



PC1: Required Items Checklist for Professional Certification

Must be typewritten.



1 Location Information Required for all applications.

House No(s) 101

Street Name KEEGANS LANE

Borough STATEN ISL.

Block 5102

Lot 33

BIN

C.B. No. 503

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

YES	NO	ITEMS REQUIRED PRIOR TO APPROVAL			
☐	☒	LANDMARKS APPROVAL	☐	☒	TR8: ENERGY CODE PROGRESS INSPECTIONS
☐	☒	LANDMARKS SIGNOFF	☐	☒	BPP: PHOTOS-SIGNED/SEALED BY APPLICANT
☐	☒	SEWER CONNECTION: DEP SD1 & SD2	☐	☒	BPP: INFRASTRUCTURE AND SITE SKETCH
☐	☒	HPD: SRO MD CERTIFICATE OF NO HARASSMENT	☐	☒	BPP: SITE PLAN-NEW R.O.W. INSTALLATION
☐	☒	U.S. ARMY CORPS OF ENGINEERS APPROVAL	☐	☒	BPP: GRADE STUDY
☐	☒	TRANSIT AUTHORITY APPROVAL	☐	☒	BPP: STREET DRAINAGE APPLICATION
☐	☒	FIRE ALARM/SIGNAL SYSTEM (FA) SIGNOFF	☐	☒	BPP: DISTINCT SIDEWALK-LEGAL AGREEMENT
☐	☒	URBAN RENEWAL AREA: HPD APPROVAL	☐	☒	BPP: DISTINCT SIDEWALK-STONE TEST REPORT
☐	☒	SEPTIC INSTALLATION: DEP APPROVAL	☐	☒	BPP: TRAFFIC ENG STDY-CC IN INTERSECTION
☒	☐	ADDRESS: NEW HOUSE NUMBER APPROVED	☐	☒	BPP: CONTRACTOR BOND-INSTALL ROADWAY
☒	☐	TAX LOT: TENTATIVE LOT NUMBER ISSUED	☐	☒	BPP: WAIVER OF GRADE FILING
☐	☒	STREET: NEW STREET NAME APPROVED	☐	☒	BPP: CATCH BASIN/MANHOLE REQUIRED
☐	☒	FIRE PROTECTION PLAN(FPP): FDNY APPROVAL	☐	☒	BPP: FIELD VISITS RESULTS NEEDED
☐	☒	LOFT BOARD CERTIFICATE	☐	☒	BPP: CHECKLIST IN LIEU OF PLANS-ALT3
☐	☒	ASBESTOS ACP 7 OR 5 OR ASB 4	☐	☒	SUBDIVISION SIGNOFF
☐	☒	BSA VARIANCE	☐	☒	OAC REGISTRATION
☐	☒	TREE REMOVAL: OUTSIDE PROP./PARKS APPR	☐	☒	LOCAL LAW 58/1987 WAIVER
☐	☒	TREE REMOVAL: SPEC. ZON. DIST./CPC APPR	☐	☒	ADULT ACTIVITY APPROVAL
☐	☒	FOREIGN GOV'T PROPERTY: STATE DEPT. LTR	☐	☒	RESTRICTION: RESTRICTIVE DECLARATION
☐	☒	BPP-PARKS: REMOVE MATURE TREE	☒	☐	CURB CUT: PROVIDE EXISTING NUMBER
☐	☒	BPP-BSA REQUIREMENTS	☐	☒	CLINTON DISTRICT: RESTRICTIVE DEC
☐	☒	BPP-CPC REQUIREMENTS	☐	☒	HYDRO FLOW TEST LETTER
☐	☒	BPP-TA: RELOCATE BUS STOP	☐	☒	HYDRAULIC FLOW CALCULATIONS
☐	☒	BPP-DEP: NON-STD DRAINAGE STRUCTURE	☐	☒	TRASH COMPACTOR REQUIREMENTS
☐	☒	BPP-NYS DEC: DRAIN STREET TO WETLAND	☐	☒	ANTI-HARASSMENT AREA CHECKLIST
