



PW-7: Certificate of Occupancy /
Letter of Completion Folder
Review Request

Must be typewritten.

DEPT. BLDGS	410014826	Job Number
SC070914033		Scan Code

1 Location Information

House No(s)	90-54	Street Name	55 AVE	Work Proposed on Floor No(s)	CEL,01,02,03,04
Borough	QUEENS	Block	1857	Lot	26
BIN	4045962	CB No.			

2 Requestor Information

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

Last Name	CHEN	First Name	JOHN	Middle Initial	C
Business Name	JOHN C CHEN ARCHITECT PLLC			Business Telephone	718-460-1345
Business Address	41-22 FULLER PLACE 3FL			Business Fax	718-460-1485
City	FLUSHING	State	NY	Zip	11355
E-Mail		License Number	026764		

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

2/5/10

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: _____