



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

Must be typewritten.

|             |           |            |
|-------------|-----------|------------|
| DEPT.BLDGS  | 420168400 | Job Number |
| SC441885343 |           | Scan Code  |

**1 Location Information**

|             |         |             |               |                              |                      |
|-------------|---------|-------------|---------------|------------------------------|----------------------|
| House No(s) | 110-46  | Street Name | Corona Avenue | Work Proposed on Floor No(s) | Cel, Mezz., OSP, 1-3 |
| Borough     | Queens  | Block       | 1968          | Lot                          | 20                   |
| BIN         | 4537953 | CB No.      | 404           |                              |                      |

**2 Requestor Information**

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

|                  |                                |            |       |                    |                |
|------------------|--------------------------------|------------|-------|--------------------|----------------|
| Last Name        | Sideris                        | First Name | Chris | Middle Initial     | M              |
| Business Name    | Sideris Kefalas Engineers P.C. |            |       | Business Telephone | (718) 224-9091 |
| Business Address | 217-22 Northern Boulevard      |            |       | Business Fax       | (718) 224-9143 |
| City             | Bayside                        | State      | NY    | Zip                | 11361          |
| E-Mail           | chris@skenyc.com               |            |       | Mobile Telephone   |                |
|                  |                                |            |       | License Number     | 065574         |

**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 required except in Manhattan. All requirements must be fulfilled before a TCO will be issued)
- ☐ Renewal of TCO - Temporary Certificate of Occupancy (Borough Commissioner's Office approval required except in Manhattan. All requirements must be fulfilled before a TCO will be issued)
- ☐ Final Certificate of Occupancy

**4 Comments** If additional space is required, write "see A11" here and submit a completed A11 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

7/6/11

**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): \_\_\_\_\_
- ☐ TR1 Error(s): \_\_\_\_\_
- ☐ Form(s) missing/incomplete: Form(s) \_\_\_\_\_
- Section(s)/Reason(s) \_\_\_\_\_
- ☐ Other: \_\_\_\_\_