



PC1: Required Items for Professional Certification

Must be typewritten. Must respond Y/N to all requirec



LOCATION INFORMATION Required for all applications

House No(s) 44-25
Borough QUEENS
Street Name DOUGLASTON PARKWAY

Block 8111
Lot 9
BIN 4168862
C.B. No. 411

Y	N	ITEMS REQUIRED PRIOR TO APPROVAL	Y	N	ITEMS REQUIRED PRIOR TO APPROVAL
	X	1ST ZONING REVIEW COMPLETE		X	DESIGN COMM. APPROVAL: CITY-OWNED PRPTY (EXTERIOR)
	X	2008 CODE TR1 REQUIRED		X	DESIGN COMM. APPROVAL: DISTINCTIVE SIDEWALK
	X	2ND ZONING REVIEW COMPLETE		X	DOB - CONSTRUCTION CODE DETERMINATION (CCD1)
	X	ACCESSIBILITY WAIVER (PEO1)		X	DOB - ZONING DIAGRAM (ZD1)
	X	ADDRESS: NEW HOUSE NUMBER APPROVED		X	DOB - ZONING RESOLUTION DETERMINATION (ZRD1)
	X	ADULT ACTIVITY APPROVAL		X	ECCCNYS ANALYSIS
	X	ADULT ESTABLISHMENT APPROVAL		X	ENCROACHMENT ON SIDEWALK: DOT REVOCABLE CONSENT
	X	A11 OBJECTIONS RESPONSE		X	ENERGY CODE COMPLIANCE FEE
	X	ANTI-HARASSMENT AREA CHECKLIST		X	ENERGY CODE COMPLIANCE REVIEW
	X	APPLICANT TO SELF CERTIFY OBJECTIONS		X	ENERGY CODE PROGRESS INSPS TECHNICAL REPORT (TR8)
	X	ASBESTOS: CERTIFICATION (DEP ACP5)		X	ENVIRON RESTRICTIONS - OER NOTICE TO PROCEED
	X	BPP: CATCH BASIN/MANHOLE REQUIRED		X	FDNY FIRE SUPPRESSION FEE PAYMENT RECEIPT
	X	BPP: CHECKLIST IN LIEU OF PLANS-ALT3		X	FEE: CIVIL PENALTY FOR LEGALIZATION
	X	BPP: CONTRACTOR BOND-INSTALL ROADWAY		X	FIRE ALARM/SIGNAL SYSTEM (FA) SIGNOFF
	X	BPP: DISTINCT SIDEWALK-LEGAL AGREEMENT		X	FIRE ALARM: FDNY RECEIVED & ACCEPTED PLANS
	X	BPP: DISTINCT SIDEWALK-STONE TEST REPORT		X	FIRE APPARATUS ACCESS ROADS FOR DEV: FDNY APPROVAL
	X	BPP: DOT PERMISSION TO MOVE FRANCHISE		X	FIRE PROTECTION PLAN(FPP) FDNY APPROVAL
	X	BPP: FIELD VISITS RESULTS NEEDED		X	FLOOD ZONE DESIGN CERTIFICATION
	X	BPP: FILING REQUIRED		X	FOREIGN GOV'T PROPERTY: STATE DEPT LTR
	X	BPP: GRADE STUDY		X	FOUNDATION PLAN APPROVAL
	X	BPP: INFRASTRUCTURE AND SITE SKETCH		X	HIGH LINE - PARKS APPROVAL REQUIRED
	X	BPP: NOTES REQUIRED ON PLAN		X	HPD: INCLUSIONARY HOUSING LETTER
	X	BPP: PHOTOS-SIGNED/SEALED BY APPLICANT		X	HPD: SRO MD CERTIFICATE OF NO HARASSMENT
	X	BPP: SITE PLAN-NEW R.O.W. INSTALLATION		X	HUDSON YARDS PARKING AMENDMENT
