



COURSE 105

Filing Representative Training
for

Class 1 Filing Representatives and Class 2 Code and Zoning
Representatives

Includes:

- Approved Agencies and Technical Reporting Requirements
- BSCAN
- Reinstatement Fees: Expired Plans, Permits & Applications
- Minimum Requirement for Review for Design Drawings
- PW-6 Requesting inspection Prior to CO
- Online Construction, Boiler and Electrical Inspection Request Forms
- Letters of Completion
- PW-7 Requesting TCO or CO
- LNO's – When OK to Submit, Required Info with Submission
- BIS Overview
- Waterfront/Small Business Services

Approved Agencies and Technical Reporting Requirements

Alan Price, Director, OTCR

- Approved Agencies
 - Types
 - Duties
 - Qualifications
 - Special and Progress Inspections
- Technical Reporting
 - Requirements during construction phases

What is an Approved Agency?

BC Section 202:

- An established and recognized agency, or other qualified person, regularly engaged in conducting tests or furnishing inspection services, when approved pursuant to department rules as qualified to perform or witness identified testing or inspection services. See Chapter 1 of Title 28 of the Administrative Code

Legislative References:

- Administrative Code: 28-114, 115, 116
- Technical Codes: BC 110, BC 202, MC 107, FGC 107, PC 107, BC 17
- Rules: 1 RCNY 101-07, 1 RCNY 101-06

Types of Approved Agencies:

- Testing and product certification agencies
- Elevator inspection agencies
- Boiler inspection agencies
- Exterior wall inspection agencies (maintenance inspections)
- Concrete testing laboratories
- Pipe welder qualifying agencies
- Approved Fabricators
- Special inspections, (1 RCNY 101-06)
- Progress inspection agencies

Responsible duties:

- Hire qualified employees
- Maintain proper Insurance (as applicable)
- Maintain proper equipment
- Record keeping
- Submit inspection report (as applicable)

Qualifications to become an Approved Agency:

- Per 1 RCNY 101-07 and 101-06
- Some approved agencies are “deemed” qualified
- Others must present proof
- OTCR regulates

Scope:

- Administrative Code
 - 28-114, 115, 116
- Technical Codes
 - BC 110, BC 202, MC 107, FGC 107, PC 107, BC 17
- Rules
 - 1 RCNY 101-07, 1 RCNY 101-06

Scope:

- Preliminary (28-116.2.1, BC 110.2)
- Footing and Foundation (BC 110.3.1)
- Lowest elevation (BC 110.3.2)
- Frame (BC 110.3.3)
- Energy Code Compliance (BC 110.3.5)
- Fire-resistance rated construction (BC 110.3.4)
- Public Assembly Emergency Lighting (28-116.2.2)
- Final (28-116.2.4.2, BC 110.5, Directive 14 of 1975, 1 RCNY 101-10)

Qualifications to be an approved Progress Inspection Agency:

- Per 1 RCNY 101-07
- Registered Design Professional (RDP) with relevant experience

Scope:

- Special inspections replaced controlled inspections
- BC Chapter 17
- 1 RCNY 101-06, Appendix A
- BC 1702 defines special inspection as:

“Inspection of selected materials, equipment, installation, fabrication, erection or placement of components and connections, to ensure compliance with approved construction documents and referenced standards as required by this chapter or elsewhere in this code or its referenced standards.”

Program Requirements:

- Insurance
- Conflicts of Interest
- Small Projects Category
- Directors
 - Responsible for all inspections from Special Inspection Agency (SIA)
 - Sign TR1 forms
 - Up to 5

Qualifications:

- Per Appendix A
- Education & relevant experience
 - most require NYS Licensed Professionals
 - some inspections include certifications
 - some inspections permit NYC licensed contractors

Registration:

- Special Inspection Agencies performing inspections must be registered with the Department
- Online Registration
- Renewal
- Registration Class 1, 2 or 3

