



PC1: Required Items for Professional Certification

Must be typewritten. Must respond Y/N to all re



LOCATION INFORMATION Required for all applications

House No(s) 301

Borough Manhattan

Street Name West 4th Street

Block 615

Lot 1

BIN 1010993

C.B. No 102

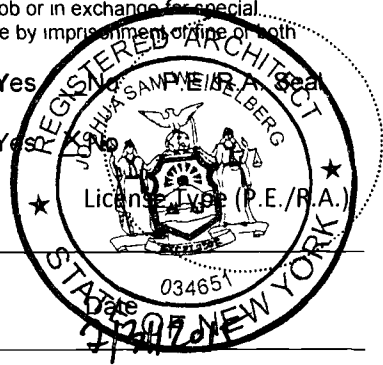
Y N ITEMS REQUIRED PRIOR TO APPROVAL

☐	☒	1ST ZONING REVIEW COMPLETE
☐	☒	2008 CODE TR1 REQUIRED
☐	☒	2ND ZONING REVIEW COMPLETE
☐	☒	ACCESSIBILITY WAIVER (PEO1)
☐	☒	ADDRESS: NEW HOUSE NUMBER APPROVED
☐	☒	ADULT ACTIVITY APPROVAL
☐	☒	ADULT ESTABLISHMENT APPROVAL
☐	☒	AI1 OBJECTIONS RESPONSE
☐	☒	ANTI-HARASSMENT AREA CHECKLIST
☐	☒	APPLICANT TO SELF CERTIFY OBJECTIONS
☒	☐	ASBESTOS: CERTIFICATION (DEP ACP5)
☐	☒	BPP: CATCH BASIN/MANHOLE REQUIRED
☐	☒	BPP: CHECKLIST IN LIEU OF PLANS-ALT3
☐	☒	BPP: CONTRACTOR BOND-INSTALL ROADWAY
☐	☒	BPP: DISTINCT SIDEWALK-LEGAL AGREEMENT
☐	☒	BPP: DISTINCT SIDEWALK-STONE TEST REPORT
☐	☒	BPP: DOT PERMISSION TO MOVE FRANCHISE
☐	☒	BPP: FIELD VISITS RESULTS NEEDED
☐	☒	BPP: FILING REQUIRED
☐	☒	BPP: GRADE STUDY
☐	☒	BPP: INFRASTRUCTURE AND SITE SKETCH
☐	☒	BPP: NOTES REQUIRED ON PLAN
☐	☒	BPP: PHOTOS-SIGNED/SEALED BY APPLICANT
☐	☒	BPP: SITE PLAN-NEW R O W INSTALLATION
☐	☒	BPP: STREET DRAINAGE APPLICATION
☐	☒	BPP: STREET TREES SITE PLAN
☐	☒	BPP: TOPOGRAPHIC SURVEY
☐	☒	BPP: TRAFFIC ENG STDY-CC IN INTERSECTION
☐	☒	BPP: WAIVER OF GRADE FILING
☐	☒	BPP-BSA REQUIREMENTS
☐	☒	BPP-CPC REQUIREMENTS
☐	☒	BPP-DEP: NON-STD DRAINAGE STRUCTURE
☐	☒	BPP-NYS DEC: DRAIN STREET TO WETLAND
☐	☒	BPP-PARKS: REMOVE MATURE TREE
☐	☒	BPP-TA: RELOCATE BUS STOP
☐	☒	BPP-UTILITY APPROVAL TO RELOCATE POLE
☐	☒	BROOKLYN PARKING RESTRICTIONS
☐	☒	BSA VARIANCE
☐	☒	BSA/CPC APPROVAL
☐	☒	CALENDARED PROPERTY - 40-DAY HOLD
☐	☒	CANTILEVER FIRE ANALYSIS APPROVED BY DOB & FDNY
☐	☒	CLINTON DISTRICT: ANTI-HARASSMENT CHECKLIST
☐	☒	CLINTON DISTRICT: RESTRICTIVE DEC
☒	☐	COST AFFIDAVIT ESTIMATE (PW3)
☐	☒	CPC: HUDSON YARDS INITIAL CERTIFICATION
☐	☒	CURB CUT: PROVIDE EXISTING NUMBER
☐	☒	DEP SANITARY SEWER CERTIFICATION (HCP/SCP)
☐	☒	DEP STORMWATER/SEWER CERTIFICATION (HCP/SCP)

