	▼
EPPA-1071.1.1.M	125 BROAD	Manhattan	Adjacency	51-60 ft	Pending Initial Review	Paid	8/20/2025 12:19 PM	▼

26. How do I contact the project reviewer?

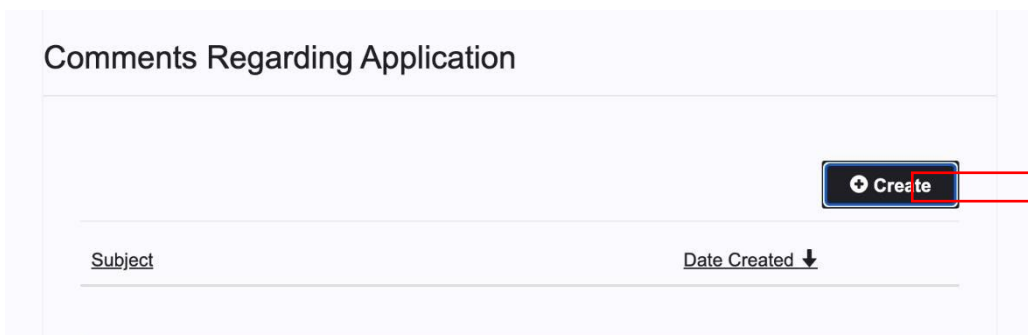
To contact the project reviewer, go to the **Application** you submitted. Click the drop-down arrow on the far right, then select "**View Details.**"



Adjacency Application ID	Project Street Address	Borough Name	Project Type	Total Approx. Distance to Station/Transit Asset	Application Status	Payment Status	Created On ↓	
EPPA-1046.212.34.Q	101-29 111th Street	Queens	Adjacency	161-170 ft	Pending Initial Review	Open	3/24/2025 11:18 AM	▼
EPPA-1045.123.12.Q	2 BROADWAY	Queens	Adjacency	151-160 ft	Pending Initial Review	Open	3/24/2025 9:40 AM	▼

Create New Addendum
View details

After that, click "**Create**" to add a comment, which will be sent directly to the project reviewer.



Comments Regarding Application

Create

Subject Date Created ↓

27. I have made changes to my application; how can I amend it?

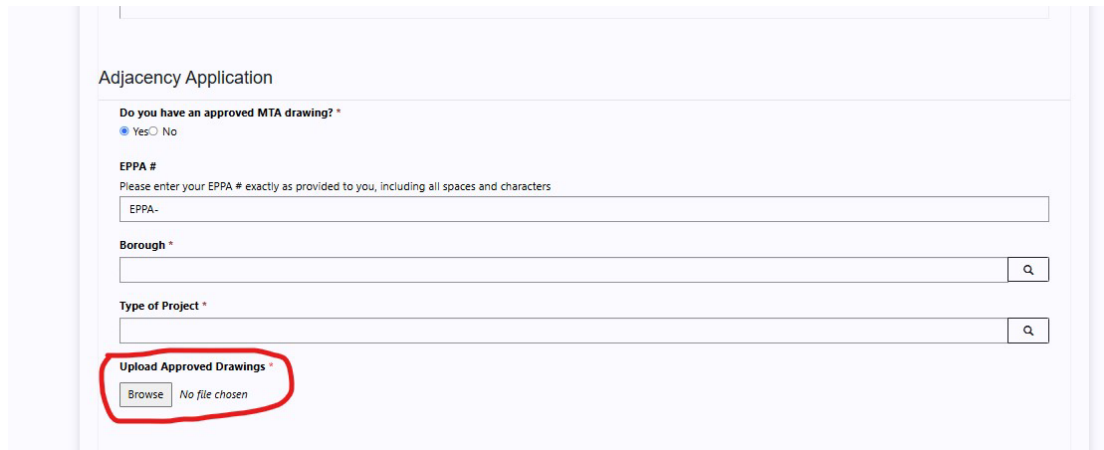
If your application is still in the review process, the files must be Rejected or deemed as Revise and Resubmit by EPP to re-upload the updated engineering drawings. Please note

that EPP can only provide a status of Reject/Revise and Resubmit if the files were not given a final status (i.e., No Impact, Approved).

