



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

Must be typewritten.

DEPT BLDGS	420974128
Job Number	
SC441837589	Scan Code

Dynaire

1 Location Information

House No(s) 93-20	Street Name Jamaica Ave.	Work Proposed on Floor No(s) Roof
Borough Queens	Block 8934	Lot 8
BIN 4438409	CB No. 409	

2 Requestor Information

Individuals Relationship to Job (example: applicant, owner, filing representative)			
Last Name Guthartz	First Name Lawrence	Middle Initial F	
Business Name Lawrence Guthartz Architect/Planner		Business Telephone 201 797-4090	
Business Address 0-51 27 Street		Business Fax	
City Fair Lawn	State NJ	Zip 07410	Mobile Telephone
E-Mail	License Number 018233		

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 8/5/2014

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: _____