



**PW7: Certificate of Occupancy /
Letter of Completion Folder
Review Request**

Must be typewritten

DEPT BLDGS Job No. 421632488
Scan Code ESHS0657562

1	Location Information				
House No(s) 83-30		Street Name VIETOR AVENUE		Work Proposed on Floor No(s) 1-7, ROF	
Borough Queens		Block 1518	Lot 9	BIN 4037509	CB No. 404

2	Requestor Information				
Individuals Relationship to Job (example: applicant, owner filing representative) Filing Representative					
Last Name MARQ/ALEXAN/YOUNG/C+ First Name CARL/JANET/KERI/ERIO+ Middle Initial					
Business Name RPO INC			Business Telephone (212) 566-5110		
Business Address 146 WEST 29TH STREET 2ND FLOOR			Business Fax (212) 566-5112		
City NEW YORK		State NY	Zip 10001	Mobile Telephone () -	
E-Mail CMARQUARDT@RPOINC.COM			License Number		

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					Date 2/1/19

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: _____	

