



PC1: Required Items Checklist for Professional Certification

Must be typewritten.



1 Location Information Required for all applications.

House No(s) 480

Street Name MADISON STREET

Borough BROOKLYN

Block 1826

Lot 35

BIN 3051798

C.B. No. 303

2 Required Items Required for all applications. Yes or no must be selected for every item. Continues on page 2.

YES	NO	ITEMS REQUIRED PRIOR TO APPROVAL
☐	☒	LANDMARKS APPROVAL
☐	☒	LANDMARKS SIGNOFF
☐	☒	SEWER CONNECTION: DEP SD1 & SD2
☐	☒	HPD: SRO MD CERTIFICATE OF NO HARASSMENT
☐	☒	U.S. ARMY CORPS OF ENGINEERS APPROVAL
☐	☒	TRANSIT AUTHORITY APPROVAL
☐	☒	FIRE ALARM/SIGNAL SYSTEM (FA) SIGNOFF
☐	☒	URBAN RENEWAL AREA: HPD APPROVAL
☐	☒	SEPTIC INSTALLATION: DEP APPROVAL
☐	☒	ADDRESS: NEW HOUSE NUMBER APPROVED
☐	☒	TAX LOT: TENTATIVE LOT NUMBER ISSUED
☐	☒	STREET: NEW STREET NAME APPROVED
☐	☒	FIRE PROTECTION PLAN(FPP): FDNY APPROVAL
☐	☒	LOFT BOARD CERTIFICATE
☒	☐	ASBESTOS ACP 7 OR 5 OR ASB 4
☐	☒	BSA VARIANCE
☐	☒	TREE REMOVAL: OUTSIDE PROP./PARKS APPR
☐	☒	TREE REMOVAL: SPEC. ZON. DIST./CPC APPR
☐	☒	FOREIGN GOV'T PROPERTY: STATE DEPT. LTR
☐	☒	BPP-PARKS: REMOVE MATURE TREE
☐	☒	BPP-BSA REQUIREMENTS
☐	☒	BPP-CPC REQUIREMENTS
☐	☒	BPP-TA: RELOCATE BUS STOP
☐	☒	BPP-DEP: NON-STD DRAINAGE STRUCTURE
☐	☒	BPP-NYS DEC: DRAIN STREET TO WETLAND
☐	☒	BPP: DOT PERMISSION TO MOVE FRANCHISE
☐	☒	STREET: UNMAPPED-NOTIFY EMERG. AGENCIES
☐	☒	ART COMM. APPROVAL: DISTINCTIVE SIDEWALK
☐	☒	ART COMM. APPROVAL: CITY-OWNED PROPERTY
☐	☒	SITE CONNECTION: DEP
☐	☒	BPP-UTILITY APPROVAL TO RELOCATE POLE
☐	☒	ENVIRONMENTAL "E" DEP NOTICE TO PROCEED
☐	☒	BSA/CPC APPROVAL
☐	☒	CPC: HUDSON YARDS INITIAL CERTIFICATION
☐	☒	HPD: INCLUSIONARY HOUSING LETTER
☐	☒	ECCCNYS ANALYSIS
☐	☒	SITE SURVEY: INITIAL
☐	☒	RESTRICTION: EASEMENT AGREEMENT
☐	☒	RESTRICTION: DEED
☐	☒	ZONING EXHIBIT I: CERTIFICATION
☐	☒	ZONING EXHIBIT II: CERTIFICATION
☐	☒	ZONING EXHIBIT III: DESC. & OWNERSHIP STMT
☐	☒	ZONING EXHIBIT IV: CERTIFICATION
☐	☒	ZONING EXHIBIT V: CERTIFICATION
☐	☒	COST AFFIDAVIT: ESTIMATED
☒	☐	FEE: CIVIL PENALTY FOR LEGALIZATION
☐	☒	FOUNDATION PLAN APPROVAL
☐	☒	WATERFRONT AREA ZONING COMPLIANCE
☐	☒	APPLICANT TO SELF CERTIFY OBJECTIONS
☐	☒	IDENTIFY THE PRIMARY JOB ON PW1
☐	☒	STEEL AFFIDAVIT: PRELIMINARY
☐	☒	ADULT ESTABLISHMENT APPROVAL
☐	☒	BPP: FILING REQUIRED
☐	☒	BPP: NOTES REQUIRED ON PLAN
☐	☒	BPP: TOPOGRAPHIC SURVEY

YES	NO	ITEMS REQUIRED PRIOR TO APPROVAL (CONT.)
☐	☒	BPP: PHOTOS-SIGNED/SEALED BY APPLICANT
☐	☒	BPP: INFRASTRUCTURE AND SITE SKETCH
☐	☒	BPP: SITE PLAN-NEW R.O.W. INSTALLATION
☐	☒	BPP: GRADE STUDY
☐	☒	BPP: STREET DRAINAGE APPLICATION
☐	☒	BPP: DISTINCT SIDEWALK-LEGAL AGREEMENT
☐	☒	BPP: DISTINCT SIDEWALK-STONE TEST REPORT
☐	☒	BPP: TRAFFIC ENG STDY-CC IN INTERSECTION
☐	☒	BPP: CONTRACTOR BOND-INSTALL ROADWAY
☐	☒	BPP: WAIVER OF GRADE FILING
☐	☒	BPP: CATCH BASIN/MANHOLE REQUIRED
☐	☒	BPP: FIELD VISITS RESULTS NEEDED
☐	☒	BPP: CHECKLIST IN LIEU OF PLANS-ALT3
☐	☒	SUBDIVISION SIGNOFF
☐	☒	OAC REGISTRATION
☐	☒	LOCAL LAW 58/1987 WAIVER
☐	☒	ADULT ACTIVITY APPROVAL
☐	☒	RESTRICTION: RESTRICTIVE DECLARATION
☐	☒	CURB CUT: PROVIDE EXISTING NUMBER
☐	☒	CLINTON DISTRICT: RESTRICTIVE DEC
☐	☒	HYDRO FLOW TEST LETTER
☐	☒	HYDRAULIC FLOW CALCULATIONS
☐	☒	TRASH COMPACTOR REQUIREMENTS
☐	☒	ANTI-HARASSMENT AREA CHECKLIST
☐	☒	CLINTON DISTRICT: ANTI-HARASSMENT CHECKLIST
☐	☒	BROOKLYN PARKING RESTRICTIONS
☐	☒	STREET TREE CHECKLIST
☐	☒	TENANT PROTECTION PLAN 2008 CODE
☐	☒	SOIL REPORT
☐	☒	DOB - ZONING DIAGRAM (ZD1)
☐	☒	DOB - ZONING RESOLUTION DETERMINATION(S) (ZRD1) x _____
☐	☒	DOB - CONSTRUCTION CODE DETERMINATION(S) (CCD1) x _____
☐	☒	FIRE APPARATUS ACCESS ROADS FOR DEV: FDNY APPROVAL
☐	☒	OTHER: _____
☐	☒	OTHER: _____

YES	NO	ITEMS REQUIRED PRIOR TO PERMIT
☐	☒	CPC: HUDSON YARDS FINAL CERTIFICATION
☐	☒	JAMAICA: DEP SEWER CONNECTION APPROVAL
☐	☒	SITE SAFETY PLAN
☐	☒	EXCAVATION OR DEMOLITION: 5-DAY NOTICE
☐	☒	SIDEWALK SHED APPLICATION & PERMIT
☐	☒	TEMPORARY FENCE APPLICATION & PERMIT
☐	☒	SCAFFOLD APPLICATION & PERMIT
☐	☒	MICROFILM: INITIAL
☐	☒	INSURANCE: WORKERS' COMPENSATION
☐	☒	INSURANCE: WORKERS' COMP. WAIVER/AFFID
☐	☒	INSURANCE: LIABILITY
☐	☒	INSURANCE: DISABILITY
☒	☐	DIR-14 ID OF RESPONSIBILITY (TR1)
☐	☒	MASONRY MANUFACTURER'S STATEMENT-FORM 10H
☐	☒	EQUIPMENT (EQ) PERMITS
☐	☒	MICROFILM: ADDITIONAL REQUIRED
☐	☒	HIC LICENSE OR AFFIDAVIT
☐	☒	ELECTRICAL APPLICATION FOR SIDEWALK SHED LIGHTING

2 Required Items (Continued) Required for all applications. Yes or no must be selected for every item.**YES NO ITEMS REQUIRED PRIOR TO PERMIT (CONT.)**

