



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

DEPT BLDGS Job No. 421025606



Scan Code ESHS5807508

1 Location Information	
House No(s) 145-20	Street Name BAYSIDE AVENUE
Borough QUEENS	Block 4788 Lot 34 BIN 4108291 CB No. 40
2 Requestor Information	
Individuals Relationship to Job (example: applicant, owner, filing representative)	
Last Name KHAN/LOPEZ/RODRIGUEZ	First Name SHAMEZA/JOHANNA/ALF Middle Initial
Business Name MELTZER COSTA ASSOC. ARCH & ENG,LLP	Business Telephone 212 688-6194
Business Address 175 GREAT NECK ROAD, SUITE 303	Business Fax 516-829-1270
City GREAT NECK State NY Zip 11021	Mobile Telephone
E-Mail MCALLP@YAHOO.COM	License Number 3496
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 <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 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 <i>Shameza Khan</i>	Date 1/14/15
Borough Commissioner's Office TCO Authorization <i>Do not write in this section</i>	
Comments:	
Authorized Name (please print)	
☐ Approved ☐ Disapproved	
Authorized 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: _____	