



## 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.

JUN 16 2012

House No: 6 Street Name: Winham Avenue Application#: 520465568 Date: JUN 16 2012  
Borough: Staten Island Block: 4043 Lot: 103 BIN: 5094099 Requestor Name: Michelle Greco  
Relation to job (select one): ☐ Owner ☐ Applicant of Record ☐ Contractor ☒ Filing Representative  
Email: srplanning@yahoo.com Owner's Email: mmg410@yahoo.com ☒ 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:

|                                                                                                                                                                                                                                      |                              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| <input checked="" type="checkbox"/> <b>PAA (Permit Approval Amendments)</b>                                                                                                                                                          | <b>Pre-Filing Demolition</b> |
| 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.            |                              |
| <input type="checkbox"/> <b>PW1 Withdrawal</b>                                                                                                                                                                                       |                              |
| Submit PW1 to withdraw all or part of a job.                                                                                                                                                                                         |                              |
| <input type="checkbox"/> <b>Initial Work Permit Application</b>                                                                                                                                                                      |                              |
| Submit PW2 Initial Work Permit Application if this is the first time applying for this permit. Select <b>No Work Permit</b> , if this application will not include any physical work to be performed under this permit.              |                              |
| <input type="checkbox"/> <b>PW6 Certificate of Occupancy Inspection Application (Initial)</b>                                                                                                                                        |                              |
| Submit PW6 in order to initiate inspections required prior to issuance of a Certificate of Occupancy.                                                                                                                                |                              |
| <input type="checkbox"/> <b>PW7 Certificate of Occupancy /Temporary Certificate of Occupancy /Letter of Completion</b>                                                                                                               |                              |
| 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. <b>Note: Resubmissions require new BSCAN sticker</b> |                              |

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

|                                                                                                                           |                                                                                                                                               |
|---------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Disapproval Reasons</b> request cannot be processed for the following reason (s)                                       |                                                                                                                                               |
| <input type="checkbox"/> Job is not approved.                                                                             | <input type="checkbox"/> Resolve open required items and resubmit for permit.                                                                 |
| <input type="checkbox"/> Job is in 'R - PERMIT-ENTIRE' status.                                                            | <input type="checkbox"/> Not an initial work permit application must be processed through permit renewal.                                     |
| <input type="checkbox"/> Job is for different borough submit to corresponding borough.                                    | <input type="checkbox"/> No permits have been issued for this job number.                                                                     |
| <input type="checkbox"/> Fees due, pay outstanding fees and resubmit.                                                     | <input type="checkbox"/> Job number incorrect/invalid.                                                                                        |
| <input type="checkbox"/> Job is on hold for 'No Good Check', resolve and resubmit.                                        | <input type="checkbox"/> Floors invalid.                                                                                                      |
| <input type="checkbox"/> Withdrawal Job/Doc #/Work type is missing/not on file.                                           | <input type="checkbox"/> Electrical Control Number (s) missing (required for NB filings)                                                      |
| <input type="checkbox"/> Property/Job on 'Hold', see Borough Commissioner's Office.                                       | <input type="checkbox"/> Notarization by Superintendent of Construction missing.                                                              |
| <input type="checkbox"/> Owner's signature required for withdrawal.                                                       | <input type="checkbox"/> Open ECB/DOB violation (s)                                                                                           |
| <input type="checkbox"/> Architect/Engineer's signature and/or seal missing.                                              | <input type="checkbox"/> Incomplete PAA                                                                                                       |
| <input type="checkbox"/> Applicant's information is different from Dept. records.                                         | <input type="checkbox"/> Missing inspection sign-off (s):                                                                                     |
| <input type="checkbox"/> Permitted application must see Plan Exam for determination if withdrawal inspection is required. | <input type="checkbox"/> Construction <input type="checkbox"/> Plumbing <input type="checkbox"/> Electrical <input type="checkbox"/> Elevator |
| <input type="checkbox"/> Inspection required resubmit with 'Final-Pass' inspection report (OP113).                        | <input type="checkbox"/> Other: _____                                                                                                         |
| <input type="checkbox"/> Work type signed off, cannot withdraw.                                                           | <input type="checkbox"/> Missing required items (s): _____                                                                                    |
| <input type="checkbox"/> PAA approved, cannot withdraw.                                                                   | <input type="checkbox"/> TR-1 error (s): _____                                                                                                |
| <input type="checkbox"/> All PAA fees must be paid prior to withdrawal.                                                   | <input type="checkbox"/> Missing/Incomplete/Invalid:                                                                                          |
|                                                                                                                           | <input type="checkbox"/> Form (s) _____                                                                                                       |
|                                                                                                                           | <input type="checkbox"/> Section (s) _____                                                                                                    |
|                                                                                                                           | <input type="checkbox"/> Other: _____                                                                                                         |

Print Form