

## SERVICE UPDATE

### Department Launching *NEW* Borough Intake Form and Electronic Denial Notification Process

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The Department is implementing a **Borough Intake Form** for customers to a use when submitting manual applications to the Borough Office. This new form will improve tracking of submitted requests and allow the Department to send denial notifications electronically, instead of making customers visit the office to retrieve paperwork.

Effective **August 1, 2017**, borough offices will not accept any of the following applications without a Borough Intake Form:

- PW1 Post Approval Amendment (PAA)
- PW1 Withdrawal
- PW2 Work Permit Application
- PW6 Certificate of Occupancy Inspection Application (Initial)
- PW7 Certificate of Occupancy/Temporary Certificate of Occupancy/Letter of Completion

All borough application submissions **must** comply with the following guidelines:

1. A separate Borough Intake Form must be submitted for each request submitted.
2. All application submissions **must** be complete and include any required supporting documents (i.e. schedule A/B, etc.).
3. Indicate in section #1 if the submission is an initial or resubmission by selecting the appropriate box.
4. Initial submissions **must** have a BSCAN job sticker affixed to the Borough Intake Form and application; resubmissions do not require a new BSCAN sticker.
5. All PW7 applications require a new BSCAN job sticker.

Applications denied due to missing information or incomplete filings will receive an email notification with a scanned copy of all submitted forms. The reason(s) for denial will be listed on the Borough Intake Form. Applicants should resolve disapproval reason(s) and resubmit the emailed scanned copy to the borough office.

Once your request has been processed you will see the updates in [BISweb](#). A BSCAN copy of your application will also be available under 'Application Data – Forms.'

**POST UNTIL: DECEMBER 29, 2017**