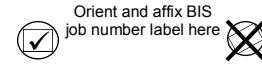




PW7: Certificate of Occupancy / Letter of Completion Folder Review Request

Must be typewritten



1 Location Information

House No(s) Street Name Work Proposed on Floor No(s)
Borough Block Lot BIN CB No.

2 Requestor Information

Individuals Relationship to Job (example: applicant, owner filing representative)
Last Name First Name Middle Initial
Business Name Business Telephone
Business Address Business Fax
City State Zip Mobile Telephone
E-Mail License Number

3 Type of Request Choose one.

- Letter of Completion (Directive 14 or Non-Directive 14)
TCO - Temporary Certificate of Occupancy (Borough Commissioner's Office may be required. All requirements must be fulfilled before a TCO will be issued) 3A
Renewal of TCO - Temporary Certificate of Occupancy (Borough Commissioner's Office approval may be required. All requirements must be fulfilled before a TCO will be issued) 3A
Final Certificate of Occupancy 3A
3A Change of address, block/lot, metes and bounds only (28-118.16.2)

4 Comments If additional space is required, write "see A1-1" here and submit a completed A1-1 form with this request.

5 Statements and Signatures

By signing below, I understand that all the information provided is true to the best of my knowledge and that falsification of any statement is a misdemeanor under § 26-124 of the NYC Administrative Building Code and punishable by a fine or imprisonment, or both. It is unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Violation is punishable by imprisonment or fine, or both.

Requestor Signature Date

Borough Commissioner's Office TCO Authorization Do not write in this section.

Comments:
Authorized Name (please print) Approved Disapproved
Authorization Signature (if approved only) Date

Disapproval Reasons Review request cannot be processed for the following reasons:

- Fees unpaid Open ECB/DOB Violation(s) Incomplete PAA Audit Conditions Pending / Job on Hold
Missing inspection Sign-off(s): Construction Plumbing Electrical Other:
Missing Required item(s): TR-1 Error(s):
Form(s) missing/incomplete: Form(s) Section(s)/Reason(s)
Other: