



PW7: Certificate of Occupancy /
Letter of Completion Folder
Review Request

Must be typewritten.



1 Location Information

House No(s) 842 Street Name 39th Street Work Proposed on Floor No(s) Cel
Borough Brooklyn Block 916 Lot 19 BIN 3017929 CB No. 312

2 Requestor Information

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

Last Name Chin First Name Jung Wor Middle Initial
Business Name Jung Wor Chin - Architect Business Telephone 212-334-9897
Business Address 217 Centre Street, 4th Floor Business Fax 212-334-9506
City New York State NY Zip 10013 Mobile Telephone
E-Mail jwchin@verizon.net License Number 013891

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

8/17/09

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: _____

Jung Wor Chin – Architect

217 Centre Street, 4th Floor, NY, NY 10013 Phone: (212)334-9897 Fax: (212)334-9506

Date: 08/17/09

Premises: 842 39th Street, Brooklyn

Application#: 320017334

Block: 916

Lot: 19

Dear Sir/Madam:

Please be advised that the work relative to the above subject application has been noted to have been completed in accordance with the provision of Department of Buildings Directive#14 of 1975.

This directive permits the retention by the owner of a licensed professional Engineer or Registered Architect to certify to the Department of Buildings that he inspected the work approved under subject application and that it has been completed and complies with all the Rules and Regulations of the Department.

I am hereby requesting a letter of completion and to close the above application. Your prompt response to this matter is greatly appreciated.

Sincerely yours,

Jung W Chin - Architect

