



Buildings

A & E

PC1: Required Items for
Professional Certification

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

**LOCATION INFORMATION** Required for all applications

House No(s) 37-33

Street Name College Point Blvd

Borough Queens

Block 4972

Lot 1

BIN 4112263

C.B. No. 407

Y	N	ITEMS REQUIRED PRIOR TO APPROVAL
	x	1ST ZONING REVIEW COMPLETE
	x	2008 CODE TR1 REQUIRED
	x	2ND ZONING REVIEW COMPLETE
	x	ACCESSIBILITY WAIVER (PEO1)
	x	ADDRESS: NEW HOUSE NUMBER APPROVED
	x	ADULT ACTIVITY APPROVAL
	x	ADULT ESTABLISHMENT APPROVAL
	x	A11 OBJECTIONS RESPONSE
	x	ANTI-HARASSMENT AREA CHECKLIST
	x	APPLICANT TO SELF CERTIFY OBJECTIONS
x		ASBESTOS: CERTIFICATION (DEP ACP5)
	x	BPP CATCH BASIN/MANHOLE REQUIRED
	x	BPP CHECKLIST IN LIEU OF PLANS-ALT3
	x	BPP CONTRACTOR BOND-INSTALL ROADWAY
	x	BPP DISTINCT SIDEWALK-LEGAL AGREEMENT
	x	BPP DISTINCT SIDEWALK-STONE TEST REPORT
	x	BPP DOT PERMISSION TO MOVE FRANCHISE
	x	BPP FIELD VISITS RESULTS NEEDED
	x	BPP FILING REQUIRED
	x	BPP GRADE STUDY
	x	BPP INFRASTRUCTURE AND SITE SKETCH
	x	BPP NOTES REQUIRED ON PLAN
	x	BPP PHOTOS-SIGNED/SEALED BY APPLICANT
	x	BPP SITE PLAN-NEW R.O.W. INSTALLATION
	x	BPP STREET DRAINAGE APPLICATION
	x	BPP STREET TREES SITE PLAN
	x	BPP TOPOGRAPHIC SURVEY
	x	BPP TRAFFIC ENG STDY-CC IN INTERSECTION
	x	BPP WAIVER OF GRADE FILING
	x	BPP-BSA REQUIREMENTS
	x	BPP-CPC REQUIREMENTS
	x	BPP-DEP: NON-STD DRAINAGE STRUCTURE
	x	BPP-NYS DEC: DRAIN STREET TO WETLAND
	x	BPP-PARKS: REMOVE MATURE TREE
	x	BPP-TA: RELOCATE BUS STOP
	x	BPP-UTILITY APPROVAL TO RELOCATE POLE
	x	BROOKLYN PARKING RESTRICTIONS
	x	BSA VARIANCE
	x	BSA/CPC APPROVAL
	x	CALENDARED PROPERTY - 40-DAY HOLD
	x	CANTILEVER FIRE ANALYSIS APPROVED BY DOB & FDNY
	x	CLINTON DISTRICT: ANTI-HARASSMENT CHECKLIST
	x	CLINTON DISTRICT: RESTRICTIVE DEC
x		COST AFFIDAVIT ESTIMATE: (PW3)
	x	CPC HUDSON YARDS INITIAL CERTIFICATION
	x	CURB CUT: PROVIDE EXISTING NUMBER
	x	DEP SANITARY SEWER CERTIFICATION (HCP/SCP)
	x	DEP STORMWATER/SEWER CERTIFICATION (HCP/SCP)