If your application is closed (final status assigned) and you have additional information, you must create an **Addendum. (Refer to Question 14)**

28. How do I upload my Approved drawing for Insurance submission?

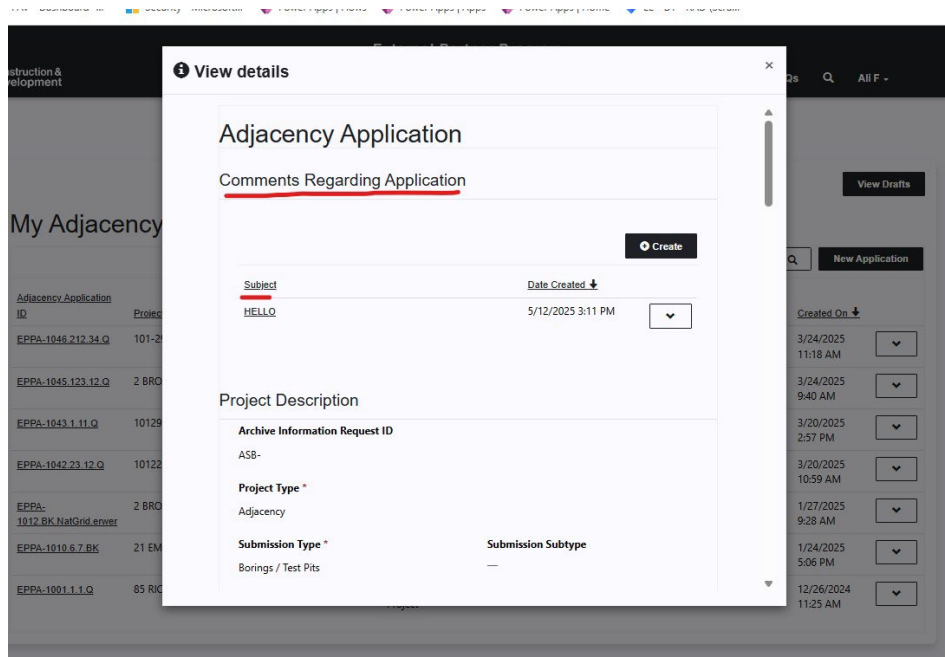
To upload a drawing, go to the [EPIC platform](#), click on "Applications" in the header, then select [Submit Insurance Form](#). There will be a section where you can upload **"Approved Drawings."**



The screenshot shows a web form titled "Adjacency Application". It contains several fields: a radio button for "Do you have an approved MTA drawing?" (Yes is selected), a text field for "EPPA #" with a note "Please enter your EPPA # exactly as provided to you, including all spaces and characters", a dropdown menu for "Borough", and another dropdown menu for "Type of Project". At the bottom, there is a section titled "Upload Approved Drawings" which is circled in red. This section contains a "Browse" button and the text "No file chosen".

29. I got an email that a comment was left — how do I see it/respond?

To view a comment you submitted, click on My Archive Application, My Application, My Insurance Application, or My Safety Application. Click the down arrow button and select "View Details." Under "Comments Regarding Application," you can see all the sent and received comments.



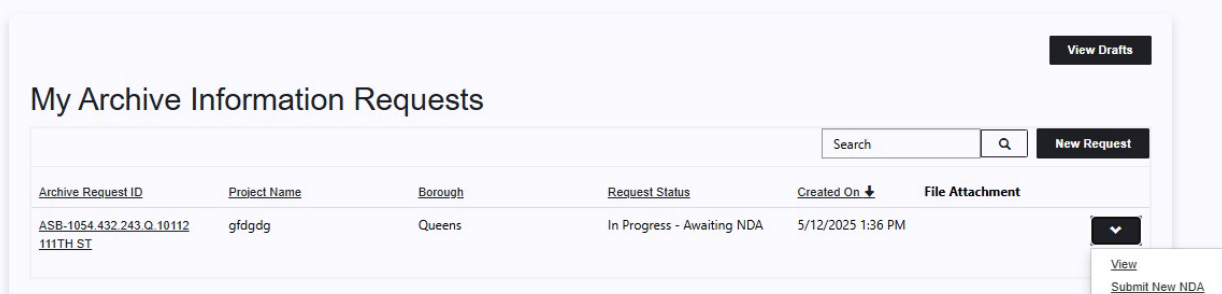
30. I got an email requesting an NDA — how do I submit one?

