



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

Must be typewritten.

DEPT. BLDGS	310086732	Job Number
SC080307602		Scan Code

1 Location Information

House No(s) 3522

Street Name Clarendon Road

Work Proposed on Floor No(s) 001

Borough Queens

Block 4952

Lot 10

BIN

CB No. 317

2 Requestor Information

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

Last Name Hahn

First Name Moon

Middle Initial S

Business Name Hahn Engineering, PC

Business Telephone 7186432266

Business Address 270 Jay St.

Business Fax 7189077953

City Brooklyn

State NY

Zip 11201

Mobile Telephone

E-Mail hahnengineering@gmail.com

License Number PE053541

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

3-7-08

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: _____

HAHN ENGINEERING, P.C.
Consulting Engineers

270 Jay Street, Unit 9J, Brooklyn, NY 11201

Phone: 718.643.2266 Fax: 718.907.7953 Mobile: 917.628.1234

hahnengineering@gmail.com

3-4-08

NYC-Department of Buildings
Brooklyn

RE: Job#310086732
3522 Clarendon Road
B 4952. L 10

Gentlemen/Madem:

Respectfully request a Letter of Completion be issued
for the above referenced application.

Very truly yours,



Moon S. Hahn, P.E.
Hahn Engineering, P.C.

