



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

Must be typewritten

DEPT BLDGS Job No. 420245915



Scan Code ESHS8751251

1 Location Information

House No(s) 86-16

Street Name 60TH AVE

Work Proposed on Floor No(s)

Borough QUEENS

Block 2874

Lot 02

BIN 4065242

CB No. 406

2 Requestor Information

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

Last Name JAMAL

First Name MUZAFFAR

Middle Initial

Business Name ARCHITECTURAL CONCEPT INC

Business Telephone

Business Address 86-16 60TH AVE 1N

Business Fax

City ELMHURST

State NY

Zip 11373

Mobile Telephone 347-741-0825

E-Mail

License Number 071008

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

5/30/17

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: \_\_\_\_\_