



PW7: Certificate of Occupancy /
Letter of Completion Folder
Review Request

Must be typewritten

DEPT BLDGS Job No. 421178479



Scan Code ESHS0395649

1	Location Information						
<table style="width: 100%;"><tr><td style="width: 33%;">House No(s) 81-06</td><td style="width: 33%;">Street Name MARGARET PL</td><td style="width: 33%;">Work Proposed on Floor No(s) CEL,001,002</td></tr><tr><td>Borough QUEENS</td><td>Block 3879 Lot 31</td><td>BIN 4094917 CB No. 406</td></tr></table>		House No(s) 81-06	Street Name MARGARET PL	Work Proposed on Floor No(s) CEL,001,002	Borough QUEENS	Block 3879 Lot 31	BIN 4094917 CB No. 406
House No(s) 81-06	Street Name MARGARET PL	Work Proposed on Floor No(s) CEL,001,002					
Borough QUEENS	Block 3879 Lot 31	BIN 4094917 CB No. 406					
2	Requestor Information						
Individuals Relationship to Job (example: applicant, owner filing representative)							
Last Name HUANG/CHEN First Name MEIXIA /SHANKUAN Middle Initial							
Business Name ZHENG & ASSOCIATES LLC Business Telephone (718) 762-2626							
Business Address 39-15 MAIN STREET #308 Business Fax (718) 762-2886							
City FLUSHING State NY Zip 11354 Mobile Telephone							
E-Mail License Number 004140							
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 12/19/18							
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: _____							