	Class 1 – Major Building Projects	Class 2	Class 3 – Small Projects
Projects	<ul style="list-style-type: none"> • All work • Required: 10 stories/125 ft or more in height <ul style="list-style-type: none"> ○ New Buildings; or ○ Full Demolition; or ○ Alteration of Major Bldg (entire story removal, partial demo of 20K+ sf, partial demo 20%+); or ○ Enlargement Major Building (10k+ sf) 	<ul style="list-style-type: none"> • All work not requiring Class 1 • Must be Class 1 or 2 to perform <ul style="list-style-type: none"> ○ Underpinning ○ Protection of the sides of excavation within 10 ft of adjacent properties ○ Mechanical Demolition 	<ul style="list-style-type: none"> • Acceptable for: <ul style="list-style-type: none"> ○ All work on 1-,2-, and 3-family homes; and ○ Alterations: <ul style="list-style-type: none"> ▪ 10,000 sf or less of work area
Insurance	<ul style="list-style-type: none"> • Professional Liability • Proof of New York State Workers Compensation 	<ul style="list-style-type: none"> • Professional Liability • Proof of New York State Workers Compensation 	<ul style="list-style-type: none"> • Professional Liability • Proof of New York State Workers Compensation
Accreditation	<ul style="list-style-type: none"> • Required 1 Year 	<ul style="list-style-type: none"> • None at this time 	<ul style="list-style-type: none"> • None at this time

Accreditation:

- Accrediting Bodies
 - NYC Recognized accrediting bodies
- Required for Class 1 agencies only

TR1 Submittal

- Required for both progress and special inspections.
- Required Information
 - SIA# (Section 2), for special inspections only
 - Design applicant (Column 3A/4A)
 - Inspection agency (Column 3B/4B & 3C/4C)
- Check with Boro's on process of accepting TR1's



TR1: Technical Report Statement of Responsibility

This form must be typewritten

Orient and affix BIS job number label here

1 Location Information *Required for all applications.*

House No(s) Street Name
Work on Floor(s)

2 Applicant Information *Required for all applications.*

Choose all that apply: Design Applicant 3A, 4A, 5 Special Inspections Applicant 3B-D, 6-8 Progress Inspections Applicant 4B-D, 6-8

Last Name First Name Middle Initial
Business Name Business Telephone
Business Address Business Fax
City State Zip Mobile Telephone
License Type choose one: P.E. R.A. Other: License Number

Special Inspection Agency Number

Must provide SIA#

Director or Technical Director (not special inspector), prior to permit

Prior to Approval

Prior to Permit

Prior to signoff

3 Special Inspection Items <i>Required for all applications, continued on page 2; █ indicates report required.</i>						
3A ← Identification of Requirement			3B Identification of Responsibilities	3C Certificate of Complete Inspections / Tests	3D Withdraw Responsibilities	
Y	N	Special Inspections	Code/Section	Initial & Date	Initial & Date	Initial & Date
<input type="checkbox"/>	<input type="checkbox"/>	Flood Zone Compliance	BC G105			
<input type="checkbox"/>	<input type="checkbox"/>	Fire Alarm Test	BC 907, BC 1704.13			
<input type="checkbox"/>	<input type="checkbox"/>	Photoluminescent Exit Path Markings	BC 1026.11			
			█ TR7			
<input type="checkbox"/>	<input type="checkbox"/>	Emergency Power Systems (Generators)	BC 1704.13, BC 2702			
<input type="checkbox"/>	<input type="checkbox"/>	Structural Steel - Welding	BC 1704.3.1			
<input type="checkbox"/>	<input type="checkbox"/>	Structural Steel - Erection & Bolting	BC 1704.3.2, BC 1704.3.3			
<input type="checkbox"/>	<input type="checkbox"/>	Structural Cold-Formed Steel	BC 1704.3.4			
<input type="checkbox"/>	<input type="checkbox"/>	Concrete - Cast-In-Place	BC 1704.4			
<input type="checkbox"/>	<input type="checkbox"/>	Concrete - Precast	BC 1704.4			

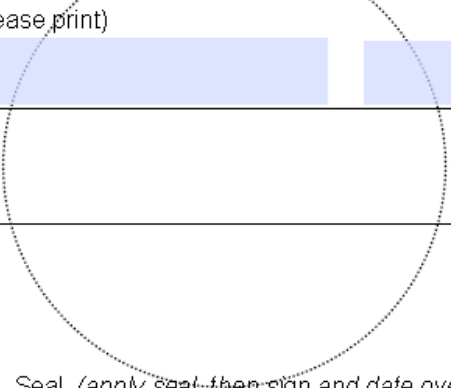
Prior to Approval

5 Design Applicant's Statements and Signatures *P.E./R.A. responsible for plans, choose both below and sign/seal.*

- I have identified all of the special inspections, progress inspections and tests required for compliance.
- I certify that the Special Inspection and Approved Agencies engaged by the owner to supervise the work specified above are acceptable. (BC 1704.1)