Y N ITEMS REQUIRED PRIOR TO APPROVAL

☐	☒	DESIGN COMM. APPROVAL CITY-OWNED PRPTY (EXTERIOR)
☐	☒	DESIGN COMM. APPROVAL DISTINCTIVE SIDEWALK
☐	☒	DOB - CONSTRUCTION CODE DETERMINATION (CCD1)
☐	☒	DOB - ZONING DIAGRAM (ZD1)
☐	☒	DOB - ZONING RESOLUTION DETERMINATION (ZRD1)
☐	☒	ECCCNYS ANALYSIS
☐	☒	ENCROACHMENT ON SIDEWALK DOT REVOCABLE CONSENT
☐	☒	ENERGY CODE COMPLIANCE FEE
☐	☒	ENERGY CODE COMPLIANCE REVIEW
☐	☒	ENERGY CODE PROGRESS INSPS TECHNICAL REPORT (TR8)
☐	☒	ENVIRON RESTRICTIONS - OER NOTICE TO PROCEED
☐	☒	FDNY FIRE SUPPRESSION FEE PAYMENT RECEIPT
☐	☒	FEE CIVIL PENALTY FOR LEGALIZATION
☐	☒	FIRE ALARM/SIGNAL SYSTEM (FA) SIGNOFF
☐	☒	FIRE ALARM FDNY RECEIVED & ACCEPTED PLANS
☐	☒	FIRE APPARATUS ACCESS ROADS FOR DEV. FDNY APPROVAL
☐	☒	FIRE PROTECTION PLAN(FPP) FDNY APPROVAL
☐	☒	FLOOD ZONE DESIGN CERTIFICATION
☐	☒	FOREIGN GOV'T PROPERTY, STATE DEPT LTR
☐	☒	FOUNDATION PLAN APPROVAL
☐	☒	HIGH LINE - PARKS APPROVAL REQUIRED
☐	☒	HPD INCLUSIONARY HOUSING LETTER
☐	☒	HPD SRO MD CERTIFICATE OF NO HARASSMENT
☐	☒	HUDSON YARDS PARKING AMENDMENT
☐	☒	HYDRAULIC FLOW CALCULATIONS
☐	☒	HYDRO FLOW TEST LETTER
☐	☒	IDENTIFY THE PRIMARY JOB ON PW1
☒	☐	LANDMARKS APPROVAL
☐	☒	LANDMARKS SIGNOFF
☐	☒	LOFT BOARD CERTIFICATE
☐	☒	NYCECC ANALYSIS
☒	☐	NYCECC EXEMPTION
☐	☒	NYS DEC COASTAL EROSION HAZARD APPROVAL
☐	☒	NYS DEC COASTAL EROSION HAZARD MAP
☐	☒	NYS DEC FRESHWATER WETLANDS APPROVAL
☐	☒	NYS DEC FRESHWATER WETLANDS MAP
☐	☒	NYS DEC TIDAL WETLANDS APPROVAL
☐	☒	NYS DEC TIDAL WETLANDS MAP
☐	☒	OAC REGISTRATION
☐	☒	OTHER (LIST) _____
☐	☒	PREFAB/MODULAR CONSTR NYS COMPLIANCE STATEMENT
☐	☒	PREFABRICATED/MODULAR CONSTR OTCR APPROVALS
☐	☒	PTA3 GREEN ROOF TAX ABATEMENT APPLIC (PRELIMINARY)
☐	☒	PTA4 SOLAR TAX ABATEMENT APPLICATION (PRELIMINARY)
☒	☐	RECORDS MGMT FEE PAYMENT RECEIPT
☐	☒	RESOLVE ZONING DISCREPANCY
☐	☒	RESOLVE ZONING DISCREPANCY (DATA CHANGE)
☐	☒	RESTRICTION: DEED

