



PW7: Certificate of Occupancy /
Letter of Completion Folder
Review Request
Must be typewritten



1 Location Information	
House No(s) 3452	Street Name Broadway
Borough Manhattan	Block 2072 Lot 64 BIN 1061776 CB No. 109
Work Proposed on Floor No(s) Basement	
2 Requestor Information	
Individuals Relationship to Job (example: applicant, owner filing representative)	
Last Name Wai	First Name James Middle Initial K
Business Name JKW Engineering, P.C.	Business Telephone (212) 966-1132
Business Address 153 Centre Street, Room 108	Business Fax (212) 966-1263
City New York State NY Zip 10013	Mobile Telephone
E-Mail JKW153@YAHOO.COM	License Number 058090
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 <i>If additional space is required, write "see A1-1" here and submit a completed A1-1 form with this request.</i>	
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 8/21/17
Borough Commissioner's Office TCO Authorization <i>Do not write in this section.</i>	
Comments:	
Authorized Name (please print) ☐ Approved ☐ Disapproved	
Authorization Signature (if approved only) Date	
Disapproval Reasons <i>Review request cannot be processed for the following reasons:</i>	
☐ 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: _____	