

Borough Intake Form

1. LOCATION & REQUESTOR INFORMATION *(required for all requests)*

Provide location information, requestor's name, email, and relation to job. Please note denied requests will be sent disapproval reason(s) to email address provided on Borough Drop-off Intake Sheet.

House No: 147-07 Street Name: 8 Avenue Application#: 421484806 Date: 12/14/2022
 Borough: Queens Block: 4475 Lot: 94 BIN: 4101950 Requestor Name: Peter Oppedisano
 Relation to job (select one): ☒ Owner ☐ Applicant of Record ☐ Contractor ☐ Filing Representative
 Email: info@bfsarch.com Owner's Email: peterdisano@aol.com ☒ Initial ☐ Resubmission Date:

2. TYPE OF REQUEST

The **Borough Drop-off Intake Sheet** is required for each request submitted. Please ensure all forms are fully completed, signed, sealed, and dated. Select **one** of the following options:

☐ **PAA (Post Approval Amendments)**

Submit PW1 (PAA) to make changes to an already approved (P+ status in BIS) application.
 Changes made after initial approval are subject to PAA fees and plan examination unless initial job was professionally certified.

☒ **PW1 Withdrawal**

Submit PW1 to withdraw all or part of a job.

☐ **Initial Work Permit Application**

Submit PW2 Initial Work Permit Application if this is the first time applying for this permit.
 Select **No Work Permit**, if this application will not include any physical work to be performed under this permit.

☐ **PW6 Certificate of Occupancy Inspection Application (Initial)**

Submit PW6 to initiate inspections required prior to issuance of a Certificate of Occupancy.

☐ **PW7 Certificate of Occupancy/Temporary Certificate of Occupancy/Letter of Completion**

Submit PW7 to obtain a final Certificate of Occupancy (CO), Temporary Certificate of Occupancy (TCO), Letter of Completion (LOC) or renew a Temporary Certificate of Occupancy. **NOTE: Resubmissions require a new BSCAN sticker**

INTERNAL USE ONLY

Reason(s) for hold/denial will be indicated below by borough staff and emailed to addresses indicated above

☐ **LPC Calendared Building 40-Day Hold (Full Demolition Applications Only)** Date Processed: ____/____/20____

Disapproval Reasons

Request cannot be processed for the following reason(s):

- | | |
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| <ul style="list-style-type: none"> ☐ Job is not approved. ☐ Job is in 'R - PERMIT-ENTIRE' status. ☐ Job is for different borough submit to corresponding borough. ☐ Fees due, pay outstanding fees and resubmit. ☐ Job is on hold for 'No Good Check', resolve and resubmit. ☐ Withdrawal Job/Doc #/Work type is missing/not on file. ☐ Property/Job on 'Hold', see Borough Commissioner's Office. ☐ Architect/Engineer's signature and/or seal missing. ☐ Applicant's information is different from Department records. ☐ Permitted application must see Plan Exam for determination if withdrawal inspection is required. ☐ Inspection required resubmit with 'Final-Pass' inspection report (OP113). ☐ Work type signed off, cannot withdraw. ☐ PAA approved, cannot withdraw. ☐ All PAA fees must be paid prior to withdrawal. ☐ Resolve open required items and resubmit for permit. | <ul style="list-style-type: none"> ☐ Not an initial work permit application must be processed through permit renewal. ☐ No permits have been issued for this job number. ☐ Job number incorrect/invalid. ☐ Floors invalid. ☐ Electrical Control Number(s) missing (required for NB filings). ☐ Notarization by Superintendent of Construction missing. ☐ Open ECB/DOB violation(s) ☐ Incomplete PAA ☐ Missing inspection sign-off(s):
 ☐ Construction ☐ Plumbing ☐ Electrical ☐ Elevator
 ☐ Other: _____ ☐ Missing required items(s): _____ ☐ TR-1 Error(s): _____ ☐ Missing/Incomplete/Invalid:
 ☐ Form(s) _____
 ☐ Section(s) _____
 ☐ Other: _____ |
|---|---|

DONE