



DEPT OF BLDGS 123846525 Job Number

ES415068584 Scan Code 525

Certificate of Occupancy/Letter of Completion Folder Review Request

PW7:

(Must be typewritten)

1 LOCATION INFORMATION

House No(s) 205 Street Name East 22nd Street Work Proposed on Floor No(s) 2
Borough Manhattan Block 903 Lot 7501 BIN 1019668 CB No. 106

2 REQUESTOR INFORMATION

Individuals Relationship to Job (Example: Applicant, Owner Filing Representative)

Last Name Yip First Name Yee Middle Initial
Business Name Zen Construction Consulting Business Telephone 212.581.9003
Business Address 704 Ninth Avenue Business Fax
City NY State NY Zip 10019 Mobile Telephone
E-Mail yeeyip@gmail.com License Number 4513

3 TYPE OF REQUEST (Choose one)

- ☒ Letter of Completion (Directive 14 or Non-Directive 14)
☐ TCO - Temporary Certificate of Occupancy. Must complete the TCO Worksheet on pages 2 and 3 of the PW7. All applicable requirements checked on TCO Worksheet must be fulfilled before a TCO will be issued. (Borough Commissioner's Office approval is required).
☐ TCO - Temporary Certificate of Occupancy with Change. Must complete the TCO Worksheet on pages 2 and 3 of the PW7. All applicable requirements checked on TCO Worksheet must be fulfilled before a TCO will be issued. (Borough Commissioner's Office approval is required).
☐ Renewal of TCO - Temporary Certificate of Occupancy. All applicable requirements must be fulfilled before a TCO is issued. (Borough Commissioner's Office approval may be required) 3A
☐ Final Certificate of Occupancy 3A
3A ☐ Change of address, block/lot, metes and bounds only (28-118.16.2)

4 COMMENTS (If additional space is required, write 'see A1-1' here and submit a completed A1-1 form with this request)

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 1-21-21

Borough Commissioner's Office TCO Authorization Do not write in this section.

Comments:

Authorized Name (please print)

☐ Approved

☐ Disapproved

Authorization Signature (if approved only)

Date

Disapproval Reasons Review request cannot be processed for the following reasons:

- ☐ 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: _____

TCO Worksheet

page 2

Application No.	Application Type:
Address:	BIN:
No. of Floors:	Use:
Complete this worksheet ONLY for a TCO-Initial or TCO-Renewal with Change (select one): ☐ TCO-Initial OR ☐ TCO Renewal with Change	

If *submit a copy* is indicated, copies of the documents must be assembled as a single submission package and uploaded in eFiling as **one document**, selecting Document Name **TCO - Supporting Documents**.

☐ TCO-Supporting Documents attached	Date uploaded:
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The below Inspection signoffs/TRs are required for ALL applications.

A. Required Items	B. Required for initial TCO	C. Enter required information
Inspections		
Final/Temp. Const. signoff	☐ Inspection signoff is entered in Required Items . (must be within 18 months of the request date)	Date of last action:
Final/Temp. Plumbing signoff	☐ Inspection signoff is entered in Required Items	Date of last action:
Final/Temp. Elevator signoff	☐ Inspection signoff is entered in Required Items (No CAT-5 violations received after signoff)	Date of last action:
Technical Inspection Report Requirements		
TR(s) for Special/Progress Inspections	☐ TR(s) received in Required Items ; OR (Phased projects only): ☐ Partial TR(s) or temporary deferral of TR(s) request, signed and sealed by a Registered Design Professional AND approved by BC/DBC (submit a copy)	☐ Partial TR(s) submitted ☐ Copy submitted Date of action:
Related Boiler/Water Heater/Emergency Generators/Fuel Storage	☐ Signed off; OR ☐ TR(s) received in Required Items ;	Date of last action: Application No(s):

The below requirements are project specific.

Indicate Y (Yes) or N (No) for each applicable requirement in Column A. This field cannot be left empty.

If Y is indicated, you must **check the applicable item in Column C**.

If the selected item in Column C indicates *submit a copy*, it must be included in the **TCO-Supporting Documents** package.

