



Job Number - Mandatory

DEPT BLDGS Job No. 121275707



Scan Code ESHS9496020



# Borough Intake Form

**1. Location & Requestor Information** required for all requests. Provide location information, requestor

Please note denied requests will be sent disapproval reason (s) to email address provided on Borough Drop-off Intake Sheet.

House No: 2461 Street Name: Broadway Application#: 121275707 Date: 06-12-2018  
Borough: Manhattan Block: 01239 Lot: 0010 BIN: 1033583 Requestor Name: IV/AN/SA/JO BE/DA/BC  
Relation to job (select one): ☐ Owner ☐ Applicant of Record ☐ Contractor ☒ Filing Representative  
Email: peter@jmzoning.com Owner's Email: rbert@hampshireprp.cm ☒ 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 (Post Approval Amendments)</b>
Submit <b>PW1 (PAA)</b> 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 <b>PW1</b> to withdraw all or part of a job.
<input type="checkbox"/> <b>Initial Work Permit Application</b>
Submit <b>PW2 Initial Work Permit Application</b> 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 <b>PW6</b> 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 <b>PW7</b> 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"/> Missing/Incomplete/Invalid: _____
<input type="checkbox"/> All PAA fees must be paid prior to withdrawal.	<input type="checkbox"/> Form (s) _____
	<input type="checkbox"/> Section (s) _____
	<input type="checkbox"/> Other: _____