



DEPT OF BLDGS 440542218

Job Number



ES823178387

Scan Code

PW1: Plan / Work Application

Must be typewritten.

Orient and affix BIS
job number label here**1 Location Information** Required for all applications.House No(s) **97-30**Street Name **WALTHAM STREET**Borough **QUEENS**Block **10029**Lot **00119**BIN **4214583**C.B. No. **412**Work on Floor(s) **CEL, 001, 002**

Apt. / Condo No(s)

2 Applicant Information Required for all applications. Fax, mobile telephone and e-mail address are optional information.Last Name **CHUNG**First Name **CHI WAI**

Middle Initial

Business Name **L & C ASSOCIATES**Business Telephone **(718) 690-3660**Business Address **36-54 MAIN STREET, 2FL**

Business Fax

City **FLUSHING**State **NY**Zip **11354**

Mobile Telephone

E-Mail **EFILE@LNCARCH.COM**License Number **098751**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 **LAM/LAM/WONG**First Name **RONNY/JUDY/KIM**

Middle Initial

Business Name **FIVE BORO CONSULTING & EXPEDITIN**Business Telephone **(718) 690-3660**Business Address **36-54 MAIN STREET, SUITE 2A**

Business Fax

City **FLUSHING**State **NY**Zip **11354**

Mobile Telephone

E-Mail **INFO@LNCARCH.COM**

Registration Number

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☐ Reinstatement 24-26

Choose only one:

☐ Standard Plan Examination or Review☐ Amend Existing Filing 4A☐ Withdrawal 26☒ Professional Certification PC1, POC1☐ Subsequent Filing 6-7, 8A (Alt-2 only), 11☐ Specified in 4A and 6☐ Professional Certification of Objections A11☐ Post Approval Amendment (PAA) 4A, 6, 24-25☐ Entire JobWill PAA affect filing fees? ☐ Yes ☐ No4A Indicate existing document number
affected by filing:☐ New (Superseding) Applicant 4A, 25-26**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)6A-E, 8B-C, 8F, 9-10, 12, 13C-F, 14, 18-20, 22 &
PW1A, PD1☐ Alteration Type 1, OT: "No Work" 8C, 8F, 9-10 &
12, 13C-F, 14, 18-19, 22, PW1A, PD1☒ Alteration Type 2 5A, 6A-D, 8A-B, 9-10, 13C-E, &
14, 20, 22☐ Alteration Type 3 5A, 6B-F, 8C, 9-10, 13C-E, 20,
22☐ New Building 6A-E, 8F, 9A, 9C-K, 10, 12 &
13A-E, 14, 18-20, PW1A, PD1☐ Sign 5A, 6B-D, 9A, 9D, 22-23☐ Full Demolition 6B, 8D, 9A &
9C-D, 9K, 13D-E, 14, 21A, 22☐ Subdivision 9A, 9D, 12A-B☐ Condominium ☐ Improved 17
5A Directive 14 acceptance requested?☒ Yes ☐ No**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.6A ☐ BL - Boiler PW1C☐ FS - Fuel Storage PW1C☒ PL - Plumbing PW1B6E ☐ CC - Curb Cut 16☐ FA - Fire Alarm☐ FP - Fire Suppression☐ SD - Standpipe PW1B☐ OT/LAN - Landscape☐ FB - Fuel Burning PW1C☒ MH - Mechanical☐ SP - Sprinkler PW1B6F ☐ OT/ANT - Antenna6B ☐ EQ - Construction
Equipment 156C ☒ OT/GC - General
Construction6D ☐ OT - Other, describe:☐ OT/BPP - Builders Pavement Plan 8D☐ OT/FPP - Fire Protection Plan☐ OT/MAR - Marquee 8E, 26B

DOB Reference Number: T00002134714-000040

User Ref ID: 97-30 WAL

4/18

If this PW1 Application is being filed electronically as part of a professionally
certified application, then it must be filed simultaneously with an electronically
filed POC1 form that includes all applicable applicant and owner signatures.

7 Plans/Construction Documents Submitted *Plans are required for most applications.*

Are plans being submitted with this PW1? ☒ Yes ☐ No *If yes, do the plans include:* ☐ FO — Foundation ☐ EN — Energy Analysis

8 Additional Information

8A	WT	Cost	WT	Cost	WT	Cost	8B	Is a building enlargement proposed?	8C	Estimated Job Cost	\$ 78020		
	PL	18000						☒ No enlargement is proposed		8D	Street Frontage:	linear ft.	
	MH	5000						☐ Yes 12, PD1		8E	Height:	ft. Width:	ft.
	OT	55020						☐ Horizontal ☐ Vertical		8F	Total Building Square Footage:	sq. ft.	
								Additional Construction Floor Area:					
								sq. ft.					