Y N ITEMS REQUIRED PRIOR TO APPROVAL		Y N ITEMS REQUIRED PRIOR TO PERMIT	
	X	RESTRICTION: EASEMENT AGREEMENT	
	X	RESTRICTION: RESTRICTIVE DECLARATION	
	X	SEPTIC SYSTEM SEPTIC COMPLIANCE UNIT APPROVAL	
	X	SITE SURVEY: INITIAL	
	X	SOIL REPORT	
	X	SRO MD ANTI-HARASSMENT CHECKLIST	
	X	STEEL AFFIDAVIT PRELIMINARY	
	X	STREET TREE CHECKLIST	
	X	STREET. NEW STREET NAME APPROVED	
	X	STREET. UNMAPPED-NOTIFY EMERG. AGENCIES	
	X	STRUCTURAL PEER REVIEW REQUIRED	
	X	SUBDIVISION SIGNOFF	
	X	SUBSTANTIAL IMPROVEMENT CALCULATIONS	
	X	TAX LOT. TENTATIVE LOT NUMBER ISSUED	
	X	TEMPORARY FLOOD SHIELDS EMERGENCY FLOOD PLAN	
	X	TENANT/OCCUPANT PROTECTION PLAN 2008 CODE	
	X	TRANSIT AUTHORITY/MTA/PANYNJ APPROVAL	
	X	TRASH COMPACTOR REQUIREMENTS	
	X	TREE REMOVAL: OUTSIDE PROP./PARKS APPR	
	X	TREE REMOVAL: SPEC ZON DIST./CPC APPR	
	X	U.S. ARMY CORPS OF ENGINEERS APPROVAL	
	X	URBAN RENEWAL AREA: HPD APPROVAL	
	X	VERIFY DOB PLAN NAMING STANDARD IS MET	
	X	WATERFRONT AREA ZONING COMPLIANCE	
	X	ZONING EXHIBIT I: CERTIFICATION	
	X	ZONING EXHIBIT II: CERTIFICATION	
	X	ZONING EXHIBIT III: DESC & OWNERSHIP STMT	
	X	ZONING EXHIBIT IV: CERTIFICATION	
	X	ZONING EXHIBIT V: CERTIFICATION	
Y N ITEMS REQUIRED PRIOR TO PERMIT		Y N ITEMS REQUIRED PRIOR TO C/O OR SIGNOFF	
	X	2008 TR1 REQUIRED FOR NEW/WAIVED INSPECTIONS	
	X	ASBESTOS: COMPLETION OR CLOSEOUT (ACP20/21/5)	
	X	ASBESTOS: VARIANCE (DEP FORM V5)	
	X	CPC: HUDSON YARDS FINAL CERTIFICATION	
X		DIR-14 ID OF RESPONSIBILITY (TR1)	
	X	ELECTRICAL APPLICATION FOR SIDEWALK SHED LIGHTING	
	X	EQUIPMENT (EQ) PERMITS	
	X	EXCAVATION OR DEMOLITION 5-DAY NOTICE	
	X	HIC LICENSE OR AFFIDAVIT	
X		INSURANCE: DISABILITY	
	X	INSURANCE: LIABILITY	
	X	INSURANCE: WORKERS' COMP. WAIVER/AFFID	
X		INSURANCE: WORKERS' COMPENSATION	
	X	JAMAICA: DEP SEWER CONNECTION APPROVAL	
	X	LPC-BSA ARCHEOLOGY RESTRICTIVE DECLARATION (INITIAL)	
	X	MASONRY MANUFACTURER'S STATEMENT-FORM 10H	
X		MICROFILM/SCAN: INITIAL	
	X	MICROFILM/SCAN: ADDITIONAL REQUIRED	
	X	OTHER (LIST): _____	
