

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: 7 Street Name: West 21st Street Application#: 123800208 Date: 4/11/2023
 Borough: Manhattan Block: 823 Lot: 7507 BIN: 1090231 Requestor Name: Theodore Bodnar
 Relation to job (select one): ☐ Owner ☒ Applicant of Record ☐ Contractor ☐ Filing Representative
 Email: tedbodnar@aol.com Owner's Email: ml@friedlandproperties.com ☒ 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: *NOTE: UNAPPROVED AT 1; THIS IS A PRE-JUNE 2020*

- ☐ **PAA (Post Approval Amendments)** *PRO-CERTANT I DISAPPROVED AND CANNOT E-SUBMIT ITEM - SEE SCREENSHOT PHOTO, MUST CHANGES MADE AFTER INITIAL APPROVAL ARE SUBJECT TO PAA FEES AND PLAN EXAMINATION UNLESS INITIAL JOB WAS PROFESSIONALLY CERTIFIED.*
- ☐ **PW1 Withdrawal** *OFFICE: SEE REINSTATEMENT ATTACHED. SUBMITTING REQUIRED ITEMS: LANDMARKS ONE*
 Submit PW1 to withdraw all or part of a job.
- ☐ **Initial Work Permit Application** *NYC DEP ACP5 AND PREVIOUS NB HOOK PW-1.*
 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)** *PLEASE ENTER FOR B-SCAN ENTRY.*
 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**

Reason(s) for non-compliance will be indicated below by Borough staff and emailed to address on Borough Drop-off Intake Sheet

☐ **LPC Calendered 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"> ☐ 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. | <ul style="list-style-type: none"> ☐ 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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