To submit an NDA, the reviewer will first review your request. If an NDA is required, you will receive an email asking you to submit it.

Go back to the EPP website and click on "[My Archive Information Requests](#)"

You will see the request status as "In Progress – Awaiting NDA."

Click the down arrow on the right-hand side and select "Submit New NDA."



31. I need training to navigate the [EPIC platform](#); how can I request it?

When needed, the applicant should refer to the EPIC User Manual and training video for additional guidance. For further information, you can contact EPP@mtacd.org

32. Do I need to apply for an Addendum to add a new DOB# or change sheet numbers?

Addendums are only required when the applicant has changes to the Design that were not reflected in the original application. For small changes to the application form, like DOB and sheet numbers, please contact EPP directly (EPP-Adjacency@mtacd.org) or leave a comment.

33. My set of proposed engineering drawings has been approved. What do I do next?

Upon EPP Approval (only for Impact applications), before an applicant can proceed with construction, a Legal Agreement must be executed, appropriate insurance must be obtained, and initial Safety requirements must be met.

- a. **Executed Legal Agreement:** Adjacency projects can request a standard legal agreement from EPP-Adjacency@mtacd.org.

Public agency projects can request a standard legal agreement from EPP-PublicAgency@mtacd.org.

- b. **Safety requirements:** Please email EPP-Safety@mtacd.org to get information about the initial Safety requirements on-site.

- c. **Insurance requirements:** Please email EPP-Insurance@mtacd.org to get information about the Insurance Requirements before mobilization. You can find more information here: [Insurance Submission Checklist](#)

After you have all these documents approved and a **Notice to Proceed (NTP)** is issued to the project, please contact Contract Inspections 72 hours before starting work at Contract.Inspection@nycct.com or call **718-694-1499**. Please note that you **MUST** arrange for an on-site inspector to start construction mobilization

E. LEGAL AGREEMENTS & PERMITS

34. Why must I get a DOB number before applying to EPP?

Before any building construction project begins in New York City, the Department of Buildings (DOB) must review the plans to ensure compliance with the Building Code. Once an application is submitted to DOB, a DOB number is generated. This number must be provided on the EPP Application to confirm that the project is also filed on the DOB NOW website - [DOB NOW Public Portal \(nyc.gov\)](https://www.dobnow.nyc.gov). Please note that not all submissions require a DOB number.

DOB Number is required when submitting an application and if the Project Type is Adjacency only.

The screenshot shows a web form titled "Application". Under the "Project Description" section, there are several fields:

- Archive Information Request ID**: A text field with a placeholder "ASB-".
- Program Area ***: A dropdown menu with "Adjacency" selected.
- Submission Type ***: A dropdown menu.
- Submission Subtype ***: A dropdown menu.
- Have you contacted DOB? ***: A dropdown menu with "Select" chosen.
- DOB Number ***: A text field.
- Submission Description ***: A large text area.

 At the bottom of the form is a button labeled "Add Drawing Numbers".

F. GENERAL QUESTIONS & CONTACT INFORMATION

35. Which type of applications are exempt from applying to DOB?

Work taking place on the sidewalks or the street, hoists, and any equipment that does not match DOB criteria.

36. Do I need an EPP approval stamp on my drawings if my application was deemed No Impact?

If your application was deemed No Impact, the Letter of No Impact should suffice.