Name (please print) _____

Signature _____ Date _____



P.E. / R.A. Seal *(apply seal; then sign and date over seal)*

6 Owner's Statement and Signature for Progress/Special Inspector *Required when inspection applicant identifies responsibilities.*

I have reviewed the information provided herein and, to the best of my knowledge and belief, attest to its accuracy. I approve the identification of the responsible progress inspector. Falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. It is unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Violation is punishable by a fine or imprisonment, or both. I understand that if I am found after hearing to have knowingly or negligently made a false statement or to have knowingly or negligently falsified or allowed to be falsified any certificate, form, signed statement, application, report or certification of the correction of a violation required under the provisions of this code or of a rule of any agency, I may be barred from filing further applications or documents with the Department.

Name (print) _____ Title _____

Signature _____ Date _____

Prior to Permit, signed by SIA Director/Technical Director

TR1

PAGE 3

7 Inspection Applicant's Identification of Responsibilities

Check all that apply below:

- For the **special inspections** indicated above in section 3, I certify that I am the principal/director of the special inspection agency accepting responsibility for conducting the inspections. I further certify that I have read the applicable sections of the New York City Construction Codes in connection with special inspections as well as 1 RCNY 101-06 Rule, which specifies the qualifications required for each inspection and that this agency meets those qualifications for each and every special inspection for which I/we take responsibility. I agree that both I and the agency will comply with all provisions of the New York City Construction Codes and the Rule. I am aware of the additional sanctions imposed on false filings by §28-211.1.2 of the Administrative Code.
- I certify that I am conducting **Small Building Inspections** and assume the responsibility for the special inspections specified in section 3 above. I personally, or where permitted by the New York City Construction Codes, qualified personnel under my direct supervision, will perform the required inspections and tests. All inspection and test reports shall be signed and made available to the Department. I understand that a qualified special inspection agency is required for Soils Investigation, Pier and Pile installation, Underpinning of structures and Protection of the sides of excavations greater than 10 feet in depth. I am aware of the additional sanctions imposed on false filings by §28-211.1.2 of the Administrative Code.

Name (please print)

Signature

Date

P.E. / R.A. Seal *(apply seal, then sign and date over seal)*

Prior to signoff, signed by SIA Director/Technical Director

8 Inspection Applicant's Certification of Completion

I have completed the items specified herein and certify the following (check one only):

All work performed substantially conforms to approved construction documents and has been performed in accordance with applicable provisions of the New York City Construction Codes and other designated rules and regulations.

All work performed substantially conforms to approved construction documents and has been performed in accordance with applicable provisions of the New York City Construction Codes and other designated rules and regulations, except as indicated in the attached report.

I am aware of the additional sanctions imposed on false filings by §28-211.1.2 of the Administrative Code.

Withdrawal of Applicant: I am withdrawing responsibility for the items of special/progress inspections and/or tests indicated herein and herewith submit the results or status of the work performed to date.

Name (please print)

Signature

Date

P.E. / R.A. Seal (apply seal, then sign and date over seal)

- **TR1:** Statement of Responsibility
- **TR2:** Concrete Pouring, Sampling and Compression Test Cylinders
- **TR3:** Concrete Design Mix
- **TR4:** Soil Investigation
- **TR5:** Pile Driving
- **TR6:** Periodic Inspection of Exterior Walls and Appurtenances
- **TR7:** Photoluminescent Report
- **TR8:** Energy Code Progress Inspections

Prior to Plan Approval

- **TR1 & TR8:** Statement of Responsibility (Design Applicant)
 - Design Applicant identifies necessary inspections
 - Need to be identified on Drawings and TR1
 - Special and Progress Inspections need to be identified
- **TR4:** Soil Investigation
 - Special inspector provides boring and test pit information necessary to determine soil properties
 - Necessary for foundation design

Prior to Permit

- **TR1 & TR8:** Statement of Responsibility (Inspection/Test Applicants)
 - Special and Progress Inspection Applicants take responsibility to perform inspections identified by design applicant
- **TR2:** Concrete Pouring, Sampling and Compression Test Cylinders
 - Concrete testing lab takes responsibility to perform concrete testing
- **TR3:** Concrete Design Mix
 - Concrete testing lab provides concrete mix proportions to be used for each type of concrete proposed for use

