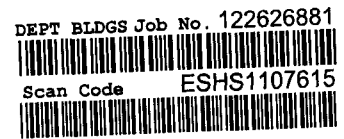




# Borough Intake Form



## 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: 526 Street Name: WEST 111TH STREET Application#: 122626881 Date: 01/16/2025  
Borough: MANHATTAN Block: 1882 Lot: 47 BIN: 1056912 Requestor Name: \_\_\_\_\_  
Relation to job (select one): ☐ Owner ☐ Applicant of Record ☐ Contractor ☒ Filing Representative  
Email: \_\_\_\_\_ 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** *Renewal with Change*  
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):

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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| <ul style="list-style-type: none"><li><input type="checkbox"/> Job is not approved.</li><li><input type="checkbox"/> Job is in 'R - PERMIT-ENTIRE' status.</li><li><input type="checkbox"/> Job is for different borough submit to corresponding borough.</li><li><input type="checkbox"/> Fees due, pay outstanding fees and resubmit.</li><li><input type="checkbox"/> Job is on hold for 'No Good Check', resolve and resubmit.</li><li><input type="checkbox"/> Withdrawal Job/Doc #/Work type is missing/not on file.</li><li><input type="checkbox"/> Property/Job on 'Hold', see Borough Commissioner's Office.</li><li><input type="checkbox"/> Architect/Engineer's signature and/or seal missing.</li><li><input type="checkbox"/> Applicant's information is different from Department records.</li><li><input type="checkbox"/> Permitted application must see Plan Exam for determination if withdrawal inspection is required.</li><li><input type="checkbox"/> Inspection required resubmit with 'Final-Pass' inspection report (OP113).</li><li><input type="checkbox"/> Work type signed off, cannot withdraw.</li><li><input type="checkbox"/> PAA approved, cannot withdraw.</li><li><input type="checkbox"/> All PAA fees must be paid prior to withdrawal.</li><li><input type="checkbox"/> Resolve open required items and resubmit for permit.</li></ul> | <ul style="list-style-type: none"><li><input type="checkbox"/> Not an initial work permit application must be processed through permit renewal.</li><li><input type="checkbox"/> No permits have been issued for this job number.</li><li><input type="checkbox"/> Job number incorrect/invalid.</li><li><input type="checkbox"/> Floors invalid.</li><li><input type="checkbox"/> Electrical Control Number(s) missing (required for NB filings).</li><li><input type="checkbox"/> Notarization by Superintendent of Construction missing.</li><li><input type="checkbox"/> Open ECB/DOB violation(s)</li><li><input type="checkbox"/> Incomplete PAA</li><li><input type="checkbox"/> Missing inspection sign-off(s):<ul style="list-style-type: none"><li><input type="checkbox"/> Construction <input type="checkbox"/> Plumbing <input type="checkbox"/> Electrical <input type="checkbox"/> Elevator</li><li>Other: _____</li></ul></li><li><input type="checkbox"/> Missing required items(s): _____</li><li><input type="checkbox"/> TR-1 Error(s): _____</li><li><input type="checkbox"/> Missing/Incomplete/Invalid:<ul style="list-style-type: none"><li><input type="checkbox"/> Form(s) _____</li><li><input type="checkbox"/> Section(s) _____</li><li>Other: _____</li></ul></li></ul> |
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