



PW-7: Certificate of Occupancy /
Letter of Completion Folder
Review Request
Must be typewritten.



1 Location Information

House No(s) 634 Street Name 58 STREET Work Proposed on Floor No(s)
Borough BROOKLYN Block 857 Lot 22 BIN 3016127 CB No.

2 Requestor Information

Individuals Relationship to Job (example: applicant, owner, filing representative)

Last Name LAI First Name ZHAOMIN Middle Initial

Business Name M2 DESIGN INC Business Telephone (718)938-5828

Business Address 54-39 80 STREET Business Fax

City ELMHURST State NY Zip 11373 Mobile Telephone

E-Mail License Number

3 Type of Request Choose one.

- ☐ Letter of Completion (Directive 14 or Non-Directive 14)
☐ TCO - Temporary Certificate of Occupancy (Borough Commissioner's Office approval may be required. All requirements must be fulfilled before a TCO will be issued)
☐ Renewal of TCO - Temporary Certificate of Occupancy (Borough Commissioner's Office approval may be required. All requirements must be fulfilled before a TCO will be issued)
☒ Final Certificate of Occupancy

4 Comments *If additional space is required, write "see AI-1" here and submit a completed AI-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 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.

Requestor Signature

Date

7/1/08

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

Comments:

Authorized Name (please print)

☐ Approved

☐ Disapproved

Authorized 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:

See Attached construction history
displays Open Status - Date of sign-off
required - See Construction Division