9 Additional Considerations, Limitations or Restrictions

9A Review is requested under which building code? ☐ 2014 ☐ 2008 ☒ 1968 ☐ Prior to 1968

Yes No Yes No

9B ☐ ☒ Alteration required to meet New Building requirements (28-101.4.5) *If yes, 13A-B* ☐ ☒ Change in number of dwelling units

☐ ☒ Alteration is a major change to exits ☐ ☒ Change in occupancy / use

9C ☐ ☒ Façade Alteration ☐ ☒ Change is inconsistent with current certificate of occupancy

☐ ☒ Adult Establishment *If yes, plot diagram (except DM)* ☐ ☒ Change in number of stories

☐ ☒ Compensated Development (Inclusionary Housing) ☐ ☒ Infill Zoning

☐ ☒ Low Income Housing (Inclusionary Housing) ☐ ☒ Loft Board Yes No Work Includes:

☐ ☒ Single Room Occupancy (SRO) Multiple Dwelling ☐ ☒ Quality Housing ☐ ☒ Prefab wood I-joists

☐ ☒ Filing includes Lot Merger / Reapportionment *If yes, 17* ☐ ☒ Site Safety Job/Project ☐ ☒ Structural cold-formed steel

9D ☐ ☒ Landmark ☐ ☒ Included in LMCCC ☐ ☒ Open-web steel joists

☐ ☒ Little "E" or RD Site ☐ ☒ Filing to address violations (list #s—max. 5):

☐ ☒ Unmapped/CCO Street

☐ ☒ Requesting legalization of work where no work without a permit violations have been issued

☐ ☒ Other (please specify on line provided below): ☐ ☒ Filing to comply with Local Laws (list #s—max. 2)

☐ ☒ CRFN(s) Restrictive Declaration / Easement (max. 4):

☐ ☒ CRFN(s) Zoning Exhibit (I, II, III, etc. - max. 4):

9E ☐ ☐ BSA Calendar Numbers (max. 5):

9F ☐ ☐ CPC Calendar Numbers (max. 5):

9G ☒ ☐ Work includes lighting fixture and/or controls, installation or replacement. [ECC §404 and §505]

9H ☐ ☒ Work includes modular construction under New York State jurisdiction 9I High Rise Team tracking #:

☐ ☒ Work includes modular construction under New York City jurisdiction

9J ☐ ☒ Structural peer review required per BC 16. *If yes, provide NYS P.E. license number:*

9K ☐ ☒ Work includes permanent removal of standpipe, sprinkler or fire suppression related systems

9L ☐ ☒ Work includes partial demolition as defined in AC §28-101.5, or the raising/moving of a building *If yes, 21B*

☐ ☒ Structural stability affected by proposed work

10 NYCECC Compliance *New York City Energy Conservation Code*

- ☒ To the best of my knowledge, belief and professional judgment, all work under this application is in compliance with the NYCECC*
- Code Compliance Path (choose one): ☒ NYCECC ☐ ASHRAE
- Energy Analysis (choose one): ☒ Tabular Analysis ☐ REScheck ☐ COMcheck ☐ Energy Modeling (EN1)
- ☐ To the best of my knowledge, belief and professional judgment, all work under this application is exempt from the NYCECC* in accordance with one of the following (choose one):
- ☐ The work is an alteration of a State or National historic building.
 - ☐ The scope of the work is entirely in a "low-energy building" and is limited to the building envelope.
 - ☐ The entire scope of work involves a temporary structure and/or one or more of the following work types: FA, FP, SD, SP, FS, EQ, CC, OT/BPP, OT/FPP. Other work types are not exempt.
 - ☐ This is a post-approval amendment and exempt under a prior edition of the energy code. See statement of exemption on attached drawings.

11 Job Description	11A Related DOB Job Numbers
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INTERIOR RENOVATION AT EXISTING 2 STORY HOUSE AND PLUMBING WORKS AS PER PLAN. NO CHANGE IN USE, MEANS OF EGRESS OR OCCUPANCY IN THIS APPLICATION.

11B Primary application job no.

12 Zoning Characteristics

12A District(s) R5 Overlay(s) Special Dist.(s) Map Number 14d	12B Street legal width: _____ ft. Street Status: ☐ Public ☐ Private <i>If the zoning lot includes multiple tax lots, list all tax lots here ►</i>																																													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 15%;">12C Proposed:</th> <th style="width: 15%;">Use*</th> <th style="width: 15%;">Zoning Floor Area</th> <th style="width: 15%;">District</th> <th style="width: 15%;">FAR</th> </tr> <tr><td> </td><td> </td><td>sq. ft.</td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td>sq. ft.</td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td>sq. ft.</td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td>sq. ft.</td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td>sq. ft.</td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td>sq. ft.</td><td> </td><td> </td></tr> <tr> <td colspan="2">Proposed Totals</td> <td>sq. ft.</td> <td style="background-color: #cccccc;"></td> <td> </td> </tr> <tr> <td colspan="2">Existing Total</td> <td>sq. ft.</td> <td style="background-color: #cccccc;"></td> <td> </td> </tr> </table>	12C Proposed:	Use*	Zoning Floor Area	District	FAR			sq. ft.					sq. ft.					sq. ft.					sq. ft.					sq. ft.					sq. ft.			Proposed Totals		sq. ft.			Existing Total		sq. ft.			Proposed Lot Details: Lot Type: ☐ Corner ☐ Interior ☐ Through Lot Coverage _____ % Lot Area _____ sq. ft. Lot Width _____ ft. Proposed Other Details: Enclosed Parking? ☐ Yes ☐ No If yes, no. of parking spaces: _____ Perimeter Wall Height _____ ft.
12C Proposed:	Use*	Zoning Floor Area	District	FAR																																										
		sq. ft.																																												
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Proposed Totals		sq. ft.																																												
Existing Total		sq. ft.																																												
Proposed Yard Details: Check here if no yards: ☐ or Front Yard _____ ft. Rear Yard _____ ft. Rear Yard Equivalent _____ ft. Side Yard 1 _____ ft. Side Yard 2 _____ 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) ☐ Wood ☐ Steel (Structural) ☐ Steel (Cold-Formed) ☐ Steel (Encased in Concrete)					
13B Structural Occupancy/Risk Cat. Seismic Design Cat.	Existing 2014 Code Designations?	Proposed 2014 Code Designations?	13D Building Type: ☒ 1, 2, or 3 Family ☐ Other Mixed use building? ☐ Yes ☐ No	13E Building Height _____ ft. Building Stories _____ Dwelling Units 2	
13C Occupancy Classification* RES Construction Classification 3 Multiple Dwelling Classification	☐ Yes ☐ No ☐ Yes ☐ No 	RES ☒ Yes** ☐ Yes ☐ No 	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	16 Curb Cut Description
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☐ Chute ☐ Sidewalk Shed Construction Material: _____
☐ Fence Size: _____ linear ft. BSA/MEA Approval No. _____
☐ Supported Scaffold ☐ Other: _____

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

17 Tax Lot Characteristics	18 Fire Protection Equipment
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Original tax lots being merged or reapportioned (if applicable):

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Tentative tax lot numbers (new tax lots only):

--	--	--	--	--	--	--	--	--	--

	Existing	Proposed
	Yes No	Yes No
Fire Alarm	☐ ☐	☐ ☐
Fire Suppression	☐ ☐	☐ ☐
Sprinkler	☐ ☐	☐ ☐
Standpipe	☐ ☐	☐ ☐

19 Open Spaces

	Existing	Proposed		Existing	Proposed
Plaza Area	sq. ft.	sq. ft.	Arcade Area	sq. ft.	sq. ft.
Parking Area	sq. ft.	sq. ft.	Parking Spaces		
Loading Berths	sq. ft.	sq. ft.	Loading Berths		

20 Site Characteristics

- Yes No
- ☐ ☒ Tidal Wetlands
- ☐ ☒ Coastal Erosion Hazard Area
- ☒ ☐ Fire District
- Yes No
- ☐ ☒ Freshwater Wetlands
- ☐ ☒ Urban Renewal
- ☐ ☒ Flood Hazard Area *If yes, 20A*

20A Flood Hazard Area Information

- Yes No
- ☐ ☐ Substantial improvement?
- ☐ ☐ Substantially damaged?
- ☐ ☐ Floodshields part of proposed work?

21 Demolition Details **Mechanical equipment other than handheld devices to be used for demolition or removal of debris (BC §3306.4).*

- Yes No
- 21A ☐ ☐ Demo. filing is for a secondary structure? *If yes, specify structure being demolished:*
- ☐ ☐ Mechanical means* from out of building? *If yes, mechanical means will demolish:* ☐ entire structure or ☐ part of structure
- ☐ ☐ Mechanical means* from within building? *If yes, describe equipment proposed:*
- 21B ☐ ☐ Demolition work affects the exterior building envelope
- ☐ ☐ The scope of work involves raising/moving of a building

22 Asbestos Abatement Compliance *Choose one.*

- ☐ 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. *DEP Control # is required.*
- DEP ACP-5 Control No. **4557068**
- ☐ 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
- Estimated Cost: \$ _____
- Total Square Feet: _____
- Height above Curb: **000** ft. **00** in.
- Height above Roof: **000** ft. **00** in.
- Location: ☐ Ground ☐ Roof 23B ☐ Wall
- Yes No
- ☐ ☐ Is sign inside building line? *If no, sign projects by:* **00** ft. **00** in.
- ☐ ☐ Designed for changeable copy? *If no, 23C*
- ☐ ☒ 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*
-► *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*
- 23A Illuminated type: ☐ Direct ☐ Flashing ☐ Indirect
- Yes No
- ☐ ☐ If sign projects beyond building line, is owner billed for annual permit? *If no, specify in 26B*
- 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: _____

24 Comments *Place additional comments on an AI-1 form. See Guide for proper incorporation of professional certification statements.*

I HEREBY STATE THAT I HAVE EXERCISED A PROFESSIONAL STANDARD OF CARE IN CERTIFYING THAT THE FILED APPLICATION IS COMPLETE AND IN ACCORDANCE WITH APPLICABLE LAWS, INCLUDING THE RULES OF THE DEPARTMENT OF BUILDINGS, AS OF THIS DATE. I AM AWARE THE COMMISSIONER WILL RELY UPON THE TRUTH AND ACCURACY OF THIS STATEMENT. I HAVE NOTIFIED THE OWNER THAT THIS APPLICATION HAS BEEN PROFESSIONALLY CERTIFIED. IF AN AUDIT OR OTHER EXAM DISCLOSES NON-COMPLIANCE, I AGREE TO NOTIFY THE OWNER OF THE REMEDIAL MEASURES THAT MUST BE TAKEN TO MEET LEGAL REQUIREMENTS. I FURTHER REALIZE THAT ANY MISREPRESENTATION OR FALSIFICATION OF FACTS MADE KNOWINGLY OR NEGLIGENTLY BY ME, MY AGENTS OR EMPLOYEES OR BY OTHERS WITH MY KNOWLEDGE, WILL RENDER ME LIABLE FOR LEGAL AND DISCIPLINARY ACTION BY THE DEPARTMENT OF BUILDINGS AND OTHER APPROPRIATE AUTHORITIES, INCLUDING TERMINATION OF PARTICIPATION IN THE PROFESSIONAL CERTIFICATION PROCEDURES AT THE DEPARTMENT OF BUILDINGS.

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, ☐ (←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 supplementary 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 all construction documents related to this application do not require a new or amended Certificate of Occupancy as there is no change in use, exits, or occupancy. ☒ Yes ☐ No

Name (print): **CHI WAI CHUNG**

Sign and Date: See POC1 for completion of this section including all signatures and seals.

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 the completion of the application and that a satisfactory report of final inspection be submitted, along with all required documents, to the Department of Buildings. I may be issued 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.

☐ ☒ The site of the building to be altered or demolished, or the site of the new building to be constructed, contains occupied housing accommodations subject to rent control or rent stabilization under Chapters 3 and 4 of Title 26 of the New York City Administrative Code. **If yes, select one of the following:**

☐ The owner is not required to notify the New York State Homes and 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/application for such permit and has complied with all requirements imposed by the regulations of such agency as preconditions for such [filing/application].

Provide date NYSHCR notified: _____

☒ ☐ **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

Owner ☐ Individual ☒ Partnership ☐ NYCHA / HHC
Type: ☐ Corporation ☐ Other Government ☐ NYC Agency
☐ Condo Unit Owner or Co-Op Tenant-shareholder 26A

Is the deed holder a non-profit organization? ☐ Yes ☒ No

Name (please print): **ODELIA BERLIANSNIK**

Relationship to Owner: **MEMBER**

Business Name/Agency: **TJR CAPITAL LLC**

Street Address: **97-30 WALTHAM STREET**

City: **QUEENS** State: **NY** Zip: **11435**

Telephone Number: **(917) 794-6187** Fax:

E-Mail Address: **LARRY00WHA@AIM.COM**

Signature and Date See POC1 for completion of this section including all signatures and seals.

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

Name (please print):

Title:

Street Address:

City:

State:

Zip:

Telephone Number:

Fax:

E-Mail Address:

Signature and Date

26B Lessee Responsible for Annual Sign or Marquee Permit

Name (please print):

Relationship to Owner:

Business Name/Agency:

Street Address:

City:

State:

Zip:

Telephone Number:

Fax:

E-Mail Address: