



Borough Intake Form

DEPT BLDGS Job No. 103909380



Scan Code ESHS1840684



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: 367 Street Name: West 19th Street Application#: 103909380 Date: 10/25/2022
Borough: Manhattan Block: 743 Lot: 5 BIN: 1013196 Requestor Name: Kerilea Younger
Relation to job (select one): ☐ Owner ☐ Applicant of Record ☐ Contractor ☒ Filing Representative
Email: kyounger@rpoinc.com Owner's Email: JHuang26@hotmail.com ☒ 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.	☐ Not an initial work permit application must be processed through permit renewal.
☐ Job is in 'R - PERMIT-ENTIRE' status.	☐ No permits have been issued for this job number.
☐ Job is for different borough submit to corresponding borough.	☐ Job number incorrect/invalid.
☐ Fees due, pay outstanding fees and resubmit.	☐ Floors invalid.
☐ Job is on hold for 'No Good Check', resolve and resubmit.	☐ Electrical Control Number(s) missing (required for NB filings).
☐ Withdrawal Job/Doc #/Work type is missing/not on file.	☐ Notarization by Superintendent of Construction missing.
☐ Property/Job on 'Hold', see Borough Commissioner's Office.	☐ Open ECB/DOB violation(s)
☐ Architect/Engineer's signature and/or seal missing.	☐ Incomplete PAA
☐ Applicant's information is different from Department records.	☐ Missing inspection sign-off(s): ☐ Construction ☐ Plumbing ☐ Electrical ☐ Elevator
☐ Permitted application must see Plan Exam for determination if withdrawal inspection is required.	☐ Other: _____
☐ Inspection required resubmit with 'Final-Pass' inspection report (OP113).	☐ Missing required items(s): _____
☐ Work type signed off, cannot withdraw.	☐ TR-1 Error(s): _____
☐ PAA approved, cannot withdraw.	☐ Missing/Incomplete/Invalid: ☐ Form(s) _____
☐ All PAA fees must be paid prior to withdrawal.	☐ Section(s) _____
☐ Resolve open required items and resubmit for permit.	☐ Other: _____