37. My NYC DOT permit indicates that I need to contact MTA EPP, why do I need an EPP permit?

Your project has been identified within 100 feet of the MTA structures/properties. In an effort to protect the ridership and MTA structures, the proposed plans are reviewed to ensure there's no negative impact. Therefore, you need to apply for the MTA EPP Permit.

38. How can I determine if my property is within 200 feet of MTA property?

The best way to determine if your property is within 200 ft. of MTA property is to conduct a survey. An NYS-licensed Professional Surveyor shall perform this survey.

**39. My project has a small scope of work (interior renovation, sign installation, etc.).
Do I still need EPP approval?**

EPP approval is required for all projects planned within 200 feet of MTA structures and properties, no matter the scope of the project.

40. General contact emails

Adjacency: EPP-Adjacency@mtacd.org

Public Agency: EPP-PublicAgency@mtacd.org

General questions about EPIC: EPP@mtacd.org

EPP Safety: EPP-Safety@mtacd.org

EPP Insurance: EPP-Insurance@mtacd.org

MOW: contract.inspections@nyct.com

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G. APPLICATION & SUBMITTAL PROCESS

41. What's the process of applying for an EPP Permit?

To apply for MTA EPP Permit, please follow the steps below:

- a. Please follow this link to [Archive Information Request Form](#) to request MTA archive drawings for the subway adjacent to your property
- b. Prepare proposed Engineering drawings for review. Overlay MTA as Built information, on plan and sections onto your engineering drawings. Please follow the guidelines listed below:
- c. Plans and sections shall clearly show the proposed work.
- d. Overlay MTA structure (copy & paste) roof plan and full sections using MTA as-built drawings provided by us.
- e. Clearly show utility alignment relative to mentioned MTA structures, on plan and sections including NYCT datum.
- f. Provide all necessary dimensions that relate to MTA structures (vents and tunnel), and the proposed utility to the curb line and property line.
- g. Please note that [EPP General Notes](#) and the [Insurance Submission Checklist](#) within these links shall be made part of the engineering drawings.
- h. When the drawings are ready, please follow the steps/links below to submit your application.
- i. Click the link to the [EPIC platform](#).
- j. To submit drawing, Click on the "Application" tab on the header and select: [Submit Application Form](#)

The screenshot shows a web interface titled "Forms" with four application cards:

- Archive Information Request**: Submit Archive Information Request, My Archive Information Requests
- Application**: Submit Application, My Applications
- Insurance Application**: Submit Insurance Application, My Insurance Applications
- Safety Application**: Submit Safety Application, My Safety Applications

- k. Once satisfactory, drawings will be approved. Upon approval and before start of construction, if the work impacts MTA structures, insurance, and agreement are required and shall be submitted per 9 above and 11 below.

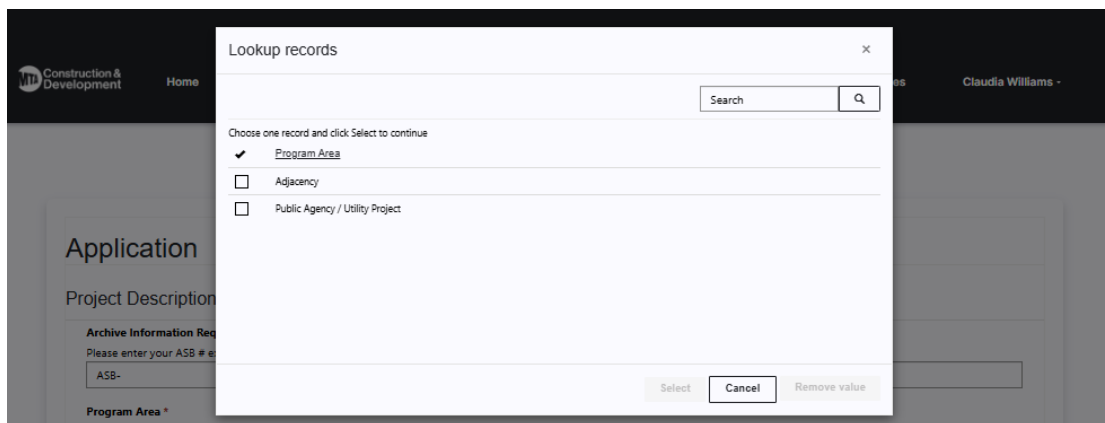
- l. To submit insurance and agreement, Click on the "Application" tab on the header, select [Submit Insurance Form](#).
- m. Additional information and documents can be found at the top header by clicking on the "Reference Document" tab. Copies and links are provided below.



