



PC1: Required Items for Professional Certification

Must be typewritten. Must respond Y/N to all required items



LOCATION INFORMATION Required for all applications

House No(s) 211
Street Name MESEROLE STREET
Borough BROOKLYN

Block 3045

Lot 21
BIN 3071017
C.B. No. 301

Y	N	ITEMS REQUIRED PRIOR TO APPROVAL
☒	☐	1ST ZONING REVIEW COMPLETE
☒	☐	2008 CODE TR1 REQUIRED
☒	☐	2ND ZONING REVIEW COMPLETE
☒	☐	ACCESSIBILITY WAIVER (PEO1)
☒	☐	ADDRESS: NEW HOUSE NUMBER APPROVED
☒	☐	ADULT ACTIVITY APPROVAL
☒	☐	ADULT ESTABLISHMENT APPROVAL
☒	☐	AI1 OBJECTIONS RESPONSE
☒	☐	ANTI-HARASSMENT AREA CHECKLIST
☒	☐	APPLICANT TO SELF CERTIFY OBJECTIONS
☒	☐	ASBESTOS: CERTIFICATION (DEP ACP5)
☒	☐	BPP: CATCH BASIN/MANHOLE REQUIRED
☒	☐	BPP: CHECKLIST IN LIEU OF PLANS-ALT3
☒	☐	BPP: CONTRACTOR BOND-INSTALL ROADWAY
☒	☐	BPP: DISTINCT SIDEWALK-LEGAL AGREEMENT
☒	☐	BPP: DISTINCT SIDEWALK-STONE TEST REPORT
☒	☐	BPP: DOT PERMISSION TO MOVE FRANCHISE
☒	☐	BPP: FIELD VISITS RESULTS NEEDED
☒	☐	BPP: FILING REQUIRED
☒	☐	BPP: GRADE STUDY
☒	☐	BPP: INFRASTRUCTURE AND SITE SKETCH
☒	☐	BPP: NOTES REQUIRED ON PLAN
☒	☐	BPP: PHOTOS-SIGNED/SEALED BY APPLICANT
☒	☐	BPP: SITE PLAN-NEW R.O.W. INSTALLATION
☒	☐	BPP: STREET DRAINAGE APPLICATION
☒	☐	BPP: STREET TREES SITE PLAN
☒	☐	BPP: TOPOGRAPHIC SURVEY
☒	☐	BPP: TRAFFIC ENG STDY-CC IN INTERSECTION
☒	☐	BPP: WAIVER OF GRADE FILING
☒	☐	BPP-BSA REQUIREMENTS
☒	☐	BPP-CPC REQUIREMENTS
☒	☐	BPP-DEP: NON-STD DRAINAGE STRUCTURE
☒	☐	BPP-NYS DEC: DRAIN STREET TO WETLAND
☒	☐	BPP-PARKS: REMOVE MATURE TREE
☒	☐	BPP-TA: RELOCATE BUS STOP
☒	☐	BPP-UTILITY APPROVAL TO RELOCATE POLE
☒	☐	BROOKLYN PARKING RESTRICTIONS
☒	☐	BSA VARIANCE
☒	☐	BSA/CPC APPROVAL
☒	☐	CALENDARED PROPERTY - 40-DAY HOLD
☒	☐	CANTILEVER FIRE ANALYSIS APPROVED BY DOB & FDNY
☒	☐	CLINTON DISTRICT: ANTI-HARASSMENT CHECKLIST
☒	☐	CLINTON DISTRICT: RESTRICTIVE DEC
☒	☐	COST AFFIDAVIT ESTIMATE: (PW3)
☒	☐	CPC: HUDSON YARDS INITIAL CERTIFICATION
☒	☐	CURB CUT: PROVIDE EXISTING NUMBER
☒	☐	DEP SANITARY SEWER CERTIFICATION (HCP/SCP)
☒	☐	DEP STORMWATER/SEWER CERTIFICATION (HCP/SCP)

