

Required Items Checklist for Professional Certification

Must be typewritten.



SC100219017

Scan Code

1 Location Information Required for all applications.

House No(s) 508

Street Name Broadway

Borough Manhattan

Block 483

Lot 7501

BIN 1007242

C.B. No 102

2 Required Items Required for all applications. Yes or no must be selected for every item. Continues on page 2.

YES	NO	ITEMS REQUIRED PRIOR TO APPROVAL		
☒	☐	LANDMARKS APPROVAL	☐	☒ TR8: ENERGY CODE PROGRESS INSPECTIONS
☐	☒	LANDMARKS SIGNOFF	☐	☒ BPP: PHOTOS-SIGNED/SEALED BY APPLICANT
☐	☒	SEWER: CONNECTION: DEP SD1 & SD2	☐	☒ BPP: INFRASTRUCTURE AND SITE SKETCH
☐	☒	HPD: SRO MD CERTIFICATE OF NO HARASSMENT	☐	☒ BPP: SITE PLAN-NEW R.O.W. INSTALLATION
☐	☒	U.S. ARMY CORPS OF ENGINEERS APPROVAL	☐	☒ BPP: GRADE STUDY
☐	☒	TRANSIT AUTHORITY APPROVAL	☐	☒ BPP: STREET DRAINAGE APPLICATION
☐	☒	FIRE ALARM/SIGNAL SYSTEM (FA) SIGNOFF	☐	☒ BPP: DISTINCT SIDEWALK-LEGAL AGREEMENT
☐	☒	URBAN RENEWAL AREA: HPD APPROVAL	☐	☒ BPP: DISTINCT SIDEWALK-STONE TEST REPORT
☐	☒	SEPTIC INSTALLATION: DEP APPROVAL	☐	☒ BPP: TRAFFIC ENG STDY-CC IN INTERSECTION
☐	☒	ADDRESS: NEW HOUSE NUMBER APPROVED	☐	☒ BPP: CONTRACTOR BOND-INSTALL ROADWAY
☐	☒	TAX LOT: TENTATIVE LOT NUMBER ISSUED	☐	☒ BPP: WAIVER OF GRADE FILING
☐	☒	STREET: NEW STREET NAME APPROVED	☐	☒ BPP: CATCH BASIN/MANHOLE REQUIRED
☐	☒	FIRE PROTECTION PLAN(FPP): FDNY APPROVAL	☐	☒ BPP: FIELD VISITS RESULTS NEEDED
☒	☐	LOFT BOARD CERTIFICATE	☐	☒ BPP: CHECKLIST IN LIEU OF PLANS-ALT3
☒	☐	ASBESTOS ACP 7 OR 5 OR ASB 4	☐	☒ SUBDIVISION SIGNOFF
☐	☒	BSA VARIANCE	☐	☒ OAC REGISTRATION
☐	☒	TREE REMOVAL: OUTSIDE PROP./PARKS APPR	☐	☒ LOCAL LAW 58/1987 WAIVER
☐	☒	TREE REMOVAL: SPEC. ZON. DIST./CPC APPR	☐	☒ ADULT ACTIVITY APPROVAL
☐	☒	FOREIGN GOV'T PROPERTY: STATE DEPT. LTR	☐	☒ RESTRICTION: RESTRICTIVE DECLARATION
☐	☒	BPP-P. 3 (KS): REMOVE MATURE TREE	☐	☒ CURB CUT: PROVIDE EXISTING NUMBER
☐	☒	BPP-BSA REQUIREMENTS	☐	☒ CLINTON DISTRICT: RESTRICTIVE DEC
☐	☒	BPP-CPC REQUIREMENTS	☐	☒ HYDRO FLOW TEST LETTER
☐	☒	BPP-TA: RELOCATE BUS STOP	☐	☒ HYDRAULIC FLOW CALCULATIONS
☐	☒	BPP-DEP: NON-STD DRAINAGE STRUCTURE	☐	☒ TRASH COMPACTOR REQUIREMENTS
☐	☒	BPP-NYS DEC: DRAIN STREET TO WETLAND	☐	☒ ANTI-HARASSMENT AREA CHECKLIST