Prior to Sign-Off

- **TR1 & TR8:** Statement of Responsibility (Inspection/Test Applicants)
 - Inspection applicants attest that work was completed according to code and the approved plans
- **TR2:** Concrete Pouring, Sampling and Compression Test Cylinders
 - Concrete testing lab provides concrete cylinder test results
- **TR5:** Pile Driving
 - Special inspector provides report of pile driving operations
- **TR7:** Photoluminescent Report
 - Special inspector provides report of inspection of installed products

Thank you!

Buildings Scan and Capture Network

DeVaughn Morris
Service Manager

-
- Buildings Scan and Capture Network (BSCAN) is a document management system whereby the contents of approved New Building and Alteration application folders are scanned to enable:
 - Electronic processing;
 - Storage; and,
 - Online retrieval of documents

- Phase 1: Initially implemented in 2007. **Only paper documents** associated with construction permit applications were scanned
- Phase 2: Implemented in 2009. Both **paper documents and approved architectural plans** are scanned

There is no retroactive scanning of documents or plans prior to the implementation of these phases

- Provides online access to job applications via BIS
- Enhances security and control over documents and architectural plans in job applications
- Enables simultaneous viewing of job applications documents from any location, using the DOB's website or smartphone application
- Eliminates the need to visit borough offices to access job folder document

- Applicant drops off documents and/or approved plans to the BSCAN office
- BSCAN Clerks perform the following tasks:
 - Scan batch of documents or approval plans
 - Perform quality control by doing a thorough search of each document and plan to ensure it was scanned properly
 - Rescan to verify that none of the documents and plans have to rescan
 - Identify and index each scanned document and approved plan
- It takes approximately 2 – 3 business days to view documents online

- The maximum drawing sheet to scan is 36” by 48”
- All approved plans and documents must have a BSCAN job sticker
- Design Professionals must adopt Department title block plan identification and revision numbers for indexing approved plans

Reinstatement Fees: Expired Plans, Permits & Applications

Neil Adler, P.E.
Chief Plan Examiner

To obtain a copy of this memo access the “Service Updates” page of the Department’s website at www.nyc.gov/buildings



SEPTEMBER 2011

REMINDER

Reinstatement Fees: Expired Plans, Permits + Applications

Plans, permits and applications are not valid after their expiration date. You may be required to re-file or pay a reinstatement fee to complete a job after the plans, permits or applications have expired.

Expired, Approved Plans Without Permit Issued:

Less than one year since approval, regardless of status	No Reinstatement Fee
More than one year, but less than two years, in approved status with no code/zoning changes during the period	\$100 Reinstatement Fee
More than two years, job is expired and cannot be reinstated	Job must be re-filed

Expired, Approved Jobs/Applications With Permit Issued:

Less than one year since permit expiration	No Reinstatement fee
More than one year since permit expiration and applicant documents that action* was taken during this period	No Reinstatement Fee
More than one year since permit expiration, but less than two years with no code/zone changes during this period	\$100.00 Reinstatement Fee
More than two years with only work sign-offs required	\$100.00 Reinstatement Fee
More than two years with code/zone change during this period (e.g., job application was originally filed under 1968 Code and job must be filed in 2008 Code.)	Refile job application and pay full filing fee

* Actions include: inspection action; PAA filing(s); active temporary Certificates of Occupancy (TCO); and active hearings at the Board of Standards and Appeals (BSA) or City Planning Commission (CPC).

Michael R. Bloomberg, Mayor
Robert D. LiMandri, Commissioner

OperationsRedesign@buildings.nyc.gov
nyc.gov/buildings

build safe | live safe

To complete a job after the plans, permits or applications have expired, applicants may be required to re-file or pay a reinstatement fee.

Expired, Approved Plans Without Permit Issued:

Less than one year since approval, regardless of status	No Reinstatement Fee
More than one year, but less than two years, in approved status with no code/zoning changes during the period	\$100 Reinstatement Fee
More than two years, job is expired and cannot be reinstated	Job must be re-filed

Expired, Approved Jobs/Applications With Permit Issued:

Less than one year since permit expiration	No Reinstatement Fee
More than one year since permit expiration and applicant documents that <u>action</u> * was taken during this period	No Reinstatement Fee
More than one year since permit expiration, but less than two years with no code/zone changes during this period	\$100.00 Reinstatement Fee
More than two years with only work sign-offs required	\$100.00 Reinstatement Fee
More than two years with code/zone change during this period	Re-file job application and pay full filing fee

No reinstatement fee will be applied if it's been more than one year since permit expiration and the applicant documents that an **action*** was taken during this period.

