



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

Must be typewritten



1 Location Information

House No(s) 39 Street Name LAKE ST Work Proposed on Floor No(s) CEL
Borough BROOKLYN Block 6680 Lot 75 BIN 3178518 CB No. 311

2 Requestor Information

Individuals Relationship to Job (example applicant, owner filing representative)
Last Name ZHENG First Name MIN Middle Initial
Business Name N/A Business Telephone (646) 701-3553
Business Address 39 LAKE ST Business Fax
City BROOKLYN State NY Zip 11223 Mobile Telephone
E-Mail NA@NA.COM License Number

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

Date

6/15/2018

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: _____