



PC1: Required Items for Professional Certification

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



LOCATION INFORMATION Required for all applications

House No(s) 97-12
Street Name 63rd Drive
Borough Queens

Block 2090
Lot 7501
BIN 4312030
C.B. No. 406

Y	N	ITEMS REQUIRED PRIOR TO APPROVAL	Y	N	ITEMS REQUIRED PRIOR TO APPROVAL
	X	1ST ZONING REVIEW COMPLETE		X	DESIGN COMM APPROVAL CITY-OWNED PRPTY (EXTERIOR)
	X	2008 CODE TR1 REQUIRED		X	DESIGN COMM APPROVAL DISTINCTIVE SIDEWALK
	X	2ND ZONING REVIEW COMPLETE		X	DOB - CONSTRUCTION CODE DETERMINATION (CCD1)
	X	ACCESSIBILITY WAIVER (PEO1)		X	DOB - ZONING DIAGRAM (ZD1)
	X	ADDRESS NEW HOUSE NUMBER APPROVED		X	DOB - ZONING RESOLUTION DETERMINATION (ZRD1)
	X	ADULT ACTIVITY APPROVAL		X	ECCCNYS ANALYSIS
	X	ADULT ESTABLISHMENT APPROVAL		X	ENCROACHMENT ON SIDEWALK DOT REVOCABLE CONSENT
	X	A11 OBJECTIONS RESPONSE		X	ENERGY CODE COMPLIANCE FEE
	X	ANTI-HARASSMENT AREA CHECKLIST		X	ENERGY CODE 1st REVIEW COMPLETE
	X	APPLICANT TO SELF CERTIFY OBJECTIONS	X		ENERGY CODE PROGRESS INSPS TECHNICAL REPORT (TR8)
X		ASBESTOS CERTIFICATION (DEP ACP5)		X	ENVIRON RESTRICTIONS - OER NOTICE TO PROCEED
	X	BPP CATCH BASIN/MANHOLE REQUIRED		X	FDNY FIRE SUPPRESSION FEE PAYMENT RECEIPT
	X	BPP CHECKLIST IN LIEU OF PLANS-ALT3		X	FEE CIVIL PENALTY FOR LEGALIZATION
	X	BPP CONTRACTOR BOND-INSTALL ROADWAY		X	FIRE ALARM/SIGNAL SYSTEM (FA) SIGNOFF
	X	BPP DISTINCT SIDEWALK-LEGAL AGREEMENT		X	FIRE ALARM FDNY RECEIVED & ACCEPTED PLANS
	X	BPP DISTINCT SIDEWALK-STONE TEST REPORT		X	FIRE APPARATUS ACCESS ROADS FOR DEV. FDNY APPROVAL
	X	BPP DOT PERMISSION TO MOVE FRANCHISE		X	FIRE PROTECTION PLAN(FPP) FDNY APPROVAL
	X	BPP FIELD VISITS RESULTS NEEDED		X	FLOOD ZONE DESIGN CERTIFICATION
	X	BPP FILING REQUIRED		X	FOREIGN GOV'T PROPERTY STATE DEPT LTR
	X	BPP GRADE STUDY		X	FOUNDATION PLAN APPROVAL
	X	BPP INFRASTRUCTURE AND SITE SKETCH		X	HIGH LINE - PARKS APPROVAL REQUIRED
	X	BPP NOTES REQUIRED ON PLAN		X	HPD INCLUSIONARY HOUSING LETTER
	X	BPP PHOTOS-SIGNED/SEALED BY APPLICANT		X	HPD SRO MD CERTIFICATE OF NO HARASSMENT
	X	BPP SITE PLAN-NEW R O W INSTALLATION		X	HUDSON YARDS PARKING AMENDMENT
	X	BPP STREET DRAINAGE APPLICATION		X	HYDRAULIC FLOW CALCULATIONS
	X	BPP STREET TREES SITE PLAN		X	HYDRO FLOW TEST LETTER
	X	BPP TOPOGRAPHIC SURVEY		X	IDENTIFY THE PRIMARY JOB ON PW1
	X	BPP TRAFFIC ENG STDY-CC IN INTERSECTION		X	LANDMARKS APPROVAL
	X	BPP WAIVER OF GRADE FILING		X	LANDMARKS SIGNOFF
	X	BPP-BSA REQUIREMENTS		X	LOFT BOARD CERTIFICATE
	X	BPP-CPC REQUIREMENTS		X	NYCECC ANALYSIS
	X	BPP-DEP NON-STD DRAINAGE STRUCTURE		X	NYCECC EXEMPTION
	X	BPP-NYS DEC DRAIN STREET TO WETLAND		X	NYS DEC COASTAL EROSION HAZARD APPROVAL
	X	BPP-PARKS REMOVE MATURE TREE		X	NYS DEC COASTAL EROSION HAZARD MAP
	X	BPP-TA RELOCATE BUS STOP		X	NYS DEC FRESHWATER WETLANDS APPROVAL
	X	BPP-UTILITY APPROVAL TO RELOCATE POLE		X	NYS DEC FRESHWATER WETLANDS MAP
	X	BROOKLYN PARKING RESTRICTIONS		X	NYS DEC TIDAL WETLANDS APPROVAL
	X	BSA VARIANCE		X	NYS DEC TIDAL WETLANDS MAP
	X	BSA/CPC APPROVAL		X	OAC REGISTRATION
	X	CALENDARED PROPERTY - 40-DAY HOLD		X	OTHER (LIST) _____
	X	CANTILEVER FIRE ANALYSIS APPROVED BY DOB & FDNY		X	PREFAB/MODULAR CONSTR NYS COMPLIANCE STATEMENT
	X	CLINTON DISTRICT ANTI-HARASSMENT CHECKLIST		X	PREFABRICATED/MODULAR CONSTR OTCR APPROVALS
	X	CLINTON DISTRICT RESTRICTIVE DEC		X	PTA3 GREEN ROOF TAX ABATEMENT APPLIC (PRELIMINARY)
X		COST AFFIDAVIT ESTIMATE (PW3)		X	PTA4 SOLAR TAX ABATEMENT APPLICATION (PRELIMINARY)
	X	CPC HUDSON YARDS INITIAL CERTIFICATION		X	RECORDS MGMT FEE PAYMENT RECEIPT
	X	CURB CUT PROVIDE EXISTING NUMBER		X	RESOLVE ZONING DISCREPANCY
	X	DEP SANITARY SEWER CERTIFICATION (HCP/SCP)		X	RESOLVE ZONING DISCREPANCY (DATA CHANGE)
	X	DEP STORMWATER/SEWER CERTIFICATION (HCP/SCP)		X	RESTRICTION DEED

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

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	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 gratuity 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 PAA only: Is a ZD1 form required? ☐ Yes ☒ No Name (please print) _____ Signature _____		
	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			