“Actions” include:

- Inspections
- Post Approval Amendment (PAA) filings
- Active Temporary Certificates of Occupancy
- Hearings at the Board of Standards and Appeals (BSA) or City Planning

Thank you!

Minimum Requirements for Review of Design Drawings

Ravi Patur

Executive Director, Borough Operations

Goal:

Improve plan review process and reduce the number of appointments to approve an application.

How will this be accomplished?

- DOB partnered with architectural and engineering professional organizations (workgroup) to develop Plan Exam Guidelines
- Instituting minimum requirements for review of design drawings will require applicants to submit complete drawings, which will ultimately result in faster approvals

Benefit:

Review of complete drawings will result in:

- Issuance of more specific and accurate objections
- Help reduce the number of appointments needed for project approval

Summary of Drawing Standards:

- Standards reinforce code requirement that “construction documents must be complete and of sufficient clarity” to start formal DOB plan examination (§28-104.7)
- Requirements will **vary by project**
 - Not every project will require all the items outlined in the guide
 - Some projects may require additional items
- Plans must show all of the intended work and have enough detail to clearly convey the **entire scope of work**
- Drawings must have all the information needed to **support the construction process**
- Applicant must clearly show enough detail to allow an effective assessment of the proposed work
- Drawings must allow DOB examiner to complete review and either approve, or disapprove the application

Minimum Requirements Guidelines

- Guidelines are available online
- Information required for an application will ***vary by project***
- Department examiners will begin the review process only when drawings are complete

Borough Process

- To ensure uniformity and control, Chief Plan Examiner will validate the incomplete checklist from Plan Examiner
- Chief will validate and record “incomplete” status in BIS
- A notice of rejection is sent to the applicant
- Applicants must resubmit complete drawings in the borough office

http://www.nyc.gov/html/dob/html/development/applications_and_permits.shtml

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Applications and Permits

How to Obtain a Permit

A New York State licensed professional engineer (pe) or registered architect (RA) must submit construction plans to obtain a permit. A Department plan examiner will review the plans for any legal/zoning objections. When objections are satisfied, the Department will approve the application. A PE or RA may also certify that plans conform to all applicable laws. Learn more about Professional Certification.

Following application approval, a contractor can apply for a building permit to begin work. To learn more about filing an application or getting a permit, check out our [Tool Kits](#).

→ Learn more about the Permit Process

Updates

Special Inspectors & Inspection Agencies

On May 13, 2012, an amendment to the Special Inspection rule went into effect. Click below for more information about changes to the Special Inspection rule, including registration and accreditation requirements.

- [Special Inspections Page](#)
- [Click Here to Register](#)

Plan Examination Guidelines

Beginning September 4th, the pilot program to accept only complete drawings with each application – currently in effect in Queens – will expand to Brooklyn. This new process will ultimately lead to faster approvals and reduce the number of repeat appointments – allowing plan examiners to better serve applicants with reviewable plans. Click on the links below to learn more and view the guidelines.

- [Plan Examination Guidelines Service Notice \(PDF\)](#)
- [Plan Examination Guidelines \(PDF\)](#)

Other Important Updates

- [New Reinstatement Fees for Applications & Permits \(PDF\)](#)
- [New General Liability Insurance Requirements](#)

Cooling NYC Rooftops

On June 1, Commissioner LiMandri and Chief Service Officer Billings-Burford joined Con Edison to launch the third season of NYC CoolRoofs by coating a rooftop at Queens College in Flushing, Queens.

