



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: 111-10 Street Name: Rockaway Beach Bl Application#: 421595839 Date: 4/10/20 Requestor Name: Debbie Ramsingh

Relation to job (select one): ☐ Owner ☐ Applicant of Record ☒ Contractor ☐ Filing Representative

Email: diane@lewsanconsultants.com Owner's Email: ☒ Initial ☐ Resubmission Date:

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

☒ PAA (Post Approval Amendments) *Pro-cept PAA Approved / No Plans*

Submit PW1 (PAA) to make changes to an already approved (P+ status in BLS) 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 in order 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 new BSCAN sticker

Disapproval Reasons request cannot be processed for the following reason (s)

Internal Use Only, reason (s) for denial will be indicated below by borough staff and emailed to addresses indicated above.

☐ 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 Commissioners' Office.

☐ Owner's signature required for withdrawal.

☐ Architect/Engineer's signature and/or seal missing.

☐ Applicant's information is different from Dept. 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.

☐ 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:



PW1: Plan / Work Application

Must be typewritten

Doc #2



1	Location Information Required for all applications.	House No(s) 111-10 Street Name Rockaway Beach Bld Borough Queens Block 16166 Lot 53 BIN 4454496 C.B. No. 414 Work on Floor(s) 1st & 2nd floors Apt. / Condo No(s)
2	Applicant Information Required for all applications. Fax, mobile telephone and e-mail address are optional information.	Last Name Perotto First Name Gregory Middle Initial V Business Name Gregory Perotto, P.E. Business Address 42-18 235 Street City Douglaston State NY Zip 11363 Mobile Telephone Business Fax Business Telephone 718-746-1700 E-Mail gre@perottoconsulting.com License Number 78515 Choose one: ☒ P.E. ☐ R.A. ☐ Sign Hanger ☐ R.L.A. ☐ Other:
3	Filing Representative Complete only if different from applicant specified in section 2. Fax, mobile phone, and e-mail are optional info.	Last Name Ramsingh/Kantor First Name Debbie/Dawn Middle Initial Business Name Lewsan Consultants Corp. Business Address 159-49 Cross Bay Blvd City Howard Beach State NY Zip 11414 Mobile Telephone Business Telephone 718-848-1500 Business Fax 718-843-1237 Registration Number E-Mail
4	Filing Status Required for all applications. Choose one and provide specified associated information.	☐ Initial Filing 5, 7, 11, 12A, 25-26 ☐ Prior to Approval Actions 25-26 ☐ Amend Existing Filing 4A ☐ Subsequent Filing 6-7, 8A (Alt-2 only), 11 ☒ Post Approval Amendment (PAA) 4A, 6, 24-25 ☐ Will PAA affect filing fees? ☐ Yes ☒ No ☒ New (Superseding) Applicant 4A, 25-26 4A Indicate existing document number affected by filing: 01 ☐ Reinstatement 24-26 ☐ Withdrawal 26 ☐ Specified in 4A and 6 ☐ Entire Job Choose only one: ☐ Standard Plan Examination or Review ☐ Professional Certification PC1, POC1 ☐ Professional Certification of Objections Alt
5	Job/Project Types Choose one and provide specified associated information.	☐ Alteration Type 1 or Alteration Type 1 required to meet New Building requirements (28-101.4.5) ☐ Alteration Type 3 5A, 6B-F, 8C, 9-10, 13C-E, 20, 22 ☐ New Building 6A-E, 8F, 9A, 9C-K, 9M, 10, 12 & 13A-E, 14, 18-20, PW1A, PD1 ☐ Alteration Type 1, OT: "No Work" 8C, 8F, 9-10 & 12, 13C-F, 14, 18-19, 22, PW1A, PD1 ☐ Sign 5A, 6B-D, 9A, 9D, 22-23 ☐ Yes ☐ No 5A Directive 14 acceptance requested? 6A BL - Boiler PW1C 6A FA - Fire Alarm 6A FB - Fuel Burning PW1C 6B EQ - Construction Equipment 15 6C ☒ OT/GC - General Construction 6D ☐ OT - Other, describe: 6E ☐ CC - Curb Cut 16 6F ☐ OT/LAN - Landscape 6F ☐ OT/ANT - Antenna 6F ☐ OT/BPP - Builders Pavement Plan 8D 6F ☐ OT/FPP - Fire Protection Plan 6F ☐ OT/MAR - Marquee 8E, 26B
6	Work Types Select all that apply but no more than allowed by job and filing type. "OT" required on all NB and Alteration 1 initial applications.	☐ Alteration Type 1 required ☐ Alteration Type 2 5A, 6A-D, 8A-B, 9-10, 13C-E, & 9C-D, 9K, 9M, 13D-E, 14, 21A, 22 Subdivision 9A, 9D, 12A-B Condominium Improved 17 5A Directive 14 acceptance requested? Yes ☐ No ☐