	X	PARTIAL DEMO PLAN & DS1 (FOR AL/EW-OT PERMITS)	
	X	PROJECT-SPECIFIC GL INSURANCE	
	X	RAISE/MOVE DOCS & DS1 (FOR AL/EW-OT PERMITS)	
	X	SCAFFOLD APPLICATION & PERMIT	
	X	SIDEWALK SHED APPLICATION & PERMIT	
	X	SITE SAFETY PLAN BEST APPROVAL REQUIRED	
	X	STANDPIPE ALARM DRAWINGS & AI1 (OR AI1 PROOF)	
	X	STANDPIPE WORK PERMIT	
	X	STREET TREES: RECEIPT OF STREET TREES SITE PLAN	
	X	TEMPORARY FENCE APPLICATION & PERMIT	
	X	TR3: CONCRETE DESIGN MIX TECHNICAL REPORT	
	X	ADDRESS NEW HOUSE NUMBER APPROVED	
	X	APPLICANT CONCRETE EVALUATION REPORT	
	X	APPLICANT CONCRETE RETESTING REPORT	
	X	AS-BUILT ENERGY ANALYSIS (EN2)	
	X	BOILER (BL) SIGNOFF	
	X	BOILER APPROVAL . 900A	
	X	BPP AS-BUILT SIDEWALK SURVEY	
	X	BPP ENGINEERS AFFIDAVIT	
	X	BPP FIELD INSPECTION	
	X	BPP: FINAL AS-BUILT PHOTOGRAPHS	
	X	BPP FINAL SIGNOFF	
	X	BPP. MAINTENANCE AGREEMENT - RETAINING WALL	
	X	BPP: SIDEWALK & ROADWAY THICKNESS CORES	
	X	BPP SIDEWALK CONCRETE STRENGTH REPORT	
	X	BPP-DEP: INSTALL/MODIFY DRAINAGE STRUCTURE	
	X	BPP-DEP: INSTALL/RELOCATE FIRE HYDRANT	
	X	BPP-DESIGN COMM APPROVAL DISTINCTIVE SIDEWALK	
	X	BPP-DOT: RELOCATE STREET LIGHT	
	X	BPP-DOT SIDEWALK ENCROACHMENT	
	X	BPP-DOT: SIDEWALK/CURB/ROAD WORK PERMITS	
	X	BPP-PARKS: PLANT NEW TREE	
	X	BPP-TA: INSTALL SIDEWALK OVER STATION	
	X	BSA VARIANCE	
	X	CAP & CLEAN FORM	
	X	CERTIFICATE OF OCCUPANCY	
	X	CLINTON DIST HPD CERT COMPLETION LOW-INCOME HOUSE	
	X	CONSTRUCTION (OT) SIGNOFF	
	X	COST AFFIDAVIT (FINAL) PW3	
	X	CURB CUT (CC) SIGNOFF	
	X	DEMOLITION (DM) JOB SIGNOFF	
	X	DEP SANITARY SEWER CERTIFICATION (HCP/SCP)	
	X	DESIGN COMM SIGNOFF CITY-OWNED PROPTY (EXTERIOR)	
	X	DETECTOR CARBON MONOXIDE-CERT OF INSTALL	
	X	DETECTOR.SMOKE-CERT OF INSTALLATION	
	X	DOB - ZONING DIAGRAM (ZD1)	
	X	DOB FINAL INSPECTION REQUIRED	
	X	DRY PIPE VALVE TEST : FP-10	
	X	ELEVATOR JOB SIGNOFF	
	X	ENVIRO RESTRICTIONS - OER NOTICE OF SATISFACTION	
X		EQUIPMENT USE PERMITS	
	X	FA - FDNY APPROVAL : FD-FAA	
	X	FA LETTER OF DEFECT : FD-FALD	
	X	FA SELF CERT DEFECT : FD-FASC	

