



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

DEPT BLDGS Job No. 123683139
Scan Code ESHS3366055

1	Location Information			
House No(s) 3259		Street Name BROADWAY	Work Proposed on Floor No(s) BAS, 001-004	
Borough MANHATTAN		Block 1998	Lot 29	BIN 1059930 CB No. 109
2	Requestor Information			
Individuals Relationship to Job (example: applicant, owner filing representative)				
Last Name GREEN SHERMAN		First Name RASHIDAH	Middle Initial	
Business Name ECC, INC.		Business Telephone (646) 476-4736		
Business Address 417 5TH AVE - 8TH FLOOR				
City NEW YORK		State NY	Zip 10016	Mobile Telephone
E-Mail RASHIDAH@ECC-NY.COM		License Number 7242		
3	Type of Request <i>Choose one.</i>			
☒ 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>			
ALL WORK FOR JOB 123683139 IS COMPLETE AND READY FOR SIGNOFF.				
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 10-31-2019		
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: _____				