



PC1: Required Items for Professional Certification

Must be typewritten. Must respond Y/N to all required items



LOCATION INFORMATION Required for all applications

House No(s) 3817

Street Name MERRITT AVENUE

Borough BRONX

Block 4951

Lot 00046

BIN 2066498

C.B. No. 212

Y	N	ITEMS REQUIRED PRIOR TO APPROVAL
	X	1ST ZONING REVIEW COMPLETE
	X	2008 CODE TR1 REQUIRED
	X	2ND ZONING REVIEW COMPLETE
	X	ACCESSIBILITY WAIVER (PEO1)
	X	ADDRESS: NEW HOUSE NUMBER APPROVED
	X	ADULT ACTIVITY APPROVAL
	X	ADULT ESTABLISHMENT APPROVAL
	X	AI1 OBJECTIONS RESPONSE
	X	ANTI-HARASSMENT AREA CHECKLIST
	X	APPLICANT TO SELF CERTIFY OBJECTIONS
X		ASBESTOS: CERTIFICATION (DEP ACP5)
	X	BPP: CATCH BASIN/MANHOLE REQUIRED
	X	BPP: CHECKLIST IN LIEU OF PLANS-ALT3
	X	BPP: CONTRACTOR BOND-INSTALL ROADWAY
	X	BPP: DISTINCT SIDEWALK-LEGAL AGREEMENT
	X	BPP: DISTINCT SIDEWALK-STONE TEST REPORT
	X	BPP: DOT PERMISSION TO MOVE FRANCHISE
	X	BPP: FIELD VISITS RESULTS NEEDED
	X	BPP: FILING REQUIRED
	X	BPP: GRADE STUDY
	X	BPP: INFRASTRUCTURE AND SITE SKETCH
	X	BPP: NOTES REQUIRED ON PLAN
	X	BPP: PHOTOS-SIGNED/SEALED BY APPLICANT
	X	BPP: SITE PLAN-NEW R.O.W. INSTALLATION
	X	BPP: STREET DRAINAGE APPLICATION
	X	BPP: STREET TREES SITE PLAN
	X	BPP: TOPOGRAPHIC SURVEY
	X	BPP: TRAFFIC ENG STDY-CC IN INTERSECTION
	X	BPP: WAIVER OF GRADE FILING
	X	BPP-BSA REQUIREMENTS
	X	BPP-CPC REQUIREMENTS
	X	BPP-DEP: NON-STD DRAINAGE STRUCTURE
	X	BPP-NYS DEC: DRAIN STREET TO WETLAND
	X	BPP-PARKS: REMOVE MATURE TREE
	X	BPP-TA: RELOCATE BUS STOP
	X	BPP-UTILITY APPROVAL TO RELOCATE POLE
	X	BROOKLYN PARKING RESTRICTIONS
	X	BSA VARIANCE
	X	BSA/CPC APPROVAL
	X	CALENDARED PROPERTY - 40-DAY HOLD
	X	CANTILEVER FIRE ANALYSIS APPROVED BY DOB & FDNY
	X	CLINTON DISTRICT: ANTI-HARASSMENT CHECKLIST
	X	CLINTON DISTRICT: RESTRICTIVE DEC
X		COST AFFIDAVIT ESTIMATE: (PW3)
	X	CPC: HUDSON YARDS INITIAL CERTIFICATION
	X	CURB CUT: PROVIDE EXISTING NUMBER
	X	DEP SANITARY SEWER CERTIFICATION (HCP/SCP)
	X	DEP STORMWATER/SEWER CERTIFICATION (HCP/SCP)

