

NEW YORK CITY LOFT BOARD: LETTER OF NO OBJECTION (“LONO”) CHECKLIST DATE: _____

Building Number(s)	Street Name	Borough	IMD No.	BIN No.

Building AKAs: _____

LONO requested for job application no.: _____ Permit? Yes No

Legalization Alt. 1 job application no.: _____ Permit? Yes No

I. IS BUILDING WITHIN THE LOFT BOARD’S JURISDICTION? Yes No **NOTE: if ‘no,’ review ends here.**

II. DESCRIPTION OF WORK (exact language from PW-1)

III. LOCATION OF THE PROPOSED WORK?

1. Is the proposed work in an IMD unit? Yes No
NOTE: if ‘yes,’ review ends here. *This request will trigger the narrative statement process and applicant must file a narrative statement pursuant to 29 RCNY § 2-01(d)(2).*
2. Is the proposed work necessary due to an emergency/safety condition? Yes No
3. Is the proposed work in a BUYC unit or other commercial space? Yes No
4. If the proposed work is in a BUYC unit or other commercial space, does the nature of the business or the proposed work affect the IMD tenants? Yes No
NOTE: if ‘yes,’ staff may schedule a conference.

IV. THE STATUS OF CODE COMPLIANCE?

1. When was the Building registered with the Loft Board? *Date:* _____
2. Was a Loft Board Certificate Issued? Yes No *Issued:* _____
3. If so, was a Permit obtained? Yes No *Issued:* _____ *Expire* _____
4. Is the Building 7-B compliant? Yes No *Date:* _____
5. Does the Building have a Temporary Certificate of Occupancy (“C of O”)?
Yes No *Issued:* _____ *Expire:* _____
6. If ‘no,’ does the Building have a C of O for the IMD units? Yes No *Issued:* _____
7. If the Building does not have a C of O, what percentage of Legalization work is completed? _____%
NOTE: percentage must match most recent Monthly Report.
8. Any outstanding Registration fees/fines? Yes No *If ‘yes,’ amount owed: \$* _____
Date of last check: _____ for FY: _____

V. REQUIRED ITEMS

1. Request letter: Yes No
2. PW1: Yes No
3. Is Box 26 of PW1 regarding Occupied Housing marked correctly? Yes No
NOTE: if Box 26 is checked ‘no’ and Building is occupied, request will be denied.
4. Where a Building has Certification but not a Final C of O, has the Monthly Report been filed?
Yes No *Last Filing Date:* _____

NOTE: if ‘no,’ request will be denied.

Comments (for internal use only):

5. Change in Use, Egress & Occupancy Yes No
6. Required Items submitted /Objection list cleared: Yes No
NOTE: if ‘no,’ request will be denied.

VI. NUMBER/LOCATION OF IMD UNITS?

1. Number of IMD units in the Building (including BUYR and BUYC units): _____
2. Location of IMD units: _____
 - a. Number and location of REG/COV Unit(s): _____
 - b. Number and location of BUYR/ABDR Unit(s): _____
 - c. Number and location of BUYC/ABDC Unit(s): _____

By submitting this completed checklist, I hereby affirm, under penalty of law, that all of the above information is true and accurate and has been verified to the best of my abilities. By submitting this checklist, I acknowledge that Loft Board staff may still require additional documents to proceed with my request for a letter of no objection, and that my request will be processed in the order it is received.

Possible reasons a LONO request may be denied or postponed (including, but not limited to):

1. An incomplete or illegible checklist was submitted.
2. There are outstanding Registration fees and/or fines.
3. Loft Board has issued a Certification to perform legalization work, but owner has failed to obtain its Permit in order to begin work.
4. Failure to file a Monthly Report for a building that has obtained Certification but has not obtained a Final C of O.
5. The Alt 1 Permit has expired and has not been renewed.
6. Building has an expired Temporary C of O.
7. Except for Loft Board Certificate, required items not submitted/objection list is not cleared.
8. Owner marked box 26 of PW1, regarding Occupied Housing "No", when the Building is occupied.
9. The Building has a Final C of O for the IMD units but has not been removed from jurisdiction.