

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: 250 Street Name: West 94th Street Application#: 123799121 Date: 6/12/23
 Borough: Manhattan Block: 1241 Lot: 52 BIN: 1033653 Requestor Name: Charlie Batista
 Relation to job (select one): ☐ Owner ☐ Applicant of Record ☐ Contractor ☒ Filing Representative
 Email: info@rigidnyc.com Owner's Email: ☐ Initial ☒ Resubmission Date: 6/12/23

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	Permit Renewal with changes 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): <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> ☐ Job is not approved. ☐ Job is in 'R - PERMIT-ENTIRE' status. ☐ Job is for different borough submit to corresponding borough. ☐ Fees due, pay outstanding fees and resubmit. ☐ Job is on hold for 'No Good Check', resolve and resubmit. ☐ Withdrawal Job/Doc #/Work type is missing/not on file. ☐ Property/Job on 'Hold', see Borough Commissioner's Office. ☐ Architect/Engineer's signature and/or seal missing. ☐ Applicant's information is different from Department records. ☐ Permitted application must see Plan Exam for determination if withdrawal inspection is required. ☐ Inspection required resubmit with 'Final-Pass' inspection report (OP113). ☐ Work type signed off, cannot withdraw. ☐ PAA approved, cannot withdraw. ☐ All PAA fees must be paid prior to withdrawal. ☐ Resolve open required items and resubmit for permit. </td> <td style="width: 50%; vertical-align: top;"> ☐ Not an initial work permit application must be processed through permit renewal. ☐ No permits have been issued for this job number. ☐ Job number incorrect/invalid. ☐ Floors invalid. ☐ Electrical Control Number(s) missing (required for NB filings). ☐ Notarization by Superintendent of Construction missing. ☐ Open ECB/DOB violation(s) ☐ Incomplete PAA ☐ Missing inspection sign-off(s): ☐ Construction ☐ Plumbing ☐ Electrical ☐ Elevator ☐ Other: _____ ☐ Missing required items(s): _____ ☐ TR-1 Error(s): _____ ☐ Missing/Incomplete/Invalid: ☐ Form(s) _____ ☐ Section(s) _____ ☐ Other: _____ </td> </tr> </table>		☐ Job is not approved. ☐ Job is in 'R - PERMIT-ENTIRE' status. ☐ Job is for different borough submit to corresponding borough. ☐ Fees due, pay outstanding fees and resubmit. ☐ Job is on hold for 'No Good Check', resolve and resubmit. ☐ Withdrawal Job/Doc #/Work type is missing/not on file. ☐ Property/Job on 'Hold', see Borough Commissioner's Office. ☐ Architect/Engineer's signature and/or seal missing. ☐ Applicant's information is different from Department records. ☐ Permitted application must see Plan Exam for determination if withdrawal inspection is required. ☐ Inspection required resubmit with 'Final-Pass' inspection report (OP113). ☐ Work type signed off, cannot withdraw. ☐ PAA approved, cannot withdraw. ☐ All PAA fees must be paid prior to withdrawal. ☐ Resolve open required items and resubmit for permit.	☐ Not an initial work permit application must be processed through permit renewal. ☐ No permits have been issued for this job number. ☐ Job number incorrect/invalid. ☐ Floors invalid. ☐ Electrical Control Number(s) missing (required for NB filings). ☐ Notarization by Superintendent of Construction missing. ☐ Open ECB/DOB violation(s) ☐ Incomplete PAA ☐ Missing inspection sign-off(s): ☐ Construction ☐ Plumbing ☐ Electrical ☐ Elevator ☐ Other: _____ ☐ Missing required items(s): _____ ☐ TR-1 Error(s): _____ ☐ Missing/Incomplete/Invalid: ☐ Form(s) _____ ☐ Section(s) _____ ☐ Other: _____
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