



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

Must be typewritten



1 Location Information	
House No(s) 207-19	Street Name 47 AVE
Borough QUEENS	Block 7320 Lot 57
Work Proposed on Floor No(s) CEL	BIN 4524105 CB No. 411

2 Requestor Information	
Individuals Relationship to Job (example: applicant, owner filing representative)	
Last Name ORAEDU	First Name OKEY
Middle Initial	
Business Name OKEY ORAEDU ARCHITECT	Business Telephone (646) 242-8668
Business Address 606 IRENE STREET	Business Fax (516) 640-4965
City SOUTH HEMPSTE State NY	Zip 11550
E-Mail ORAEDU@GMAIL.COM	Mobile Telephone
License Number 027345	

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 this form, I certify that 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 Code. It is unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a reward for performing a job or in exchange for special consideration. Violation is punishable by imprisonment or fine, or both.	
Requestor Signature	Date 5/31/17

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: _____	

T.C.