



PW7: Certificate of Occupancy /
Letter of Completion Folder
Review Request
Must be typewritten

DEPT. BLDGS. 321773737 Job Number
SC170425035 Scan Code

1 Location Information
House No(s) 31 Street Name Diamond Street Work Proposed on Floor No(s)
Borough Brooklyn Block 2684 Lot 23 BIN 3066938 CB No. 301
2 Requestor Information
Individuals Relationship to Job (example: applicant, owner filing representative)
Last Name Zalewska First Name Jadwiga Middle Initial
Business Name Wieslawa Jasiulewicz Majran, R.A. Business Telephone 718-326-7736
Business Address 71-17 71 Place Business Fax
City Glendale State NY Zip 11385 Mobile Telephone
E-Mail office@code-ny.com License Number 001531
3 Type of Request Choose one.
☒ Letter of Completion (Directive 14 or Non-Directive 14)
☐ TCO - Temporary Certificate of Occupancy (Borough Commissioner's Office may be required. All requirements must be fulfilled before a TCO will be issued) 3A
☐ 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) 3A
☐ Final Certificate of Occupancy 3A
3A ☐ Change of address, block/lot, metes and bounds only (28-118.16.2)
4 Comments If additional space is required, write "see A1-1" here and submit a completed A1-1 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 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 <i>Jadwiga Jasiulewicz</i> Date 11/13/19
Borough Commissioner's Office TCO Authorization Do not write in this section.
Comments:
Authorized Name (please print) ☐ Approved ☐ Disapproved
Authorization 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: _____