



PC1: Required Items Checklist for Professional Certification

Must be typewritten.

☒ Orient and affix BIS
job number label here ☒

1 Location Information Required for all applications.

House No(s) **124** Street Name **EAST 103RD STREET**

Borough **MANHATTAN** Block **01630** Lot **00063** BIN **1051902** C.B. No. **111**

2 Required Items Required for all applications. Yes or no must be selected for every item. Continues on page 2.

Y	N	W	ITEMS REQUIRED PRIOR TO APPROVAL	Y	N	W	ITEMS REQUIRED PRIOR TO APPROVAL
☐	☒	☐	LANDMARKS APPROVAL	☐	☒	☐	LANDMARKS SIGNOFF
☐	☒	☐	SEWER CONNECTION: DEP SD1 & SD2	☐	☒	☐	HPD: SRO MD CERTIFICATE OF NO HARASSMENT
☐	☒	☐	U.S. ARMY CORPS OF ENGINEERS APPROVAL	☐	☒	☐	TRANSIT AUTHORITY APPROVAL
☐	☒	☐	FIRE ALARM/SIGNAL SYSTEM (FA) SIGNOFF	☐	☒	☐	URBAN RENEWAL AREA: HPD APPROVAL
☐	☒	☐	SEPTIC INSTALLATION: DEP APPROVAL	☐	☒	☐	ADDRESS: NEW HOUSE NUMBER APPROVED
☐	☒	☐	TAX LOT: TENTATIVE LOT NUMBER ISSUED	☐	☒	☐	STREET: NEW STREET NAME APPROVED
☐	☒	☐	FIRE PROTECTION PLAN(FPP): FDNY APPROVAL	☐	☒	☐	LOFT BOARD CERTIFICATE
☐	☒	☐	BSA VARIANCE	☐	☒	☐	TREE REMOVAL: OUTSIDE PROP./PARKS APPR
☐	☒	☐	TREE REMOVAL: SPEC. ZON. DIST./CPC APPR	☐	☒	☐	FOREIGN GOV'T PROPERTY: STATE DEPT. LTR
☐	☒	☐	BPP-PARKS: REMOVE MATURE TREE	☐	☒	☐	BPP-BSA REQUIREMENTS
☐	☒	☐	BPP-CPC REQUIREMENTS	☐	☒	☐	BPP-TA: RELOCATE BUS STOP
☐	☒	☐	BPP-DEP: NON-STD DRAINAGE STRUCTURE	☐	☒	☐	BPP-NYS DEC: DRAIN STREET TO WETLAND
☐	☒	☐	BPP: DOT PERMISSION TO MOVE FRANCHISE	☐	☒	☐	STREET: UNMAPPED-NOTIFY EMERG. AGENCIES
☐	☒	☐	DESIGN COMM. APPROVAL: DISTINCTIVE SIDEWALK	☐	☒	☐	DESIGN COMM. APPROVAL: CITY-OWNED PROPERTY (EXTERIOR WORK)
☐	☒	☐	SITE CONNECTION: DEP	☐	☒	☐	BPP-UTILITY APPROVAL TO RELOCATE POLE
☐	☒	☐	ENVIRONMENTAL 'E' DEP NOTICE TO PROCEED	☐	☒	☐	BSA/CPC APPROVAL
☐	☒	☐	CPC: HUDSON YARDS INITIAL CERTIFICATION	☐	☒	☐	HPD: INCLUSIONARY HOUSING LETTER
☐	☒	☐	ECCCNYS ANALYSIS	☐	☒	☐	SRO MD ANTI-HARASSMENT CHECKLIST
☐	☒	☐	FIRE APPARATUS ACCESS ROADS FOR DEVELOPMENT: FDNY APPROVAL	☐	☒	☐	NYS DEC TIDAL WETLANDS MAP
☐	☒	☐	NYS DEC TIDAL WETLANDS APPROVAL	☐	☒	☐	NYS DEC FRESHWATER WETLANDS MAP
☐	☒	☐	NYS DEC FRESHWATER WETLANDS APPROVAL	☐	☒	☐	NYS DEC COASTAL EROSION HAZARD MAP
☐	☒	☐	NYS DEC COASTAL EROSION HAZARD APPROVAL	☒	☐	☐	ASBESTOS: CERTIFICATION (DEP ACP5)
☐	☒	☐	FIRE ALARM: FDNY RECEIVED & ACCEPTED PLANS	☐	☒	☐	HUDSON YARDS PARKING AMENDMENT
☐	☒	☐	BPP: STREET TREES SITE PLAN	☐	☒	☐	HIGH LINE - PARKS APPROVAL REQUIRED
☐	☒	☐	SITE SURVEY: INITIAL	☐	☒	☐	RESTRICTION: EASEMENT AGREEMENT
☐	☒	☐	RESTRICTION: DEED	☒	☐	☐	COST AFFIDAVIT ESTIMATE: (PW3)
☐	☒	☐	ZONING EXHIBIT I: CERTIFICATION	☐	☒	☐	ZONING EXHIBIT II: CERTIFICATION
☐	☒	☐	ZONING EXHIBIT III:DESC. & OWNRSHP.STMNT	☐	☒	☐	ZONING EXHIBIT IV: CERTIFICATION
☐	☒	☐	ZONING EXHIBIT V: CERTIFICATION	☐	☒	☐	FEE: CIVIL PENALTY FOR LEGALIZATION
☐	☒	☐	FOUNDATION PLAN APPROVAL	☐	☒	☐	WATERFRONT AREA ZONING COMPLIANCE
☐	☒	☐	APPLICANT TO SELF CERTIFY OBJECTIONS	☐	☒	☐	IDENTIFY THE PRIMARY JOB ON PW1
☐	☒	☐	STEEL AFFIDAVIT: PRELIMINARY	☐	☒	☐	ADULT ESTABLISHMENT APPROVAL
☐	☒	☐	BPP: FILING REQUIRED	☐	☒	☐	BPP: NOTES REQUIRED ON PLAN
☐	☒	☐	BPP: TOPOGRAPHIC SURVEY	☐	☒	☐	BPP: PHOTOS-SIGNED/SEALED BY APPLICANT
☐	☒	☐	BPP: INFRASTRUCTURE AND SITE SKETCH	☐	☒	☐	BPP: SITE PLAN-NEW R.O.W. INSTALLATION
☐	☒	☐	BPP: GRADE STUDY	☐	☒	☐	BPP: STREET DRAINAGE APPLICATION
☐	☒	☐	BPP: DISTINCT SIDEWALK-LEGAL AGREEMENT	☐	☒	☐	BPP: DISTINCT SIDEWALK-STONE TEST REPORT
☐	☒	☐	BPP: TRAFFIC ENG STDY-CC IN INTERSECTION	☐	☒	☐	BPP: CONTRACTOR BOND-INSTALL ROADWAY
☐	☒	☐	BPP: WAIVER OF GRADE FILING	☐	☒	☐	BPP: CATCH BASIN/MANHOLE REQUIRED
☐	☒	☐	BPP: FIELD VISITS RESULTS NEEDED	☐	☒	☐	BPP: CHECKLIST IN LIEU OF PLANS-ALT3
☐	☒	☐	SUBDIVISION SIGNOFF	☐	☒	☐	OAC REGISTRATION
☐	☒	☐	LOCAL LAW 58/1987 WAIVER	☐	☒	☐	ADULT ACTIVITY APPROVAL
☐	☒	☐	RESTRICTION: RESTRICTIVE DECLARATION	☐	☒	☐	CURB CUT: PROVIDE EXISTING NUMBER

Y - Yes N - No W - Waive

PC1 03/12

If this PC1 Application is being filed electronically as part of a professionally certified application, then it must be filed simultaneously with an electronically filed POC1 form that includes all applicable applicant and owner signatures.

2	Required Items (Continued) Required for <i>all</i> applications. Yes or no must be selected for <i>every</i> item.
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☐ ☒ ☐ RESOLVE ZONING DISCREPANCY	☐ ☒ ☐ CLINTON DISTRICT: RESTRICTIVE DEC
☐ ☒ ☐ RESOLVE ZONING DISCREPANCY (DATA CHANGE)	☐ ☒ ☐ CALENDARED PROPERTY - 40-DAY HOLD
☐ ☒ ☐ HYDRO FLOW TEST LETTER	☐ ☒ ☐ HYDRAULIC FLOW CALCULATIONS
☐ ☒ ☐ TRASH COMPACTOR REQUIREMENTS	☐ ☒ ☐ ANTI-HARASSMENT AREA CHECKLIST
☐ ☒ ☐ CLINTON DISTRICT: ANTI-HARASSMENT CHECKLIST	☐ ☒ ☐ BROOKLYN PARKING RESTRICTIONS
☐ ☒ ☐ STREET TREE CHECKLIST	☐ ☒ ☐ TENANT PROTECTION PLAN 2008 CODE
☐ ☒ ☐ SOIL REPORT	☐ ☒ ☐ 2008 CODE TR1 REQUIRED
☐ ☒ ☐ DOB - ZONING DIAGRAM (ZD1)	☐ ☒ ☐ DOB - ZONING RESOLUTION DETERMINATION (ZRD1)
☐ ☒ ☐ DOB - CONSTRUCTION CODE DETERMINATION (CCD1)	☐ ☒ ☐ VERIFY DOB PLAN NAMING STANDARD IS MET
☐ ☒ ☐ 1ST ZONING REVIEW COMPLETE	☐ ☒ ☐ 2ND ZONING REVIEW COMPLETE
☐ ☒ ☐ RECORDS MGMT FEE PAYMENT RECEIPT	☐ ☒ ☐ NYCECC EXEMPTION
☐ ☒ ☐ AI1 OBJECTIONS RESPONSE	☒ ☐ ☐ TR8: ENERGY CODE PROGRESS INSPS TECHNICAL REPORT
☒ ☐ ☐ NYCECC ANALYSIS	☐ ☒ ☐ FDNY FIRE SUPPRESSION FEE PAYMENT RECEIPT
☐ ☒ ☐ PT43: GREEN ROOF TAX ABATEMENT APPLIC (PRELIMINARY)	☐ ☒ ☐ PT44: SOLAR TAX ABATEMENT APPLICATION (PRELIMINARY)
☐ ☒ ☐ PREFABRICATED/MODULAR CONSTRUCTION: OTCR APPROVALS	☐ ☒ ☐ STRUCTURAL PEER REVIEW REQUIRED
☐ ☒ ☐ ENERGY CODE COMPLIANCE REVIEW	☐ ☒ ☐ ENERGY CODE COMPLIANCE FEE

Y	N	W	ITEMS REQUIRED PRIOR TO PERMIT	Y	N	W	ITEMS REQUIRED PRIOR TO PERMIT
☐	☒	☐	CPC: HUDSON YARDS FINAL CERTIFICATION	☐	☒	☐	JAMAICA: DEP SEWER CONNECTION APPROVAL
☐	☒	☐	ASBESTOS: COMPLETION OR CLOSEOUT (ACP20/21/5)	☐	☒	☐	STREET TREES: RECEIPT OF STREET TREES SITE PLAN
☐	☒	☐	ASBESTOS: VARIANCE (DEP FORM V5)	☐	☒	☐	LPC-BSA ARCHEOLOGY RESTRICTIVE DECLARATION (INITIAL)
☐	☒	☐	SITE SAFETY PLAN: BEST APPROVAL REQUIRED	☐	☒	☐	EXCAVATION OR DEMOLITION: 5-DAY NOTICE
☐	☒	☐	SIDEWALK SHED APPLICATION & PERMIT	☐	☒	☐	TEMPORARY FENCE APPLICATION & PERMIT
☐	☒	☐	SCAFFOLD APPLICATION & PERMIT	☐	☒	☐	MICROFILM/SCAN: INITIAL
☒	☐	☐	INSURANCE: WORKERS' COMPENSATION	☐	☒	☐	INSURANCE: WORKERS' COMP. WAIVER/AFFID
☐	☒	☐	INSURANCE: LIABILITY	☒	☐	☐	INSURANCE: DISABILITY
☐	☒	☐	DIR-14 ID OF RESPONSIBILITY (TR1)	☐	☒	☐	MASONRY MANUFACTURER'S STATEMENT-FORM 10H
☐	☒	☐	EQUIPMENT (EQ) PERMITS	☐	☒	☐	MICROFILM: ADDITIONAL REQUIRED
☐	☒	☐	HIC LICENSE OR AFFIDAVIT	☐	☒	☐	ELECTRICAL APPLICATION FOR SIDEWALK SHED LIGHTING
☐	☒	☐	2008 TR1 REQUIRED FOR NEW/WAIVED INSPECTIONS	☐	☒	☐	TR3: CONCRETE DESIGN MIX TECHNICAL REPORT
☐	☒	☐	PARTIAL DEMO PLAN & DS1 (FOR AL/EW-OT PERMITS)	☐	☒	☐	PARTIAL DEMO: 10-DAY NOTICE (FOR AL/EW-OT PERMITS)
☐	☒	☐	STANDPIPE ALARM DRAWINGS & AI1 (OR AI1 PROOF)	☐	☒	☐	STANDPIPE WORK PERMIT
☐	☒	☐	PROJECT-SPECIFIC GL INSURANCE				

Y	N	W	ITEMS REQUIRED PRIOR TO C OF O OR SIGNOFF	Y	N	W	ITEMS REQUIRED PRIOR TO C OF O OR SIGNOFF
☐	☒	☐	LANDMARKS APPROVAL	☐	☒	☐	LANDMARKS SIGNOFF
☐	☒	☐	SEWER CONNECTION: DEP SD1 & SD2	☐	☒	☐	HPD: SRO MD CERTIFICATE OF NO HARASSMENT
☐	☒	☐	US ARMY CORPS OF ENGINEERS APPROVAL	☐	☒	☐	TRANSIT AUTHORITY APPROVAL
☐	☒	☐	FIRE ALARM/SIGNAL SYSTEM (FA) SIGNOFF	☐	☒	☐	URBAN RENEWAL AREA: HPD APPROVAL
☐	☒	☐	SEPTIC INSTALLATION: DEP APPROVAL	☐	☒	☐	ADDRESS: NEW HOUSE NUMBER APPROVED
☐	☒	☐	TAX LOT: FINAL LOT NUMBER ISSUED	☐	☒	☐	STREET: NEW NAME APPROVED
☐	☒	☐	FIRE PROTECTION PLAN (FPP): FDNY APPROVAL	☐	☒	☐	BSA VARIANCE
☐	☒	☐	WATER SUPPLY (PRIVATE): DOH APPROVAL	☐	☒	☐	SWIMMING POOL: DOH APPROVAL
☐	☒	☐	SWIMMING POOL: DEP APPROVAL	☐	☒	☐	TREE REMOVAL: OUTSIDE PROP./PARKS APPR
☐	☒	☐	TREE REMOVAL: SPEC. ZON. DIST./CPC APPR	☐	☒	☐	FIRE RETARDANT TREATED WOOD: FDNY CERTIFICATE
☐	☒	☐	BPP-DEP: INSTALL/MODIFY DRAINAGE STRUCTURE	☐	☒	☐	BPP-DEP: INSTALL/RELOCATE FIRE HYDRANT
☐	☒	☐	BPP-PARKS: PLANT NEW TREE	☐	☒	☐	BPP-DOT: SIDEWALK ENCROACHMENT
☐	☒	☐	BPP-DOT: RELOCATE STREET LIGHT	☐	☒	☐	BPP-DOT: SIDEWALK/CURB/ROAD WORK PERMITS
☐	☒	☐	BPP-TA: INSTALL SIDEWALK OVER STATION	☐	☒	☐	BPP-DESIGN COMM APPROVAL: DISTINCTIVE SIDEWALK
☐	☒	☐	STREET: UNMAPPED. NOTIFY EMERG. AGENCIES	☐	☒	☐	ENVIRONMENTAL 'E' DEP NOTICE OF SATISFACTION
☐	☒	☐	TAP LETTER - DOM SVC : DEP-DOM	☐	☒	☐	TAP LETTER - FIRE SVC : DEP-FIRE
☐	☒	☐	WATER METER PERMIT : DEP-METER	☐	☒	☐	RPZ/DDCV TEST REPORT : GEN215B
☐	☒	☐	SEWER/HOUSE CON SIGNOFF: DEP HC 021	☐	☒	☐	FA - FDNY APPROVAL : FD-FAA
☐	☒	☐	FA LETTER OF DEFECT : FD-FALD	☐	☒	☐	FA SELF CERT DEFECT : FD-FASC
☐	☒	☐	FIRE SUPP ANSUL APPROVL: FD-FSS	☐	☒	☐	FEMA FORM (81-31): ELEVATION CERTIFICATE

2	Required Items (Continued) <i>Required for all applications. Yes or no must be selected for every item.</i>
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| ☐ ☒ ☐ CLINTON DIST: HPD CERT COMPLETION LOW-INCOME HOUSING
☐ ☒ ☐ FEMA FORM (81-65): DRY FLOOD-PROOFING CERTIFICATE
☐ ☒ ☐ FIRE ALARM: AS-BUILT PLANS
☐ ☒ ☐ LPC-BSA ARCHEOLOGY RESTRICTIVE DECLARATION (FINAL)
☐ ☒ ☐ PLACE OF ASSEMBLY (PA) SIGNOFF
☐ ☒ ☐ STANDPIPE (SD) SIGNOFF
☐ ☒ ☐ GASOLINE TANK SIGNOFF
☐ ☒ ☐ MARQUEE (OT) SIGNOFF
☐ ☒ ☐ CURB CUT (CC) SIGNOFF
☐ ☒ ☐ MICROFILM/RECORDS MGMT: ADDL FEE REQUIRED
☐ ☒ ☐ EQUIPMENT USE PERMITS
☐ ☒ ☐ RESTRICTION: EASEMENT AGREEMENT
☐ ☒ ☐ FIRE SUPPRESSION SYSTEM (FP) SIGNOFF
☐ ☒ ☐ PLUMBING (PL) SIGNOFF
☒ ☐ ☐ FUEL BURNING (FB) SIGNOFF
☐ ☒ ☐ CONSTRUCTION (OT) SIGNOFF
☐ ☒ ☐ BPP: SIDEWALK & ROADWAY THICKNESS CORES
☐ ☒ ☐ BPP: MAINTENANCE AGREEMENT - RETAINING WALL
☐ ☒ ☐ BPP: ENGINEERS AFFIDAVIT
☐ ☒ ☐ BPP: FIELD INSPECTION
☐ ☒ ☐ SP/SD DEVICE CERT : LTR-LIC ELECT
☐ ☒ ☐ STANDPIPE INSP REPORT : FP-84
☐ ☒ ☐ SD/SP FIRE PUMP TEST : FP-86
☐ ☒ ☐ GAS WELDER ANNUAL CERT : GAS-WELD
☐ ☒ ☐ SEPTIC ABANDONMENT CERT: LETTER-SCAV
☐ ☒ ☐ DETECTOR: CARBON MONOXIDE-CERT.OF INSTALL
☐ ☒ ☐ MASONRY SUPPLIER'S STATEMENT-FORM 10J
☐ ☒ ☐ SPRINKLER/STANDPIPE ELECTRICAL LETTER
☐ ☒ ☐ STREET TREE SIGNOFF
☐ ☒ ☐ DOB - ZONING DIAGRAM (ZD1)
☐ ☒ ☐ PTA4: SOLAR TAX ABATEMENT APPLICATION (FINAL)
☐ ☒ ☐ PTA4: TAX ABATEMENT ELIGIBILITY APPROVAL
☐ ☒ ☐ APPLICANT CONCRETE EVALUATION REPORT | ☐ ☒ ☐ HPD: INCLUSIONARY HOUSING ELIG. CERT
☐ ☒ ☐ DESIGN COMM. SIGNOFF: CITY-OWNED PROPERTY (EXTERIOR WORK)
☐ ☒ ☐ STREET TREES SITE PLAN
☐ ☒ ☐ CERTIFICATE OF OCCUPANCY
☐ ☒ ☐ SPRINKLER (SP) SIGNOFF
☐ ☒ ☐ ELEVATOR JOB SIGNOFF
☐ ☒ ☐ PILES: FINAL PILE PLAN/CREOSOTE LETTER
☐ ☒ ☐ MECHANICAL (MH) SIGNOFF
☒ ☐ ☐ COST AFFIDAVIT (FINAL): PW3
☐ ☒ ☐ DETECTOR: SMOKE-CERT. OF INSTALLATION
☐ ☒ ☐ SITE SURVEY: FINAL
☐ ☒ ☐ RESTRICTION: DEED
☐ ☒ ☐ FEES: PAY DEFERRED FEES
☒ ☐ ☐ BOILER (BL) SIGNOFF
☒ ☐ ☐ FUEL STORAGE (FS) SIGNOFF
☐ ☒ ☐ BPP: FINAL SIGNOFF
☐ ☒ ☐ BPP: SIDEWALK CONCRETE STRENGTH REPORT
☐ ☒ ☐ DEMOLITION (DM) JOB SIGNOFF
☐ ☒ ☐ BPP: AS-BUILT SIDEWALK SURVEY
☐ ☒ ☐ BPP: FINAL AS-BUILT PHOTOGRAPHS
☐ ☒ ☐ DRY PIPE VALVE TEST : FP-10
☐ ☒ ☐ SPRINKLER INSP REPORT : FP-85
☐ ☒ ☐ BOILER APPROVAL : 900A
☐ ☒ ☐ OIL TANK REMOVAL CERT : LETTER-FO
☐ ☒ ☐ MEDICAL GAS INST CERT : LETTER-MED
☐ ☒ ☐ STEEL AFFIDAVIT- FINAL
☐ ☒ ☐ RESTRICTION: RESTRICTIVE DECLARATION
☐ ☒ ☐ HOUSE CONNECTION SIGNOFF
☐ ☒ ☐ DOB FINAL INSPECTION REQUIRED
☐ ☒ ☐ PTA3: GREEN ROOF TAX ABATEMENT APPLIC (FINAL)
☐ ☒ ☐ PTA3: TAX ABATEMENT ELIGIBILITY APPROVAL
☐ ☒ ☐ APPLICANT CONCRETE RETESTING REPORT
☒ ☐ ☐ AS-BUILT ENERGY ANALYSIS (EN2) |
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3	Statement and Signatures <i>Required for all applications</i>
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Falsification of any statement is a misdemeanor and is 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.

Is TR1 form required? ☒ Yes ☐ No

PAA Only

Is ZD1 form required? ☐ Yes ☐ No

Name (Please print)

Signature

See POC1 for completion of this section
including all signatures and seals.