



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



1 Location Information

House No(s) 37-15 Street Name Broadway Work Proposed on Floor No(s) First & Cellar
Borough Queens Block 657 Lot 3 BIN 4010435 CB No 401

2 Requestor Information

Individuals Relationship to Job (example: applicant, owner filing representative)

Last Name Wai

First Name James

Middle Initial K

Business Name JKW Engineering, P.C.

Business Telephone (212) 966-1132

Business Address 153 Centre Street, Room 108

Business Fax (212) 966-1263

City New York

State NY

Zip 10013

Mobile Telephone

E-Mail JKW153@YAHOO.COM

License Number 058090

3 Type of Request Choose one.

- ☒ 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 If additional space is required, write "see A1-1" here and submit a completed A1-1 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 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 2/22/16

Borough Commissioner's Office TCO Authorization Do not write in this section.

Comments:

Authorized Name (please print)

☐ Approved

☐ Disapproved

Authorization 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: Key Sending to SEP

2/23/16