	X	BPP: STREET DRAINAGE APPLICATION		X	HYDRAULIC FLOW CALCULATIONS
	X	BPP: STREET TREES SITE PLAN		X	HYDRO FLOW TEST LETTER
	X	BPP: TOPOGRAPHIC SURVEY		X	IDENTIFY THE PRIMARY JOB ON PW1
	X	BPP: TRAFFIC ENG STDY-CC IN INTERSECTION		X	LANDMARKS APPROVAL
	X	BPP: WAIVER OF GRADE FILING		X	LANDMARKS SIGNOFF
	X	BPP-BSA REQUIREMENTS		X	LOFT BOARD CERTIFICATE
	X	BPP-CPC REQUIREMENTS		X	NYCECC ANALYSIS
	X	BPP-DEP: NON-STD DRAINAGE STRUCTURE		X	NYCECC EXEMPTION
	X	BPP-NYS DEC: DRAIN STREET TO WETLAND		X	NYS DEC COASTAL EROSION HAZARD APPROVAL
	X	BPP-PARKS: REMOVE MATURE TREE		X	NYS DEC COASTAL EROSION HAZARD MAP
	X	BPP-TA: RELOCATE BUS STOP		X	NYS DEC FRESHWATER WETLANDS APPROVAL
	X	BPP-UTILITY APPROVAL TO RELOCATE POLE		X	NYS DEC FRESHWATER WETLANDS MAP
	X	BROOKLYN PARKING RESTRICTIONS		X	NYS DEC TIDAL WETLANDS APPROVAL
	X	BSA VARIANCE		X	NYS DEC TIDAL WETLANDS MAP
	X	BSA/CPC APPROVAL		X	OAC REGISTRATION
	X	CALENDARED PROPERTY - 40-DAY HOLD		X	OTHER (LIST):
	X	CANTILEVER FIRE ANALYSIS APPROVED BY DOB & FDNY		X	PREFAB/MODULAR CONSTR NYS COMPLIANCE STATEMENT
	X	CLINTON DISTRICT: ANTI-HARASSMENT CHECKLIST		X	PREFABRICATED/MODULAR CONSTR: OTCR APPROVALS
	X	CLINTON DISTRICT: RESTRICTIVE DEC		X	PTA3: GREEN ROOF TAX ABATEMENT APPLIC (PRELIMINARY)
X		COST AFFIDAVIT ESTIMATE: (PW3)		X	PTA4: SOLAR TAX ABATEMENT APPLICATION (PRELIMINARY)
	X	CPC: HUDSON YARDS INITIAL CERTIFICATION		X	RECORDS MGMT FEE PAYMENT RECEIPT
	X	CURB CUT: PROVIDE EXISTING NUMBER		X	RESOLVE ZONING DISCREPANCY
	X	DEP SANITARY SEWER CERTIFICATION (HCP/SCP)		X	RESOLVE ZONING DISCREPANCY (DATA CHANGE)
	X	DEP STORMWATER/SEWER CERTIFICATION (HCP/SCP)		X	RESTRICTION: DEED

Y		N		ITEMS REQUIRED PRIOR TO APPROVAL	
	X			RESTRICTION: EASEMENT AGREEMENT	
	X			RESTRICTION: RESTRICTIVE DECLARATION	
	X			SEPTIC SYSTEM SEPTIC COMPLIANCE UNIT APPROVAL	
	X			SITE SURVEY: INITIAL	
	X			SOIL REPORT	
	X			SRO MD ANTI-HARASSMENT CHECKLIST	
	X			STEEL AFFIDAVIT: PRELIMINARY	
	X			STREET TREE CHECKLIST	
	X			STREET: NEW STREET NAME APPROVED	
	X			STREET: UNMAPPED-NOTIFY EMERG AGENCIES	
	X			STRUCTURAL PEER REVIEW REQUIRED	
	X			SUBDIVISION SIGNOFF	
	X			SUBSTANTIAL IMPROVEMENT CALCULATIONS	
	X			TAX LOT: TENTATIVE LOT NUMBER ISSUED	