Y	N	ITEMS REQUIRED PRIOR TO APPROVAL
	X	DESIGN COMM. APPROVAL: CITY-OWNED PRPTY (EXTERIOR)
	X	DESIGN COMM. APPROVAL: DISTINCTIVE SIDEWALK
	X	DOB - CONSTRUCTION CODE DETERMINATION (CCD1)
	X	DOB - ZONING DIAGRAM (ZD1)
	X	DOB - ZONING RESOLUTION DETERMINATION (ZRD1)
	X	ECCCNYS ANALYSIS
	X	ENCROACHMENT ON SIDEWALK: DOT REVOCABLE CONSENT
	X	ENERGY CODE COMPLIANCE FEE
	X	ENERGY CODE 1st REVIEW COMPLETE
	X	ENERGY CODE PROGRESS INSPS TECHNICAL REPORT (TR8)
	X	ENVIRON RESTRICTIONS - OER NOTICE TO PROCEED
	X	FDNY FIRE SUPPRESSION FEE PAYMENT RECEIPT
	X	FEE: CIVIL PENALTY FOR LEGALIZATION
	X	FIRE ALARM/SIGNAL SYSTEM (FA) SIGNOFF
	X	FIRE ALARM: FDNY RECEIVED & ACCEPTED PLANS
	X	FIRE APPARATUS ACCESS ROADS FOR DEV: FDNY APPROVAL
	X	FIRE PROTECTION PLAN(FPP): FDNY APPROVAL
	X	FLOOD ZONE DESIGN CERTIFICATION
	X	FOREIGN GOV'T PROPERTY: STATE DEPT. LTR
	X	FOUNDATION PLAN APPROVAL
	X	HIGH LINE - PARKS APPROVAL REQUIRED
	X	HPD: INCLUSIONARY HOUSING LETTER
	X	HPD: SRO MD CERTIFICATE OF NO HARASSMENT
	X	HUDSON YARDS PARKING AMENDMENT
	X	HYDRAULIC FLOW CALCULATIONS
	X	HYDRO FLOW TEST LETTER
	X	IDENTIFY THE PRIMARY JOB ON PW1
	X	LANDMARKS APPROVAL
	X	LANDMARKS SIGNOFF
	X	LOFT BOARD CERTIFICATE
X		NYCECC ANALYSIS
	X	NYCECC EXEMPTION
	X	NYS DEC COASTAL EROSION HAZARD APPROVAL
	X	NYS DEC COASTAL EROSION HAZARD MAP
	X	NYS DEC FRESHWATER WETLANDS APPROVAL
	X	NYS DEC FRESHWATER WETLANDS MAP
	X	NYS DEC TIDAL WETLANDS APPROVAL
	X	NYS DEC TIDAL WETLANDS MAP
	X	OAC REGISTRATION
	X	OTHER (LIST): _____
	X	PREFAB/MODULAR CONSTR: NYS COMPLIANCE STATEMENT
	X	PREFABRICATED/MODULAR CONSTR: OTCR APPROVALS
	X	PTA3: GREEN ROOF TAX ABATEMENT APPLIC (PRELIMINARY)
	X	PTA4: SOLAR TAX ABATEMENT APPLICATION (PRELIMINARY)
	X	RECORDS MGMT FEE PAYMENT RECEIPT
	X	RESOLVE ZONING DISCREPANCY
	X	RESOLVE ZONING DISCREPANCY (DATA CHANGE)
	X	RESTRICTION: DEED