42. How do I submit an EPP Application?

Step 1: Create an application by visiting our online [EPIC platform](#).

Click on the "Applications" tab on the footer. Make sure, you click on the "Submit Application". Fill out the Application. Ensure to select "Public Agency/Utility Project" if the Project belongs to a Public Agency.



Step 2: Upload signed and sealed drawings through the [EPIC platform](#) portal for review and Approval.

43. How do I fill out the Application Form?

To complete an Application Form, the applicant shall visit the [EPIC platform](#). An Application form has nine sections:

- a. **Project Description:** The applicant shall specify the **Project Type** (see question #29 for more information), describe the project briefly by filling in the **Submission Type** and **Submission Subtype**, and then add the correct **Contract/DOB Number** based on the **Project Type** selected.
- b. **Project Location:** the applicant shall complete the location information starting with the **borough** (select one of the NYC boroughs), **Station Name** (the system will auto-populate the existing Station names according to the borough selected), **Line Name** (the system will auto-populate the existing Station names according to the borough selected), **Current Transit Asset Type** (select one if applicable: Bridges, Bus Depots, Duct Lines, Easements, Elevated Structures, Fan Plants, Pump Room, Rail and subway lines, Shops and Yards, Stations, Substation, Tunnels). The **Project Address** shall be complete (include block, Lot No, Zip Code, and Cross Street/Intersection) and correct. The applicant shall measure the **Approximate Distance** in feet only.
- c. **Applicant Information:** In this section, the applicant shall complete the **Email, Company Name, Applicant First and Last Name, Phone Number, and Relationship to the Project**.
- d. **NYS Licensed Professional Information:** The applicant shall complete this section with accurate information, including **the NYS licensed professional's email, phone number, and License Number**.
- e. **Developer Information:** the Applicant shall complete this section with the Developer information, including **email and phone number**.
- f. **Additional Workers Contact Information:** The applicant shall add any additional worker who will be responsible for this Application (including a role in the company).
- g. **Additional Information:** The applicant shall select a **Submission Type** for the project and add the **Drawing numbers**, which will be incorporated into the Submission package along with the **date and Revision number**.
- h. **Mailing/Billing Information:** The Applicant shall complete the **Mailing/Billing Contact** with the **street number and name, as well as the state, city, and zip code**.
- i. **Payment Information:** the information shall include the **Credit Note**. (The Applicant can apply the Promo Code received from EPP in this section).

The last step of the Application will be to click on the **"Submit"** button

44. Do I have to submit an EPP Application for a project more than 200ft. away from the MTA properties and structures?

No, you do not need to apply if your Project is located more than 200ft. away from the MTA properties and structures unless it is a Dewatering project.

45. I applied for EPP approval, but I filled out my application incorrectly. What do I do now?

Once that application is closed, no further changes can be made. The applicant must apply for a new application and pay the fee.

46. What's the average time for the application review?

The goal is to respond as quickly as possible. EPP diligently works towards a 10-day response time. Still, response time may vary depending on the volume of submissions, if coordination with other departments is required, and the project's complexity.

47. I have revised and resubmitted my application. How long will it take for me to receive a response from the project reviewer?

All submissions and resubmissions will be reviewed in the order they are received. Please check the status of your Application online at the [EPIC platform](#) by clicking on "Applications" tab, then clicking on My Archive Application, My Adjacency Application, My Insurance Application, or My Safety Application, where you will see check status of your application.

48. My application was approved, but I can't download the Approval or No Impact letter. What can I do?

Once the application is approved or deemed as Impact or No Impact, EPP will produce the "Approval" Letter. You can see the option to pay for the Letter ONLY when the Letter has been uploaded. If you don't see the option available, EPP is processing the Letter.

49. How do I create an Addendum?

To create an Addendum, follow the steps below:

- a. Log into the [EPIC platform](#) account.
- b. Click on the "Applications" tab on the header of the EPP Website.
- c. Find the application that needs an Addendum by clicking "My Applications"

My Applications

View Drafts

Search

Q

New Application

Application ID	Project Street Address	Borough Name	Program Area	Total Approx. Distance to Station/Transit Asset	Application Status	Payment Status	Created On ↓	
EPPA-1095.1.1.Q	TERMINAL 4	Queens	Adjacency	0-10 ft	Pending Initial Review	Paid	9/8/2025 2:05 PM	▼
EPPA-1076.1.1.M.A	125 BROAD	Manhattan	Adjacency	51-60 ft	Pending Initial Review	Paid	8/20/2025 3:18 PM	▼
EPPA-1075.1.2.SI	1 WATER ST	Staten Island	Adjacency	41-50 ft	Approved	Paid	8/20/2025 2:28 PM	▼
EPPA-1071.1.1.M	125 BROAD	Manhattan	Adjacency	51-60 ft	Pending Initial Review	Paid	8/20/2025 12:19 PM	▼

[View & Upload Documents](#)
[Create New Addendum](#)
[View details](#)

To Submit your Addendum:

a. Once you find the application that requires an addendum, click on the down arrow tab on the right corner of the page.

Click the "Create Addendum" button and fill out "**Addendum Reasons**", then click Submit.

50. How do I request a Promo Code?

Promo Codes can only be requested by a Public Agency with an executed Agreement with the MTA. To determine if the Project is eligible for a Promo Code, the MTA must be able to invoice under the Legal Agreement for review and approval of the submitted drawings.

51. How do I establish a Legal Agreement with the MTA?

The Legal Agreement is a contract between the MTA and the Public Agency that determines the parameters for the project execution. The Project team will coordinate with the EPP Project Manager to draft and execute the Legal Agreement.

The EPP PM will ensure that the Legal Agreement is fully executed prior to the issuance of the NTP.

H. DRAWINGS & ENGINEERINGS REQUIREMENTS

52 What information is required to be shown on the proposed engineering drawings?

The applicant must follow the EPP submission guidelines.

In addition, the EPP General Checklist consists of the following points:

- a. [EPP General Notes](#)
- b. [Insurance Requirements](#)
- c. *MTA archival/as-built overlay (plan/section/views).*
- d. *General elements (lot/property, sidewalk/curb line, block and lot, street names).*
- e. *MTA elements (roofs, ventilation gratings, ducts, manholes, stations, substations, emergency exits, subway entrances, etc.).*
- f. *Plan & section with MTA Line of Influence.*
- g. *Dimensions from proposed work to MTA structure (tunnel or elevated) in both plan and cross-section view.*
- h. *Show/call MTA street appurtenances.*
- i. *Street and other levels per established datums, reference MTA structure survey stationing.*
- j. *Column bent lines and numbering are marked on the columns on site and as shown on as-built structural drawings, if they differ.*
- k. *The property is located relative to the main street.*
- l. *Cross streets and the MTA structure with dimensions showing the reference points used to align the MTA structure to the property – A key plan to satisfy this requirement is insufficient.*
- m. *Construction Monitoring Plan.*
- n. *ADA Elements.*
- o. *Construction Methods.*
- p. *Drawings shall be stamped by an NYS Professional (Professional Engineer, Registered Architect, or Landscape Architect).*
- q. *Calculations.*
- r. *Other relevant information as determined by EPP.*



53 How do I request a Concept Meeting with EPP? (Add to FAQ Public Agency)

The project team shall send an email to EPP Public Agency (EPP-PublicAgency@mtacd.org) requesting a Concept Meeting to go over the project goals.

