



PW-7: Certificate of Occupancy
Letter of Completion Folder
Review Request
Must be typewritten.



1 Location Information

House No(s) 26 Street Name Tompkins Circle Work Proposed on Floor No(s)
Borough SI Block 569 Lot 246 BIN CB No.

2 Requestor Information

Individuals Relationship to Job (example: applicant, owner, filing representative)

Last Name Vaccaro First Name Frank Middle Initial A.
Business Name Ryan & Vaccaro Architects Business Telephone 718 981-4140
Business Address 370 St. Marks Place Business Fax 718 876-8040
City SI State NY Zip 10301 Mobile Telephone
E-Mail License Number 41908

3 Type of Request Choose one.

- ☒ Letter of Completion (Directive 14 or Non-Directive 14)
☐ TCO - Temporary Certificate of Occupancy (Borough Commissioner's Office approval may be required. All requirements must be fulfilled before a TCO will be issued)
☐ 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)
☐ Final Certificate of Occupancy

4 Comments If additional space is required, write "see AI-1" here and submit a completed AI-1 form with this request.

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 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.

Requestor Signature

Date

4/18/08

Borough Commissioner's Office TCO Authorization Do not write in this section.

Comments:

Authorized Name (please print)

☐ Approved

☐ Disapproved

Authorized Signature (if approved only)

Date

Disapproval Reasons Review request cannot be processed for the following reasons:

- ☐ 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: _____

Ryan & Vaccaro

Architects and Engineers
Designers and Builders

www. ArchitectureAndDesign.com

March 20, 2008

New York City Department of Buildings
10 Richmond Terrace
Staten Island, New York 10301

Re: Completion Letter for 26 Tompkins Circle ~~Road~~

To Whom It May Concern:

I hereby request a Completion Letter for the following address at 26 Tompkins Circle.

Block # 569
Lot # 246
Job # 510030654

Respectfully submitted,

Frank A. Vaccaro, P.E.
Consulting Engineer



FAV/ld

370 ST. MARKS PLACE, STATEN ISLAND, NEW YORK 10301
tel: 718-981-4140

fax: 718-876-8040