



PC1: Required Items Checklist for Professional Certification

Must be typewritten.



1 Location Information Required for all applications.

House No(s) 68-26 Street Name SELFRIDGE ST
Borough QUEENS Block 3179 Lot 32 BIN 4832242 C.B. No. 406

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. & OWNRSHP.STMNT |
| ☐ | ☒ | ZONING EXHIBIT IV: CERTIFICATION |
| ☐ | ☒ | ZONING EXHIBIT V: CERTIFICATION |
| ☐ | ☒ | 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 |
| ☐ | ☒ | BPP: PHOTOS-SIGNED/SEALED BY APPLICANT |

YES NO ITEMS REQUIRED PRIOR TO APPROVAL (CONT.)

- | | | |
|--------------------------|-------------------------------------|---|
| ☐ | ☒ | 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 |
| ☐ | ☐ | OTHER: _____ |
| ☐ | ☐ | OTHER: _____ |
| ☐ | ☐ | OTHER: _____ |
| ☐ | ☐ | OTHER: _____ |
| ☐ | ☐ | OTHER: _____ |
| ☐ | ☐ | 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 |
| ☐ | ☒ | COST AFFIDAVIT: ESTIMATED |
| ☐ | ☒ | 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 |

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.)**

- ☐ ☒ ELECTRICAL APPLICATION FOR SIDEWALK SHED LIGHTING
☐ ☒ OTHER:
☐ ☒ 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 APPROVAL: 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
☐ ☒ OTHER:
☐ ☒ OTHER:
☐ ☒ OTHER:
☐ ☒ OTHER:
☐ ☒ OTHER:
☐ ☒ 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

Name (please print)

HWEI-SZE CHEN

Signature

License Type (P.E./R.A.)

Date

P.E. / R.A. Seal

