



Borough Intake Form

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: 340 Street Name: HANOVER AVE Application#: 520339722 Date: Feb 20, 2024
 Borough: STATEN ISLAND Block: 2888 Lot: 12 BIN: 589279 Requestor Name: CRYSTAL TAN
 Relation to job (select one): ☐ Owner ☐ Applicant of Record ☐ Contractor ☒ Filing Representative
 Email: crystaltanan@gmail.com Owner's Email: ☒ Initial ☐ Resubmission Date:

2. Type of Request Borough Drop-off Intake Sheet is required for each request submitted, 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. Permit renewal with change
 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 in order 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 new BSCAN sticker**

Internal Use Only, reason (s) for denial will be indicated below by borough staff and emailed to addresses indicated above.

Disapproval Reasons request cannot be processed for the following reason (s)

- | | |
|--|--|
| <ul style="list-style-type: none"> ☐ 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. ☐ Owner's signature required for withdrawal. ☐ Architect/Engineer's signature and/or seal missing. ☐ Applicant's information is different from Dept. 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. | <ul style="list-style-type: none"> ☐ 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): <ul style="list-style-type: none"> ☐ Construction ☐ Plumbing ☐ Electrical ☐ Elevator ☐ Other: _____ ☐ Missing required items (s): _____ ☐ TR-1 error (s): _____ ☐ Missing/Incomplete/Invalid: <ul style="list-style-type: none"> ☐ Form (s) _____ ☐ Section (s) _____ ☐ Other: _____ |
|--|--|