54 How do I obtain an MTA as-built/archival drawing for my project?

Please complete and submit the [Archive Information Request Form](#) on the [EPIC platform](#). If you work adjacent to MTA structures and properties (within 200 feet) and if you are applying on behalf of a Public Agency or a Utility company, you must submit the completed [Archive Information Request Form](#).

55 Why is an archival/as-built drawing needed?

Overlaying the archival/as-built drawings on the proposed engineering drawings allows EPP to determine how the proposed construction activities and the final project will interact with existing MTA properties and structures.

I. PRE-CONSTRUCTION REQUIREMENTS

56. Where can I find the Force Account Estimate (FAE) Request Form?

The **Force Account Estimate (FAE) Request Form** is available for download on the EPP website (link: [Force Account Estimate Request Form](#)). This document is used to estimate the cost of accommodation services, including inspection, flagging, general orders, project coordination, and drawing review. The project team should coordinate with the EPP Project Manager (PM) to obtain the FAE.

57. What do I need to obtain a Notice to Proceed (NTP) for my project?

Upon EPP Approval (only for Impact applications), before an applicant can proceed with construction, a Legal Agreement must be executed, appropriate insurance must be obtained, and initial Safety requirements must be met.

- **Executed Legal Agreement:** Adjacency projects can request a standard legal agreement from EPP-Adjacency@mtacd.org.
- Public agency projects can request a standard legal agreement from EPP-PublicAgency@mtacd.org.
- **Safety requirements:** Please email EPP-Safety@mtacd.org to get information about the initial Safety requirements on-site.
- **Insurance requirements:** Please email EPP-Insurance@mtacd.org to get information about the Insurance Requirements before mobilization. You can find more information here: [Insurance Submission Checklist](#)
- After you have all these documents approved and a **Notice to Proceed (NTP)** is issued to the project, please contact Contract Inspections 72 hours before starting work at Contract.Inspection@nyct.com or call **718-694-1499**. Please note that you **MUST** arrange for an on-site inspector to start construction mobilization.

J. INSURANCE & SAFETY

58. What are the Insurance Requirements for each application?

Insurance Requirements are identified in every Legal Agreement either as an Attachment, Exhibit, or Appendix. Please refer to your Agreement for the required insurance coverages, limits, and applicable endorsements. Please contact EPP Insurance (EPP-Insurance@mtacd.org) for more information. You can find more information here: [Insurance Submission Checklist](#)

59. What forms are acceptable to evidence all required insurance?

Please refer to the Guidelines for Submission of Insurance attached to your Agreement or [Insurance Submission Checklist](#) For more information, please contact EPP Insurance (EPP-Insurance@mtacd.org).

60. How do I submit my Insurance Application?

Please go to [EPIC platform](#), click on Applications, locate "Submit Insurance Application" link, upload your documents, and submit.

The screenshot shows a 'Forms' section with four application cards. The 'Insurance Application' card is highlighted with a red bar. Each card includes an icon, a title, and two links: 'Submit [Application Type]' and 'My [Application Type] Applications'.

Form Type	Submit Link	My Applications Link
Archive Information Request	Submit Archive Information Request	My Archive Information Requests
Application	Submit Application	My Applications
Insurance Application	Submit Insurance Application	My Insurance Applications
Safety Application	Submit Safety Application	My Safety Applications

61. What are the Safety requirements for each application?

If any construction activities are required to be performed on MTA property, the applicant should request the MTA C&D Construction Safety Specifications as soon as the plans are submitted for determination of applicable requirements.

For questions, please contact EPP-Safety@mtacd.org.

62. What is the Personal Protective Equipment (PPE) requirement to perform work on an MTA property?

1. Hard hat at all times.
2. Safety Glasses at all times.
3. NYCT Track vest at all times.
4. Safety boots at all times.
5. Hearing protection at 85dB.
6. Cut level 4 gloves.

Additional Personal Protective Equipment may be required. For questions, please contact EPP-Safety@mtacd.org.

63. What are the Safety Training requirements to start mobilization?

The minimum safety training requirements are OSHA 30-HOUR Training and NYCT Track Training. Additional training may be required. For questions, please contact EPP-Safety@mtacd.org.

64. When is a Health and Safety Plan (HASP) and Safe Work Plan (SWP) required?

Any construction work performed to an MTA property/structure or involving modifications to an MTA structure requires HASP and SWP.

For additional information and sample, click here: [Health and Safety Plan \(HASP\)](#) and [Safe Work Plan \(SWP\)](#).

65. What work requires a Safe Work Plan only?

- The project requires access to an MTA property to perform a pre-construction survey.
- The project requires access to an MTA property to install optical or vibration monitoring devices.
- The project will affect access/egress to an MTA property. e.g., closing a stairwell.

For additional information and sample, click here: [Safe Work Plan \(SWP\)](#)

66. Who is responsible for providing the Safe Work Plan (SWP)?

The SWP should be provided by the contractor performing work.

K. CONSTRUCTION & CLOSEOUT

67. How do I contact an on-site inspector? (just add email address)

To contact Contract Inspections (MOW), please email to contract.inspection@nyct.com

68. How do I cancel the MOW inspector?

The project team shall notify the MOW office immediately if a scheduled inspection must be cancelled via email or phone call (xx days in advance).

69. How do I request and cancel Track flagging?

Any work being done at track level or that may impact train operation requires flagging.

All flagging requests must be submitted to the MOW contact inspection (contract.inspection@nyct.com and calling 718-694-1499) a minimum of 12 business days prior to the scheduled start date.

Please note that Flagging is assigned on a first-come, first-served basis.

All flagging cancellations must be submitted 4 business days prior to the scheduled start date.

70. How do I request and cancel a track outage(G.O.)?

To request a G.O., the project team must first contact the assigned EPP project manager.

- **Short-term G.O. requests** must be submitted to the EPP project manager within a minimum of 10 weeks of the scheduled G.O. start date.
- **Short-term G.O. cancellation requests** must be submitted to the EPP project manager at least 6 weeks before the scheduled G.O. start date.
- **Long-term G.O. requests** must be submitted to the EPP project manager at a minimum of 12 months period to the scheduled G.O. start date.
- **Long-term G.O. cancellation requests** must be submitted to the EPP project manager for at least 6 months to the scheduled G.O. start date.
- Long-term G.O. requests, including buses and station bypasses.

71. Where should I send the pre-construction and post-construction surveys?

Pre-construction and post-construction surveys are submitted to MOW, and EPP for information only. It also supports the review of the monitoring plan.

72. Where should I send monitoring reports?

Approved monitoring reports shall be sent to MOW. EPP only reviews the applicant's monitoring plans and the monitoring reports case by case when necessary or requested by MOW.

73. How do I close out a project?

Project closeout is the process EPP uses to finalize all completed activities across the phases of a project.

Closeout begins when the user accepts deliverables, and the project oversight authority concludes that the project has met the goals established. The major focus of project closeout is administrative closure and logistics.

To close out a project, please follow these steps:

1. Achieve Substantial Completion.
2. Complete Final Punchlist.
3. Perform Post-construction Survey.
4. Final invoice is received by Contractor. EPP will confirm that all previous invoices have been paid.
5. EPP Insurance Closeout requirements shall be met.
6. Final Letter of Completion from MOW/Letter of Completion signed by EPP VP.
7. Job Number Closeout.
8. Legal Agreement Closeout.

6. GENERAL QUESTIONS AND CONTACT INFORMATION

74. General contact emails

Adjacency: EPP-Adjacency@mtacd.org

Public Agency: EPP-PublicAgency@mtacd.org

General questions about EPIC: EPP@mtacd.org

EPP Safety: EPP-Safety@mtacd.org

EPP Insurance: EPP-Insurance@mtacd.org

MOW: contract.inspections@nyct.com