Y	N	ITEMS REQUIRED PRIOR TO APPROVAL
	x	DESIGN COMM. APPROVAL: CITY-OWNED PRPTY (EXTERIOR)
	x	DESIGN COMM. APPROVAL: DISTINCTIVE SIDEWALK
	x	DOB - CONSTRUCTION CODE DETERMINATION (CCD1)
	x	DOB - ZONING DIAGRAM (ZD1)
	x	DOB - ZONING RESOLUTION DETERMINATION (ZRD1)
	x	ECCCNYS ANALYSIS
	x	ENCROACHMENT ON SIDEWALK: DOT REVOCABLE CONSENT
	x	ENERGY CODE COMPLIANCE FEE
	x	ENERGY CODE 1st REVIEW COMPLETE
	x	ENERGY CODE PROGRESS INSPS TECHNICAL REPORT (TR8)
	x	ENVIRON RESTRICTIONS - OER NOTICE TO PROCEED
	x	FDNY FIRE SUPPRESSION FEE PAYMENT RECEIPT
	x	FEE: CIVIL PENALTY FOR LEGALIZATION
	x	FIRE ALARM/SIGNAL SYSTEM (FA) SIGNOFF
	x	FIRE ALARM: FDNY RECEIVED & ACCEPTED PLANS
	x	FIRE APPARATUS ACCESS ROADS FOR DEV: FDNY APPROVAL
	x	FIRE PROTECTION PLAN(FPP): FDNY APPROVAL
	x	FLOOD ZONE DESIGN CERTIFICATION
	x	FOREIGN GOV'T PROPERTY: STATE DEPT. LTR
	x	FOUNDATION PLAN APPROVAL
	x	HIGH LINE - PARKS APPROVAL REQUIRED
	x	HPD: INCLUSIONARY HOUSING LETTER
	x	HPD: SRO MD CERTIFICATE OF NO HARASSMENT
	x	HUDSON YARDS PARKING AMENDMENT
	x	HYDRAULIC FLOW CALCULATIONS
	x	HYDRO FLOW TEST LETTER
	x	IDENTIFY THE PRIMARY JOB ON PW1
	x	LANDMARKS APPROVAL
	x	LANDMARKS SIGNOFF
	x	LOFT BOARD CERTIFICATE
	x	NYCECC ANALYSIS
	x	NYCECC EXEMPTION
	x	NYS DEC COASTAL EROSION HAZARD APPROVAL
	x	NYS DEC COASTAL EROSION HAZARD MAP
	x	NYS DEC FRESHWATER WETLANDS APPROVAL
	x	NYS DEC FRESHWATER WETLANDS MAP
	x	NYS DEC TIDAL WETLANDS APPROVAL
	x	NYS DEC TIDAL WETLANDS MAP
	x	OAC REGISTRATION
	x	OTHER (LIST): _____
	x	PREFAB/MODULAR CONSTR: NYS COMPLIANCE STATEMENT
	x	PREFABRICATED/MODULAR CONSTR: OTCR APPROVALS
	x	PTA3: GREEN ROOF TAX ABATEMENT APPLIC (PRELIMINARY)
	x	PTA4: SOLAR TAX ABATEMENT APPLICATION (PRELIMINARY)
	x	RECORDS MGMT FEE PAYMENT RECEIPT
	x	RESOLVE ZONING DISCREPANCY
	x	RESOLVE ZONING DISCREPANCY (DATA CHANGE)
	x	RESTRICTION: DEED

June, 2016

Y N ITEMS REQUIRED PRIOR TO APPROVAL		Y N ITEMS REQUIRED PRIOR TO PERMIT	
	X	RESTRICTION: EASEMENT AGREEMENT	X
	X	RESTRICTION: RESTRICTIVE DECLARATION	X
	X	SEPTIC SYSTEM: SEPTIC COMPLIANCE UNIT APPROVAL	X
	X	SITE SURVEY: INITIAL	X
	X	SOIL REPORT	X
	X	SRO MD ANTI-HARASSMENT CHECKLIST	X
	X	STEEL AFFIDAVIT: PRELIMINARY	X
	X	STREET TREE CHECKLIST	X
	X	STREET: NEW STREET NAME APPROVED	X
	X	STREET: UNMAPPED-NOTIFY EMERG. AGENCIES	X
	X	STRUCTURAL PEER REVIEW REQUIRED	X
	X	SUBDIVISION SIGNOFF	X
	X	SUBSTANTIAL IMPROVEMENT CALCULATIONS	X
	X	TAX LOT: TENTATIVE LOT NUMBER ISSUED	X
	X	TEMPORARY FLOOD SHIELDS: EMERGENCY FLOOD PLAN	X
	X	TENANT/OCCUPANT PROTECTION PLAN	X
	X	TRANSIT AUTHORITY/MTA/PANYNJ APPROVAL	X
	X	TRASH COMPACTOR REQUIREMENTS	X
	X	TREE REMOVAL: OUTSIDE PROP /PARKS APPR	X
	X	TREE REMOVAL: SPEC. ZON. DIST /CPC APPR	X
	X	U S ARMY CORPS OF ENGINEERS APPROVAL	X
	X	URBAN RENEWAL AREA: HPD APPROVAL	X
	X	VERIFY DOB PLAN NAMING STANDARD IS MET	X
	X	WATERFRONT AREA ZONING COMPLIANCE	X
	X	ZONING EXHIBIT I: CERTIFICATION	X
	X	ZONING EXHIBIT II: CERTIFICATION	X
	X	ZONING EXHIBIT III:DESC. & OWNRSHP.STMNT	X
	X	ZONING EXHIBIT IV: CERTIFICATION	X
	X	ZONING EXHIBIT V: CERTIFICATION	X
Y N ITEMS REQUIRED PRIOR TO PERMIT		Y N ITEMS REQUIRED PRIOR TO C/O OR SIGNOFF	
	X	2008 TR1 REQUIRED FOR NEW/WAIVED INSPECTIONS	X
	X	ASBESTOS: COMPLETION OR CLOSEOUT (ACP20/21/5)	X
	X	ASBESTOS: VARIANCE (DEP FORM V5)	X
	X	CPC HUDSON YARDS FINAL CERTIFICATION	X
X		DIR-14 ID OF RESPONSIBILITY (TR1)	X
	X	ELECTRICAL APPLICATION FOR SIDEWALK SHED LIGHTING	X
	X	EQUIPMENT (EQ) PERMITS	X
	X	EXCAVATION OR DEMOLITION: 5-DAY NOTICE	X
	X	HIC LICENSE OR AFFIDAVIT	X
X		INSURANCE: DISABILITY	X
	X	INSURANCE: LIABILITY	X
	X	INSURANCE: WORKERS' COMP. WAIVER/AFFID	X
X		INSURANCE: WORKERS' COMPENSATION	X
	X	JAMAICA: DEP SEWER CONNECTION APPROVAL	X
	X	LPC-BSA ARCHEOLOGY RESTRICTIVE DECLARATION (INITIAL)	X
	X	MASONRY MANUFACTURER'S STATEMENT-FORM 10H	X
	X	MICROFILM/SCAN: INITIAL	X
	X	MICROFILM/SCAN: ADDITIONAL REQUIRED	X
	X	OTHER (LIST): _____	X
	X	PARTIAL DEMO PLAN & DS1 (FOR AL/EW-OT PERMITS)	X
	X	PROJECT-SPECIFIC GL INSURANCE	X
	X	RAISE/MOVE DOCS & DS1 (FOR AL/EW-OT PERMITS)	X
	X	SCAFFOLD APPLICATION & PERMIT	X
	X	SIDEWALK SHED APPLICATION & PERMIT	X
	X	SITE SAFETY PLAN: BEST APPROVAL REQUIRED	X
	X	STANDPIPE ALARM DRAWINGS & AI1 (OR AI1 PROOF)	X
	X	STANDPIPE WORK PERMIT	X
	X	STREET TREES: RECEIPT OF STREET TREES SITE PLAN	X
	X	TEMPORARY FENCE APPLICATION & PERMIT	X
	X	TR3: CONCRETE DESIGN MIX TECHNICAL REPORT	X
	X	ADDRESS: NEW HOUSE NUMBER APPROVED	X
	X	APPLICANT CONCRETE EVALUATION REPORT	X
	X	APPLICANT CONCRETE RETESTING REPORT	X
	X	AS-BUILT ENERGY ANALYSIS (EN2)	X
	X	BOILER (BL) SIGNOFF	X
	X	BOILER APPROVAL : 900A	X
	X	BPP: AS-BUILT SIDEWALK SURVEY	X
	X	BPP: ENGINEERS AFFIDAVIT	X
	X	BPP: FIELD INSPECTION	X
	X	BPP: FINAL AS-BUILT PHOTOGRAPHS	X
	X	BPP: FINAL SIGNOFF	X
	X	BPP: MAINTENANCE AGREEMENT - RETAINING WALL	X
	X	BPP: SIDEWALK & ROADWAY THICKNESS CORES	X
	X	BPP: SIDEWALK CONCRETE STRENGTH REPORT	X
	X	BPP-DEP: INSTALL/MODIFY DRAINAGE STRUCTURE	X
	X	BPP-DEP: INSTALL/RELOCATE FIRE HYDRANT	X
	X	BPP-DESIGN COMM APPROVAL: DISTINCTIVE SIDEWALK	X
	X	BPP-DOT: RELOCATE STREET LIGHT	X
	X	BPP-DOT: SIDEWALK ENCROACHMENT	X
	X	BPP-DOT: SIDEWALK/CURB/ROAD WORK PERMITS	X
	X	BPP-PARKS: PLANT NEW TREE	X
	X	BPP-TA: INSTALL SIDEWALK OVER STATION	X
	X	BSA VARIANCE	X
	X	CAP & CLEAN FORM	X
	X	CERTIFICATE OF OCCUPANCY	X
	X	CLINTON DIST: HPD CERT COMPLETION LOW-INCOME HOUSE	X
	X	CONSTRUCTION (OT) SIGNOFF	X
	X	COST AFFIDAVIT (FINAL): PW3	X
	X	CURB CUT (CC) SIGNOFF	X
	X	DEMOLITION (DM) JOB SIGNOFF	X
	X	DEP SANITARY SEWER CERTIFICATION (HCP/SCP)	X
	X	DESIGN COMM. SIGNOFF: CITY-OWNED PROPTY (EXTERIOR)	X
	X	DETECTOR:CARBON MONOXIDE-CERT.OF INSTALL	X
	X	DETECTOR:SMOKE-CERT. OF INSTALLATION	X
	X	DOB - ZONING DIAGRAM (ZD1)	X
	X	DOB FINAL INSPECTION REQUIRED	X
	X	DRY PIPE VALVE TEST : FP-10	X
	X	ELEVATOR JOB SIGNOFF	X
	X	ENVIRO RESTRICTIONS - OER NOTICE OF SATISFACTION	X
	X	EQUIPMENT USE PERMITS	X
	X	FA - FDNY APPROVAL : FD-FAA	X
	X	FA LETTER OF DEFECT : FD-FALD	X
	X	FA SELF CERT DEFECT : FD-FASC	X

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			
	X	LANDMARKS APPROVAL			
	X	LANDMARKS SIGNOFF			
	X	LPC-BSA ARCHEOLOGY RESTRICTIVE DECLARATION (FINAL)			
	X	MARQUEE (OT) SIGNOFF			
	X	MASONRY SUPPLIER'S STATEMENT-FORM 10J			
	X	MECHANICAL (MH) SIGNOFF			
	X	MEDICAL GAS INST CERT : LETTER-MED			
	X	MICROFILM/RECORDS MGMT: ADDL FEE REQUIRED			
	X	OIL TANK REMOVAL CERT : LETTER-FO			
	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			

STATEMENTS & SIGNATURES Required for all applications

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 reward for properly performing the job or in exchange for special consideration. Violation is punishable by imprisonment or fine or both.

Is a TR1 form required? ☒ Yes ☐ No

PAA only:

Is a ZD1 form required? ☐ Yes ☒ No

Name (please print)

Sal V. Tartaglione

Signature

Date

1/2/2017