☐	☒	BPP: DOT PERMISSION TO MOVE FRANCHISE	☐	☒	CLINTON DISTRICT: ANTI-HARASSMENT CHECKLIST
☐	☒	STREET: UNMAPPED-NOTIFY EMERG. AGENCIES	☐	☒	BROOKLYN PARKING RESTRICTIONS
☐	☒	ART COMM. APPROVAL: DISTINCTIVE SIDEWALK	☒	☐	STREET TREE CHECKLIST
☐	☒	ART COMM. APPROVAL: CITY-OWNED PROPERTY	☐	☒	TENANT PROTECTION PLAN 2008 CODE
☐	☒	SITE CONNECTION: DEP	☐	☒	SOIL REPORT
☐	☒	BPP-UTILITY APPROVAL TO RELOCATE POLE	☒	☐	DOB - ZONING DIAGRAM (ZD1)
☐	☒	ENVIRONMENTAL "E" DEP NOTICE TO PROCEED	☐	☒	DOB - ZONING RESOLUTION DETERMINATION(S) (ZRD1) x _____
☐	☒	BSA/CPC APPROVAL	☐	☒	DOB - CONSTRUCTION CODE DETERMINATION(S) (CCD1) x _____
☐	☒	CPC: HUDSON YARDS INITIAL CERTIFICATION	☐	☒	FIRE APPARATUS ACCESS ROADS FOR DEV: FDNY APPROVAL
☐	☒	HPD: INCLUSIONARY HOUSING LETTER	☐	☒	SRO MD ANTI-HARASSMENT CHECKLIST
☐	☒	NYCECC ANALYSIS	☐	☒	NYS DEC TIDAL WETLANDS MAP
☒	☐	SITE SURVEY: INITIAL	☐	☒	NYS DEC TIDAL WETLANDS APPROVAL
☐	☒	RESTRICTION: EASEMENT AGREEMENT	☐	☒	NYSDEC FRESHWATER WETLANDS MAP
☐	☒	RESTRICTION: DEED	☐	☒	NYS DEC FRESHWATER WETLANDS APPROVAL
☐	☒	ZONING EXHIBIT I: CERTIFICATION	☐	☒	NYS DEC COASTAL EROSION HAZARD MAP
☐	☒	ZONING EXHIBIT II: CERTIFICATION	☐	☒	NYS DEC COASTAL EROSION HAZARD APPROVAL
☐	☒	ZONING EXHIBIT III:DESC. & OWNRSHP.STMNT	☐	☒	ASBESTOS: EXEMPTION (ASB4)
☐	☒	ZONING EXHIBIT IV: CERTIFICATION	☐	☒	ASBESTOS: CERTIFICATION (DEP ACP5)
☐	☒	ZONING EXHIBIT V: CERTIFICATION	☐	☒	FIRE ALARM: FDNY RECEIVED & ACCEPTED PLANS
☐	☒	COST AFFIDAVIT: ESTIMATED	☐	☒	HUDSON YARDS PARKING AMENDMENT
☐	☒	FEE: CIVIL PENALTY FOR LEGALIZATION	☐	☒	BPP: STREET TREES SITE PLAN
☐	☒	FOUNDATION PLAN APPROVAL	☐	☒	RESOLVE ZONING DISCREPANCY
☐	☒	WATERFRONT AREA ZONING COMPLIANCE	☐	☒	RESOLVE ZONING DESCRPANCY (DATA CHANGE)
☐	☒	APPLICANT TO SELF CERTIFY OBJECTIONS	☐	☒	CALENDARED PROPERTY- 40-DAY HOLD
☐	☒	IDENTIFY THE PRIMARY JOB ON PW1	☐	☒	2008 CODE TR1 REQUIRED
☐	☒	STEEL AFFIDAVIT: PRELIMINARY	☐	☒	DOB- CONSTRUCTION CODE DETERMINATION (CCD1)
☐	☒	ADULT ESTABLISHMENT APPROVAL	☐	☒	VERIFY DOB PLAN NAMING STANDARD IS MET
☐	☒	BPP: FILING REQUIRED	☐	☒	1ST ZONING REVIEW COMPLETE
☐	☒	BPP: NOTES REQUIRED ON PLAN	☐	☒	2ND ZONING REVIEW COMPLETE
☐	☒	BPP: TOPOGRAPHIC SURVEY	☐	☒	RECORDS MANAGEMENT FEE PAYMENT RECEIPT
			☐	☒	OTHER:

2 Required Items (Continued) Required for all applications. Yes or no must be selected for every item.

YES	NO	ITEMS REQUIRED PRIOR TO PERMIT
☐	☒	CPC: HUDSON YARDS FINAL CERTIFICATION
☐	☒	JAMAICA: DEP SEWER CONNECTION APPROVAL
☐	☒	SITE SAFETY PLAN
☒	☐	EXCAVATION OR DEMOLITION: 5-DAY NOTICE
☐	☒	SIDEWALK SHED APPLICATION & PERMIT
☐	☒	TEMPORARY FENCE APPLICATION & PERMIT
☐	☒	SCAFFOLD APPLICATION & PERMIT
☐	☒	MICROFILM: INITIAL
☒	☐	INSURANCE: WORKERS' COMPENSATION
☐	☒	INSURANCE: WORKERS' COMP. WAIVER/AFFID
☒	☐	INSURANCE: LIABILITY
☒	☐	INSURANCE: DISABILITY
☐	☒	DIR-14 ID OF RESPONSIBILITY (TR1)
☐	☒	MASONRY MANUFACTURER'S STATEMENT-FORM 10H
☐	☒	EQUIPMENT (EQ) PERMITS
☐	☒	MICROFILM: ADDITIONAL REQUIRED
☐	☒	HIC LICENSE OR AFFIDAVIT
☐	☒	ELECTRICAL APPLICATION FOR SIDEWALK SHED LIGHTING
☐	☒	ASBESTOS: COMPLETION OR CLOSEOUT (ACP20 OR 21)
☐	☒	STREET TREES: RECEIPT OF STREET TREES SITE PLAN
☐	☒	ASBESTOS: VARIANCE (DEP FORM V5)
☐	☒	JAMAICA: DEP SEWER CONNECTION APPROVAL
☐	☒	2008 TR1 REQUIRED FOR NEW/WAIVED INSPECTIONS
☐	☒	TR3: CONCRETE DESIGN MIX TECHNICAL REPORT
☐	☒	PARTIAL DEMO: PLAN & DS1 (FOR AL/EW—OT PERMITS)
☐	☒	PARTIAL DEMO: 10-DAY NOTICE (FOR AL/EW—OT PERMITS)
☐	☒	STANDPIPE ALARM DRAWINGS 7 A11 (OR A11 PROOF)
☐	☒	STANDPIPE WORK PERMIT
☐	☒	OTHER:
☐	☒	OTHER:
YES	NO	ITEMS REQUIRED PRIOR TO C OF O OR SIGNOFF
☐	☒	LANDMARKS APPROVAL
☐	☒	LANDMARKS SIGNOFF
☐	☒	SEWER CONNECTION: DEP SD1 & SD2
☐	☒	HPD: SRO MD CERTIFICATE OF NO HARASSMENT
☐	☒	US ARMY CORPS OF ENGINEERS APPROVAL
☐	☒	TRANSIT AUTHORITY APPROVAL
☐	☒	FIRE ALARM/SIGNAL SYSTEM (FA) SIGNOFF
☐	☒	URBAN RENEWAL AREA: HPD APPROVAL
☐	☒	SEPTIC INSTALLATION: DEP APPROVAL
☐	☒	ADDRESS: NEW HOUSE NUMBER APPROVED
☐	☒	TAX LOT: FINAL LOT NUMBER ISSUED
☐	☒	STREET: NEW NAME APPROVED
☐	☒	FIRE PROTECTION PLAN (FPP); FDNY APPROVAL
☐	☒	ASBESTOS ACP 7 OR 5 OR ASB 4
☐	☒	BSA VARIANCE
☐	☒	WATER SUPPLY (PRIVATE): DOH APPROVAL
☐	☒	SWIMMING POOL: DOH APPROVAL
☐	☒	SWIMMING POOL: DEP APPROVAL
☐	☒	TREE REMOVAL: OUTSIDE PROP./PARKS APPR
☐	☒	TREE REMOVAL: SPEC. ZON. DIST./CPC APPR
☐	☒	FIRE RETARDANT TREATED WOOD: FDNY CERTIFICATE
☐	☒	BPP-DEP: INSTALL/MODIFY DRAINAGE STRUCTURE
☐	☒	BPP-DEP: INSTALL/RELOCATE FIRE HYDRANT
☐	☒	BPP-PARKS: PLANT NEW TREE
☐	☒	BPP-DOT: SIDEWALK ENCROACHMENT
☐	☒	BPP-DOT: RELOCATE STREET LIGHT
☐	☒	BPP-DOT: SIDEWALK/CURB/ROAD WORK PERMITS
☐	☒	BPP-TA: INSTALL SIDEWALK OVER STATION
☐	☒	BPP-ARTS COMM APPROVAL-DIST. SIDEWALK
☐	☒	STREET: UNMAPPED- NOTIFY EMERG. AGENCIES
☐	☒	ENVIRONMENTAL "E" DEP NOTICE OF SATIS
☐	☒	TAP LETTER - DOM SVC : DEP-DOM
☐	☒	TAP LETTER - FIRE SVC : DEP-FIRE
☐	☒	WATER METER PERMIT : DEP-METER

