



# Borough Intake Form

Job Number - Mandatory

420602119

## 1. LOCATION & REQUESTOR INFORMATION *(required for all requests)*

Provide location information, requestor's name, email, and relation to job. Please note denied requests will be sent disapproval reason(s) to email address provided on Borough Drop-off Intake Sheet.

House No: 102-11 Street Name: Roosevelt Ave Application#: 420602119 Date: 9/5/22  
Borough: Queens Block: 1770 Lot: 47 BIN: 4044378 Requestor Name: Jabbar  
Relation to job (select one): ☐ Owner ☐ Applicant of Record ☐ Contractor ☒ Filing Representative  
Email: sacexpedition@hatmail.com Owner's Email: sacexpedition@hatmail.com Initial ☐ Resubmission Date:

## 2. TYPE OF REQUEST

The **Borough Drop-off Intake Sheet** is required for each request submitted. Please ensure all forms are fully completed, signed, sealed, and dated. Select **one** of the following options:

☐ **PAA (Post Approval Amendments)**

Submit PW1 (PAA) to make changes to an already approved (P+ status in BIS) application.

Changes made after initial approval are subject to PAA fees and plan examination unless initial job was professionally certified.

☐ **PW1 Withdrawal**

Submit PW1 to withdraw all or part of a job.

☒ **Initial Work Permit Application**

Submit PW2 Initial Work Permit Application if this is the first time applying for this permit.

Select **No Work Permit**, if this application will not include any physical work to be performed under this permit.

☐ **PW6 Certificate of Occupancy Inspection Application (Initial)**

Submit PW6 to initiate inspections required prior to issuance of a Certificate of Occupancy.

☐ **PW7 Certificate of Occupancy/Temporary Certificate of Occupancy/Letter of Completion**

Submit PW7 to obtain a final Certificate of Occupancy (CO), Temporary Certificate of Occupancy (TCO), Letter of Completion (LOC) or renew a Temporary Certificate of Occupancy. **NOTE: Resubmissions require a new BSCAN sticker**

### INTERNAL USE ONLY

*Reason(s) for hold/denial will be indicated below by borough staff and emailed to addresses indicated above*

☐ **LPC Calendared Building 40-Day Hold (Full Demolition Applications Only)**

Date Processed: \_\_\_/\_\_\_/20\_\_\_

#### Disapproval Reasons

Request cannot be processed for the following reason(s):

- |                                                                                                                           |                                                                                                                                               |
|---------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Job is not approved.                                                                             | <input type="checkbox"/> Not an initial work permit application must be processed through permit renewal.                                     |
| <input type="checkbox"/> Job is in 'R - PERMIT-ENTIRE' status.                                                            | <input type="checkbox"/> No permits have been issued for this job number.                                                                     |
| <input type="checkbox"/> Job is for different borough submit to corresponding borough.                                    | <input type="checkbox"/> Job number incorrect/invalid.                                                                                        |
| <input type="checkbox"/> Fees due, pay outstanding fees and resubmit.                                                     | <input type="checkbox"/> Floors invalid.                                                                                                      |
| <input type="checkbox"/> Job is on hold for 'No Good Check', resolve and resubmit.                                        | <input type="checkbox"/> Electrical Control Number(s) missing (required for NB filings).                                                      |
| <input type="checkbox"/> Withdrawal Job/Doc #/Work type is missing/not on file.                                           | <input type="checkbox"/> Notarization by Superintendent of Construction missing.                                                              |
| <input type="checkbox"/> Property/Job on 'Hold', see Borough Commissioner's Office.                                       | <input type="checkbox"/> Open ECB/DOB violation(s)                                                                                            |
| <input type="checkbox"/> Architect/Engineer's signature and/or seal missing.                                              | <input type="checkbox"/> Incomplete PAA                                                                                                       |
| <input type="checkbox"/> Applicant's information is different from Department records.                                    | <input type="checkbox"/> Missing inspection sign-off(s):                                                                                      |
| <input type="checkbox"/> Permitted application must see Plan Exam for determination if withdrawal inspection is required. | <input type="checkbox"/> Construction <input type="checkbox"/> Plumbing <input type="checkbox"/> Electrical <input type="checkbox"/> Elevator |
| <input type="checkbox"/> Inspection required resubmit with 'Final-Pass' inspection report (OP113).                        | <input type="checkbox"/> Other: _____                                                                                                         |
| <input type="checkbox"/> Work type signed off, cannot withdraw.                                                           | <input type="checkbox"/> Missing required items(s): _____                                                                                     |
| <input type="checkbox"/> PAA approved, cannot withdraw.                                                                   | <input type="checkbox"/> TR-1 Error(s): _____                                                                                                 |
| <input type="checkbox"/> All PAA fees must be paid prior to withdrawal.                                                   | <input type="checkbox"/> Missing/Incomplete/Invalid:                                                                                          |
| <input type="checkbox"/> Resolve open required items and resubmit for permit.                                             | <input type="checkbox"/> Form(s) _____                                                                                                        |
|                                                                                                                           | <input type="checkbox"/> Section(s) _____                                                                                                     |
|                                                                                                                           | <input type="checkbox"/> Other: _____                                                                                                         |