



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

Must be typewritten.



OK

1 Location Information

House No(s) 5316 Street Name 8TH AVE Work Proposed on Floor No(s) 002 thru 003
Borough BROOKLYN Block 818 Lot 46 BIN 3014444 CB No. 307

2 Requestor Information

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

Last Name SHIMING First Name TAM Middle Initial
Business Name SHIMING TAM ARCHITECT, P.C. Business Telephone (718) 765-1122
Business Address 762 59th STREET, 7/FL Business Fax (718) 765-0813
City brooklyn State N.Y. Zip 11220 Mobile Telephone
E-Mail SHIMINGTAMPC@AOL.COM License Number 18525

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

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: _____



**SHIMING TAM
ARCHITECT, P.C.**

762 59th Street, 7/FI., Brooklyn, N.Y. 11220
Tel: (718) 765-1122, Fax: (718) 765-0813
E-mail: shimingtampc@aol.com

December 11, 2009

Borough of Brooklyn
Department of Buildings
210 Joralemon Street
Brooklyn, N.Y. 11201

**RE: 5316 8th Avenue
Brooklyn, NY
Application No. 320004160**

To Whom It May Concern:

We respectfully herewith sign off letter and request letter of completion for the above referenced application. To the best of my knowledge, the work was completed according to the approved plan and application.

Sincerely yours,