Y	N	ITEMS REQUIRED PRIOR TO APPROVAL
☒	☐	DESIGN COMM APPROVAL: CITY-OWNED PRPTY (EXTERIOR)
☒	☐	DESIGN COMM APPROVAL DISTINCTIVE SIDEWALK
☒	☐	DOB - CONSTRUCTION CODE DETERMINATION (CCD1)
☒	☐	DOB - ZONING DIAGRAM (ZD1)
☒	☐	DOB - ZONING RESOLUTION DETERMINATION (ZRD1)
☒	☐	ECCCNYS ANALYSIS
☒	☐	ENCROACHMENT ON SIDEWALK: DOT REVOCABLE CONSENT
☒	☐	ENERGY CODE COMPLIANCE FEE
☒	☐	ENERGY CODE 1st REVIEW COMPLETE
☒	☐	ENERGY CODE PROGRESS INSPS TECHNICAL REPORT (TR8)
☒	☐	ENVIRON RESTRICTIONS - OER NOTICE TO PROCEED
☒	☐	FDNY FIRE SUPPRESSION FEE PAYMENT RECEIPT
☒	☐	FEE: CIVIL PENALTY FOR LEGALIZATION
☒	☐	FIRE ALARM/SIGNAL SYSTEM (FA) SIGNOFF
☒	☐	FIRE ALARM: FDNY RECEIVED & ACCEPTED PLANS
☒	☐	FIRE APPARATUS ACCESS ROADS FOR DEV: FDNY APPROVAL
☒	☐	FIRE PROTECTION PLAN(FPP): FDNY APPROVAL
☒	☐	FLOOD ZONE DESIGN CERTIFICATION
☒	☐	FOREIGN GOVT PROPERTY: STATE DEPT. LTR
☒	☐	FOUNDATION PLAN APPROVAL
☒	☐	HIGH LINE - PARKS APPROVAL REQUIRED
☒	☐	HPD: INCLUSIONARY HOUSING LETTER
☒	☐	HPD: SRO MD CERTIFICATE OF NO HARASSMENT
☒	☐	HUDSON YARDS PARKING AMENDMENT
☒	☐	HYDRAULIC FLOW CALCULATIONS
☒	☐	HYDRO FLOW TEST LETTER
☒	☐	IDENTIFY THE PRIMARY JOB ON PW1
☒	☐	LANDMARKS APPROVAL
☒	☐	LANDMARKS SIGNOFF
☒	☐	LOFT BOARD CERTIFICATE
☒	☐	NYCECC ANALYSIS
☒	☐	NYCECC EXEMPTION
☒	☐	NYS DEC COASTAL EROSION HAZARD APPROVAL
☒	☐	NYS DEC COASTAL EROSION HAZARD MAP
☒	☐	NYS DEC FRESHWATER WETLANDS APPROVAL
☒	☐	NYS DEC FRESHWATER WETLANDS MAP
☒	☐	NYS DEC TIDAL WETLANDS APPROVAL
☒	☐	NYS DEC TIDAL WETLANDS MAP
☒	☐	OAC REGISTRATION
☒	☐	OTHER (LIST):
☒	☐	PREFAB/MODULAR CONSTR: NYS COMPLIANCE STATEMENT
☒	☐	PREFABRICATED/MODULAR CONSTR: OTCR APPROVALS
☒	☐	PTA3: GREEN ROOF TAX ABATEMENT APPLIC (PRELIMINARY)
☒	☐	PTA4: SOLAR TAX ABATEMENT APPLICATION (PRELIMINARY)
☒	☐	RECORDS MGMT FEE PAYMENT RECEIPT
☒	☐	RESOLVE ZONING DISCREPANCY
☒	☐	RESOLVE ZONING DISCREPANCY (DATA CHANGE)
☒	☐	RESTRICTION: DEED