☐	☒	BPP: DOT PERMISSION TO MOVE FRANCHISE	☐	☒ CLINTON DISTRICT: ANTI-HARASSMENT CHECKLIST
☐	☒	STREET: UNMAPPED-NOTIFY EMERG. AGENCIES	☐	☒ BROOKLYN PARKING RESTRICTIONS
☐	☒	ART COMM. APPROVAL: DISTINCTIVE SIDEWALK	☐	☒ STREET TREE CHECKLIST
☐	☒	ART COMM. APPROVAL: CITY-OWNED PROPERTY	☐	☒ TENANT PROTECTION PLAN 2008 CODE
☐	☒	SITE CONNECTION: DEP	☐	☒ SOIL REPORT
☐	☒	BPP-UTILITY APPROVAL TO RELOCATE POLE	☐	☒ DOB - ZONING DIAGRAM (ZD1)
☐	☒	ENVIRONMENTAL "E" DEP NOTICE TO PROCEED	☐	☒ DOB - ZONING RESOLUTION DETERMINATION(S) (ZRD1) x _____
☐	☒	BSA/CPC APPROVAL	☐	☒ DOB - CONSTRUCTION CODE DETERMINATION(S) (CCD1) x _____
☐	☒	CPC: HUDSON YARDS INITIAL CERTIFICATION	☐	☒ FIRE APPARATUS ACCESS ROADS FOR DEV: FDNY APPROVAL
☐	☒	HPD: INCLUSIONARY HOUSING LETTER	☐	☒ SRO MD ANTI-HARASSMENT CHECKLIST
☐	☒	NYCECC ANALYSIS	☐	☒ NYS DEC TIDAL WETLANDS MAP
☐	☒	SITE SURVEY: INITIAL	☐	☒ NYS DEC TIDAL WETLANDS APPROVAL
☐	☒	RESTRICTION: EASEMENT AGREEMENT	☐	☒ NYSDEC FRESHWATER WETLANDS MAP
☐	☒	RESTRICTION: DEED	☐	☒ NYS DEC FRESHWATER WETLANDS APPROVAL
☐	☒	ZONING EXHIBIT I: CERTIFICATION	☐	☒ NYS DEC COASTAL EROSION HAZARD MAP
☐	☒	ZONING EXHIBIT II: CERTIFICATION	☐	☒ NYS DEC COASTAL EROSION HAZARD APPROVAL
☐	☒	ZONING EXHIBIT III: DESC. & OWNERSHIP STMT	☒	☐ ASBESTOS: EXEMPTION (ASB4)
☐	☒	ZONING EXHIBIT IV: CERTIFICATION	☐	☒ ASBESTOS: CERTIFICATION (DEP ACP5)
☐	☒	ZONING EXHIBIT V: CERTIFICATION	☐	☒ FIRE ALARM: FDNY RECEIVED & ACCEPTED PLANS
☐	☒	COST AFFIDAVIT: ESTIMATED	☐	☒ HUDSON YARDS PARKING AMENDMENT
☐	☒	FEE: CIVIL PENALTY FOR LEGALIZATION	☐	☒ BPP: STREET TREES SITE PLAN
☐	☒	FOUNDATION PLAN APPROVAL	☐	☒ RESOLVE ZONING DISCREPANCY
☐	☒	WATERFRONT AREA ZONING COMPLIANCE	☐	☒ RESOLVE ZONING DISCREPANCY (DATA CHANGE)
☐	☒	APPLICANT TO SELF CERTIFY OBJECTIONS	☐	☒ CALENDARED PROPERTY- 40-DAY HOLD
☐	☒	IDENTIFY THE PRIMARY JOB ON PW1	☐	☒ 2008 CODE TR1 REQUIRED
☐	☒	STEEL AFFIDAVIT: PRELIMINARY	☐	☒ DOB- CONSTRUCTION CODE DETERMINATION (CCD1)
☐	☒	ADULT ESTABLISHMENT APPROVAL	☒	☐ VERIFY DOB PLAN NAMING STANDARD IS MET
☐	☒	BPP: FILING REQUIRED	☐	☒ 1ST ZONING REVIEW COMPLETE
☐	☒	BPP: NOTES REQUIRED ON PLAN	☐	☒ 2ND ZONING REVIEW COMPLETE
☐	☒	BPP: TOPOGRAPHIC SURVEY	☐	☒ RECORDS MANAGEMENT FEE PAYMENT RECEIPT
			☐	☐ OTHER:

2 Required Items (Continued) Required for all applications. Yes or no must be selected for every item.
YES NO ITEMS REQUIRED PRIOR TO PERMIT

- ☐ ☒ CPC: HUDSON YARDS FINAL CERTIFICATION
☐ ☒ JAMAICA: DEP SEWER CONNECTION APPROVAL
☐ ☒ SITE SAFETY PLAN
☐ ☒ EXCAVATION OR DEMOLITION: 5-DAY NOTICE
☐ ☒ SIDEWALK SHED APPLICATION & PERMIT
☐ ☒ TEMPORARY FENCE APPLICATION & PERMIT
☐ ☒ SCAFFOLD APPLICATION & PERMIT
☐ ☒ MICROFILM: INITIAL
☒ ☒ INSURANCE: WORKERS' COMPENSATION
☐ ☒ INSURANCE: WORKERS' COMP. WAIVER/AFFID
☒ ☒ INSURANCE: LIABILITY
☒ ☒ INSURANCE: DISABILITY
☒ ☒ DIR-14 D OF RESPONSIBILITY (TR1)
☐ ☒ MASONRY MANUFACTURER'S STATEMENT-FORM 10H
☐ ☒ EQUIPMENT (EQ) PERMITS
☐ ☒ MICROFILM: ADDITIONAL REQUIRED
☐ ☒ HIC LICENSE OR AFFIDAVIT
☐ ☒ ELECTRICAL APPLICATION FOR SIDEWALK SHED LIGHTING
☐ ☒ ASBESTOS: COMPLETION OR CLOSEOUT (ACP20 OR 21)
☐ ☒ STREET TREES: RECEIPT OF STREET TREES SITE PLAN
☐ ☒ ASBESTOS: VARIANCE (DEP FORM V5)
☐ ☒ JAMAICA: DEP SEWER CONNECTION APPROVAL
☐ ☒ 2008 TR1 REQUIRED FOR NEW/WAIVED INSPECTIONS
☐ ☒ TR3: CONCRETE DESIGN MIX TECHNICAL REPORT
☐ ☒ PARTIAL DEMO: PLAN & DS1 (FOR AL/EW—OT PERMITS)
☐ ☒ PARTIAL DEMO: 10-DAY NOTICE (FOR AL/EW—OT PERMITS)
☐ ☒ STANDPIPE ALARM DRAWINGS 7 A11 (OR A11 PROOF)
☐ ☒ STANDPIPE WORK PERMIT
☐ ☒ OTHER:
☐ ☒ OTHER:

YES NO ITEMS REQUIRED PRIOR TO C OF O OR SIGNOFF

- ☐ ☒ LANDMARKS APPROVAL
☐ ☒ LANDMARKS SIGNOFF
☐ ☒ SEWER CONNECTION: DEP SD1 & SD2
☐ ☒ HPD: SRO MD CERTIFICATE OF NO HARASSMENT
☐ ☒ US ARMY CORPS OF ENGINEERS APPROVAL
☐ ☒ TRANSIT AUTHORITY APPROVAL
☐ ☒ FIRE ALARM/SIGNAL SYSTEM (FA) SIGNOFF
☐ ☒ URBAN RENEWAL AREA: HPD APPROVAL
☐ ☒ SEPTIC INSTALLATION: DEP APPROVAL
☐ ☒ ADDRESS: NEW HOUSE NUMBER APPROVED
☐ ☒ TAX LOT: FINAL LOT NUMBER ISSUED
☐ ☒ STREET: NEW NAME APPROVED
☐ ☒ FIRE PROTECTION PLAN (FPP): FDNY APPROVAL
☐ ☒ ASBESTOS ACP 7 OR 5 OR ASB 4
☐ ☒ BSA VARIANCE
☐ ☒ WATER SUPPLY (PRIVATE): DOH APPROVAL
☐ ☒ SWIMMING POOL: DOH APPROVAL
☐ ☒ SWIMMING POOL: DEP APPROVAL
☐ ☒ TREE REMOVAL: OUTSIDE PROP./PARKS APPR
☐ ☒ TREE REMOVAL: SPEC. ZON. DIST./CPC APPR
☐ ☒ FIRE RETARDANT TREATED WOOD: FDNY CERTIFICATE
☐ ☒ BPP-DEP: INSTALL/MODIFY DRAINAGE STRUCTURE
☐ ☒ BPP-DEP: INSTALL/RELOCATE FIRE HYDRANT
☐ ☒ BPP-PARKS: PLANT NEW TREE
☐ ☒ BPP-DOT: SIDEWALK ENCROACHMENT
☐ ☒ BPP-DOT: RELOCATE STREET LIGHT
☐ ☒ BPP-DOT: SIDEWALK/CURB/ROAD WORK PERMITS
☐ ☒ BPP-TA: INSTALL SIDEWALK OVER STATION
☐ ☒ BPP-ARTS COMM APPROVAL-DIST. SIDEWALK
☐ ☒ STREET: UNMAPPED: NOTIFY EMERG. AGENCIES
☐ ☒ ENVIRONMENTAL "E" DEP NOTICE OF SATIS
☐ ☒ TAP LETTER - DOM SVC : DEP-DOM
☐ ☒ TAP LETTER - FIRE SVC : DEP-FIRE
☐ ☒ WATER METER PERMIT : DEP-METER

YES NO ITEMS REQUIRED PRIOR TO C OF O OR SIGNOFF (CONT.)

- ☐ ☒ RPZ/DDCV TEST REPORT : GEN215B
☐ ☒ SEWER/HOUSE CON SIGNOFF: DEP HC 021
☐ ☒ FA - FDNY APPROVAL : FD-FAA
☐ ☒ FA LETTER OF DEFECT : FD-FALD
☐ ☒ FA SELF CERT DEFECT : FD-FASC
☐ ☒ FIRE SUPP ANSUL APPROVAL: FD-FSS
☐ ☒ FEMA FORM (81-31): ELEVATION CERTIFICATE
☐ ☒ CLINTON DIST: HPD CERT COMPLETION LOW-INCOME HOUSING
☐ ☒ HPD: INCLUSIONARY HOUSING ELIG. CERT
☐ ☒ FEMA FORM (81-65): DRY FLOOD-PROOFING CERTIFICATE
☐ ☒ CERTIFICATE OF OCCUPANCY
☐ ☒ PLACE OF ASSEMBLY (PA) SIGNOFF
☐ ☒ SPRINKLER (SP) SIGNOFF
☐ ☒ STANDPIPE (SD) SIGNOFF
☐ ☒ ELEVATOR JOB SIGNOFF
☐ ☒ GASOLINE TANK SIGNOFF
☐ ☒ PILES: FINAL PILE PLAN/CREOSOTE LETTER
☐ ☒ MARQUEE (OT) SIGNOFF
☐ ☒ MECHANICAL (MH) SIGNOFF
☐ ☒ CURB CUT (CC) SIGNOFF
☐ ☒ COST AFFIDAVIT: ACTUAL
☐ ☒ MICROFILM: ADDITIONAL REQUIRED
☐ ☒ DETECTOR: SMOKE-CERT. OF INSTALLATION
☐ ☒ EQUIPMENT USE PERMITS
☐ ☒ SITE SURVEY: FINAL
☐ ☒ RESTRICTION: EASEMENT AGREEMENT
☐ ☒ RESTRICTION: DEED
☐ ☒ FIRE SUPPRESSION SYSTEM (FP) SIGNOFF
☐ ☒ FEES: PAY DEFERRED FEES
☐ ☒ PLUMBING (PL) SIGNOFF
☐ ☒ BOILER (BL) SIGNOFF
☐ ☒ FUEL BURNING (FB) SIGNOFF
☐ ☒ FUEL STORAGE (FS) SIGNOFF
☐ ☒ CONSTRUCTION (OT) SIGNOFF
☐ ☒ BPP: FINAL SIGNOFF
☐ ☒ BPP: SIDEWALK & ROADWAY THICKNESS CORES
☐ ☒ BPP: SIDEWALK CONCRETE STRENGTH REPORT
☐ ☒ BPP: MAINTENANCE AGREEMENT - RETAINING WALL
☐ ☒ DEMOLITION (DM) JOB SIGNOFF
☐ ☒ BPP: ENGINEERS AFFIDAVIT
☐ ☒ BPP: AS-BUILT SIDEWALK SURVEY
☐ ☒ BPP: FIELD INSPECTION
☐ ☒ BPP: FINAL AS-BUILT PHOTOGRAPHS
☐ ☒ SP/SD DEVICE CERT : LTR-LIC ELECT
☐ ☒ DRY PIPE VALVE TEST : FP-10
☐ ☒ STANDPIPE INSP REPORT : FP-84
☐ ☒ SPRINKLER INSP REPORT : FP-85
☐ ☒ SD/SP FIRE PUMP TEST : FP-86
☐ ☒ BOILER APPROVAL : 900A
☐ ☒ GAS WELDER ANNUAL CERT : GAS-WELD
☐ ☒ OIL TANK REMOVAL CERT : LETTER-FO
☐ ☒ SEPTIC ABANDONMENT CERT: LETTER-SCAV
☐ ☒ MEDICAL GAS INST CERT : LETTER-MED
☐ ☒ DETECTOR: CARBON MONOXIDE-CERT. OF INSTALL
☐ ☒ STEEL AFFIDAVIT- FINAL
☐ ☒ MASONRY SUPPLIER'S STATEMENT-FORM 10J
☐ ☒ RESTRICTION: RESTRICTIVE DECLARATION
☐ ☒ SPRINKLER/STANDPIPE ELECTRICAL LETTER
☐ ☒ SPRINKLER/STANDPIPE ELECTRICAL LETTER
☐ ☒ HOUSE CONNECTION SIGNOFF
☐ ☒ STREET TREE SIGNOFF
☐ ☒ FEMA FORM (81-65): DRY FLOOD-PROOFING CERTIFICATE
☐ ☒ ART COMM. SIGNOFF: CITY-OWNED PROPERTY (EXT. WORK)
☐ ☒ PTA3: GREEN ROOF TAX ABATEMENT APPLICATION
☐ ☒ PTA3: TAX ABATEMENT ELIGIBILITY APPROVAL