→

House #

Street Name



Plan Examination Guidelines

Minimum Requirement for Review of Design Drawings

Information and details required for a complete submission will vary by project. Not every project will require all the items outlined in the guidelines and some projects may require additional items not specifically identified here

05.10.2012



Department of Buildings
 280 Broadway
 New York, New York 10007
 (212) 566-5000 | TTY (212) 566-4769
 nyc.gov/buildings

MANHATTAN (1) 280 BROADWAY 3RD FLOOR New York, NY 10007
 BRONX (2) 1932 ARTHUR AVENUE BRONX, NY 10457
 BROOKLYN (3) 210 JORALEMON STREET BROOKLYN, NY 11201
 QUEENS (4) 120-55 QUEENS BLVD. QUEENS, NY 11434
 STATEN ISLAND (5) BORO HALL- ST. GEORGE STATEN ISLAND, NY 10301

Notice of Rejection – Incomplete Application

Applicant:	Date: August 8, 2012
	Job Application #:
	Application Type: Alteration Type -A1
	Premises Address:
	Zoning District: Use: R3
	Block: Lot Doc(s): 1
NYC Department of Buildings Examiner: <i>Mohammad S. Seraz, P.E., LEED AP</i>	

Sample Checklist

Examiner's Signature			
Your Applications is marked as incomplete, and cannot be reviewed. The construction documents submitted are not complete, and the following information must be shown on the drawings for the Plan Examiner to complete First Review. The following items checked below must be provided:			
Item	Section of Code	Construction Document / Incomplete Checklist	Comments
<input type="checkbox"/>	BC 106.3	Site Plan	Not in scale
<input checked="" type="checkbox"/>		Scope	Not provided on plan
<input type="checkbox"/>	28.104.7.3	Dimensions at Specified scale	Not specified
<input type="checkbox"/>		Zoning analysis	Not provided on plan
<input type="checkbox"/>	BC 106.3	Existing Buildings and Structures	
<input checked="" type="checkbox"/>	28.104.7	Existing Conditions/Demolition Plans	Not provided on plan
<input type="checkbox"/>	BC 106.7.2	Floor Plans at specified scale	
<input type="checkbox"/>	BC 106.7.3	Building Sections at specified scale	
<input type="checkbox"/>	BC 106.14	Mechanical Drawings	



NYC Department of Buildings

Application Details

Premises:					Job No: _____	
BIN: _____ Block: _____ Lot: _____					Document: 01 OF 1	
					Job Type: A1 - ALTERATION TYPE 1	
Document Overview	Items Required	Virtual Job Folder	All Permits	Schedule A	Schedule B	
Fees Paid	Forms Received		All Comments	C/O Summary	Plumbing Inspections	
Crane Information	Plan Examination			C/O Preview		
After Hours Variance Permits						

Development Challenge Process is pending Zoning Approval. For any issues, please contact the relevant borough office.

Application Rejection Notice: DRAWINGS INCOMPLETE 08/08/2012

Last Action: PLAN EXAM - IN PROCESS 08/08/2012 (H)

Pre-Filed: 08/07/2012 Building Type: 1, 2, or 3 Family Estimated Total Cost: \$130,000.00

Date Filed: 08/07/2012 Fee Structure: STANDARD Filing Method: E-FILED

Review is requested under Building Code: 1968

[Job Description](#) [Comments](#)

1 Location Information (Filed At)

House No(s):	Street Name:				
Borough: Queens	Block:	Lot:	BIN:	CB No:	
Work on Floor(s): CEL,001,002		Apt/Condo No(s):		Zip Code: 11427	

2 Applicant of Record Information

Name:

Queens Pilot Launch: May 21

- Soft Launch – 5/21 - 6/15:
 - Plan Examiners familiarize with the process and checklist
 - Borough did not send rejection letters to applicants
- Pilot launch – 6/18:
 - Notice of rejection sent to applicants

Pilot Expansion:

- Brooklyn – Effective September 4, 2012
- Manhattan – Effective February 2013

Service Levels Monitoring

Will track all Incomplete jobs for service levels:

- Plan Examiner Review: Average of 2 days
- Second Review of Checklists: Within 2 days

Incomplete Rate

Rejection rate is around 6%

Top 5 Reasons for Rejection

1. Scope of work missing on plans
2. Dimension not shown / not to specified scale
3. Existing condition / demolition / proposal are not delineated clearly
4. Site Plans / Existing Building structures
5. Incomplete Zoning Analysis / Incorrect District

Resubmission Response Levels

Resubmissions: 75% of rejected applications were resubmitted

Average days to resubmit: 10 days

Chief Plan Examiner review of resubmissions: same day

Review Findings

- Findings from Pilot through end of June 2013
- Review Findings with Industry Workgroup