	X			TEMPORARY FLOOD SHIELDS: EMERGENCY FLOOD PLAN	
	X			TENANT/OCCUPANT PROTECTION PLAN 2008 CODE	
	X			TRANSIT AUTHORITY/MTA/PANYNJ APPROVAL	
	X			TRASH COMPACTOR REQUIREMENTS	
	X			TREE REMOVAL: OUTSIDE PROP./PARKS APPR	
	X			TREE REMOVAL: SPEC. ZON. DIST./CPC APPR	
	X			U.S. ARMY CORPS OF ENGINEERS APPROVAL	
	X			URBAN RENEWAL AREA: HPD APPROVAL	
	X			VERIFY DOB PLAN NAMING STANDARD IS MET	
	X			WATERFRONT AREA ZONING COMPLIANCE	
	X			ZONING EXHIBIT I: CERTIFICATION	
	X			ZONING EXHIBIT II: CERTIFICATION	
	X			ZONING EXHIBIT III:DESC. & OWNRSHP.STMNT	
	X			ZONING EXHIBIT IV: CERTIFICATION	
	X			ZONING EXHIBIT V: CERTIFICATION	
Y		N		ITEMS REQUIRED PRIOR TO PERMIT	
	X			2008 TR1 REQUIRED FOR NEW/WAIVED INSPECTIONS	
	X			ASBESTOS: COMPLETION OR CLOSEOUT (ACP20/21/5)	
	X			ASBESTOS: VARIANCE (DEP FORM V5)	
	X			CPC: HUDSON YARDS FINAL CERTIFICATION	
	X			DIR-14 ID OF RESPONSIBILITY (TR1)	
	X			ELECTRICAL APPLICATION FOR SIDEWALK SHED LIGHTING	
	X			EQUIPMENT (EQ) PERMITS	
	X			EXCAVATION OR DEMOLITION: 5-DAY NOTICE	
	X			HIC LICENSE OR AFFIDAVIT	
X				INSURANCE: DISABILITY	
X				INSURANCE: LIABILITY	
	X			INSURANCE: WORKERS' COMP. WAIVER/AFFID	
X				INSURANCE: WORKERS' COMPENSATION	
	X			JAMAICA: DEP SEWER CONNECTION APPROVAL	
	X			LPC-BSA ARCHEOLOGY RESTRICTIVE DECLARATION (INITIAL)	
	X			MASONRY MANUFACTURER'S STATEMENT-FORM 10H	
	X			MICROFILM/SCAN: INITIAL	
	X			MICROFILM/SCAN: ADDITIONAL REQUIRED	
	X			OTHER (LIST): _____	
	X			PARTIAL DEMO PLAN & DS1 (FOR AL/EW-OT PERMITS)	
	X			PROJECT-SPECIFIC GL INSURANCE	
	X			RAISE/MOVE DOCS & DS1 (FOR AL/EW-OT PERMITS)	
Y		N		ITEMS REQUIRED PRIOR TO PERMIT	
	X			SCAFFOLD APPLICATION & PERMIT	
	X			SIDEWALK SHED APPLICATION & PERMIT	
	X			SITE SAFETY PLAN: BEST APPROVAL REQUIRED	
	X			STANDPIPE ALARM DRAWINGS & A11 (OR A11 PROOF)	
	X			STANDPIPE WORK PERMIT	
	X			STREET TREES: RECEIPT OF STREET TREES SITE PLAN	
	X			TEMPORARY FENCE APPLICATION & PERMIT	
	X			TR3: CONCRETE DESIGN MIX TECHNICAL REPORT	
Y		N		ITEMS REQUIRED PRIOR TO C/O OR SIGNOFF	
	X			ADDRESS: NEW HOUSE NUMBER APPROVED	
	X			APPLICANT CONCRETE EVALUATION REPORT	
	X			APPLICANT CONCRETE RETESTING REPORT	
	X			AS-BUILT ENERGY ANALYSIS (EN2)	
	X			BOILER (BL) SIGNOFF	
	X			BOILER APPROVAL : 900A	
	X			BPP: AS-BUILT SIDEWALK SURVEY	
	X			BPP: ENGINEERS AFFIDAVIT	
	X			BPP: FIELD INSPECTION	
	X			BPP: FINAL AS-BUILT PHOTOGRAPHS	
	X			BPP: FINAL SIGNOFF	
	X			BPP: MAINTENANCE AGREEMENT - RETAINING WALL	
	X			BPP: SIDEWALK & ROADWAY THICKNESS CORES	
	X			BPP: SIDEWALK CONCRETE STRENGTH REPORT	
	X			BPP-DEP: INSTALL/MODIFY DRAINAGE STRUCTURE	
	X			BPP-DEP: INSTALL/RELOCATE FIRE HYDRANT	
	X			BPP-DESIGN COMM APPROVAL: DISTINCTIVE SIDEWALK	
	X			BPP-DOT: RELOCATE STREET LIGHT	
	X			BPP-DOT: SIDEWALK ENCROACHMENT	
	X			BPP-DOT: SIDEWALK/CURB/ROAD WORK PERMITS	
	X			BPP-PARKS: PLANT NEW TREE	
	X			BPP-TA: INSTALL SIDEWALK OVER STATION	
	X			BSA VARIANCE	
	X			CAP & CLEAN FORM	
	X			CERTIFICATE OF OCCUPANCY	
	X			CLINTON DIST: HPD CERT COMPLETION LOW-INCOME HOUSE	
	X			CONSTRUCTION (OT) SIGNOFF	
	X			COST AFFIDAVIT (FINAL): PW3	
	X			CURB CUT (CC) SIGNOFF	
	X			DEMOLITION (DM) JOB SIGNOFF	
	X			DEP SANITARY SEWER CERTIFICATION (HCP/SCP)	
	X			DESIGN COMM. SIGNOFF: CITY-OWNED PROPTY (EXTERIOR)	
	X			DETECTOR:CARBON MONOXIDE-CERT.OF INSTALL	
	X			DETECTOR.SMOKE-CERT. OF INSTALLATION	
	X			DOB - ZONING DIAGRAM (ZD1)	
	X			DOB FINAL INSPECTION REQUIRED	
	X			DRY PIPE VALVE TEST : FP-10	
	X			ELEVATOR JOB SIGNOFF	
	X			ENVIRO RESTRICTIONS - OER NOTICE OF SATISFACTION	
	X			EQUIPMENT USE PERMITS	
	X			FA - FDNY APPROVAL : FD-FAA	
	X			FA LETTER OF DEFECT : FD-FALD	
	X			FA SELF CERT DEFECT : FD-FASC	

Y	N	ITEMS REQ. PRIOR TO C/O OR SIGNOFF	Y	N	ITEMS REQ. PRIOR TO C/O OR SIGNOFF
	X	FEES PAY DEFERRED FEES		X	STREET: UNMAPPED- NOTIFY EMERG. AGENCIES
	X	FEMA ELEVATION CERT (086-0-33)/ FLOODPRF CERT (086-0-34)		X	SWIMMING POOL: DEP APPROVAL
	X	FIRE ALARM/SIGNAL SYSTEM (FA) SIGNOFF		X	SWIMMING POOL: DOH APPROVAL
	X	FIRE ALARM: AS-BUILT PLANS		X	TAP LETTER - DOM SVC : DEP-DOM
	X	FIRE PROTECTION PLAN (FPP): FDNY APPROVAL		X	TAP LETTER - FIRE SVC : DEP-FIRE
	X	FIRE RETARDANT TREATED WOOD: FDNY CERTIFICATE		X	TAX LOT: FINAL LOT NUMBER ISSUED
X		FIRE SUPP ANSUL APPROVL: FD-FSS		X	TRANSIT AUTHORITY/MTA/PANYNJ APPROVAL
	X	FIRE SUPPRESSION SYSTEM (FP) SIGNOFF		X	TREE REMOVAL: OUTSIDE PROP./PARKS APPR
