



Request for Certificate of Occupancy with Open Application(s) – Cover Letter

Form must be typewritten

Job Number - Mandatory

1. APPLICANT

Last Name: _____		First Name: _____		M.I.: _____
Business Name: _____		Business Phone: _____		Email: _____
Address: _____		City: _____	State: _____	Zip: _____
License No.: _____	<input type="checkbox"/> P.E.	<input type="checkbox"/> R.A.	DOB ID No.: _____	

2. PROPERTY DETAILS

Borough: _____	Block: _____	Lot: _____
House No.: _____	Street Name: _____	

3. ISSUE IMPACTING ISSUANCE OF CERTIFICATE OF OCCUPANCY

4. LIST ATTACHED DOCUMENTS

A. _____

B. _____

C. _____

D. _____

5. COMMENTS

6. APPLICANT'S SIGNATURE

If needed, please attached separate sheet(s) to provide additional information.

Signature: _____ Date: _____

INTERNAL USE ONLY

Project Advocate: _____ Case ID#: _____ Date: _____

COMMENTS:

Reviewed and recommended for: Acceptance Denial

Borough Commissioner's Signature: _____ Date: _____