A. Y/N	B. Required Items	C. Required for initial TCO	D. Enter required information
Fire Safety Systems			
1	Fire Protection Plan (FPP)	☐ FDNY Letter of Approval (LOA) (submit a copy); OR ☐ Receipt from FDNY that FPP has been filed AND Temporary Waiver Letter request, signed and sealed by a Registered Design Professional AND approved by BC/DBC (submit a copy)	☐ Copy submitted Date of action:
1	Fire Alarm (FA)	☐ Signed off, OR ☐ FDNY Letter of Approval (LOA) (submit a copy), OR ☐ FDNY Letter of Recommendation (LOR) (submit a copy), OR ☐ FDNY Letter of Defect (LOD) AND an Affidavit of Correction, signed and sealed by a Registered Design Professional AND approved by BC/DBC (submit a copy)	☐ Copy submitted Date of action: Application No:
1	Fire Alarm FA-ARC)	☐ Signed off, OR ☐ FDNY Letter of Approval (LOA) (submit a copy), OR ☐ FDNY Letter of Recommendation (LOR) (submit a copy), OR ☐ FDNY Letter of Defect (LOD) AND an Affidavit of Correction, signed and sealed by a Registered Design Professional AND approved by BC/DBC (submit a copy)	☐ Copy submitted Date of action: Application No:
1	Fire Suppression (FS) system(s)	☐ Signed off, OR ☐ FDNY Letter of Approval (LOA) (submit a copy)	☐ Copy submitted Date of action: Application No:
1	CO/Smoke Detector	☐ Received in Required Items ; OR ☐ Affidavit of Installation and testing, signed and sealed by a licensed electrician (submit a copy)	☐ Copy submitted Date of action: Application No:
Administrative Requirements			
1	Builders Pavement Plan (BPP)	☐ Signed off, OR ☐ Permitted status AND DOB inspection report (submit a copy); OR ☐ Permitted status AND Affidavit with photos, signed and sealed by a Registered Design Professional (submit a copy)	☐ Copy submitted Date of action: Application No:
1	Place of Assembly (PA)	☐ Inspection status Final-Passed Until a PA has passed the inspection, occupancy may be restricted to 74 persons	Date of action: Application No:

A. Y/N	B. Required Items	C. Required for initial TCO	D. Enter required information
Administrative Requirements (continued)			
1	Equipment Use Permit(s) (EUP) (aka Certificates of Compliance)	☐ Received in Required items ; OR (Phased projects only): ☐ Affidavit signed and sealed by a Registered Design Professional that the space(s) are adequately heated and ventilated (<i>submit a copy</i>)	☐ Copy submitted Date of action: Application No:
Violations:			
1	DOB Civil Penalties Payment	☐ Civil Penalties must be paid prior to TCO	
1	Local Law violations ¹	☐ Plan of action and a timeline for correcting the violation(s), signed and sealed by a Registered Design Professional. Plan of action is subject to technical review and approval by BC/DBC/PA (<i>submit a copy</i>)	☐ Copy submitted
¹ violations that directly affect the spaces covered by the application or compromise life-safety systems of the entire building			

Other City/State Agencies Requirements:			
1	Loft Board Loft Board Certifications	☐ Received in Required Items : Loft Board Certificate (LBC), OR ☐ Received in Required Items : Loft Board Letter of No Objection (LONO)	Date of last action:
1	Department of Environmental Protection (DEP): Little E/OER Notice of Satisfaction	☐ Received in Required items : DEP Notice of Satisfaction	Date of last action:
1	Landmarks Preservation Commission (LPC) Certificates	☐ Received in Required Items : Certificate of 'No Effect' (CNE), OR ☐ 'Certificate of Appropriateness' (COA) AND demonstrate that COA requirements are satisfied - if inspection and sign-off by LPC are required, they must be completed prior to TCO (<i>submit a copy</i>)	☐ Copy submitted Date of action:
1	Design Commission City owned property Design Commission Approval	☐ Received in Required Items : Design Commission Certificate of Approval (COA)	Date of last action:
1	HPD: Special Districts ² Certificate of No Harassment	☐ Received in Required Items : HPD #Special District# Certificate of No Harassment (CONH) (aka Anti-Harassment checklist)	Date of last action:
1	HPD: Special Districts ² (HY, GD, WCh only) Certificate of "No Effect"	☐ Received in Required Items : HPD Certificate of 'No Effect' (CONE) OR ☐ Received in Required Items : Cure Agreement	Date of last action:
² #Special Districts#: MN – Clinton District (CD), Garment District (GD), Hudson Yards (HY), West Chelsea (WCh); BK – Greenpoint – Williamsburg (GpW)			
1	HPD: SRO MD Certificate of No Harassment	☐ Received in Required Items : HPD SRO MD Certificate of No Harassment (aka Anti-Harassment checklist) <i>HPD SRO MD CONH is valid only for 36 months</i>	Date of last action:
1	HPD: Completion Notice	☐ Received in Required Items : Completion Notice ☐ If partial TCO requested : proof of passed inspection for all affordable units on each story for which Partial TCO is requested (<i>submit a copy</i>)	☐ Copy submitted Date of action:
1	CPC: POPS	☐ Received in Required Items : CPC Letter of Approval (LOA) (<i>submit a copy</i>), AND (if applicable) ☐ Listed in Section 9 of PW1 : CRFN No. for any documents recorded against property	☐ Copy submitted Date of action:
1	CPC: Special Permits ³		
1	CPC : ULURP		
³ Special permits are decided on a case-by-case basis and will have individual requirements. Generally, CPC LOA is issued, but other documents may be required.			
1	BSA: Variance	☐ Received in Required Items : BSA Variance; AND (if applicable) ☐ Listed in Section 9 of PW1 : BSA Calendar No. / Zoning Exhibit CRFN No. ☐ Recorded on Schedule A : (when required) BSA Calendar No. and Special Permit conditions	☐ Copy submitted Date of action: