



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. 98 Street Name: COOP CITY BLVD Application#: 220426796 Date: 04/22/2020
 Borough: BRONX Block: 5141 Lot: 440 BIN: 2099380 Requestor Name: LUWAI KHOMUSI
 Relation to job (select one): ☐ Owner ☐ Applicant of Record ☐ Contractor ☒ Filing Representative
 Email: luwai@wtgpepc.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. **Note: Resubmissions require new BSCAN sticker**

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)

- | | |
|--|---|
| <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. ☐ Owner's signature required for withdrawal. ☐ Architect/Engineer's signature and/or seal missing. ☐ Applicant's information is different from Dept. 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. | <ul style="list-style-type: none"> ☐ 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): <ul style="list-style-type: none"> ☐ Construction ☐ Plumbing ☐ Electrical ☐ Elevator ☐ Other: _____ ☐ Missing required items (s): _____ ☐ TR-1 error (s): _____ ☐ Missing/Incomplete/Invalid <ul style="list-style-type: none"> ☐ Form (s) _____ ☐ Section (s) _____ ☐ Other: _____ |
|--|---|