



PC1: Required Items for Professional Certification

Must be typewritten. Must respond Y/N to all require

DEPT. BLDGS. 520371614 Job Number
SC171220008 Scan Code

LOCATION INFORMATION Required for all applications

House No(s) 3251
Street Name RICHMOND AVE
Borough STATEN ISLAND

Block 5533
Lot 47
BIN 5073737
C.B. No. 503

Y	N	ITEMS REQUIRED PRIOR TO APPROVAL	Y	N	ITEMS REQUIRED PRIOR TO APPROVAL
	X	1ST ZONING REVIEW COMPLETE		X	DESIGN COMM. APPROVAL: CITY-OWNED PRPTY (EXTERIOR)
	X	2008 CODE TR1 REQUIRED		X	DESIGN COMM. APPROVAL: DISTINCTIVE SIDEWALK
	X	2ND ZONING REVIEW COMPLETE		X	DOB - CONSTRUCTION CODE DETERMINATION (CCD1)
	X	ACCESSIBILITY WAIVER (PEO1)		X	DOB - ZONING DIAGRAM (ZD1)
	X	ADDRESS: NEW HOUSE NUMBER APPROVED		X	DOB - ZONING RESOLUTION DETERMINATION (ZRD1)
	X	ADULT ACTIVITY APPROVAL		X	ECCCNYS ANALYSIS
	X	ADULT ESTABLISHMENT APPROVAL		X	ENCROACHMENT ON SIDEWALK: DOT REVOCABLE CONSENT
	X	A11 OBJECTIONS RESPONSE		X	ENERGY CODE COMPLIANCE FEE
	X	ANTI-HARASSMENT AREA CHECKLIST		X	ENERGY CODE 1st REVIEW COMPLETE
	X	APPLICANT TO SELF CERTIFY OBJECTIONS		X	ENERGY CODE PROGRESS INSPS TECHNICAL REPORT (TR8)
X		ASBESTOS: CERTIFICATION (DEP ACP5)		X	ENVIRON RESTRICTIONS - OER NOTICE TO PROCEED
	X	BPP: CATCH BASIN/MANHOLE REQUIRED		X	FDNY FIRE SUPPRESSION FEE PAYMENT RECEIPT
	X	BPP: CHECKLIST IN LIEU OF PLANS-ALT3		X	FEE: CIVIL PENALTY FOR LEGALIZATION
	X	BPP: CONTRACTOR BOND-INSTALL ROADWAY		X	FIRE ALARM/SIGNAL SYSTEM (FA) SIGNOFF
	X	BPP: DISTINCT SIDEWALK-LEGAL AGREEMENT		X	FIRE ALARM: FDNY RECEIVED & ACCEPTED PLANS
	X	BPP: DISTINCT SIDEWALK-STONE TEST REPORT		X	FIRE APPARATUS ACCESS ROADS FOR DEV: FDNY APPROVAL
	X	BPP: DOT PERMISSION TO MOVE FRANCHISE		X	FIRE PROTECTION PLAN(FPP): FDNY APPROVAL
	X	BPP: FIELD VISITS RESULTS NEEDED		X	FLOOD ZONE DESIGN CERTIFICATION
	X	BPP: FILING REQUIRED		X	FOREIGN GOV'T PROPERTY: STATE DEPT. LTR
	X	BPP: GRADE STUDY		X	FOUNDATION PLAN APPROVAL
	X	BPP: INFRASTRUCTURE AND SITE SKETCH		X	HIGH LINE - PARKS APPROVAL REQUIRED
	X	BPP: NOTES REQUIRED ON PLAN		X	HPD: INCLUSIONARY HOUSING LETTER
	X	BPP: PHOTOS-SIGNED/SEALED BY APPLICANT		X	HPD: SRO MD CERTIFICATE OF NO HARASSMENT
	X	BPP: SITE PLAN-NEW R.O.W. INSTALLATION		X	HUDSON YARDS PARKING AMENDMENT
	X	BPP: STREET DRAINAGE APPLICATION		X	HYDRAULIC FLOW CALCULATIONS
	X	BPP: STREET TREES SITE PLAN		X	HYDRO FLOW TEST LETTER
	X	BPP: TOPOGRAPHIC SURVEY		X	IDENTIFY THE PRIMARY JOB ON PW1
	X	BPP: TRAFFIC ENG STDY-CC IN INTERSECTION		X	LANDMARKS APPROVAL
	X	BPP: WAIVER OF GRADE FILING		X	LANDMARKS SIGNOFF
	X	BPP-BSA REQUIREMENTS		X	LOFT BOARD CERTIFICATE
	X	BPP-CPC REQUIREMENTS		X	NYCECC ANALYSIS
	X	BPP-DEP: NON-STD DRAINAGE STRUCTURE		X	NYCECC EXEMPTION
	X	BPP-NYS DEC: DRAIN STREET TO WETLAND		X	NYS DEC COASTAL EROSION HAZARD APPROVAL
	X	BPP-PARKS: REMOVE MATURE TREE		X	NYS DEC COASTAL EROSION HAZARD MAP
	X	BPP-TA: RELOCATE BUS STOP		X	NYS DEC FRESHWATER WETLANDS APPROVAL
	X	BPP-UTILITY APPROVAL TO RELOCATE POLE		X	NYS DEC FRESHWATER WETLANDS MAP
	X	BROOKLYN PARKING RESTRICTIONS		X	NYS DEC TIDAL WETLANDS APPROVAL
	X	BSA VARIANCE		X	NYS DEC TIDAL WETLANDS MAP
	X	BSA/CPC APPROVAL		X	OAC REGISTRATION
	X	CALENDARED PROPERTY - 40-DAY HOLD		X	OTHER (LIST):
	X	CANTILEVER FIRE ANALYSIS APPROVED BY DOB & FDNY		X	PREFAB/MODULAR CONSTR: NYS COMPLIANCE STATEMENT
	X	CLINTON DISTRICT: ANTI-HARASSMENT CHECKLIST		X	PREFABRICATED/MODULAR CONSTR: OTCR APPROVALS
	X	CLINTON DISTRICT: RESTRICTIVE DEC		X	PTA3: GREEN ROOF TAX ABATEMENT APPLIC (PRELIMINARY)
	X	COST AFFIDAVIT ESTIMATE: (PW3)		X	PTA4: SOLAR TAX ABATEMENT APPLICATION (PRELIMINARY)
	X	CPC: HUDSON YARDS INITIAL CERTIFICATION		X	RECORDS MGMT FEE PAYMENT RECEIPT
	X	CURB CUT: PROVIDE EXISTING NUMBER		X	RESOLVE ZONING DISCREPANCY
	X	DEP SANITARY SEWER CERTIFICATION (HCP/SCP)		X	RESOLVE ZONING DISCREPANCY (DATA CHANGE)
	X	DEP STORMWATER/SEWER CERTIFICATION (HCP/SCP)		X	RESTRICTION: DEED

Y	N	ITEMS REQUIRED PRIOR TO APPROVAL	Y	N	ITEMS REQUIRED PRIOR TO PERMIT
	X	RESTRICTION: EASEMENT AGREEMENT		X	SCAFFOLD APPLICATION & PERMIT
	X	RESTRICTION: RESTRICTIVE DECLARATION		X	SIDEWALK SHED APPLICATION & PERMIT
	X	SEPTIC SYSTEM: SEPTIC COMPLIANCE UNIT APPROVAL		X	SITE SAFETY PLAN: BEST APPROVAL REQUIRED
	X	SITE SURVEY: INITIAL		X	STANDPIPE ALARM DRAWINGS & AI1 (OR AI1 PROOF)
	X	SOIL REPORT		X	STANDPIPE WORK PERMIT
	X	SRO MD ANTI-HARASSMENT CHECKLIST		X	STREET TREES: RECEIPT OF STREET TREES SITE PLAN
	X	STEEL AFFIDAVIT: PRELIMINARY		X	TEMPORARY FENCE APPLICATION & PERMIT
	X	STREET TREE CHECKLIST		X	TR3: CONCRETE DESIGN MIX TECHNICAL REPORT
	X	STREET: NEW STREET NAME APPROVED			
	X	STREET: UNMAPPED-NOTIFY EMERG. AGENCIES			
	X	STRUCTURAL PEER REVIEW REQUIRED			
	X	SUBDIVISION SIGNOFF			
	X	SUBSTANTIAL IMPROVEMENT CALCULATIONS			
	X	TAX LOT: TENTATIVE LOT NUMBER ISSUED			
	X	TEMPORARY FLOOD SHIELDS: EMERGENCY FLOOD PLAN			
	X	TENANT/OCCUPANT PROTECTION PLAN			
	X	TRANSIT AUTHORITY/MTA/PANYNJ APPROVAL			
	X	TRASH COMPACTOR REQUIREMENTS			
	X	TREE REMOVAL: OUTSIDE PROP./PARKS APPR			
	X	TREE REMOVAL: SPEC. ZON. DIST./CPC APPR			
	X	U.S. ARMY CORPS OF ENGINEERS APPROVAL			
	X	URBAN RENEWAL AREA: HPD APPROVAL			
	X	VERIFY DOB PLAN NAMING STANDARD IS MET			
	X	WATERFRONT AREA ZONING COMPLIANCE			
	X	ZONING EXHIBIT I: CERTIFICATION			
	X	ZONING EXHIBIT II: CERTIFICATION			
	X	ZONING EXHIBIT III: DESC. & OWNERSHIP STATEMENT			
	X	ZONING EXHIBIT IV: CERTIFICATION			
	X	ZONING EXHIBIT V: CERTIFICATION			
Y	N	ITEMS REQUIRED PRIOR TO PERMIT	Y	N	ITEMS REQUIRED PRIOR TO C/O OR SIGNOFF
	X	2008 TR1 REQUIRED FOR NEW/WAIVED INSPECTIONS		X	ADDRESS: NEW HOUSE NUMBER APPROVED
	X	ASBESTOS: COMPLETION OR CLOSEOUT (ACP20/21/5)		X	APPLICANT CONCRETE EVALUATION REPORT
	X	ASBESTOS: VARIANCE (DEP FORM V5)		X	APPLICANT CONCRETE RETESTING REPORT
	X	CPC: HUDSON YARDS FINAL CERTIFICATION		X	AS-BUILT ENERGY ANALYSIS (EN2)
	X	DIR-14 ID OF RESPONSIBILITY (TR1)		X	BOILER (BL) SIGNOFF
	X	ELECTRICAL APPLICATION FOR SIDEWALK SHED LIGHTING		X	BOILER APPROVAL : 900A
	X	EQUIPMENT (EQ) PERMITS		X	BPP: AS-BUILT SIDEWALK SURVEY
	X	EXCAVATION OR DEMOLITION: 5-DAY NOTICE		X	BPP: ENGINEERS AFFIDAVIT
	X	HIC LICENSE OR AFFIDAVIT		X	BPP: FIELD INSPECTION
	X	INSURANCE: DISABILITY		X	BPP: FINAL AS-BUILT PHOTOGRAPHS
	X	INSURANCE: LIABILITY		X	BPP: FINAL SIGNOFF
	X	INSURANCE: WORKERS' COMP. WAIVER/AFFID		X	BPP: MAINTENANCE AGREEMENT - RETAINING WALL
	X	INSURANCE: WORKERS' COMPENSATION		X	BPP: SIDEWALK & ROADWAY THICKNESS CORES
	X	JAMAICA: DEP SEWER CONNECTION APPROVAL		X	BPP: SIDEWALK CONCRETE STRENGTH REPORT
	X	LPC-BSA ARCHEOLOGY RESTRICTIVE DECLARATION (INITIAL)		X	BPP-DEP: INSTALL/MODIFY DRAINAGE STRUCTURE
	X	MASONRY MANUFACTURER'S STATEMENT-FORM 10H		X	BPP-DEP: INSTALL/RELOCATE FIRE HYDRANT
	X	MICROFILM/SCAN: INITIAL		X	BPP-DESIGN COMM APPROVAL: DISTINCTIVE SIDEWALK
	X	MICROFILM/SCAN: ADDITIONAL REQUIRED		X	BPP-DOT: RELOCATE STREET LIGHT
	X	OTHER (LIST): _____		X	BPP-DOT: SIDEWALK ENCROACHMENT
	X	PARTIAL DEMO PLAN & DS1 (FOR AL/EW-OT PERMITS)		X	BPP-DOT: SIDEWALK/CURB/ROAD WORK PERMITS
	X	PROJECT-SPECIFIC GL INSURANCE		X	BPP-PARKS: PLANT NEW TREE
	X	RAISE/MOVE DOCS & DS1 (FOR AL/EW-OT PERMITS)		X	BPP-TA: INSTALL SIDEWALK OVER STATION
				X	BSA VARIANCE
				X	CAP & CLEAN FORM
				X	CERTIFICATE OF OCCUPANCY
				X	CLINTON DIST: HPD CERT COMPLETION LOW-INCOME HOUSE
				X	CONSTRUCTION (OT) SIGNOFF
				X	COST AFFIDAVIT (FINAL): PW3
				X	CURB CUT (CC) SIGNOFF
				X	DEMOLITION (DM) JOB SIGNOFF
				X	DEP SANITARY SEWER CERTIFICATION (HCP/SCP)
				X	DESIGN COMM. SIGNOFF: CITY-OWNED PROPT (EXTERIOR)
				X	DETECTOR: CARBON MONOXIDE-CERT. OF INSTALL
				X	DETECTOR: SMOKE-CERT. OF INSTALLATION
				X	DOB - ZONING DIAGRAM (ZD1)
				X	DOB FINAL INSPECTION REQUIRED
				X	DRY PIPE VALVE TEST : FP-10
				X	ELEVATOR JOB SIGNOFF
				X	ENVIRO RESTRICTIONS - OER NOTICE OF SATISFACTION
				X	EQUIPMENT USE PERMITS
				X	FA - FDNY APPROVAL : FD-FAA
				X	FA LETTER OF DEFECT : FD-FALD
				X	FA SELF CERT DEFECT : FD-FASC

Y	N	ITEMS REQ. PRIOR TO C/O OR SIGNOFF	Y	N	ITEMS REQ. PRIOR TO C/O OR SIGNOFF
	☒	FEES: PAY DEFERRED FEES		☒	STREET: UNMAPPED- NOTIFY EMERG. AGENCIES
	☒	FEMA ELEVATION CERT (086-0-33)/ FLOODPRF CERT (086-0-34)		☒	SWIMMING POOL: DEP APPROVAL
	☒	FIRE ALARM/SIGNAL SYSTEM (FA) SIGNOFF		☒	SWIMMING POOL: DOH APPROVAL
	☒	FIRE ALARM: AS-BUILT PLANS		☒	TAP LETTER - DOM SVC : DEP-DOM
	☒	FIRE PROTECTION PLAN (FPP): FDNY APPROVAL		☒	TAP LETTER - FIRE SVC : DEP-FIRE
	☒	FIRE RETARDANT TREATED WOOD: FDNY CERTIFICATE		☒	TAX LOT: FINAL LOT NUMBER ISSUED
	☒	FIRE SUPP ANSUL APPROVL: FD-FSS		☒	TRANSIT AUTHORITY/MTA/PANYNJ APPROVAL
	☒	FIRE SUPPRESSION SYSTEM (FP) SIGNOFF		☒	TREE REMOVAL: OUTSIDE PROP./PARKS APPR
	☒	FUEL BURNING (FB) SIGNOFF		☒	TREE REMOVAL: SPEC. ZON. DIST./CPC APPR
	☒	FUEL STORAGE (FS) SIGNOFF		☒	URBAN RENEWAL AREA: HPD APPROVAL
	☒	GAS WELDER ANNUAL CERT : GAS-WELD		☒	US ARMY CORPS OF ENGINEERS APPROVAL
	☒	GASOLINE TANK SIGNOFF		☒	WATER METER PERMIT : DEP-METER
	☒	HOUSE CONNECTION SIGNOFF		☒	WATER SUPPLY (PRIVATE): DOH APPROVAL
	☒	HPD: INCLUSIONARY HOUSING ELIG. CERT		☒	WELDERS AFFIDAVIT
	☒	HPD: SRO MD CERTIFICATE OF NO HARASSMENT	STATEMENTS & SIGNATURES Required for all applications		
	☒	LANDMARKS APPROVAL			
	☒	LANDMARKS SIGNOFF	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.		
	☒	LPC-BSA ARCHEOLOGY RESTRICTIVE DECLARATION (FINAL)	Is a TR1 form required? ☒ Yes ☐ No		
	☒	MARQUEE (OT) SIGNOFF	PAA only:		
	☒	MASONRY SUPPLIER'S STATEMENT-FORM 10J	Is a ZD1 form required? ☐ Yes ☒ No		
	☒	MECHANICAL (MH) SIGNOFF	Name (please print)		
	☒	MEDICAL GAS INST CERT : LETTER-MED	JOSEPH STERBA		
	☒	MICROFILM/RECORDS MGMT: ADDL FEE REQUIRED	Signature <u>Joseph M. Sterba</u> Date <u>01/04/10</u>		
	☒	OIL TANK REMOVAL CERT : LETTER-FO			
	☒	OTHER (LIST): _____			
	☒	PILES: FINAL PILE PLAN/CREOSOTE LETTER			
	☒	PLACE OF ASSEMBLY (PA) SIGNOFF			
	☒	PLUMBING (PL) SIGNOFF			
	☒	PRELIMINARY COMMISSIONING REPORT CERTIFICATION			
	☒	PTA3: GREEN ROOF TAX ABATEMENT APPLICATION (FINAL)			
	☒	PTA3: TAX ABATEMENT ELIGIBILITY APPROVAL			
	☒	PTA4: SOLAR TAX ABATEMENT APPLICATION (FINAL)			
	☒	PTA4: TAX ABATEMENT ELIGIBILITY APPROVAL			
	☒	RESTRICTION: DEED			
	☒	RESTRICTION: EASEMENT AGREEMENT			
	☒	RESTRICTION: RESTRICTIVE DECLARATION			
	☒	RPZ/DDCV TEST REPORT : GEN215B			
	☒	SD/SP FIRE PUMP TEST : FP-86			
	☒	SEPTIC ABANDONMENT CERT: LETTER-SCAV			
	☒	SEPTIC SYSTEM: SEPTIC COMPLIANCE UNIT APPROVAL			
	☒	SEWER/HOUSE CON SIGNOFF: DEP HC 021			
	☒	SITE SURVEY: FINAL			
	☒	SP/SD DEVICE CERT : LTR-LIC ELECT			
	☒	SPRINKLER (SP) SIGNOFF			
	☒	SPRINKLER INSP REPORT : FP-85			
	☒	SPRINKLER/STANDPIPE ELECTRICAL LETTER			
	☒	STANDPIPE (SD) SIGNOFF			
	☒	STANDPIPE INSP REPORT : FP-84			
	☒	STEEL AFFIDAVIT- FINAL			
	☒	STREET TREE SIGNOFF			
	☒	STREET TREES SITE PLAN			
	☒	STREET: NEW NAME APPROVED			

