



PC1: Required Items Checklist for Professional Certification

Must be typewritten.

☒ Orient and affix BIS
job number label here ☒

1 Location Information Required for all applications.

House No(s) **272** Street Name **MELVIN AVENUE**

Borough **STATEN ISLAND** Block **02641** Lot **00039** BIN **5041851** C.B. No. **502**

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

Y	N	W	ITEMS REQUIRED PRIOR TO APPROVAL	Y	N	W	ITEMS REQUIRED PRIOR TO APPROVAL
☐	☒	☐	1ST ZONING REVIEW COMPLETE	☐	☒	☐	2008 CODE TR1 REQUIRED
☐	☒	☐	2ND ZONING REVIEW COMPLETE	☐	☒	☐	ACCESSIBILITY WAIVER (PE01)
☐	☒	☐	ADDRESS: NEW HOUSE NUMBER APPROVED	☐	☒	☐	ADULT ACTIVITY APPROVAL
☐	☒	☐	ADULT ESTABLISHMENT APPROVAL	☐	☒	☐	AI1 OBJECTIONS RESPONSE
☐	☒	☐	ANTI-HARASSMENT AREA CHECKLIST	☐	☒	☐	APPLICANT TO SELF CERTIFY OBJECTIONS
☒	☐	☐	ASBESTOS: CERTIFICATION (DEP ACP5)	☐	☒	☐	BPP-BSA REQUIREMENTS
☐	☒	☐	BPP-CPC REQUIREMENTS	☐	☒	☐	BPP-DEP: NON-STD DRAINAGE STRUCTURE
☐	☒	☐	BPP-NYS DEC: DRAIN STREET TO WETLAND	☐	☒	☐	BPP-PARKS: REMOVE MATURE TREE
☐	☒	☐	BPP-TA: RELOCATE BUS STOP	☐	☒	☐	BPP-UTILITY APPROVAL TO RELOCATE POLE
☐	☒	☐	BPP: CATCH BASIN/MANHOLE REQUIRED	☐	☒	☐	BPP: CHECKLIST IN LIEU OF PLANS-ALT3
☐	☒	☐	BPP: CONTRACTOR BOND-INSTALL ROADWAY	☐	☒	☐	BPP: DISTINCT SIDEWALK-LEGAL AGREEMENT
☐	☒	☐	BPP: DISTINCT SIDEWALK-STONE TEST REPORT	☐	☒	☐	BPP: DOT PERMISSION TO MOVE FRANCHISE
☐	☒	☐	BPP: FIELD VISITS RESULTS NEEDED	☐	☒	☐	BPP: FILING REQUIRED
☐	☒	☐	BPP: GRADE STUDY	☐	☒	☐	BPP: INFRASTRUCTURE AND SITE SKETCH
☐	☒	☐	BPP: NOTES REQUIRED ON PLAN	☐	☒	☐	BPP: PHOTOS-SIGNED/SEALED BY APPLICANT
☐	☒	☐	BPP: SITE PLAN-NEW R.O.W. INSTALLATION	☐	☒	☐	BPP: STREET DRAINAGE APPLICATION
☐	☒	☐	BPP: STREET TREES SITE PLAN	☐	☒	☐	BPP: TOPOGRAPHIC SURVEY
☐	☒	☐	BPP: TRAFFIC ENG STDY-CC IN INTERSECTION	☐	☒	☐	BPP: WAIVER OF GRADE FILING
☐	☒	☐	BROOKLYN PARKING RESTRICTIONS	☐	☒	☐	BSA VARIANCE
☐	☒	☐	BSA/CPC APPROVAL	☐	☒	☐	CALENDARED PROPERTY - 40-DAY HOLD