Y N ITEMS REQUIRED PRIOR TO APPROVAL		Y N ITEMS REQUIRED PRIOR TO PERMIT	
☒	RESTRICTION: EASEMENT AGREEMENT	☒	SCAFFOLD APPLICATION & PERMIT
☒	RESTRICTION: RESTRICTIVE DECLARATION	☒	SIDEWALK SHED APPLICATION & PERMIT
☒	SEPTIC SYSTEM: SEPTIC COMPLIANCE UNIT APPROVAL	☒	SITE SAFETY PLAN: BEST APPROVAL REQUIRED
☒	SITE SURVEY: INITIAL	☒	STANDPIPE ALARM DRAWINGS & A11 (OR A11 PROOF)
☒	SOIL REPORT	☒	STANDPIPE WORK PERMIT
☒	SRO MD ANTI-HARASSMENT CHECKLIST	☒	STREET TREES: RECEIPT OF STREET TREES SITE PLAN
☒	STEEL AFFIDAVIT: PRELIMINARY	☒	TEMPORARY FENCE APPLICATION & PERMIT
☒	STREET TREE CHECKLIST	☒	TR3: CONCRETE DESIGN MIX TECHNICAL REPORT
☒	STREET: NEW STREET NAME APPROVED	Y N ITEMS REQUIRED PRIOR TO C/O OR SIGNOFF	
☒	STREET: UNMAPPED-NOTIFY EMERG. AGENCIES	☒	ADDRESS: NEW HOUSE NUMBER APPROVED
☒	STRUCTURAL PEER REVIEW REQUIRED	☒	APPLICANT CONCRETE EVALUATION REPORT
☒	SUBDIVISION SIGNOFF	☒	APPLICANT CONCRETE RETESTING REPORT
☒	SUBSTANTIAL IMPROVEMENT CALCULATIONS	☒	AS-BUILT ENERGY ANALYSIS (EN2)
☒	TAX LOT: TENTATIVE LOT NUMBER ISSUED	☒	BOILER (BL) SIGNOFF
☒	TEMPORARY FLOOD SHIELDS: EMERGENCY FLOOD PLAN	☒	BOILER APPROVAL : 900A
☒	TENANT/OCCUPANT PROTECTION PLAN	☒	BPP: AS-BUILT SIDEWALK SURVEY
☒	TRANSIT AUTHORITY/MTA/PANYNJ APPROVAL	☒	BPP: ENGINEERS AFFIDAVIT
☒	TRASH COMPACTOR REQUIREMENTS	☒	BPP: FIELD INSPECTION
☒	TREE REMOVAL: OUTSIDE PROP./PARKS APPR	☒	BPP: FINAL AS-BUILT PHOTOGRAPHS
☒	TREE REMOVAL: SPEC. ZON. DIST./CPC APPR	☒	BPP: FINAL SIGNOFF
☒	U.S. ARMY CORPS OF ENGINEERS APPROVAL	☒	BPP: MAINTENANCE AGREEMENT - RETAINING WALL
☒	URBAN RENEWAL AREA: HPD APPROVAL	☒	BPP: SIDEWALK & ROADWAY THICKNESS CORES
☒	VERIFY DOB PLAN NAMING STANDARD IS MET	☒	BPP: SIDEWALK CONCRETE STRENGTH REPORT
☒	WATERFRONT AREA ZONING COMPLIANCE	☒	BPP-DEP: INSTALL/MODIFY DRAINAGE STRUCTURE
☒	ZONING EXHIBIT I: CERTIFICATION	☒	BPP-DEP: INSTALL/RELOCATE FIRE HYDRANT
