



PW7: Certificate of Occupancy /
Letter of Completion Folder
Review Request
Must be typewritten

DEPT BLDGS Job No. 420796534
Scan Code ESHS1499988

1	Location Information				
		House No(s) 482	Street Name SENECA AVENUE	Work Proposed on Floor No(s) OSP	
		Borough QUEENS	Block 3433	Lot 35	BIN 4081973 CB No. 405
2	Requestor Information				
Individuals Relationship to Job (example: applicant, owner filing representative)					
		Last Name MIN/MUZ	First Name SAT/ZIA	Middle Initial	
		Business Name ALL CITY EXPEDITING INC.		Business Telephone 718-577-0424	
		Business Address 117-14 ATLANTIC AVENUE		Business Fax 718-577-0425	
		City RICHMOND HILL	State NY	Zip 11419	Mobile Telephone
		E-Mail ALLCITYEXPEDITINGINC@GMAIL.COM			License Number 3889/2232
3	Type of Request <i>Choose one.</i>				
		☒ 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 <i>If additional space is required, write "see A1-1" here and submit a completed A1-1 form with this request.</i>				
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 9/17/18		
Borough Commissioner's Office TCO Authorization <i>Do not write in this section.</i>					
Comments:					
		Authorized Name (please print)	☐ Approved	☐ Disapproved	
		Authorization Signature (if approved only)	Date		
Disapproval Reasons <i>Review request cannot be processed for the following reasons:</i>					
☐ 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: _____					