YES	NO	ITEMS REQUIRED PRIOR TO C OF O OR SIGNOFF (CONT.)
☐	☒	RPZ/DDCV TEST REPORT : GEN215B
☐	☒	SEWER/HOUSE CON SIGNOFF: DEP HC 021
☐	☒	FA - FDNY APPROVAL : FD-FAA
☐	☒	FA LETTER OF DEFECT : FD-FALD
☐	☒	FA SELF CERT DEFECT : FD-FASC
☐	☒	FIRE SUPP ANSUL APPROVL: FD-FSS
☐	☒	FEMA FORM (81-31): ELEVATION CERTIFICATE
☐	☒	CLINTON DIST: HPD CERT COMPLETION LOW-INCOME HOUSING
☐	☒	HPD: INCLUSIONARY HOUSING ELIG. CERT
☐	☒	FEMA FORM (81-65): DRY FLOOD-PROOFING CERTIFICATE
☒	☐	CERTIFICATE OF OCCUPANCY
☐	☒	PLACE OF ASSEMBLY (PA) SIGNOFF
☐	☒	SPRINKLER (SP) SIGNOFF
☐	☒	STANDPIPE (SD) SIGNOFF
☐	☒	ELEVATOR JOB SIGNOFF
☐	☒	GASOLINE TANK SIGNOFF
☐	☒	PILES: FINAL PILE PLAN/CREOSOTE LETTER
☐	☒	MARQUEE (OT) SIGNOFF
☐	☒	MECHANICAL (MH) SIGNOFF
☒	☐	CURB CUT (CC) SIGNOFF
☐	☒	COST AFFIDAVIT: ACTUAL
☐	☒	MICROFILM: ADDITIONAL REQUIRED
☐	☒	DETECTOR: SMOKE-CERT. OF INSTALLATION
☐	☒	EQUIPMENT USE PERMITS
☒	☐	SITE SURVEY: FINAL
☐	☒	RESTRICTION: EASEMENT AGREEMENT
☐	☒	RESTRICTION: DEED
☐	☒	FIRE SUPPRESSION SYSTEM (FP) SIGNOFF
☐	☒	FEES: PAY DEFERRED FEES
☒	☐	PLUMBING (PL) SIGNOFF
☐	☒	BOILER (BL) SIGNOFF
☐	☒	FUEL BURNING (FB) SIGNOFF
☐	☒	FUEL STORAGE (FS) SIGNOFF
☒	☐	CONSTRUCTION (OT) SIGNOFF
☐	☒	BPP: FINAL SIGNOFF
☐	☒	BPP: SIDEWALK & ROADWAY THICKNESS CORES
☐	☒	BPP: SIDEWALK CONCRETE STRENGTH REPORT
☐	☒	BPP: MAINTENANCE AGREEMENT - RETAINING WALL
☐	☒	DEMOLITION (DM) JOB SIGNOFF
☐	☒	BPP: ENGINEERS AFFIDAVIT
☐	☒	BPP: AS-BUILT SIDEWALK SURVEY
☐	☒	BPP: FIELD INSPECTION
☐	☒	BPP: FINAL AS-BUILT PHOTOGRAPHS
☐	☒	SP/SD DEVICE CERT : LTR-LIC ELECT
☐	☒	DRY PIPE VALVE TEST : FP-10
☐	☒	STANDPIPE INSP REPORT : FP-84
☐	☒	SPRINKLER INSP REPORT : FP-85
☐	☒	SD/SP FIRE PUMP TEST : FP-86
☐	☒	BOILER APPROVAL : 900A
☐	☒	GAS WELDER ANNUAL CERT : GAS-WELD
☐	☒	OIL TANK REMOVAL CERT : LETTER-FO
☐	☒	SEPTIC ABANDONMENT CERT: LETTER-SCAV
☐	☒	MEDICAL GAS INST CERT : LETTER-MED
☐	☒	DETECTOR: CARBON MONOXIDE-CERT. OF INSTALL
☐	☒	STEEL AFFIDAVIT- FINAL
☐	☒	MASONRY SUPPLIER'S STATEMENT-FORM 10J
☐	☒	RESTRICTION: RESTRICTIVE DECLARATION
☐	☒	SPRINKLER/STANDPIPE ELECTRICAL LETTER
☐	☒	SPRINKLER/STANDPIPE ELECTRICAL LETTER
☐	☒	HOUSE CONNECTION SIGNOFF
☐	☒	STREET TREE SIGNOFF
☐	☒	FEMA FORM (81-65): DRY FLOOD-PROOFING CERTIFICATE
☐	☒	ART COMM. SIGNOFF: CITY-OWNED PROPERTY (EXT. WORK)
☐	☒	PTA3: GREEN ROOF TAX ABATEMENT APPLICATION
☐	☒	PTA3: TAX ABATEMENT ELIGIBILITY APPROVAL

2 Required Items (Continued) *Required for all applications. Yes or no must be selected for every item.*

YES	NO	ITEMS REQUIRED PRIOR TO C OF O OR SIGNOFF (CONT.)
☐	☒	PTA4: SOLAR PANEL TAX ABATEMENT APPLICATION
☐	☒	PTA4: TAX ABATEMENT ELIGIBILITY APPROVAL
☐	☒	FIRE ALARM: AS-BUILT PLANS
☐	☒	STREET TREES SITE PLAN
☐	☒	DOB FINAL INSPECTION REQUIRED
☐	☒	DOB ZONING DIAGRAM (ZD1)
☐	☒	APPLICANT CONCRETE RETESTING REPORT
☐	☒	APPLICANT CONCRETE EVALUATION REPORT
☐	☒	EN2: AS BUILT ENERGY ANALYSIS
☐	☒	OTHER: _____

3 Statement 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.

Is a TR1 form required?

☒ Yes ☐ No

PAA only:

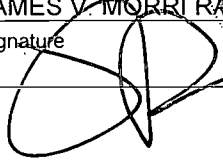
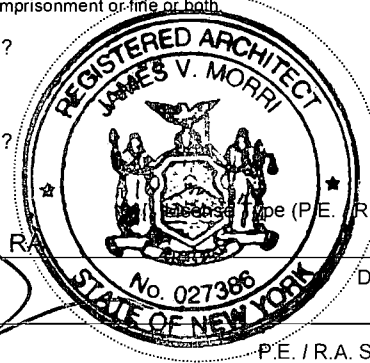
Is a ZD1 form required?

☒ Yes ☐ No

Name (please print)

JAMES V. MORRI R.A.

Signature

P.E. / R.A. Seal