☐	☒	☐	CANTILEVER FIRE ANALYSIS APPROVED BY DOB & FDNY	☐	☒	☐	CLINTON DISTRICT: ANTI-HARASSMENT CHECKLIST
☐	☒	☐	CLINTON DISTRICT: RESTRICTIVE DEC	☒	☐	☐	COST AFFIDAVIT ESTIMATE: (PW3)
☐	☒	☐	CPC: HUDSON YARDS INITIAL CERTIFICATION	☐	☒	☐	CURB CUT: PROVIDE EXISTING NUMBER
☐	☒	☐	DEP SANITARY SEWER CERTIFICATION (HCP/SCP)	☐	☐	☐	DEP STORMWATER CONSTRUCTION PERMIT
☐	☒	☐	DEP STORMWATER SEWER CERTIFICATION (HCP/SCP)	☐	☒	☐	DESIGN COMM. APPROVAL: CITY-OWNED PROPERTY (EXTERIOR WORK)
☐	☒	☐	DESIGN COMM. APPROVAL: DISTINCTIVE SIDEWALK	☐	☐	☐	DHCR DOCUMENT
☐	☒	☐	DOB - CONSTRUCTION CODE DETERMINATION (CCD1)	☐	☒	☐	DOB - ZONING DIAGRAM (ZD1)
☐	☒	☐	DOB - ZONING RESOLUTION DETERMINATION (ZRD1)	☐	☒	☐	ECC REVIEW PENDING DETERMINATION OF COMPLIANCE PATH
☐	☒	☐	ECC REVIEW RESOLUTION REQUIRED OF DOB NOW MS BE FILING	☐	☒	☐	ECCNYS ANALYSIS
☐	☒	☐	ENCROACHMENT ONTO SIDEWALK: DOT REVOCABLE CONSENT	☐	☒	☐	ENERGY CODE 1ST REVIEW COMPLETE
☐	☒	☐	ENERGY CODE 2ND REVIEW	☐	☒	☐	ENERGY CODE ANALYSIS INCOMPLETE
☐	☒	☐	ENERGY CODE COMPE REVIEW AND APPROVAL	☐	☒	☐	ENERGY CODE COMPLIANCE FEE
☐	☒	☐	ENVIRONMENTAL RESTRICTIONS - OER NOTICE TO PROCEED	☐	☒	☐	FDNY FIRE SUPPRESSION FEE PAYMENT RECEIPT
☐	☒	☐	FEE: CIVIL PENALTY FOR LEGALIZATION	☐	☒	☐	FIRE ALARM/SIGNAL SYSTEM (FA) SIGNOFF
☐	☒	☐	FIRE ALARM: FDNY RECEIVED & ACCEPTED PLANS	☐	☒	☐	FIRE APPARATUS ACCESS ROADS FOR DEVELOPMENT: FDNY APPROVAL
☐	☒	☐	FIRE PROTECTION PLAN(FPP): FDNY APPROVAL	☒	☐	☐	FLOOD ZONE DESIGN CERTIFICATION
☐	☒	☐	FOREIGN GOV'T PROPERTY: STATE DEPT. LTR	☐	☒	☐	FOUNDATION PLAN APPROVAL
☐	☒	☐	HIGH LINE - PARKS APPROVAL REQUIRED	☐	☒	☐	HPD: CONH PILOT
☐	☒	☐	HPD: INCLUSIONARY HOUSING LETTER	☐	☒	☐	HPD: SRO MD CERTIFICATE OF NO HARASSMENT
☐	☒	☐	HUDSON YARDS PARKING AMENDMENT	☐	☒	☐	HYDRAULIC FLOW CALCULATIONS
☐	☒	☐	HYDRO FLOW TEST LETTER	☐	☒	☐	IDENTIFY THE PRIMARY JOB ON PW1
☐	☒	☐	LANDMARKS APPROVAL	☐	☒	☐	LANDMARKS SIGNOFF
☐	☒	☐	LOFT BOARD CERTIFICATE	☒	☐	☐	NYCECC ANALYSIS

