



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



1	Location Information
House No(s) 40-46 Street Name MAIN STREET Work Proposed on Floor No(s)	
Borough QUEENS Block 5037 Lot 61 BIN 4114146 CB No. 407	
2	Requestor Information
Individuals Relationship to Job (example: applicant, owner filing representative)	
Last Name YU First Name YOUNGSAM Middle Initial	
Business Name SOYU ARCHITECTURE Business Telephone (646) 696-8566	
Business Address 23 JEWETT AVENUE Business Fax (347) 510-0094	
City TENAFLY State NJ Zip 07670 Mobile Telephone	
E-Mail CSDESIGN07@GMAIL.COM License Number 036490	
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 <i>If additional space is required, write "see A1-1" here and submit a completed A1-1 form with this request</i>
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 <i>Yong Sam</i> Date 02-28-2018	
Borough Commissioner's Office TCO Authorization <i>Do not write in this section</i>	
Comments:	
Authorized Name (please print) ☐ Approved ☐ Disapproved	
Authorization Signature (if approved only) Date	
Disapproval Reasons <i>Review request cannot be processed for the following reasons:</i>	
☐ 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: _____	