



PW-7: Certificate of Occupancy /
Letter of Completion Folder
Review Request

Must be typewritten.



6541-1

1 Location Information

House No(s) 2000 Street Name Oriental Blvd Work Proposed on Floor No(s) Grade/Roof
Borough Brooklyn Block 8760 Lot 60 BIN 3348024 CB No. 315

2 Requestor Information

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

Last Name Ludena First Name Michele Middle Initial

Business Name Construction Permit Services Corp Business Telephone 212-246-5111

Business Address 321 West 44th Street, Suite 901 Business Fax 212-246-5111

City New York State Ny Zip 10036 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.

requesting letter of completion.

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

7/15/08

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: _____

Guering Fernandez
Hanson Architects and Engineers, P.C.
30 Galesi Drive
Wayne, NJ 07470

June 12, 2008.

New York City Dept. of Buildings
Borough of Brooklyn

To Whom it May Concern:

We are kindly requesting to obtain a letter of completion for the following job application:

JOB APPLICATION:	310079875	
ADDRESS:	2000	Oriental Blvd
BLOCK:	8760	
LOT:	60	

Thank you for you attention in this matter.

Sincerely,

Sign & Seal

 06/12/08
Guering J. Fernandez
PROFESSIONAL ENGINEER