



## Letter of Completion

### TOP TEN TIPS TO OBTAIN APPROVAL

1. Fully complete the TR-1
2. Ensure all work types are signed off
3. Pay all microfilm fees
4. Obtain the Borough Commissioner's stamp for equipment use permits
5. Ensure job status is "Permit Entire"
6. Reconcile any pending audit conditions
7. Obtain authorization from owner for any change of architect or engineer
8. Do not apply for Letter of Completion if your job is "On Hold"
9. For all fire alarm, fire suppression and sprinkler alarm work types, obtain a FDNY Approval Letter. Contact the FDNY at (718) 999-2468
10. Log on to [www.nyc.gov/buildings](http://www.nyc.gov/buildings) to check the status of your job filing on BIS prior to requesting a Letter of Completion

Michael R. Bloomberg, Mayor

Patricia J. Lancaster, FAIA, Commissioner

[www.NYC.gov/buildings](http://www.NYC.gov/buildings)