Y - Yes N - No W - Waive

PC1 03/12

If this PC1 Application is being filed electronically as part of a professionally certified application, then it must be filed simultaneously with an electronically filed POC1 form that includes all applicable applicant and owner signatures.

2	Required Items (Continued) Required for <i>all</i> applications. Yes or no must be selected for <i>every</i> item.
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☐ ☒ ☐ NYCECC ANALYSIS ACCEPTED WITH CONDITION BY ENERGY AUDIT ☐ ☒ ☐ NYS DEC COASTAL EROSION HAZARD APPROVAL ☐ ☒ ☐ NYS DEC FRESHWATER WETLANDS APPROVAL ☐ ☒ ☐ NYS DEC TIDAL WETLANDS APPROVAL ☐ ☒ ☐ OAC REGISTRATION ☐ ☒ ☐ PREFABRICATED/MODULAR CONSTRUCTION: OTCR APPROVALS ☒ ☐ ☐ PTA4: SOLAR TAX ABATEMENT APPLICATION (PRELIMINARY) ☐ ☒ ☐ RESOLVE ZONING DISCREPANCY ☐ ☒ ☐ RESTRICTION: DEED ☐ ☒ ☐ RESTRICTION: RESTRICTIVE DECLARATION ☐ ☒ ☐ SITE SURVEY: INITIAL ☐ ☒ ☐ SRO MD ANTI-HARASSMENT CHECKLIST ☐ ☒ ☐ STREET TREE CHECKLIST ☐ ☒ ☐ STREET: UNMAPPED-NOTIFY EMERG. AGENCIES ☐ ☒ ☐ SUBDIVISION SIGNOFF ☐ ☒ ☐ SUSTAINABLE ROOF ZONE FORM ☐ ☒ ☐ TEMPORARY FLOOD SHIELDS: EMERGENCY FLOOD PLAN ☒ ☐ ☐ TR8: ENERGY CODE PROGRESS INSPS TECHNICAL REPORT ☐ ☒ ☐ TRASH COMPACTOR REQUIREMENTS ☐ ☒ ☐ TREE REMOVAL: SPEC. ZON. DIST./CPC APPR ☐ ☒ ☐ URBAN RENEWAL AREA: HPD APPROVAL ☐ ☒ ☐ WALL PERFORMANCE ELIGIBILITY REQUIRED ☐ ☒ ☐ ZONING DIAGRAM ACCEPTANCE ☐ ☒ ☐ ZONING EXHIBIT II: CERTIFICATION ☐ ☒ ☐ ZONING EXHIBIT IV: CERTIFICATION	☐ ☒ ☐ NYCECC EXEMPTION ☐ ☒ ☐ NYS DEC COASTAL EROSION HAZARD MAP ☐ ☒ ☐ NYS DEC FRESHWATER WETLANDS MAP ☐ ☒ ☐ NYS DEC TIDAL WETLANDS MAP ☐ ☒ ☐ PREFAB/MODULAR CONSTRUCTION: NYS COMPLIANCE STATEMENT ☐ ☒ ☐ PTA3: GREEN ROOF TAX ABATEMENT APPLIC (PRELIMINARY) ☐ ☒ ☐ RECORDS MGMT FEE PAYMENT RECEIPT ☐ ☒ ☐ RESOLVE ZONING DISCREPANCY (DATA CHANGE) ☐ ☒ ☐ RESTRICTION: EASEMENT AGREEMENT ☐ ☒ ☐ SEPTIC SYSTEM: SEPTIC COMPLIANCE UNIT APPROVAL ☐ ☒ ☐ SOIL REPORT ☐ ☒ ☐ STEEL AFFIDAVIT: PRELIMINARY ☐ ☒ ☐ STREET: NEW STREET NAME APPROVED ☐ ☒ ☐ STRUCTURAL PEER REVIEW REQUIRED ☐ ☒ ☐ SUBSTANTIAL IMPROVEMENT CALCULATIONS ☐ ☒ ☐ TAX LOT: TENTATIVE LOT NUMBER ISSUED ☐ ☒ ☐ TENANT PROTECTION PLAN AND NOTES ☐ ☒ ☐ TRANSIT AUTHORITY/MTA/PANYNJ APPROVAL ☐ ☒ ☐ TREE REMOVAL: OUTSIDE PROP./PARKS APPR ☐ ☒ ☐ U.S. ARMY CORPS OF ENGINEERS APPROVAL ☐ ☒ ☐ VERIFY DOB PLAN NAMING STANDARD IS MET ☐ ☒ ☐ WATERFRONT AREA ZONING COMPLIANCE ☐ ☒ ☐ ZONING EXHIBIT I: CERTIFICATION ☐ ☒ ☐ ZONING EXHIBIT III:DESC. & OWNERSHIP ☐ ☒ ☐ ZONING EXHIBIT V: CERTIFICATION																																																																																																																																																
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2	Required Items (Continued) Required for <i>all</i> applications. Yes or no must be selected for <i>every</i> item.
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| ☐ ☒ ☐ BPP: FINAL SIGNOFF
☐ ☒ ☐ BPP: SIDEWALK & ROADWAY THICKNESS CORES
☐ ☒ ☐ BSA VARIANCE
☐ ☒ ☐ CERTIFICATE OF OCCUPANCY
☐ ☒ ☐ CONSTRUCTION (OT) SIGNOFF
☐ ☒ ☐ CURB CUT (CC) SIGNOFF
☐ ☒ ☐ DEP SANITARY SEWER CERTIFICATION (HCP/SCP)
☐ ☒ ☐ DESIGN COMM. SIGNOFF: CITY-OWNED PROPERTY (EXTERIOR WORK)
☐ ☒ ☐ DETECTOR: SMOKE-CERT. OF INSTALLATION
☐ ☒ ☐ DOB FINAL INSPECTION REQUIRED
☐ ☒ ☐ ELEVATOR JOB SIGNOFF