11 Job Description

11A Related DOB Job Numbers

11B Primary application job no.

12 Zoning Characteristics

12A District(s)	12B Street legal width: ft.
Overlay(s)	Street Status: ☐ Public ☐ Private
Special Dist.(s)	If the zoning lot includes multiple tax lots, list all tax lots here ▶
Map Number	

12C Proposed: Use*	Zoning Floor Area	District	FAR
sq. ft.	sq. ft.		
Lot Type: ☐ Corner ☐ Interior ☐ Through	Lot Coverage	Lot Area	Lot Width
%	sq. ft.	ft.	ft.
Front Yard	Rear Yard	Rear Yard Equivalent	Side Yard 1
ft.	ft.	ft.	ft.
Side Yard 2	ft.	ft.	ft.
Enclosed Parking? ☐ Yes ☐ No	Perimeter Wall Height	ft.	
If yes, no. of parking spaces:			
Proposed Lot Details:	Proposed Other Details:		
Existing Total	Proposed Totals	sq. ft.	sq. ft.

*Use can be one of the following: residential, commercial, manufacturing, or community facility. List only one use per line.

13 Building Characteristics *Main use/dominant occupancy per AC §28-101.5. **Use 2014 Code equivalents only. *Residential w/other use.

13A Primary structural system, choose one:

☐ Masonry ☐ Concrete (CIP) ☐ Concrete (Precast) ☐ Steel (Cold-Formed) ☐ Steel (Encased in Concrete)

13B Existing ☐ Proposed

13C Occupancy Classification* ☐ Yes ☐ No

13D Building Type: ☐ 1, 2, or 3 Family ☐ Other ☐ No

13E Existing ☐ Proposed

13F Building was originally erected pursuant to which Building Code: ☐ 2014 ☐ 2008 ☐ 1968 ☐ Prior to 1968

The earliest Code with which this building or any part of it is required to comply: ☐ 2014 ☐ 2008 ☐ 1968 ☐ Prior to 1968

14 Fill Choose one.

☐ Not Applicable ☐ On-Site ☐ Off-Site ☐ Under 300 cubic yards

15 Construction Equipment

☐ Chute ☐ Sidewalk Shed ☐ Fence ☐ Supported Scaffold ☐ Other:

Construction Material: linear ft. BSA/MEA Approval No. ft.

Size of cut (with splays): ft. Distance to nearest corner: ft. to street:

17 Tax Lot Characteristics

Original tax lots being merged or reapportioned (if applicable):

Tentative tax lot numbers (new tax lots only):

Fire Alarm ☐ Existing ☐ Proposed ☐ No ☐ Yes

Fire Suppression ☐ Existing ☐ Proposed ☐ No ☐ Yes

Sprinkler ☐ Existing ☐ Proposed ☐ No ☐ Yes

Standpipe ☐ Existing ☐ Proposed ☐ No ☐ Yes

[illegible]

21	Demolition Details *Mechanical equipment other than handheld devices to be used for demolition or removal of debris (BC §3306.4). Tidal Wetlands ☐ Yes ☐ No Coastal Erosion Hazard Area ☐ ☐ Fire District ☐ ☐ Freshwater Wetlands ☐ Yes ☐ No Urban Renewal ☐ ☐ Flood Hazard Area ☐ ☐ <i>If yes, 20A</i> Substantial improvement? ☐ Yes ☐ No Substantially damaged? ☐ ☐ Floodshields part of proposed work? ☐ ☐
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Yes		No	
21A	☐	☐	Demo, filling is for a secondary structure? <i>If yes, specify structure being demolished:</i>
	☐	☐	Mechanical means* from out of building? <i>If yes, mechanical means will demolish: ☐ entire structure or ☐ part of structure</i>
	☐	☐	Mechanical means* from within building? <i>If yes, describe equipment proposed:</i>
21B	☐	☐	Demolition work affects the exterior building envelope
21C	☐	☐	The scope of work involves raising/moving of a building

22	Asbestos Abatement Compliance <i>Choose one.</i>
☐ The scope of work requires related asbestos abatement as defined in the regulations of the NYC Department of Environmental Protection (DEP). ☐ The scope of the work is not an asbestos project as defined in the regulations of the NYC DEP. <i>DEP Control # is required.</i> ☐ DEP ACP-5 Control No. _____ ☐ The scope of work is exempt from the asbestos requirement as defined in the regulations promulgated by the NYC DEP (15 RCNY 1-23(b)) or is an alteration to a building constructed pursuant to plans submitted for approval on or after April 1, 1987, in accordance with § 28-106.1.	
23	Sign

Purpose:	Advertising ☐	Non-Advertising ☐
Type:	Illuminated 23A ☐	Non-Illuminated ☐
Location:	Ground ☐	Roof 23B ☐ Wall ☐
	Height above Curb: ft. in.	Height above Roof: ft. in.
	Total Square Feet:	
	Estimated Cost: \$	

23A Illuminated type: ☐ Direct ☐ Flashing ☐ Indirect	Yes No ☐ ☐	23B ☐ ☐ Is roof sign tight, closed or solid?
23C Sign wording. If extensive, provide only key wording.		
23D Distance from Arterial Highway: ft.		
23E Distance from Park 1/2 acre or more: ft.		
23F OAC Sign Number:		
23G OAC Registration Number:		

☐ Does an OAC have an interest in this sign or location? If yes, 23G
☐ Within 900' and within view of an arterial highway? If yes, 23D
☐ Within 200' and within view of a park 1/2 acre or more? If yes, 23E

☐ Is sign inside building line? If no, sign projects by: ft. in.
☐ Designed for changeable copy? If no, 23C
☐ If answer is "yes" to either of the above two questions and this is an advertising sign, OAC sign number is required in section 23F

24	Comments	Place additional comments on an A-1 form. See Guide for proper incorporation of professional certification statements.
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Respectfully request permission to supersede applicant of record to lift hold. Through this PAA, I supersede and assume responsibility as applicant of record for application number #421595839. Job is 100 percent complete. No new work to be done; no new plans to be submitted. I have reviewed the current plan of record and according to my review the plan meets all building code, zoning resolutions and city regulations. New Applicant: Sai V. Tartaglione, RA Lic #22382 New Applicant: Gregory V. Perotto, PE Lic#78515

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25 Applicant's Statements and 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. I understand that if I am found after hearing to have knowingly or negligently made a false statement or to have knowingly or negligently falsified or allowed to be falsified any certificate, form, signed statement, application, report or certification of the correction of a violation required under the provisions of this code or of a rule of any agency, I may be barred from filing further applications or documents with the Department. I prepared or supervised the preparation of the construction documents and specifications herewith submitted and to the best of my knowledge and belief, the construction documents and work shown thereon comply with the provisions of the NYC Administrative Code and other applicable laws and rules. (I check here if except as set forth in the accompanying documents, I acknowledge that I have read and complied with all instructions pertaining to this application and supplemental schedules submitted. Cluster Development Statement (if applicable): I hereby state that all specifications relating to this job are identical to those previously filed under the group lead job number, except as specified herein.

For initial New Building and Alteration 1 applications filed under the 2008 or 2014 NYC Building Code only: does this building qualify for high-rise designation? ☐ Yes ☐ No

Directive 14 initial applications only: I certify that the construction documents submitted and occupancy as there is no change in use, exits, or occupancy. ☐ Yes ☐ No

Sign and Date: Gregory V. Perotto 4/18/12
P.E. / R.A. Seal (apply seal, then sign and date over seal)

26 Property Owner's Statements and Signatures

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. I understand that if I am found after hearing to have knowingly or negligently made a false statement or to have knowingly or negligently falsified or allowed to be falsified any certificate, form, signed statement, application, report or certification of the correction of a violation required under the provisions of this code or of a rule of any agency, I may be barred from filing further applications or documents with the Department. Furthermore, I understand that I am responsible for insuring that a final inspection be performed when the work is complete, and that a satisfactory report of final inspection be submitted, along with all required submittal documents, so that the NYC Department of Buildings may issue a letter of completion or certificate of occupancy within the time prescribed by law.

I have authorized the applicant to file this application for the work specified herein and all future amendments. I will not knowingly authorize any work that is not in compliance with all applicable laws, rules, and regulations.

☐ Yes ☐ No

Fee Exemption Request (Non-Profit Owned and Operated)
In accordance with Administrative Code §28-112.1, Exception 1, I certify that the deed holder is a corporation or association organized and operated exclusively for the purposes indicated in such section, and that the property is used exclusively by such entity for such purpose. *

Fee Exemption Request (NYCHA/HHC, NYC Agency, or Other Government Owned and Operated) The building or any part thereof to be constructed, renovated, altered or demolished is owned and operated exclusively for the purposes of the NYC Agency, NYC Authority, NYS Agency, Federal Government or any other government entity. *

Owner's Certifications Regarding Occupied Housing
The site of the building to be altered or demolished, or the site of the new building to be constructed, contains one or more occupied dwelling units that will remain occupied during construction. These occupied dwelling units have been clearly identified on the submitted construction documents.
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☐ The owner is not required to notify the New York State Homes and Community Renewal (NYSHCR) of the owner's intention to file Community Renewal (NYSHCR) of the owner's intention to file because the nature and scope of the work proposed, pursuant to NYSHCR regulations, does not require notification.
☐ The owner has notified the New York State Homes and Community Renewal (NYSHCR) of its intention to file such construction documents/appl for such permit and has complied with all requirements imposed by the regulations of such agency as preconditions for such [filing/applcation].

Provide date NYSHCR notified:

26a Condo/Co-Op Board See note in bottom left corner of page.

Name (please print): Ken Swan
Relationship to Owner: authorized signatory
Business Name/Agency: Rockaway Beach Three LLC
Street Address: 140 2nd Street
City: Brooklyn State: NY Zip: 11215
Telephone Number: 718-246-4747 Fax: _____
E-Mail Address: Constservicesusa@aol.com
Signature and Date: _____

☐ Condo Unit Owner or Co-Op Tenant-shareholder 26a
Is the deed holder a non-profit organization? ☐ Yes ☒ No

Owner ☐ Individual ☒ Partnership ☐ NYCHA / HHC ☐ Corporation ☐ Other Government ☐ NYC Agency

Type: _____

26b Lessee Responsible for Annual Sign or Marquee Permit

Name (please print): _____
Title: _____
Street Address: _____
City: _____ State: _____ Zip: _____
Telephone Number: _____ Fax: _____
E-Mail Address: _____
Signature and Date: _____

Owner's Certification for Directive 14 Applications (if applicable)
I have read and am fully aware of the applicant's statement that the construction documents submitted and all construction documents related to this application will not require a new or amended Certificate of Occupancy as there is no change in use, exits, or occupancy and the work is not inconsistent with the current certificate of occupancy. Furthermore, I understand that I am responsible for retaining a qualified design professional to perform a final inspection when the permitted work is complete and this professional must submit a satisfactory final inspection report to the NYC Department of Buildings within the time following inspection prescribed by Department rule.

Notes for Section 26A: Section required if unit owner signed Section 26. Signature required for authorized representative of Condo or Co-Op board.
* For fee waivers, please see the PW1 User Guide

E-Mail Address: _____
Telephone Number: _____ Fax: _____
City: _____ State: _____ Zip: _____
Street Address: _____
Business Name/Agency: _____
Relationship to Owner: _____
Name (please print): _____