



Borough Intake Form

To B-Scan PW1 form only for BIS to change address

DEPT BLDGS Job No. 440675128



Scan Code ESHS0027424

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: 143-58 Street Name: 38 AVENUE Application#: 440675128 Date: 05/16/24

Borough: QUEENS Block: 5022 Lot: 31 BIN: 4625016 Requestor Name: XIONG/QU/KOON SHI/WANG/LI

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

Email: INFO@BMBBUILDINGCONSULTING.COM Owner's Email: ☒ Initial ☐ Resubmission Date:

2. TYPE OF REQUEST

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

- ☐ **PAA (Post Approval Amendments)**
Submit **PW1 (PAA)** to make changes to an already approved (P+ status in BIS) 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** 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 a new BSCAN sticker**

INTERNAL USE ONLY

Reason(s) for hold/denial will be indicated below by borough staff and emailed to addresses indicated above

☐ **LPC Calendared Building 40-Day Hold (Full Demolition Applications Only)** Date Processed: ____/____/20____

Disapproval Reasons

Request cannot be processed for the following reason(s):

- ☐ 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 Commissioner's Office.
- ☐ Architect/Engineer's signature and/or seal missing.
- ☐ Applicant's information is different from Department 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: _____