Y N ITEMS REQUIRED PRIOR TO APPROVAL		Y N ITEMS REQUIRED PRIOR TO PERMIT	
☐	☒ RESTRICTION: EASEMENT AGREEMENT	☐	☒ SCAFFOLD APPLICATION & PERMIT
☐	☒ RESTRICTION: RESTRICTIVE DECLARATION	☐	☒ SIDEWALK SHED APPLICATION & PERMIT
☐	☒ SEPTIC SYSTEM: SEPTIC COMPLIANCE UNIT APPROVAL	☐	☒ SITE SAFETY PLAN: BEST APPROVAL REQUIRED
☐	☒ SITE SURVEY: INITIAL	☐	☒ STANDPIPE ALARM DRAWINGS & AI1 (OR AI1 PROOF)
☐	☒ SOIL REPORT	☐	☒ STANDPIPE WORK PERMIT
☐	☒ SRO MD ANTI-HARASSMENT CHECKLIST	☐	☒ STREET TREES: RECEIPT OF STREET TREES SITE PLAN
☐	☒ STEEL AFFIDAVIT: PRELIMINARY	☐	☒ TEMPORARY FENCE APPLICATION & PERMIT
☐	☒ STREET TREE CHECKLIST	☐	☒ TR3: CONCRETE DESIGN MIX TECHNICAL REPORT
☐	☒ STREET: NEW STREET NAME APPROVED	Y N ITEMS REQUIRED PRIOR TO C/O OR SIGNOFF	
☐	☒ STREET UNMAPPED-NOTIFY EMERG. AGENCIES	☐	☒ ADDRESS: NEW HOUSE NUMBER APPROVED
☐	☒ STRUCTURAL PEER REVIEW REQUIRED	☐	☒ APPLICANT CONCRETE EVALUATION REPORT
☐	☒ SUBDIVISION SIGNOFF	☐	☒ APPLICANT CONCRETE RETESTING REPORT
☐	☒ SUBSTANTIAL IMPROVEMENT CALCULATIONS	☐	☒ AS-BUILT ENERGY ANALYSIS (EN2)
☐	☒ TAX LOT: TENTATIVE LOT NUMBER ISSUED	☐	☒ BOILER (BL) SIGNOFF
☐	☒ TEMPORARY FLOOD SHIELDS: EMERGENCY FLOOD PLAN	☐	☒ BOILER APPROVAL : 900A
☐	☒ TENANT/OCCUPANT PROTECTION PLAN	☐	☒ BPP: AS-BUILT SIDEWALK SURVEY
☐	☒ TRANSIT AUTHORITY/MTA/PANYNJ APPROVAL	☐	☒ BPP: ENGINEERS AFFIDAVIT
☐	☒ TRASH COMPACTOR REQUIREMENTS	☐	☒ BPP: FIELD INSPECTION
☐	☒ TREE REMOVAL: OUTSIDE PROP./PARKS APPR	☐	☒ BPP: FINAL AS-BUILT PHOTOGRAPHS
☐	☒ TREE REMOVAL: SPEC. ZON. DIST./CPC APPR	☐	☒ BPP: FINAL SIGNOFF
☐	☒ U S ARMY CORPS OF ENGINEERS APPROVAL	☐	☒ BPP: MAINTENANCE AGREEMENT - RETAINING WALL
☐	☒ URBAN RENEWAL AREA: HPD APPROVAL	☐	☒ BPP: SIDEWALK & ROADWAY THICKNESS CORES
☐	☒ VERIFY DOB PLAN NAMING STANDARD IS MET	☐	☒ BPP: SIDEWALK CONCRETE STRENGTH REPORT
☐	☒ WATERFRONT AREA ZONING COMPLIANCE	☐	☒ BPP-DEP: INSTALL/MODIFY DRAINAGE STRUCTURE
☐	☒ ZONING EXHIBIT I: CERTIFICATION	☐	☒ BPP-DEP: INSTALL/RELOCATE FIRE HYDRANT
☐	☒ ZONING EXHIBIT II: CERTIFICATION	☐	☒ BPP-DESIGN COMM APPROVAL: DISTINCTIVE SIDEWALK
☐	☒ ZONING EXHIBIT III: DESC. & OWNERSHIP STATEMENT	☐	☒ BPP-DOT: RELOCATE STREET LIGHT
☐	☒ ZONING EXHIBIT IV: CERTIFICATION	☐	☒ BPP-DOT: SIDEWALK ENCROACHMENT
☐	☒ ZONING EXHIBIT V: CERTIFICATION	☐	☒ BPP-DOT: SIDEWALK/CURB/ROAD WORK PERMITS
Y N ITEMS REQUIRED PRIOR TO PERMIT		☐	☒ BPP-PARKS: PLANT NEW TREE
☐	☒ 2008 TR1 REQUIRED FOR NEW/WAIVED INSPECTIONS	☐	☒ BPP-TA: INSTALL SIDEWALK OVER STATION
☐	☒ ASBESTOS: COMPLETION OR CLOSEOUT (ACP20/21/5)	☐	☒ BSA VARIANCE
☐	☒ ASBESTOS: VARIANCE (DEP FORM V5)	☐	☒ CAP & CLEAN FORM
☐	☒ CPC: HUDSON YARDS FINAL CERTIFICATION	☐	☒ CERTIFICATE OF OCCUPANCY
☐	☒ DIR-14 ID OF RESPONSIBILITY (TR1)	☐	☒ CLINTON DIST: HPD CERT COMPLETION LOW-INCOME HOUSE
☐	☒ ELECTRICAL APPLICATION FOR SIDEWALK SHED LIGHTING	☐	☒ CONSTRUCTION (OT) SIGNOFF
☐	☒ EQUIPMENT (EQ) PERMITS	☐	☒ COST AFFIDAVIT (FINAL): PW3
☐	☒ EXCAVATION OR DEMOLITION: 5-DAY NOTICE	☐	☒ CURB CUT (CC) SIGNOFF
☐	☒ HIC LICENSE OR AFFIDAVIT	☐	☒ DEMOLITION (DM) JOB SIGNOFF
☒	☒ INSURANCE: DISABILITY	☐	☒ DEP SANITARY SEWER CERTIFICATION (HCP/SCP)
☐	☒ INSURANCE: LIABILITY	☐	☒ DESIGN COMM. SIGNOFF: CITY-OWNED PROPTTY (EXTERIOR)
☐	☒ INSURANCE: WORKERS' COMP. WAIVER/AFFID	☐	☒ DETECTOR: CARBON MONOXIDE-CERT. OF INSTALL
☒	☒ INSURANCE: WORKERS' COMPENSATION	☐	☒ DETECTOR: SMOKE-CERT. OF INSTALLATION
☐	☒ JAMAICA: DEP SEWER CONNECTION APPROVAL	☐	☒ DOB - ZONING DIAGRAM (ZD1)
☐	☒ LPC-BSA ARCHEOLOGY RESTRICTIVE DECLARATION (INITIAL)	☒	☒ DOB FINAL INSPECTION REQUIRED
☐	☒ MASONRY MANUFACTURER'S STATEMENT-FORM 10H	☐	☒ DRY PIPE VALVE TEST : FP-10
☐	☒ MICROFILM/SCAN: INITIAL	☐	☒ ELEVATOR JOB SIGNOFF
☐	☒ MICROFILM/SCAN: ADDITIONAL REQUIRED	☐	☒ ENVIRO RESTRICTIONS - OER NOTICE OF SATISFACTION
☐	☒ OTHER (LIST): _____	☐	☒ EQUIPMENT USE PERMITS
☐	☒ PARTIAL DEMO PLAN & DS1 (FOR AL/EW-OT PERMITS)	☐	☒ FA - FDNY APPROVAL : FD-FAA
☐	☒ PROJECT-SPECIFIC GL INSURANCE	☐	☒ FA LETTER OF DEFECT : FD-FALD
☐	☒ RAISE/MOVE DOCS & DS1 (FOR AL/EW-OT PERMITS)	☐	☒ FA SELF CERT DEFECT : FD-FASC

Y	N	ITEMS REQ. PRIOR TO C/O OR SIGNOFF	Y	N	ITEMS REQ. PRIOR TO C/O OR SIGNOFF
	☒	FEES: PAY DEFERRED FEES		☒	STREET: UNMAPPED- NOTIFY EMERG. AGENCIES
	☒	FEMA ELEVATION CERT (086-0-33)/ FLOODPRF CERT (086-0-34)		☒	SWIMMING POOL: DEP APPROVAL
	☒	FIRE ALARM/SIGNAL SYSTEM (FA) SIGNOFF		☒	SWIMMING POOL: DOH APPROVAL
	☒	FIRE ALARM: AS-BUILT PLANS		☒	TAP LETTER - DOM SVC : DEP-DOM
	☒	FIRE PROTECTION PLAN (FPP): FDNY APPROVAL		☒	TAP LETTER - FIRE SVC : DEP-FIRE
	☒	FIRE RETARDANT TREATED WOOD: FDNY CERTIFICATE		☒	TAX LOT: FINAL LOT NUMBER ISSUED
	☒	FIRE SUPP ANSUL APPROVL: FD-FSS		☒	TRANSIT AUTHORITY/MTA/PANYNJ APPROVAL
	☒	FIRE SUPPRESSION SYSTEM (FP) SIGNOFF		☒	TREE REMOVAL: OUTSIDE PROP./PARKS APPR
	☒	FUEL BURNING (FB) SIGNOFF		☒	TREE REMOVAL: SPEC. ZON. DIST./CPC APPR
	☒	FUEL STORAGE (FS) SIGNOFF		☒	URBAN RENEWAL AREA: HPD APPROVAL
	☒	GAS WELDER ANNUAL CERT : GAS-WELD		☒	US ARMY CORPS OF ENGINEERS APPROVAL
	☒	GASOLINE TANK SIGNOFF		☒	WATER METER PERMIT : DEP-METER
	☒	HOUSE CONNECTION SIGNOFF		☒	WATER SUPPLY (PRIVATE): DOH APPROVAL
	☒	HPD: INCLUSIONARY HOUSING ELIG. CERT		☒	WELDERS AFFIDAVIT
	☒	HPD: SRO MD CERTIFICATE OF NO HARASSMENT	STATEMENTS & SIGNATURES Required for all applications		
	☒	LANDMARKS APPROVAL	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.		
	☒	LANDMARKS SIGNOFF	Is a TR1 form required? ☒ Yes ☐ No P.E./R.A. Seal		
	☒	LPC-BSA ARCHEOLOGY RESTRICTIVE DECLARATION (FINAL)	PAA only:		
	☒	MARQUEE (OT) SIGNOFF	Is a ZD1 form required? ☐ Yes ☒ No		
	☒	MASONRY SUPPLIER'S STATEMENT-FORM 10J	Name (please print)		
	☒	MECHANICAL (MH) SIGNOFF	JOSE CONCEPCION		
	☒	MEDICAL GAS INST CERT : LETTER-MED	Signature		
	☒	MICROFILM/RECORDS MGMT. ADDL FEE REQUIRED	Date		
	☒	OIL TANK REMOVAL CERT : LETTER-FO	10/11/2017		
	☒	OTHER (LIST):	OFFICE OF NEW YORK		
	☒	PILES: FINAL PILE PLAN/CREOSOTE LETTER	License Type (P.E./R.A.)		
	☒	PLACE OF ASSEMBLY (PA) SIGNOFF	025517		
	☒	PLUMBING (PL) SIGNOFF	OFFICE OF NEW YORK		
	☒	PRELIMINARY COMMISSIONING REPORT CERTIFICATION	OFFICE OF NEW YORK		
	☒	PTA3: GREEN ROOF TAX ABATEMENT APPLICATION (FINAL)	OFFICE OF NEW YORK		
	☒	PTA3: TAX ABATEMENT ELIGIBILITY APPROVAL	OFFICE OF NEW YORK		
	☒	PTA4: SOLAR TAX ABATEMENT APPLICATION (FINAL)	OFFICE OF NEW YORK		
	☒	PTA4: TAX ABATEMENT ELIGIBILITY APPROVAL	OFFICE OF NEW YORK		
	☒	RESTRICTION. DEED	OFFICE OF NEW YORK		
	☒	RESTRICTION: EASEMENT AGREEMENT	OFFICE OF NEW YORK		
	☒	RESTRICTION: RESTRICTIVE DECLARATION	OFFICE OF NEW YORK		
	☒	RPZ/DDCV TEST REPORT : GEN215B	OFFICE OF NEW YORK		
	☒	SD/SP FIRE PUMP TEST : FP-86	OFFICE OF NEW YORK		
	☒	SEPTIC ABANDONMENT CERT: LETTER-SCAV	OFFICE OF NEW YORK		
	☒	SEPTIC SYSTEM. SEPTIC COMPLIANCE UNIT APPROVAL	OFFICE OF NEW YORK		
	☒	SEWER/HOUSE CON SIGNOFF: DEP HC 021	OFFICE OF NEW YORK		
	☒	SITE SURVEY: FINAL	OFFICE OF NEW YORK		
	☒	SP/SD DEVICE CERT : LTR-LIC ELECT	OFFICE OF NEW YORK		
	☒	SPRINKLER (SP) SIGNOFF	OFFICE OF NEW YORK		
	☒	SPRINKLER INSP REPORT : FP-85	OFFICE OF NEW YORK		
	☒	SPRINKLER/STANDPIPE ELECTRICAL LETTER	OFFICE OF NEW YORK		
	☒	STANDPIPE (SD) SIGNOFF	OFFICE OF NEW YORK		
	☒	STANDPIPE INSP REPORT : FP-84	OFFICE OF NEW YORK		
	☒	STEEL AFFIDAVIT- FINAL	OFFICE OF NEW YORK		
	☒	STREET TREE SIGNOFF	OFFICE OF NEW YORK		
	☒	STREET TREES SITE PLAN	OFFICE OF NEW YORK		
	☒	STREET: NEW NAME APPROVED	OFFICE OF NEW YORK		