



NEW YORK STATE
Association of Town
Superintendents of Highways, Inc.

NYS Department of Labor - Prevailing Rate Case (PRC) #
How to Request and When is it Needed?

- What a PRC# is and its purpose:
 - Prevailing Rate Case number is the tracking number for prevailing wage projects in New York State.
 - They are issued by the NYS DOL's Bureau of Public Work and Prevailing Wage Enforcement to public entities or "departments of jurisdiction" for public work and building service work contracts, as well as owners/developers of covered private construction projects subject to NYS prevailing wage.
- How to obtain a prevailing rate case number?
 - On the Bureau's website landing page there is a "How can we help?" information button titled "Contracting Agency / Obtain New Wage Schedule." Click on that link to get to [Obtain a Wage Schedule | Department of Labor](#) where there is an informational video about obtaining a wage schedule and PRC#. There is also a link on that page to an online request form.
 - Complete the [NYS DOL - Prevailing Wages \(New Wage Schedule\)](#) form to obtain a PRC# and wage schedule.
- In which situations or project types is a case number is required?
 - A PRC# is required for all building service work subject to NYS Labor Law Article 9 and **all public work and covered private construction work subject to NYS Labor Law Article 8.**
 - **Essentially, if NYS prevailing wage applies, a PRC# is needed. In order to submit electronic certified payrolls for all Article 8 work, contractors must enter a PRC#.**
- How frequently must a new case number be requested (e.g., per project, contract, or time period)?
 - For capital improvement, standalone construction projects, anything that must be bid out, a unique PRC# should be obtained for that project to provide all contractors and sub-contractors.
 - For repair/maintenance, emergency cleanup, building service work, and other such contracts where contractors may be hired on an as needed basis, a single annual PRC# can be requested for use by all contractors on all small projects let under such contracts.
- A good contact for people to reach out to with questions:
 - Ask.pwask@labor.ny.gov is the general help inbox for the Bureau.
(518) 457-5589 is our Central Office Main Line in Albany.