



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

Must be typewritten.



1 Location Information

House No(s) 82-02

Street Name grand avenue

Work Proposed on Floor No(s)

Borough queens

Block 2903

Lot 1

BIN 4066039

CB No. 404

2 Requestor Information

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

Last Name kratzke

First Name william

Middle Initial

Business Name nyce

Business Telephone 6463591400

Business Address 71-14 grand avenue

Business Fax

City maspeth

State ny

Zip 11378

Mobile Telephone

E-Mail nycexpedite@aol.com

License Number k21402

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 2-6-13

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: _____