

## 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:	Street Name:	Application#:	Date:	
Borough:	Block:	Lot:	BIN:	Requestor Name:
Relation to job (select one): <input type="checkbox"/> Owner <input type="checkbox"/> Applicant of Record <input type="checkbox"/> Contractor <input type="checkbox"/> Filing Representative				
Email:	Owner's Email:	<input type="checkbox"/> Initial	<input type="checkbox"/> Resubmission Date:	

## 2. TYPE OF REQUEST

The **Borough Drop-off Intake Sheet** is required for each request submitted. Please ensure all forms are fully completed, signed, sealed, and dated. Select **one** of the following options:

<input 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> 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 a new BSCAN sticker</b>

### INTERNAL USE ONLY

*Reason(s) for hold/denial will be indicated below by borough staff and emailed to addresses indicated above*

<input type="checkbox"/> <b>LPC Calendered Building 40-Day Hold (Full Demolition Applications Only)</b>	<b>Date Processed:</b> ___/___/20___
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**Disapproval Reasons**

Request cannot be processed for the following reason(s):

<ul style="list-style-type: none"> <li><input type="checkbox"/> Job is not approved.</li> <li><input type="checkbox"/> Job is in 'R - PERMIT-ENTIRE' status.</li> <li><input type="checkbox"/> Job is for different borough submit to corresponding borough.</li> <li><input type="checkbox"/> Fees due, pay outstanding fees and resubmit.</li> <li><input type="checkbox"/> Job is on hold for 'No Good Check', resolve and resubmit.</li> <li><input type="checkbox"/> Withdrawal Job/Doc #/Work type is missing/not on file.</li> <li><input type="checkbox"/> Property/Job on 'Hold', see Borough Commissioner's Office.</li> <li><input type="checkbox"/> Architect/Engineer's signature and/or seal missing.</li> <li><input type="checkbox"/> Applicant's information is different from Department records.</li> <li><input type="checkbox"/> Permitted application must see Plan Exam for determination if withdrawal inspection is required.</li> <li><input type="checkbox"/> Inspection required resubmit with 'Final-Pass' inspection report (OP113).</li> <li><input type="checkbox"/> Work type signed off, cannot withdraw.</li> <li><input type="checkbox"/> PAA approved, cannot withdraw.</li> <li><input type="checkbox"/> All PAA fees must be paid prior to withdrawal.</li> <li><input type="checkbox"/> Resolve open required items and resubmit for permit.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Not an initial work permit application must be processed through permit renewal.</li> <li><input type="checkbox"/> No permits have been issued for this job number.</li> <li><input type="checkbox"/> Job number incorrect/invalid.</li> <li><input type="checkbox"/> Floors invalid.</li> <li><input type="checkbox"/> Electrical Control Number(s) missing (required for NB filings).</li> <li><input type="checkbox"/> Notarization by Superintendent of Construction missing.</li> <li><input type="checkbox"/> Open ECB/DOB violation(s)</li> <li><input type="checkbox"/> Incomplete PAA</li> <li><input type="checkbox"/> Missing inspection sign-off(s):  <input type="checkbox"/> Construction <input type="checkbox"/> Plumbing <input type="checkbox"/> Electrical <input type="checkbox"/> Elevator  <input type="checkbox"/> Other: _____</li> <li><input type="checkbox"/> Missing required items(s): _____</li> <li><input type="checkbox"/> TR-1 Error(s): _____</li> <li><input type="checkbox"/> Missing/Incomplete/Invalid:  <input type="checkbox"/> Form(s) _____  <input type="checkbox"/> Section(s) _____  <input type="checkbox"/> Other: _____</li> </ul>
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