

1. LOCATION & REQUESTOR INFORMATION *(required for all requests)*

Provide location information, requestor's name, email, and relation to job. Please note denied requests will be sent disapproval reason(s) to email address provided on Borough Drop-off Intake Sheet.

House No: 152 Street Name: WEST 73 ST Application#: 103293133 Date: 9/30/2024

Borough: MANHATTAN Block: 1144 Lot: 153 BIN: 1029968 Requestor Name: LIWEN LI

Relation to job (select one): ☐ Owner ☐ Applicant of Record ☐ Contractor ☒ Filing Representative

Email: LIWENLI920@JHOTMAIL.COM Owner's Email: ☒ Initial ☐ Resubmission Date:

2. TYPE OF REQUEST

The **Borough Drop-off Intake Sheet** is required for each request submitted. Please ensure all forms are fully completed, signed, sealed, and dated. Select **one** of the following options:

☐ PAA (Post Approval Amendments)

Submit **PW1 (PAA)** to make changes to an already approved (P+ status in BIS) application.
Changes made after initial approval are subject to PAA fees and plan examination unless initial job was professionally certified.

☐ PW1 Withdrawal

Submit **PW1** to withdraw all or part of a job.

☒ Initial Work Permit Application

Submit **PW2 Initial Work Permit Application** if this is the first time applying for this permit.
Select **No Work Permit**, if this application will not include any physical work to be performed under this permit.

☐ PW6 Certificate of Occupancy Inspection Application *(Initial)*

Submit **PW6** to initiate inspections required prior to issuance of a Certificate of Occupancy.

☐ PW7 Certificate of Occupancy/Temporary Certificate of Occupancy/Letter of Completion

Submit **PW7** to obtain a final Certificate of Occupancy (CO), Temporary Certificate of Occupancy (TCO), Letter of Completion (LOC) or renew a Temporary Certificate of Occupancy. **NOTE: Resubmissions require a new BSCAN sticker**

INTERNAL USE ONLY

Reason(s) for hold/denial will be indicated below by borough staff and emailed to addresses indicated above

☐ LPC Calendared Building 40-Day Hold *(Full Demolition Applications Only)* Date Processed: ___/___/20___

Disapproval Reasons

Request cannot be processed for the following reason(s):

- | | |
|---|--|
| ☐ Job is not approved.
☐ Job is in 'R - PERMIT-ENTIRE' status.
☐ Job is for different borough submit to corresponding borough.
☐ Fees due, pay outstanding fees and resubmit.
☐ Job is on hold for 'No Good Check', resolve and resubmit.
☐ Withdrawal Job/Doc #/Work type is missing/not on file.
☐ Property/Job on 'Hold', see Borough Commissioner's Office.
☐ Architect/Engineer's signature and/or seal missing.
☐ Applicant's information is different from Department records.
☐ Permitted application must see Plan Exam for determination if withdrawal inspection is required.
☐ Inspection required resubmit with 'Final-Pass' inspection report (OP113).
☐ Work type signed off, cannot withdraw.
☐ PAA approved, cannot withdraw.
☐ All PAA fees must be paid prior to withdrawal.
☐ Resolve open required items and resubmit for permit. | ☐ Not an initial work permit application must be processed through permit renewal.
☐ No permits have been issued for this job number.
☐ Job number incorrect/invalid.
☐ Floors invalid.
☐ Electrical Control Number(s) missing (required for NB filings).
☐ Notarization by Superintendent of Construction missing.
☐ Open ECB/DOB violation(s)
☐ Incomplete PAA
☐ Missing inspection sign-off(s):
<div style="display: flex; justify-content: space-between;"> ☐ Construction ☐ Plumbing ☐ Electrical ☐ Elevator </div> ☐ Other: _____
☐ Missing required items(s): _____
☐ TR-1 Error(s): _____
☐ Missing/Incomplete/Invalid:
<div style="display: flex; justify-content: space-between;"> ☐ Form(s) _____ ☐ Section(s) _____ </div> ☐ Other: _____ |
|---|--|