



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

DEPT BLDGS Job No. 122788661
Scan Code ESHS2429555

1	Location Information				
	House No(s) 99	Street Name Orchard Street	Work Proposed on Floor No(s) 001, Cel		
	Borough Manhattan	Block 414	Lot 55	BIN 1005473	CB No. 103

2	Requestor Information				
	Individuals Relationship to Job (example: applicant, owner filing representative)				
	Last Name Agham/Gonz/Hunt/Sim	First Name Ami/Jose/Thor/Lan	Middle Initial		
	Business Name A.E.C. Consulting & Expediting, Inc.			Business Telephone (212) 619-0200	
	Business Address 20 Vesey Street, Suite #909			Business Fax (212) 619-0550	
	City New York	State NY	Zip 10007	Mobile Telephone	
	E-Mail Nargiz@aecnyc.net			License Number 002264	

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 § 28-124 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 03/28/2020

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: _____	

RECEIVED
 CERTIFICATE OF OCCUPANCY
 NYC DEPT OF BUILDINGS