Y	N	ITEMS REQ. PRIOR TO C/O OR SIGNOFF	Y	N	ITEMS REQ. PRIOR TO C/O OR SIGNOFF
	X	FEES: PAY DEFERRED FEES		X	STREET: UNMAPPED- NOTIFY EMERG. AGENCIES
	X	FEMA ELEVATION CERT (086-0-33)/ FLOODPRF CERT (086-0-34)		X	SWIMMING POOL DEP APPROVAL
	X	FIRE ALARM/SIGNAL SYSTEM (FA) SIGNOFF		X	SWIMMING POOL. DOH APPROVAL
	X	FIRE ALARM. AS-BUILT PLANS		X	TAP LETTER - DOM SVC : DEP-DOM
	X	FIRE PROTECTION PLAN (FPP) FDNY APPROVAL		X	TAP LETTER - FIRE SVC : DEP-FIRE
	X	FIRE RETARDANT TREATED WOOD: FDNY CERTIFICATE		X	TAX LOT: FINAL LOT NUMBER ISSUED
	X	FIRE SUPP ANSUL APPROVL: FD-FSS		X	TRANSIT AUTHORITY/MTA/PANYNJ APPROVAL
	X	FIRE SUPPRESSION SYSTEM (FP) SIGNOFF		X	TREE REMOVAL: OUTSIDE PROP /PARKS APPR
	X	FUEL BURNING (FB) SIGNOFF		X	TREE REMOVAL: SPEC ZON DIST./CPC APPR
	X	FUEL STORAGE (FS) SIGNOFF		X	URBAN RENEWAL AREA. HPD APPROVAL
	X	GAS WELDER ANNUAL CERT : GAS-WELD		X	US ARMY CORPS OF ENGINEERS APPROVAL
	X	GASOLINE TANK SIGNOFF		X	WATER METER PERMIT : DEP-METER
	X	HOUSE CONNECTION SIGNOFF		X	WATER SUPPLY (PRIVATE): DOH APPROVAL
	X	HPD INCLUSIONARY HOUSING ELIG CERT		X	WELDERS AFFIDAVIT
	X	HPD SRO MD CERTIFICATE OF NO HARASSMENT	STATEMENTS & SIGNATURES Required for all applications		
	X	LANDMARKS APPROVAL	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.		
	X	LANDMARKS SIGNOFF	Is a TR1 form required? ☒ Yes		
	X	LPC-BSA ARCHEOLOGY RESTRICTIVE DECLARATION (FINAL)	PAA only:		
	X	MARQUEE (OT) SIGNOFF	Is a ZD1 form required? ☐ Yes		
	X	MASONRY SUPPLIER'S STATEMENT-FORM 10J	Name (please print)		
	X	MECHANICAL (MH) SIGNOFF	Joshua Weiselberg		
	X	MEDICAL GAS INST CERT : LETTER-MED	Signature		
	X	MICROFILM/RECORDS MGMT: ADDL FEE REQUIRED			
	X	OIL TANK REMOVAL CERT : LETTER-FO			
	X	OTHER (LIST):			
	X	PILES FINAL PILE PLAN/CREOSOTE LETTER			
	X	PLACE OF ASSEMBLY (PA) SIGNOFF			
	X	PLUMBING (PL) SIGNOFF			
	X	PRELIMINARY COMMISSIONING REPORT CERTIFICATION			
	X	PTA3 GREEN ROOF TAX ABATEMENT APPLICATION (FINAL)			
	X	PTA3 TAX ABATEMENT ELIGIBILITY APPROVAL			
	X	PTA4 SOLAR TAX ABATEMENT APPLICATION (FINAL)			
	X	PTA4 TAX ABATEMENT ELIGIBILITY APPROVAL			
	X	RESTRICTION DEED			
	X	RESTRICTION EASEMENT AGREEMENT			
	X	RESTRICTION RESTRICTIVE DECLARATION			
	X	RPZ/DDCV TEST REPORT : GEN215B			
	X	SD/SP FIRE PUMP TEST : FP-86			
	X	SEPTIC ABANDONMENT CERT: LETTER-SCAV			
	X	SEPTIC SYSTEM SEPTIC COMPLIANCE UNIT APPROVAL			
	X	SEWER/HOUSE CON SIGNOFF: DEP HC 021			
	X	SITE SURVEY: FINAL			
	X	SP/SD DEVICE CERT : LTR-LIC ELECT			
	X	SPRINKLER (SP) SIGNOFF			
	X	SPRINKLER INSP REPORT : FP-85			
	X	SPRINKLER/STANDPIPE ELECTRICAL LETTER			
	X	STANDPIPE (SD) SIGNOFF			
	X	STANDPIPE INSP REPORT : FP-84			
	X	STEEL AFFIDAVIT- FINAL			
	X	STREET TREE SIGNOFF			
	X	STREET TREES SITE PLAN			
	X	STREET: NEW NAME APPROVED			