Final Guidelines

- Revise Draft Guidelines
 - Operations Protocols
 - Requirements
 - Examples of Drawings
- Release Final Document

Expansion Citywide

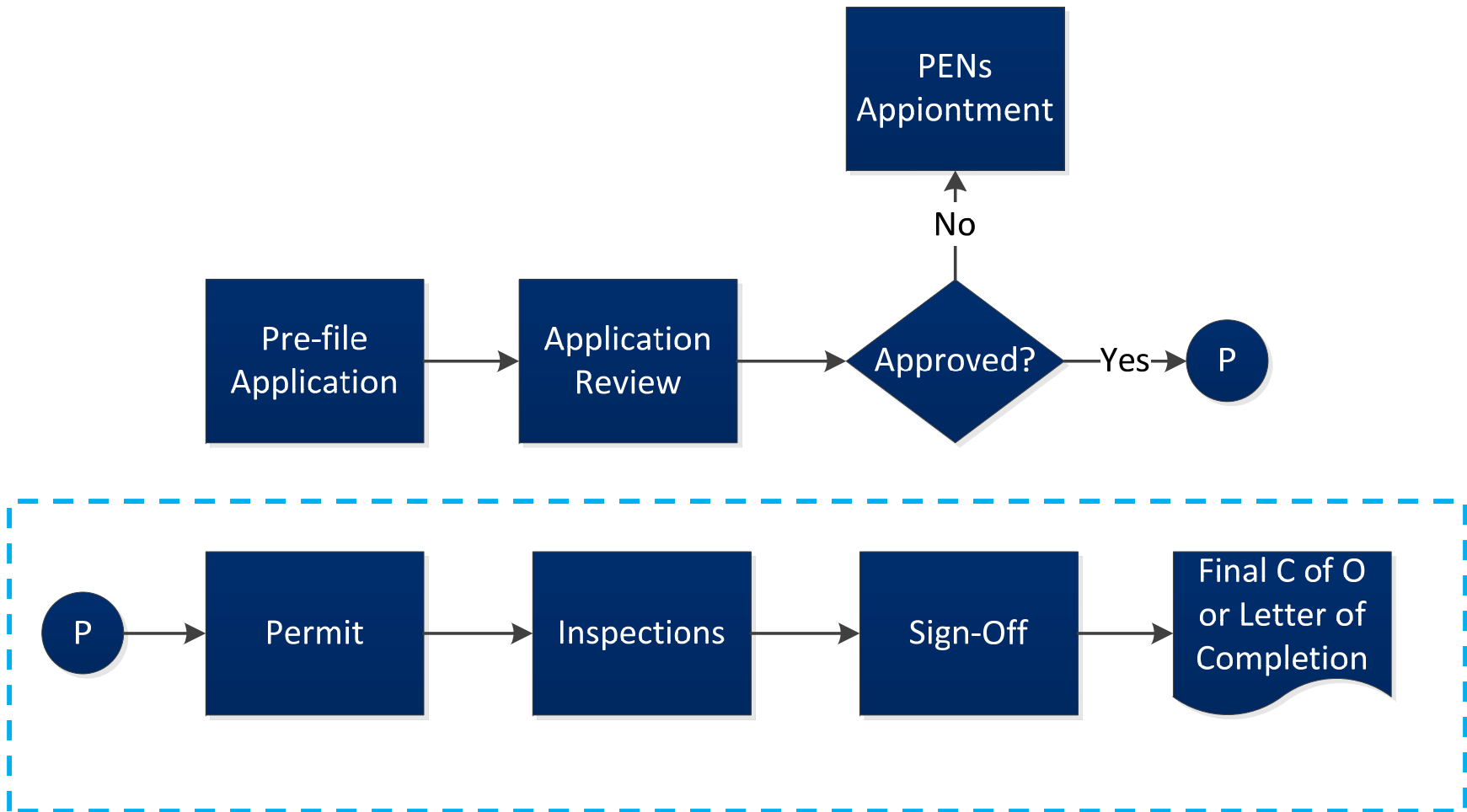
- Set Expansion Date – Summer of 2013
- Announce Date and Share/Review Guidelines with Industry
- Continue collaboration/review with Industry Workgroup

Certificate of Occupancy and Letter of Completion

William Hinckley
Borough Manager

- C of O / LOC Process Overview
- Requirements for C of O / LOC issuance
- