



PC1: Required Items Checklist for Professional Certification

Must be typewritten.

☒ Orient and affix BIS
job number label here ☒

1 Location Information Required for all applications.

House No(s) **3705**

Street Name **62 STREET**

Borough **QUEENS**

Block **01217**

Lot **00046**

BIN **4027898**

C.B. No. **402**

2 Required Items Required for all applications. Yes or no must be selected for every item. Continues on page 2.

Y	N	W	ITEMS REQUIRED PRIOR TO APPROVAL	Y	N	W	ITEMS REQUIRED PRIOR TO APPROVAL
☐	☒	☐	1ST ZONING REVIEW COMPLETE	☐	☒	☐	2008 CODE TR1 REQUIRED
☐	☒	☐	2ND ZONING REVIEW COMPLETE	☐	☒	☐	ACCESSIBILITY WAIVER (PE01)
☐	☒	☐	ADDRESS: NEW HOUSE NUMBER APPROVED	☐	☒	☐	ADULT ACTIVITY APPROVAL
☐	☒	☐	ADULT ESTABLISHMENT APPROVAL	☐	☒	☐	AI1 OBJECTIONS RESPONSE
☐	☒	☐	ANTI-HARASSMENT AREA CHECKLIST	☐	☒	☐	APPLICANT TO SELF CERTIFY OBJECTIONS
☒	☐	☐	ASBESTOS: CERTIFICATION (DEP ACP5)	☐	☒	☐	BPP-BSA REQUIREMENTS
☐	☒	☐	BPP-CPC REQUIREMENTS	☐	☒	☐	BPP-DEP: NON-STD DRAINAGE STRUCTURE
☐	☒	☐	BPP-NYS DEC: DRAIN STREET TO WETLAND	☐	☒	☐	BPP-PARKS: REMOVE MATURE TREE
☐	☒	☐	BPP-TA: RELOCATE BUS STOP	☐	☒	☐	BPP-UTILITY APPROVAL TO RELOCATE POLE
☐	☒	☐	BPP: CATCH BASIN/MANHOLE REQUIRED	☐	☒	☐	BPP: CHECKLIST IN LIEU OF PLANS-ALT3
☐	☒	☐	BPP: CONTRACTOR BOND-INSTALL ROADWAY	☐	☒	☐	BPP: DISTINCT SIDEWALK-LEGAL AGREEMENT
☐	☒	☐	BPP: DISTINCT SIDEWALK-STONE TEST REPORT	☐	☒	☐	BPP: DOT PERMISSION TO MOVE FRANCHISE
☐	☒	☐	BPP: FIELD VISITS RESULTS NEEDED	☐	☒	☐	BPP: FILING REQUIRED
☐	☒	☐	BPP: GRADE STUDY	☐	☒	☐	BPP: INFRASTRUCTURE AND SITE SKETCH
☐	☒	☐	BPP: NOTES REQUIRED ON PLAN	☐	☒	☐	BPP: PHOTOS-SIGNED/SEALED BY APPLICANT
☐	☒	☐	BPP: SITE PLAN-NEW R.O.W. INSTALLATION	☐	☒	☐	BPP: STREET DRAINAGE APPLICATION
☐	☒	☐	BPP: STREET TREES SITE PLAN	☐	☒	☐	BPP: TOPOGRAPHIC SURVEY
☐	☒	☐	BPP: TRAFFIC ENG STDY-CC IN INTERSECTION	☐	☒	☐	BPP: WAIVER OF GRADE FILING
☐	☒	☐	BROOKLYN PARKING RESTRICTIONS	☐	☒	☐	BSA VARIANCE
☐	☒	☐	BSA/CPC APPROVAL	☐	☒	☐	CALENDARED PROPERTY - 40-DAY HOLD
☐	☒	☐	CANTILEVER FIRE ANALYSIS APPROVED BY DOB & FDNY	☐	☒	☐	CLINTON DISTRICT: ANTI-HARASSMENT CHECKLIST
☐	☒	☐	CLINTON DISTRICT: RESTRICTIVE DEC	☒	☐	☐	COST AFFIDAVIT ESTIMATE: (PW3)
☐	☒	☐	CPC: HUDSON YARDS INITIAL CERTIFICATION	☐	☒	☐	CURB CUT: PROVIDE EXISTING NUMBER
☐	☒	☐	DEP SANITARY SEWER CERTIFICATION (HCP/SCP)	☐	☒	☐	DEP STORMWATER CONSTRUCTION PERMIT - 20K SQFT
☐	☒	☐	DEP STORMWATER SEWER CERTIFICATION (HCP/SCP)	☐	☒	☐	DESIGN COMM. APPROVAL: CITY-OWNED PROPERTY (EXTERIOR WORK)
☐	☒	☐	DESIGN COMM. APPROVAL: DISTINCTIVE SIDEWALK	☐	☐	☐	DHCR DOCUMENT
☐	☒	☐	DOB - CONSTRUCTION CODE DETERMINATION (CCD1)	☐	☒	☐	DOB - ZONING DIAGRAM (ZD1)
☐	☒	☐	DOB - ZONING RESOLUTION DETERMINATION (ZRD1)	☐	☒	☐	ECC REVIEW PENDING DETERMINATION OF COMPLIANCE PATH
☐	☒	☐	ECC REVIEW RESOLUTION REQUIRED OF DOB NOW MS BE FILING	☐	☒	☐	ECCCNYS ANALYSIS
☐	☒	☐	ENCROACHMENT ONTO SIDEWALK: DOT REVOCABLE CONSENT	☐	☒	☐	ENERGY CODE 1ST REVIEW COMPLETE
☐	☒	☐	ENERGY CODE 2ND REVIEW	☐	☒	☐	ENERGY CODE ANALYSIS INCOMPLETE
☐	☒	☐	ENERGY CODE COMPE REVIEW AND APPROVAL	☐	☒	☐	ENERGY CODE COMPLIANCE FEE
☐	☒	☐	ENVIRONMENTAL RESTRICTIONS - OER NOTICE TO PROCEED	☐	☒	☐	FDNY FIRE SUPPRESSION FEE PAYMENT RECEIPT
☐	☒	☐	FEE: CIVIL PENALTY FOR LEGALIZATION	☐	☒	☐	FIRE ALARM/SIGNAL SYSTEM (FA) SIGNOFF
☐	☒	☐	FIRE ALARM: FDNY RECEIVED & ACCEPTED PLANS	☐	☒	☐	FIRE APPARATUS ACCESS ROADS FOR DEVELOPMENT: FDNY APPROVAL
☐	☒	☐	FIRE PROTECTION PLAN(FPP): FDNY APPROVAL	☐	☒	☐	FLOOD ZONE DESIGN CERTIFICATION
☐	☒	☐	FOREIGN GOV'T PROPERTY: STATE DEPT. LTR	☐	☒	☐	FOUNDATION PLAN APPROVAL
☐	☒	☐	HIGH LINE - PARKS APPROVAL REQUIRED	☐	☒	☐	HPD: CONH PILOT
☐	☒	☐	HPD: SRO MD CERTIFICATE OF NO HARASSMENT	☐	☒	☐	HUDSON YARDS PARKING AMENDMENT
☐	☒	☐	HYDRAULIC FLOW CALCULATIONS	☐	☒	☐	HYDRO FLOW TEST LETTER
☐	☒	☐	IDENTIFY THE PRIMARY JOB ON PW1	☐	☒	☐	LANDMARKS APPROVAL
☐	☒	☐	LANDMARKS SIGNOFF	☐	☒	☐	LOFT BOARD CERTIFICATE
☒	☐	☐	NYCECC ANALYSIS	☐	☒	☐	NYCECC ANALYSIS ACCEPTED WITH CONDITION BY ENERGY AUDIT

Y - Yes N - No W - Waive

PC1 03/12

If this PC1 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.

2	Required Items (Continued) Required for <i>all</i> applications. Yes or no must be selected for <i>every</i> item.
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☐	☒	☐	NYCECC EXEMPTION	☐	☒	☐	NYS DEC COASTAL EROSION HAZARD APPROVAL
☐	☒	☐	NYS DEC COASTAL EROSION HAZARD MAP	☐	☒	☐	NYS DEC FRESHWATER WETLANDS APPROVAL
☐	☒	☐	NYS DEC FRESHWATER WETLANDS MAP	☐	☒	☐	NYS DEC TIDAL WETLANDS APPROVAL
☐	☒	☐	NYS DEC TIDAL WETLANDS MAP	☐	☒	☐	OAC REGISTRATION
☐	☒	☐	PREFAB/MODULAR CONSTRUCTION: NYS COMPLIANCE STATEMENT	☐	☒	☐	PREFABRICATED/MODULAR CONSTRUCTION: OTCR APPROVALS
☐	☒	☐	PTA3: GREEN ROOF TAX ABATEMENT APPLIC (PRELIMINARY)	☒	☐	☐	PTA4: SOLAR TAX ABATEMENT APPLICATION (PRELIMINARY)
☐	☒	☐	RECORDS MGMT FEE PAYMENT RECEIPT	☐	☒	☐	RESOLVE ZONING DISCREPANCY
☐	☒	☐	RESOLVE ZONING DISCREPANCY (DATA CHANGE)	☐	☒	☐	RESTRICTION: DEED
☐	☒	☐	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	☐	☒	☐	SUSTAINABLE ROOF ZONE FORM
☐	☒	☐	TAX LOT: TENTATIVE LOT NUMBER ISSUED	☐	☒	☐	TEMPORARY FLOOD SHIELDS: EMERGENCY FLOOD PLAN
☐	☒	☐	TENANT PROTECTION PLAN AND NOTES	☒	☐	☐	TR8: ENERGY CODE PROGRESS INSPS TECHNICAL REPORT
☐	☒	☐	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	☐	☒	☐	WALL PERFORMANCE ELIGIBILITY REQUIRED
☐	☒	☐	WATERFRONT AREA ZONING COMPLIANCE	☐	☒	☐	ZONING DIAGRAM ACCEPTANCE
☐	☒	☐	ZONING EXHIBIT I: CERTIFICATION	☐	☒	☐	ZONING EXHIBIT II: CERTIFICATION
☐	☒	☐	ZONING EXHIBIT III:DESC. & OWNERSHIP STMT	☐	☒	☐	ZONING EXHIBIT IV: CERTIFICATION
☐	☒	☐	ZONING EXHIBIT V: CERTIFICATION				

Y	N	W	ITEMS REQUIRED PRIOR TO PERMIT	Y	N	W	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
☐	☒	☐	DEMOLITION (DM) JOB SIGNOFF	☒	☐	☐	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
☐	☒	☐	HPD: PERMIT NOTICE	☐	☒	☐	INSURANCE: DISABILITY
☐	☒	☐	INSURANCE: LIABILITY	☐	☒	☐	INSURANCE: WORKERS' COMP. WAIVER/AFFID
☐	☒	☐	INSURANCE: WORKERS' COMPENSATION	☐	☒	☐	JAMAICA: DEP SEWER CONNECTION APPROVAL
☐	☒	☐	LL104/19 REQUEST FOR EXEMPTION TO PERMIT RESTRICTION	☐	☒	☐	LL114/19 PERMIT RESTRICTION
☐	☒	☐	LPC-BSA ARCHEOLOGY RESTRICTIVE DECLARATION (INITIAL)	☐	☒	☐	MASONRY MANUFACTURER'S STATEMENT-FORM 10H
☐	☒	☐	MICROFILM/SCAN: ADDITIONAL REQUIRED	☐	☒	☐	MICROFILM/SCAN: INITIAL
☐	☒	☐	PARTIAL DEMO PLAN & DS1 (FOR AL/EW-OT PERMITS)	☐	☒	☐	PARTIAL DEMO: 10-DAY NOTICE (FOR AL/EW-OT PERMITS)
☐	☒	☐	PROJECT-SPECIFIC GL INSURANCE	☐	☒	☐	RAISE/MOVE DOCS & DS1 (FOR AL/EW-OT PERMITS)
☐	☒	☐	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	☒	☐	☐	TPP1: TENANT PROTECTION PLAN
☐	☒	☐	TR3: CONCRETE DESIGN MIX TECHNICAL REPORT				

Y	N	W	ITEMS REQUIRED PRIOR TO C OF O OR SIGNOFF	Y	N	W	ITEMS REQUIRED PRIOR TO C OF O OR SIGNOFF
☐	☒	☐	ADDRESS: NEW HOUSE NUMBER APPROVED	☐	☒	☐	APPLICANT CONCRETE EVALUATION REPORT
☐	☒	☐	APPLICANT CONCRETE RETESTING REPORT	☒	☐	☐	AS-BUILT ENERGY ANALYSIS (EN2)
☐	☒	☐	BOILER APPROVAL : FORM	☐	☒	☐	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	☐	☒	☐	BPP: AS-BUILT SIDEWALK SURVEY
☐	☒	☐	BPP: ENGINEERS AFFIDAVIT	☐	☒	☐	BPP: FIELD INSPECTION

2	Required Items (Continued) Required for <i>all</i> applications. Yes or no must be selected for <i>every</i> item.
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| ☐ ☒ ☐ BPP: FINAL AS-BUILT PHOTOGRAPHS
☐ ☒ ☐ BPP: MAINTENANCE AGREEMENT - RETAINING WALL
☐ ☒ ☐ BPP: SIDEWALK CONCRETE STRENGTH REPORT
☐ ☒ ☐ CAP & CLEAN FORM
☐ ☒ ☐ CLINTON DIST: HPD CERT COMPLETION LOW-INCOME HOUSING
☒ ☐ ☐ COST AFFIDAVIT (FINAL): PW3
☐ ☒ ☐ DEMOLITION (DM) JOB SIGNOFF
☐ ☒ ☐ DEP STORMWATER MAINTENANCE PERMIT - 20K SQFT

☐ ☒ ☐ DETECTOR: CARBON MONOXIDE-CERT. OF INSTALL
☐ ☒ ☐ DOB - ZONING DIAGRAM (ZD1)
☐ ☒ ☐ DRY PIPE VALVE TEST : FP-10
☐ ☒ ☐ ENVIRONMENTAL RESTRICTIONS - OER NOTICE OF SATISFACTION
☐ ☒ ☐ FA - FDNY APPROVAL : FD-FAA
☐ ☒ ☐ FA SELF CERT DEFECT : FD-FASC
☐ ☒ ☐ FEMA ELEVATION CERT (086-0-33)/ FLOODPROOFING CERT (086-0-34)
☐ ☒ ☐ FIRE ALARM: AS-BUILT PLANS
☐ ☒ ☐ FIRE RETARDANT TREATED WOOD: FDNY CERTIFICATE
☐ ☒ ☐ FIRE SUPPRESSION SYSTEM (FP) SIGNOFF
☐ ☒ ☐ FUEL STORAGE (FS) SIGNOFF
☐ ☒ ☐ GASOLINE TANK SIGNOFF
☐ ☒ ☐ HPD: COMPLETION NOTICE
☐ ☒ ☐ LANDMARKS APPROVAL
☐ ☒ ☐ LPC-BSA ARCHEOLOGY RESTRICTIVE DECLARATION (FINAL)
☐ ☒ ☐ MASONRY SUPPLIER'S STATEMENT-FORM 10J
☐ ☒ ☐ MEDICAL GAS INST CERT : LETTER-MED
☐ ☒ ☐ OIL TANK REMOVAL CERT : LETTER-FO
☐ ☒ ☐ PLACE OF ASSEMBLY (PA) SIGNOFF
☐ ☒ ☐ PRELIMINARY COMMISSIONING REPORT CERTIFICATION
☐ ☒ ☐ PTA3: TAX ABATEMENT ELIGIBILITY APPROVAL
☒ ☐ ☐ PTA4: TAX ABATEMENT ELIGIBILITY APPROVAL
☐ ☒ ☐ RESTRICTION: EASEMENT AGREEMENT
☐ ☒ ☐ RPZ/DDCV TEST REPORT : GEN215B
☐ ☒ ☐ SEPTIC ABANDONMENT CERT: LETTER-SCAV
☐ ☒ ☐ SEWER/HOUSE CON SIGNOFF: DEP HC 021
☐ ☒ ☐ SP/SD DEVICE CERT : LTR-LIC ELECT
☐ ☒ ☐ SPRINKLER INSP REPORT : FP-85
☐ ☒ ☐ STANDPIPE (SD) SIGNOFF
☐ ☒ ☐ STEEL AFFIDAVIT- FINAL
☐ ☒ ☐ STREET TREES SITE PLAN
☐ ☒ ☐ STREET: UNMAPPED. NOTIFY EMERG. AGENCIES
☐ ☒ ☐ SWIMMING POOL: DEP APPROVAL
☐ ☒ ☐ TAP LETTER - DOM SVC : DEP-DOM
☐ ☒ ☐ TAX LOT: FINAL LOT NUMBER ISSUED
☐ ☒ ☐ TRANSIT AUTHORITY/MTA/PANYNJ APPROVAL
☐ ☒ ☐ TREE REMOVAL: SPEC. ZON. DIST./CPC APPR
☐ ☒ ☐ US ARMY CORPS OF ENGINEERS APPROVAL
☐ ☒ ☐ WATER SUPPLY (PRIVATE): DOH APPROVAL | ☐ ☒ ☐ BPP: FINAL SIGNOFF
☐ ☒ ☐ BPP: SIDEWALK & ROADWAY THICKNESS CORES
☐ ☒ ☐ BSA VARIANCE
☐ ☒ ☐ CERTIFICATE OF OCCUPANCY
☐ ☒ ☐ CONSTRUCTION (OT) SIGNOFF
☐ ☒ ☐ CURB CUT (CC) SIGNOFF
☐ ☒ ☐ DEP SANITARY SEWER CERTIFICATION (HCP/SCP)
☐ ☒ ☐ DESIGN COMM. SIGNOFF: CITY-OWNED PROPERTY (EXTERIOR WORK)
☐ ☒ ☐ DETECTOR: SMOKE-CERT. OF INSTALLATION
☐ ☒ ☐ DOB FINAL INSPECTION REQUIRED
☐ ☒ ☐ ELEVATOR JOB SIGNOFF
☐ ☒ ☐ EQUIPMENT USE PERMITS

☐ ☒ ☐ FA LETTER OF DEFECT : FD-FALD
☐ ☒ ☐ FEES: PAY DEFERRED FEES
☐ ☒ ☐ FIRE ALARM/SIGNAL SYSTEM (FA) SIGNOFF

☐ ☒ ☐ FIRE PROTECTION PLAN (FPP): FDNY APPROVAL
☐ ☒ ☐ FIRE SUPP ANSUL APPROVL: FD-FSS
☐ ☒ ☐ FUEL BURNING (FB) SIGNOFF
☐ ☒ ☐ GAS WELDER ANNUAL CERT : GAS-WELD
☐ ☒ ☐ HOUSE CONNECTION SIGNOFF
☐ ☒ ☐ HPD: SRO MD CERTIFICATE OF NO HARASSMENT
☐ ☒ ☐ LANDMARKS SIGNOFF
☐ ☒ ☐ MARQUEE (OT) SIGNOFF
☐ ☒ ☐ MECHANICAL (MH) SIGNOFF
☐ ☒ ☐ MICROFILM/RECORDS MGMT: ADDL FEE REQUIRED
☐ ☒ ☐ PILES: FINAL PILE PLAN/CREOSOTE LETTER
☐ ☒ ☐ PLUMBING (PL) SIGNOFF
☐ ☒ ☐ PTA3: GREEN ROOF TAX ABATEMENT APPLIC (FINAL)
☒ ☐ ☐ PTA4: SOLAR TAX ABATEMENT APPLICATION (FINAL)
☐ ☒ ☐ RESTRICTION: DEED
☐ ☒ ☐ RESTRICTION: RESTRICTIVE DECLARATION
☐ ☒ ☐ SD/SP FIRE PUMP TEST : FP-86
☐ ☒ ☐ SEPTIC SYSTEM: SEPTIC COMPLIANCE UNIT APPROVAL
☐ ☒ ☐ SITE SURVEY: FINAL
☐ ☒ ☐ SPRINKLER (SP) SIGNOFF
☐ ☒ ☐ SPRINKLER/STANDPIPE ELECTRICAL LETTER
☐ ☒ ☐ STANDPIPE INSP REPORT : FP-84
☐ ☒ ☐ STREET TREE SIGNOFF
☐ ☒ ☐ STREET: NEW NAME APPROVED
☐ ☒ ☐ SUSTAINABLE ROOF ZONE FORM (SIGNOFF)
☐ ☒ ☐ SWIMMING POOL: DOH APPROVAL
☐ ☒ ☐ TAP LETTER - FIRE SVC : DEP-FIRE
☐ ☒ ☐ TR8 INSPECTOR TO CONFIRM AS-BUILT VALUES
☐ ☒ ☐ TREE REMOVAL: OUTSIDE PROP./PARKS APPR
☐ ☒ ☐ URBAN RENEWAL AREA: HPD APPROVAL
☐ ☒ ☐ WATER METER PERMIT : DEP-METER
☐ ☒ ☐ WELDERS AFFIDAVIT |
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2	Required Items (Continued) <i>Required for all applications. Yes or no must be selected for every item.</i>
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3	Statement and Signatures <i>Required for all applications</i>
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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 TR1 form required? ☒ Yes ☐ No

PAA Only

Is ZD1 form required? ☐ Yes ☐ No

Name (Please print)

Signature

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