☐ ☒ ☐ EQUIPMENT USE PERMITS
☐ ☒ ☐ FA LETTER OF DEFECT : FD-FALD
☐ ☒ ☐ FEES: PAY DEFERRED FEES

☐ ☒ ☐ FIRE ALARM/SIGNAL SYSTEM (FA) SIGNOFF
☐ ☒ ☐ FIRE PROTECTION PLAN (FPP): FDNY APPROVAL
☐ ☒ ☐ FIRE SUPP ANSUL APPROVL: FD-FSS
☐ ☒ ☐ FUEL BURNING (FB) SIGNOFF
☐ ☒ ☐ GAS WELDER ANNUAL CERT : GAS-WELD
☐ ☒ ☐ HOUSE CONNECTION SIGNOFF
☐ ☒ ☐ HPD: INCLUSIONARY HOUSING ELIG. CERT
☐ ☒ ☐ LANDMARKS APPROVAL
☐ ☒ ☐ LPC-BSA ARCHEOLOGY RESTRICTIVE DECLARATION (FINAL)
☐ ☒ ☐ MASONRY SUPPLIER'S STATEMENT-FORM 10J
☐ ☒ ☐ MEDICAL GAS INST CERT : LETTER-MED
☐ ☒ ☐ OIL TANK REMOVAL CERT : LETTER-FO
☐ ☒ ☐ PLACE OF ASSEMBLY (PA) SIGNOFF
☐ ☒ ☐ PRELIMINARY COMMISSIONING REPORT CERTIFICATION
☐ ☒ ☐ PTA3: TAX ABATEMENT ELIGIBILITY APPROVAL
☒ ☐ ☐ PTA4: TAX ABATEMENT ELIGIBILITY APPROVAL
☐ ☒ ☐ RESTRICTION: EASEMENT AGREEMENT
☐ ☒ ☐ RPZ/DDCV TEST REPORT : GEN215B
☐ ☒ ☐ SEPTIC ABANDONMENT CERT: LETTER-SCAV
☐ ☒ ☐ SEWER/HOUSE CON SIGNOFF: DEP HC 021
☐ ☒ ☐ SP/SD DEVICE CERT : LTR-LIC ELECT
☐ ☒ ☐ SPRINKLER INSP REPORT : FP-85
☐ ☒ ☐ STANDPIPE (SD) SIGNOFF
☐ ☒ ☐ STEEL AFFIDAVIT- FINAL
☐ ☒ ☐ STREET TREES SITE PLAN
☐ ☒ ☐ STREET: UNMAPPED. NOTIFY EMERG. AGENCIES
☐ ☒ ☐ SWIMMING POOL: DEP APPROVAL
☐ ☒ ☐ TAP LETTER - DOM SVC : DEP-DOM
☐ ☒ ☐ TAX LOT: FINAL LOT NUMBER ISSUED
☐ ☒ ☐ TRANSIT AUTHORITY/MTA/PANYNJ APPROVAL
☐ ☒ ☐ TREE REMOVAL: SPEC. ZON. DIST./CPC APPR
☐ ☒ ☐ US ARMY CORPS OF ENGINEERS APPROVAL
☐ ☒ ☐ WATER SUPPLY (PRIVATE): DOH APPROVAL | ☐ ☒ ☐ BPP: MAINTENANCE AGREEMENT - RETAINING WALL
☐ ☒ ☐ BPP: SIDEWALK CONCRETE STRENGTH REPORT
☐ ☒ ☐ CAP & CLEAN FORM
☐ ☒ ☐ CLINTON DIST: HPD CERT COMPLETION LOW-INCOME HOUSING
☒ ☐ ☐ COST AFFIDAVIT (FINAL): PW3
☐ ☒ ☐ DEMOLITION (DM) JOB SIGNOFF
☐ ☐ ☐ DEP STORMWATER MAINTENANCE PERMIT
☐ ☒ ☐ DETECTOR: CARBON MONOXIDE-CERT. OF INSTALL

