



PC1: Required Items Checklist for Professional Certification

Must be typewritten.

DEPT. BLDGS.	420104247	Job Number
SC090731002		Scan Code

1 Location Information Required for all applications.

House No(s) 97-32

Street Name 101 STREET

Borough QUEENS

Block 09402

Lot 00014

BIN 4197631

C.B. No. 409

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. & OWNERSHIP STMT
☐	☒	ZONING EXHIBIT IV: CERTIFICATION
☐	☒	ZONING EXHIBIT V: CERTIFICATION
☐	☒	COST AFFIDAVIT: ESTIMATED
☐	☒	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

YES	NO	ITEMS REQUIRED PRIOR TO APPROVAL (CONT.)
☐	☒	BPP: PHOTOS-SIGNED/SEALED BY APPLICANT
☐	☒	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
☐	☒	DOB - ZONING DIAGRAM (ZD1)
☐	☒	DOB - ZONING RESOLUTION DETERMINATION(S) (ZRD1) x _____
☐	☒	DOB - CONSTRUCTION CODE DETERMINATION(S) (CCD1) x _____
☐	☒	FIRE APPARATUS ACCESS ROADS FOR DEV: FDNY APPROVAL
☐	☒	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
☐	☒	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
☐	☒	ELECTRICAL APPLICATION FOR SIDEWALK SHED LIGHTING

	YES	NO
EQUIPMENT USE PERMITS		
SITE SURVEY: FINAL		
RESTRICTION: EASEMENT AGREEMENT		
RESTRICTION: DEED		
FIRE SUPPRESSION SYSTEM (FP) SIGNOFF		
FEE'S : 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		
BPP/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		
MASONARY SUPPLIER'S STATEMENT-FORM 10J		
SPRINKLER/STANDPIPE ELECTRICAL LETTER		
HOUSE CONNECTION SIGNOFF		
STREET TREE SIGNOFF		
FEMA FORM (81-65): DRY FLOOD-PROOFING CERTIFICATE		
ART COMM. SIGNOFF: CITY-OWNED PROPERTY (EXT. WORK)		
PTA3: GREEN ROOF TAX ABATEMENT APPLICATION		
PTA3: TAX ABATEMENT ELIGIBILITY APPROVAL		
PTA4: SOLAR PANEL TAX ABATEMENT APPLICATION		
PTA4: TAX ABATEMENT ELIGIBILITY APPROVAL		
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
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☐	☐	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/DDC 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 APPROV: 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/RCEOSOTE LETTER
☐	☐	MARQUEE (OT) SIGNOFF
☐	☐	MECHANICAL (MH) SIGNOFF
☐	☐	CURB CUT (CC) SIGNOFF
☐	☐	COST AFFIDAVIT: ACTUAL
☐	☐	MICROFILM: ADDITIONAL REQUIRED
☐	☐	DETECTOR:SMOKE-CERT. OF INSTALLATION