

# Letter of No Objection or Letter of Verification



COMMUNICATIONS  
Shirley Taylor  
Plan Section

DATE: 10-11-2007

1007-81071

100-88 Queens Boulevard  
New York, NY 11348  
www.nyc.gov/buildings  
+1 718 399 0901 ext.  
+1 718 399 0774 fax

100-88 Northern Blvd., Suite 208  
Flushing, NY 11354

Re: **100-88 Northern Blvd., Suite 208**  
**Block - 244, Lot 1**  
**ZONING DISTRICT - C1-3 in R5A**  
**Queens**

Dear Mr.

This is in response to your request dated October 11, 2007 for a Letter of No Objection for the above referenced premise. Department of Buildings records indicate Alt. application was approved for commercial laundry. This occupancy allows for laundry, which is a permitted use within a C1-3 Zoning District.

Therefore, the Department of Buildings has no objection to Laundromat with (31) washing machines and (16) gas dryers at Avenue. However, if the establishment is to be occupied by 75 or more persons, a Place of Assembly (PA) application and permit are required.

If this building is hereafter altered or its use changes, an application must be filed and a new Certificate of Occupancy shall be obtained pursuant to Article 22 of Sub-Chapter 1 of the Administrative Code of the City of New York.

I trust this information has been of assistance to you.

Sincerely,

\_\_\_\_\_  
Department of Buildings  
Queens

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Prior to January 1, 1938 the Department of Buildings (DOB) did not typically require a Certificate of Occupancy. A Letter of No Objection may be issued if no Certificate of Occupancy is available, or if the building (or part of the building) has a different use than that listed on the Certificate of Occupancy or noted in the available records.

## Purpose of a Letter of No Objection

A **Letter of No Objection** (LNO) is statement of accepted use, which is accepted by various government agencies in lieu of a Certificate of Occupancy (CO), but a LNO is not a substitute for a CO. A LNO may be issued if the proposed/ actual use belongs to the same Use Group as defined by the Zoning Resolution and the same Occupancy Group (OG) defined by the 2014 Building Code (BC 2014). The occupancy load and egress must also be unchanged. A LNO cannot be issued for a change of Use Group (UG) and/or Occupancy Group (OG) per (AC 28-118.3.4) which requires the filing of an Alteration Type 1 (ALT-1) application and a new CO. (Note: A limited exception exists as per Building Bulletin 2009-025 for mercantile.)

## Purpose of a Letter of Verification

A **Letter of Verification** (LVO) is statement of accepted use, which is accepted by various government agencies if a Certificate of Occupancy (CO) is available and clarification from DOB is needed. A LOV may be issued if a CO is available and requires verification.

NO LNO/LOV may be issued if:

- An open ALT-1 application (which generates a new CO) is on record or;
- There are any open applications related to issues of *life and safety*, Hazardous or Work without a Permit Violations.

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*The **Code Notes** series has been developed to provide a general overview of the NYC Department of Buildings (DOB) project requirements for the construction industry. The information in this document is only a summary and overview and is not intended to substitute for the full text and meaning of any law, rule or regulation. Users may also consult with a registered design professional for more specific guidance on Construction Codes requirements, other regulatory laws and rules, and technical site-specific requirements.*

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## FIRST STEPS

Information required to file an LNO/LOV Request:

1. For LOV requests – buildings with a Certificate of Occupancy:
  - Copy of the latest Certificate of Occupancy.
  - Copy of Property Profile
  - Copy of a list of job filings
2. Buildings without a Certificate of Occupancy (including all residential buildings and all other commercial, community facility, manufacturing or mixed-use):
  - Copy of Property Profile
  - Copy of a list of job filings
  - Block and Lot Folder Plans/Microfilm, if available
  - Department of Housing, Preservation and Development (HPD) printout for the number of units, the MDR number and available 'I' Card (for three-family and more (multiple dwelling) residential or mixed-use building).
  - A DOB field inspection may also be required

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3. Buildings with child-related Special Occupancy (including but not limited to group family day care home, family day care home, day care center, school, after school program, day camp and summer camp):
- Copy of the latest Certificate of Occupancy if available
  - Copy of Property Profile
  - Copy of a list of job filings
  - Block and Lot Folder Plans/Microfilm, if available
  - Hours and/or dates of operation
  - Number of children per each age group (under and over two (2) years old)
  - Layout drawing(s) indicating the use on each relevant floor, exits, accessory spaces
  - A DOB field inspection and report may be needed to confirm present conditions. Inspections should be scheduled after payment of processing fee.

The LNO/LOV Applicant might be required to provide the following documentation if no DOB or other acceptable records or information is insufficient to prove the legality of the existing use:

- Sanborn Land-Book pages from prior years
- City Archive Records
- Tax Archive Records prior to 1961 from Department of Finance (DOF). Current DOF Code & Registration is **not** by itself a proof of legal use.

*(NOTE: The prior to 1961 date is needed for establishing a legal use before the current use based on the Zoning Resolution adopted 12/15/1961)*

For Non-Conforming Use: Applicant is to provide proof that the Non-Conforming Use was not discontinued for more than two years such as leases or utility bills

Some LNO/LOV requests may be denied until the sign-off of related applications are provided. A temporary LNO may be issued with conditional provisions in some circumstances.

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## ADMINISTRATIVE

### DOB Form

- [Letter of No Objection or Letter of Verification Application](#)

## APPLICABLE BULLETINS, DIRECTIVES, PPNS, MEMOS

- [Building Bulletin 2015-026](#): This bulletin establishes revised operational procedures as to when a Letter of No Objection shall be issued, for conforming Zoning Resolution Uses, from the Department of Buildings for a license from the Department of Consumer Affairs
- [Technical Policy and Procedure Notice #14 of 1988](#): Documentation in support of existing use