☐ ☒ ☐ DOB - ZONING DIAGRAM (ZD1)
☐ ☒ ☐ DRY PIPE VALVE TEST : FP-10
☐ ☒ ☐ ENVIRONMENTAL RESTRICTIONS - OER NOTICE OF SATISFACTION
☐ ☒ ☐ FA - FDNY APPROVAL : FD-FAA
☐ ☒ ☐ FA SELF CERT DEFECT : FD-FASC
☐ ☒ ☐ FEMA ELEVATION CERT (086-0-33)/ FLOODPROOFING CERT (086-0-34)
☐ ☒ ☐ FIRE ALARM: AS-BUILT PLANS
☐ ☒ ☐ FIRE RETARDANT TREATED WOOD: FDNY CERTIFICATE
☐ ☒ ☐ FIRE SUPPRESSION SYSTEM (FP) SIGNOFF
☐ ☒ ☐ FUEL STORAGE (FS) SIGNOFF
☐ ☒ ☐ GASOLINE TANK SIGNOFF
☐ ☒ ☐ HPD: COMPLETION NOTICE
☐ ☒ ☐ HPD: SRO MD CERTIFICATE OF NO HARASSMENT
☐ ☒ ☐ LANDMARKS SIGNOFF
☐ ☒ ☐ MARQUEE (OT) SIGNOFF
☐ ☒ ☐ MECHANICAL (MH) SIGNOFF
☐ ☒ ☐ MICROFILM/RECORDS MGMT: ADDL FEE REQUIRED
☐ ☒ ☐ PILES: FINAL PILE PLAN/CREOSOTE LETTER
☐ ☒ ☐ PLUMBING (PL) SIGNOFF
☐ ☒ ☐ PTA3: GREEN ROOF TAX ABATEMENT APPLIC (FINAL)
☒ ☐ ☐ PTA4: SOLAR TAX ABATEMENT APPLICATION (FINAL)
☐ ☒ ☐ RESTRICTION: DEED
☐ ☒ ☐ RESTRICTION: RESTRICTIVE DECLARATION
☐ ☒ ☐ SD/SP FIRE PUMP TEST : FP-86
☐ ☒ ☐ SEPTIC SYSTEM: SEPTIC COMPLIANCE UNIT APPROVAL
☐ ☒ ☐ SITE SURVEY: FINAL
☐ ☒ ☐ SPRINKLER (SP) SIGNOFF
☐ ☒ ☐ SPRINKLER/STANDPIPE ELECTRICAL LETTER
☐ ☒ ☐ STANDPIPE INSP REPORT : FP-84
☐ ☒ ☐ STREET TREE SIGNOFF
☐ ☒ ☐ STREET: NEW NAME APPROVED
☐ ☒ ☐ SUSTAINABLE ROOF ZONE FORM (SIGNOFF)
☐ ☒ ☐ SWIMMING POOL: DOH APPROVAL
☐ ☒ ☐ TAP LETTER - FIRE SVC : DEP-FIRE
☐ ☒ ☐ TR8 INSPECTOR TO CONFIRM AS-BUILT VALUES
☐ ☒ ☐ TREE REMOVAL: OUTSIDE PROP./PARKS APPR
☐ ☒ ☐ URBAN RENEWAL AREA: HPD APPROVAL
☐ ☒ ☐ WATER METER PERMIT : DEP-METER
☐ ☒ ☐ WELDERS AFFIDAVIT |
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2	Required Items (Continued) <i>Required for all applications. Yes or no must be selected for every item.</i>
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3	Statement and Signatures <i>Required for all applications</i>
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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 TR1 form required? ☒ Yes ☐ No

PAA Only

Is ZD1 form required? ☐ Yes ☐ No

Name (Please print)

Signature

See POC1 for completion of this section
including all signatures and seals.