☒	ZONING EXHIBIT II: CERTIFICATION	☒	BPP-DESIGN COMM APPROVAL: DISTINCTIVE SIDEWALK
☒	ZONING EXHIBIT III: DESC. & OWNERSHIP: STMT	☒	BPP-DOT: RELOCATE STREET LIGHT
☒	ZONING EXHIBIT IV: CERTIFICATION	☒	BPP-DOT: SIDEWALK ENCROACHMENT
☒	ZONING EXHIBIT V: CERTIFICATION	☒	BPP-DOT: SIDEWALK/CURB/ROAD WORK PERMITS
Y N ITEMS REQUIRED PRIOR TO PERMIT		☒	BPP-PARKS: PLANT NEW TREE
☒	2008 TR1 REQUIRED FOR NEW/WAIVED INSPECTIONS	☒	BPP-TA: INSTALL SIDEWALK OVER STATION
☒	ASBESTOS: COMPLETION OR CLOSEOUT (ACP20/21/5)	☒	BSA VARIANCE
☒	ASBESTOS: VARIANCE (DEP FORM V5)	☒	CAP & CLEAN FORM
☒	CPC: HUDSON YARDS FINAL CERTIFICATION	☒	CERTIFICATE OF OCCUPANCY
☒	DIR-14 ID OF RESPONSIBILITY (TR1)	☒	CLINTON DIST: HPD CERT COMPLETION LOW-INCOME HOUSE
☒	ELECTRICAL APPLICATION FOR SIDEWALK SHED LIGHTING	☒	CONSTRUCTION (OT) SIGNOFF
☒	EQUIPMENT (EQ) PERMITS	☒	COST AFFIDAVIT (FINAL): PW3
☒	EXCAVATION OR DEMOLITION: 5-DAY NOTICE	☒	CURB CUT (CC) SIGNOFF
☒	HIC LICENSE OR AFFIDAVIT	☒	DEMOLITION (DM) JOB SIGNOFF
☒	INSURANCE: DISABILITY	☒	DEP SANITARY SEWER CERTIFICATION (HCP/SCP)
☒	INSURANCE: LIABILITY	☒	DESIGN COMM SIGNOFF: CITY-OWNED PROPTY (EXTERIOR)
☒	INSURANCE: WORKERS' COMP. WAIVER/AFFID	☒	DETECTOR: CARBON MONOXIDE-CERT. OF INSTALL
☒	INSURANCE: WORKERS' COMPENSATION	☒	DETECTOR: SMOKE-CERT. OF INSTALLATION
☒	JAMAICA: DEP SEWER CONNECTION APPROVAL	☒	DOB - ZONING DIAGRAM (ZD1)
☒	LPC-BSA ARCHEOLOGY RESTRICTIVE DECLARATION (INITIAL)	☒	DOB FINAL INSPECTION REQUIRED
☒	MASONRY MANUFACTURER'S STATEMENT-FORM 10H	☒	DRY PIPE VALVE TEST : FP-10
☒	MICROFILM/SCAN: INITIAL	☒	ELEVATOR JOB SIGNOFF
☒	MICROFILM/SCAN: ADDITIONAL REQUIRED	☒	ENVIRO RESTRICTIONS - OER NOTICE OF SATISFACTION
☒	OTHER (LIST): _____	☒	EQUIPMENT USE PERMITS
☒	PARTIAL DEMO PLAN & DS1 (FOR AL/EW-OT PERMITS)	☒	FA - FDNY APPROVAL : FD-FAA
☒	PROJECT-SPECIFIC GL INSURANCE	☒	FA LETTER OF DEFECT : FD-FALD
☒	RAISE/MOVE DOCS & DS1 (FOR AL/EW-OT PERMITS)	☒	FA SELF CERT DEFECT : FD-FASC

Y	N	ITEMS REQ. PRIOR TO C/O OR SIGNOFF	Y	N	ITEMS REQ. PRIOR TO C/O OR SIGNOFF
	X	FEES: PAY DEFERRED FEES		X	STREET. UNMAPPED- NOTIFY EMERG AGENCIES
	X	FEMA ELEVATION CERT (086-0-33)/ FLOODPRF CERT (086-0-34)		X	SWIMMING POOL. DEP APPROVAL
	X	FIRE ALARM/SIGNAL SYSTEM (FA) SIGNOFF		X	SWIMMING POOL. DOH APPROVAL
	X	FIRE ALARM: AS-BUILT PLANS		X	TAP LETTER - DOM SVC : DEP-DOM
	X	FIRE PROTECTION PLAN (FPP): FDNY APPROVAL		X	TAP LETTER - FIRE SVC : DEP-FIRE
	X	FIRE RETARDANT TREATED WOOD: FDNY CERTIFICATE		X	TAX LOT: FINAL LOT NUMBER ISSUED
	X	FIRE SUPP ANSUL APPROVL: FD-FSS		X	TRANSIT AUTHORITY/MTA/PANYNJ APPROVAL
	X	FIRE SUPPRESSION SYSTEM (FP) SIGNOFF		X	TREE REMOVAL: OUTSIDE PROP./PARKS APPR
	X	FUEL BURNING (FB) SIGNOFF		X	TREE REMOVAL: SPEC. ZON. DIST./CPC APPR
	X	FUEL STORAGE (FS) SIGNOFF		X	URBAN RENEWAL AREA: HPD APPROVAL
	X	GAS WELDER ANNUAL CERT : GAS-WELD		X	US ARMY CORPS OF ENGINEERS APPROVAL
	X	GASOLINE TANK SIGNOFF		X	WATER METER PERMIT : DEP-METER
	X	HOUSE CONNECTION SIGNOFF		X	WATER SUPPLY (PRIVATE): DOH APPROVAL
	X	HPD: INCLUSIONARY HOUSING ELIG. CERT		X	WELDERS AFFIDAVIT
	X	HPD: SRO MD CERTIFICATE OF NO HARASSMENT	STATEMENTS & SIGNATURES Required for all applications		
	X	LANDMARKS APPROVAL			
	X	LANDMARKS SIGNOFF	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.		
	X	LPC-BSA ARCHEOLOGY RESTRICTIVE DECLARATION (FINAL)	Is a TR1 form required? ☒ Yes ☐ No		
	X	MARQUEE (OT) SIGNOFF	PAA only:		
	X	MASONRY SUPPLIER'S STATEMENT-FORM 10J	Is a ZD1 form required? ☐ Yes ☐ No		
	X	MECHANICAL (MH) SIGNOFF	Name (please print)		
	X	MEDICAL GAS INST CERT : LETTER-MED	BALDEMIRO LEON		
	X	MICROFILM/RECORDS MGMT: ADDL FEE REQUIRED	Signature <i>Balduino Leon</i>		
	X	OIL TANK REMOVAL CERT : LETTER-FO	Date <i>11/28/2016</i>		
	X	OTHER (LIST): _____			
	X	PILES: FINAL PILE PLAN/CREOSOTE LETTER			
	X	PLACE OF ASSEMBLY (PA) SIGNOFF			
	X	PLUMBING (PL) SIGNOFF			
	X	PRELIMINARY COMMISSIONING REPORT CERTIFICATION			
	X	PTA3: GREEN ROOF TAX ABATEMENT APPLICATION (FINAL)			
	X	PTA3: TAX ABATEMENT ELIGIBILITY APPROVAL			
	X	PTA4: SOLAR TAX ABATEMENT APPLICATION (FINAL)			
	X	PTA4: TAX ABATEMENT ELIGIBILITY APPROVAL			
	X	RESTRICTION: DEED			
	X	RESTRICTION: EASEMENT AGREEMENT			
	X	RESTRICTION: RESTRICTIVE DECLARATION			
	X	RPZ/DDCV TEST REPORT : GEN215B			
	X	SD/SP FIRE PUMP TEST : FP-86			
	X	SEPTIC ABANDONMENT CERT: LETTER-SCAV			
	X	SEPTIC SYSTEM: SEPTIC COMPLIANCE UNIT APPROVAL			
	X	SEWER/HOUSE CON SIGNOFF: DEP HC 021			
	X	SITE SURVEY: FINAL			
	X	SP/SD DEVICE CERT : LTR-LIC ELECT			
	X	SPRINKLER (SP) SIGNOFF			
	X	SPRINKLER INSP REPORT : FP-85			
	X	SPRINKLER/STANDPIPE ELECTRICAL LETTER			
	X	STANDPIPE (SD) SIGNOFF			
	X	STANDPIPE INSP REPORT : FP-84			
	X	STEEL AFFIDAVIT- FINAL			
	X	STREET TREE SIGNOFF			
	X	STREET TREES SITE PLAN			
	X	STREET: NEW NAME APPROVED			