



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: 372 Street Name: 5th Ave Application#: 123742502 Date: 8/17/2020
Borough: Manhattan Block: 837 Lot: 40 BIN: 1015898 Requestor Name: Lisa/Antonio/Geo
Relation to job (select one): ☐ Owner ☐ Applicant of Record ☐ Contractor ☒ Filing Representative
Email: geosiris@solbs.com Owner's Email: ☐ Initial ☐ Resubmission Date:

2. **Type of Request** Borough Drop-off Intake Sheet is required for each request submitted, 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
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 in order 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. <i>Note: Resubmissions require new BSCAN sticker</i>

Internal Use Only, reason (s) for denial will be indicated below by borough staff and emailed to addresses indicated above.

Disapproval Reasons request cannot be processed for the following reason (s)	
☐ Job is not approved.	☐ Resolve open required items and resubmit for permit.
☐ Job is in 'R - PERMIT-ENTIRE' status.	☐ Not an initial work permit application must be processed through permit renewal.
☐ Job is for different borough submit to corresponding borough.	☐ No permits have been issued for this job number.
☐ Fees due, pay outstanding fees and resubmit.	☐ Job number incorrect/invalid.
☐ Job is on hold for 'No Good Check', resolve and resubmit.	☐ Floors invalid.
☐ Withdrawal Job/Doc #/Work type is missing/not on file.	☐ Electrical Control Number (s) missing (required for NB filings)
☐ Property/Job on 'Hold', see Borough Commissioner's Office.	☐ Notarization by Superintendent of Construction missing.
☐ Owner's signature required for withdrawal.	☐ Open ECB/DOB violation (s)
☐ Architect/Engineer's signature and/or seal missing.	☐ Incomplete PAA
☐ Applicant's information is different from Dept. records.	☐ Missing inspection sign-off (s):
☐ Permitted application must see Plan Exam for determination if withdrawal inspection is required.	☐ Construction ☐ Plumbing ☐ Electrical ☐ Elevator
☐ Inspection required resubmit with 'Final-Pass' inspection report (OP113).	☐ Other: _____
☐ Work type signed off, cannot withdraw.	☐ Missing required items (s): _____
☐ PAA approved, cannot withdraw.	☐ TR-1 error (s): _____
☐ All PAA fees must be paid prior to withdrawal.	☐ Missing/Incomplete/Invalid:
	☐ Form (s) _____
	☐ Section (s) _____
	☐ Other: _____