☐ ☒ JAMAICA: DEP SEWER CONNECTION APPROVAL
☐ ☒ OTHER: _____
☐ ☒ OTHER: _____
☐ ☒ OTHER: _____
☐ ☒ OTHER: _____

YES NO ITEMS REQUIRED PRIOR TO C OF O OR SIGNOFF

☐ ☒ LANDMARKS APPROVAL
☐ ☒ LANDMARKS SIGNOFF
☐ ☒ SEWER CONNECTION: DEP SD1 & SD2
☐ ☒ HPD: SRO MD CERTIFICATE OF NO HARASSMENT
☐ ☒ US ARMY CORPS OF ENGINEERS APPROVAL
☐ ☒ TRANSIT AUTHORITY APPROVAL
☐ ☒ FIRE ALARM/SIGNAL SYSTEM (FA) SIGNOFF
☐ ☒ URBAN RENEWAL AREA: HPD APPROVAL
☐ ☒ SEPTIC INSTALLATION: DEP APPROVAL
☐ ☒ ADDRESS: NEW HOUSE NUMBER APPROVED
☐ ☒ TAX LOT: FINAL LOT NUMBER ISSUED
☐ ☒ STREET: NEW NAME APPROVED
☐ ☒ FIRE PROTECTION PLAN (FPP); FDNY APPROVAL
☐ ☒ ASBESTOS ACP 7 OR 5 OR ASB 4
☐ ☒ BSA VARIANCE
☐ ☒ WATER SUPPLY (PRIVATE): DOH APPROVAL
☐ ☒ SWIMMING POOL: DOH APPROVAL
☐ ☒ SWIMMING POOL: DEP APPROVAL
☐ ☒ TREE REMOVAL: OUTSIDE PROP./PARKS APPR
☐ ☒ TREE REMOVAL: SPEC. ZON. DIST./CPC APPR
☐ ☒ FIRE RETARDANT TREATED WOOD: FDNY CERTIFICATE
☐ ☒ BPP-DEP: INSTALL/MODIFY DRAINAGE STRUCTURE
☐ ☒ BPP-DEP: INSTALL/RELOCATE FIRE HYDRANT
☐ ☒ BPP-PARKS: PLANT NEW TREE
☐ ☒ BPP-DOT: SIDEWALK ENCROACHMENT
☐ ☒ BPP-DOT: RELOCATE STREET LIGHT
☐ ☒ BPP-DOT: SIDEWALK/CURB/ROAD WORK PERMITS
☐ ☒ BPP-TA: INSTALL SIDEWALK OVER STATION
☐ ☒ BPP-ARTS COMM APPROVAL-DIST. SIDEWALK
☐ ☒ STREET: UNMAPPED- NOTIFY EMERG. AGENCIES
☐ ☒ ENVIRONMENTAL "E" DEP NOTICE OF SATIS
☐ ☒ TAP LETTER - DOM SVC : DEP-DOM
☐ ☒ TAP LETTER - FIRE SVC : DEP-FIRE
☐ ☒ WATER METER PERMIT : DEP-METER
☐ ☒ RPZ/DDCV TEST REPORT : GEN215B
☐ ☒ SEWER/HOUSE CON SIGNOFF: DEP HC 021
☐ ☒ FA - FDNY APPROVAL : FD-FAA
☐ ☒ FA LETTER OF DEFECT : FD-FALD
☐ ☒ FA SELF CERT DEFECT : FD-FASC
☐ ☒ FIRE SUPP ANSUL APPROVL: FD-FSS
☐ ☒ FEMA FORM (81-31): ELEVATION CERTIFICATE
☐ ☒ CLINTON DIST: HPD CERT COMPLETION LOW-INCOME HOUSING
☐ ☒ HPD: INCLUSIONARY HOUSING ELIG. CERT
☐ ☒ FEMA FORM (81-65): DRY FLOOD-PROOFING CERTIFICATE
☐ ☒ CERTIFICATE OF OCCUPANCY
☐ ☒ PLACE OF ASSEMBLY (PA) SIGNOFF
☐ ☒ SPRINKLER (SP) SIGNOFF
☐ ☒ STANDPIPE (SD) SIGNOFF
☐ ☒ ELEVATOR JOB SIGNOFF
☐ ☒ GASOLINE TANK SIGNOFF
☐ ☒ PILES: FINAL PILE PLAN/CREOSOTE LETTER
☐ ☒ MARQUEE (OT) SIGNOFF
☐ ☒ MECHANICAL (MH) SIGNOFF
☐ ☒ CURB CUT (CC) SIGNOFF
☐ ☒ COST AFFIDAVIT: ACTUAL
☐ ☒ MICROFILM: ADDITIONAL REQUIRED
☐ ☒ DETECTOR: SMOKE-CERT. OF INSTALLATION

YES NO ITEMS REQUIRED PRIOR TO C OF O OR SIGNOFF (CONT.)

☐ ☒ EQUIPMENT USE PERMITS
☐ ☒ SITE SURVEY: FINAL
☐ ☒ RESTRICTION: EASEMENT AGREEMENT
☐ ☒ RESTRICTION: DEED
☐ ☒ FIRE SUPPRESSION SYSTEM (FP) SIGNOFF
☐ ☒ FEES: PAY DEFERRED FEES
☐ ☒ PLUMBING (PL) SIGNOFF
☐ ☒ BOILER (BL) SIGNOFF
☐ ☒ FUEL BURNING (FB) SIGNOFF
☐ ☒ FUEL STORAGE (FS) SIGNOFF
☐ ☒ CONSTRUCTION (OT) SIGNOFF
☐ ☒ BPP: FINAL SIGNOFF
☐ ☒ BPP: SIDEWALK & ROADWAY THICKNESS CORES
☐ ☒ BPP: SIDEWALK CONCRETE STRENGTH REPORT
☐ ☒ BPP: MAINTENANCE AGREEMENT - RETAINING WALL
☐ ☒ DEMOLITION (DM) JOB SIGNOFF
☐ ☒ BPP: ENGINEERS AFFIDAVIT
☐ ☒ BPP: AS-BUILT SIDEWALK SURVEY
☐ ☒ BPP: FIELD INSPECTION
☐ ☒ BPP: FINAL AS-BUILT PHOTOGRAPHS
☐ ☒ SP/SD DEVICE CERT : LTR-LIC ELECT
☐ ☒ DRY PIPE VALVE TEST : FP-10
☐ ☒ STANDPIPE INSP REPORT : FP-84
☐ ☒ SPRINKLER INSP REPORT : FP-85
☐ ☒ SD/SP FIRE PUMP TEST : FP-86
☐ ☒ BOILER APPROVAL : 900A
☐ ☒ GAS WELDER ANNUAL CERT : GAS-WELD
☐ ☒ OIL TANK REMOVAL CERT : LETTER-FO
☐ ☒ SEPTIC ABANDONMENT CERT: LETTER-SCAV
☐ ☒ MEDICAL GAS INST CERT : LETTER-MED
☐ ☒ DETECTOR: CARBON MONOXIDE-CERT. OF INSTALL
☐ ☒ STEEL AFFIDAVIT- FINAL
☐ ☒ MASONRY SUPPLIER'S STATEMENT-FORM 10J
☐ ☒ RESTRICTION: RESTRICTIVE DECLARATION
☐ ☒ SPRINKLER/STANDPIPE ELECTRICAL LETTER
☐ ☒ HOUSE CONNECTION SIGNOFF
☐ ☒ STREET TREE SIGNOFF
☐ ☒ FEMA FORM (81-65): DRY FLOOD-PROOFING CERTIFICATE
☐ ☒ ART COMM. SIGNOFF: CITY-OWNED PROPERTY (EXT. WORK)
☐ ☒ PTA3: GREEN ROOF TAX ABATEMENT APPLICATION
☐ ☒ PTA3: TAX ABATEMENT ELIGIBILITY APPROVAL
☐ ☒ PTA4: SOLAR PANEL TAX ABATEMENT APPLICATION
☐ ☒ PTA4: TAX ABATEMENT ELIGIBILITY APPROVAL
☐ ☒ OTHER: _____

3 Statement and Signatures Required for all applications.

Falsification of any statement is a misdemeanor 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.

Is a TR1 form required?

☒ Yes ☐ No

PAA only:

Is a ZD1 form required?

☐ Yes ☒ No

Name (please print)

Signature

Date

P.E. / R.A. Seal