	X	FUEL BURNING (FB) SIGNOFF		X	TREE REMOVAL: SPEC. ZON DIST./CPC APPR
	X	FUEL STORAGE (FS) SIGNOFF		X	URBAN RENEWAL AREA. HPD APPROVAL
	X	GAS WELDER ANNUAL CERT : GAS-WELD		X	US ARMY CORPS OF ENGINEERS APPROVAL
	X	GASOLINE TANK SIGNOFF		X	WATER METER PERMIT : DEP-METER
	X	HOUSE CONNECTION SIGNOFF		X	WATER SUPPLY (PRIVATE): DOH APPROVAL
	X	HPD: INCLUSIONARY HOUSING ELIG. CERT		X	WELDERS AFFIDAVIT
	X	HPD: SRO MD CERTIFICATE OF NO HARASSMENT	STATEMENTS & SIGNATURES Required for all applications		
	X	LANDMARKS APPROVAL			
	X	LANDMARKS SIGNOFF	Falsification of any statement is a misdemeanor 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, fine or both.		
	X	LPC-BSA ARCHEOLOGY RESTRICTIVE DECLARATION (FINAL)			
	X	MARQUEE (OT) SIGNOFF	Is a TR1 form required? ___Yes ___No ☒ No		
	X	MASONRY SUPPLIER'S STATEMENT-FORM 10J	PAA only:		
	X	MECHANICAL (MH) SIGNOFF	Is a ZD1 form required? ___Yes ___No ☒ No		
	X	MEDICAL GAS INST CERT : LETTER-MED	Name (plase print)		
	X	MICROFILM/RECORDS MGMT: ADDL FEE REQUIRED	HIMENDU CHAUDHURI		
	X	OIL TANK REMOVAL CERT : LETTER-FO	Signature <u>Himendu Chaudhuri</u> Date <u>11/3/15</u>		
	X	OTHER (LIST): _____			
	X	PILES. FINAL PILE PLAN/CREOSOTE LETTER			
	X	PLACE OF ASSEMBLY (PA) SIGNOFF			
	X	PLUMBING (PL) SIGNOFF			
	X	PRELIMINARY COMMISSIONING REPORT CERTIFICATION			
	X	PTA3. GREEN ROOF TAX ABATEMENT APPLICATION (FINAL)			
	X	PTA3: TAX ABATEMENT ELIGIBILITY APPROVAL			
	X	PTA4: SOLAR TAX ABATEMENT APPLICATION (FINAL)			
	X	PTA4: TAX ABATEMENT ELIGIBILITY APPROVAL			
	X	RESTRICTION: DEED			
	X	RESTRICTION: EASEMENT AGREEMENT			
	X	RESTRICTION RESTRICTIVE DECLARATION			
	X	RPZ/DDCV TEST REPORT : GEN215B			
	X	SD/SP FIRE PUMP TEST : FP-86			
	X	SEPTIC ABANDONMENT CERT: LETTER-SCAV			
	X	SEPTIC SYSTEM: SEPTIC COMPLIANCE UNIT APPROVAL			
	X	SEWER/HOUSE CON SIGNOFF. DEP HC 021			
	X	SITE SURVEY: FINAL			
	X	SP/SD DEVICE CERT : LTR-LIC ELECT			
	X	SPRINKLER (SP) SIGNOFF			
	X	SPRINKLER INSP REPORT : FP-85			
	X	SPRINKLER/STANDPIPE ELECTRICAL LETTER			
	X	STANDPIPE (SD) SIGNOFF			
	X	STANDPIPE INSP REPORT : FP-84			
	X	STEEL AFFIDAVIT- FINAL			
	X	STREET TREE SIGNOFF			
	X	STREET TREES SITE PLAN			
	X	STREET: NEW NAME APPROVED			