2 Required Items (Continued) Required for **all** applications. Yes or no must be selected for **every** item.

- | YES | NO | ITEMS REQUIRED PRIOR TO C OF O OR SIGNOFF (CONT.) |
|--------------------------|-------------------------------------|---|
| ☐ | ☒ | PTA4: SOLAR PANEL TAX ABATEMENT APPLICATION |
| ☐ | ☒ | PTA4: TAX ABATEMENT ELIGIBILITY APPROVAL |
| ☐ | ☒ | FIRE ALARM: AS-BUILT PLANS |
| ☐ | ☒ | STREET TREES SITE PLAN |
| ☐ | ☒ | DOB FINAL INSPECTION REQUIRED |
| ☐ | ☒ | DOB ZONING DIAGRAM (ZD1) |
| ☐ | ☒ | APPLICANT CONCRETE RETESTING REPORT |
| ☐ | ☒ | APPLICANT CONCRETE EVALUATION REPORT |
| ☐ | ☒ | EN2: AS BUILT ENERGY ANALYSIS |
| ☐ | ☐ | OTHER: _____ |

3 Statement and Signatures Required for **all** applications.

Falsification of any statement is a misdemeanor and is 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.

Is a TR1 form required?

☒ Yes ☐ No**PAA only:**

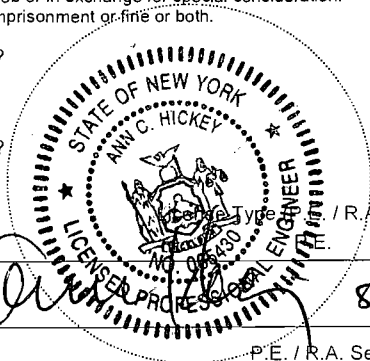
Is a ZD1 form required?

☐ Yes ☐ No

Name (please print)

Ann C. Hickey

Signature Date



P.E. / R.A. Seal

