THE CITY OF NEW YORK
DEPARTMENT OF ENVIRONMENTAL PROTECTION
Bureau of Environmental Compliance
59-17 Junction Boulevard, 9th Floor, Flushing, New York 11373
Records Control (718) 595–3855

Boiler Registration New

- Login to DEP online CATS: www.nyc.gov/dep/cats
- After Login, select the left button "Boiler Registrations".
- Click on the dropdown menu for 'Select Request Type' as '**Registration - Boiler'**.
- Click the '**Create'** button.
- Click the '**Continue'** button.
- Fill up the form.
- Under 'Fee Information' : select 'Yes' or 'No' for both Tax Exemption and Fee Waiver status
    - If you select "yes", provide proof and upload documents from the "My Requests".
- Once completed, click the certification checkbox and click the 'Save' button or 'Save & Submit' button.

To attach documents (PDF only), accessible from the "My Requests" menu:
- Locate the application number / request id / facility address for which the system will have generated a request ID. Click the PDF icon to attach a file.
- Once the documents are attached, click the 'My Request Page' tab on top left corner.

Submit request and payment, accessible from the "My Requests" menu:
- Click the 'Submit' icon *(last icon in the list with a green forward arrow).*
- The 'Payment Information' page will display the corresponding fee for this request which can be accepted by clicking 'Submit' (Select 'Decline' if you want to continue to edit or upload additional documents).
- Payment Method can be 'Online' (Credit card or ECheck) or 'By Mail or In-person' (mail in Check or Money Order).
- After selecting 'By mail or in-person', the system will generate request form and DEP will wait for this form to be mailed with a proper check or money order.
- After selecting 'Online', the system will be directed to the Citibank site where payment can be made via Credit Card, Debit Card or ECheck. (*For Echeck, the owner's check can be used by entering the routing number and the account number. For credit card or debit card, a convenience fee of 2.49% will be charged by the bank.)*
    - If the ACH is blocked, contact the bank and add a 'Debit Filter' for DEP (Company ID: 2136400434).
- Upon successful payment, a 'payment successful' page will be displayed.
- The applicant & owner will receive an automated email upon successful submission.

For assistance, please call on 718-595-3855 or email us at
Catsfeedback@dep.nyc.gov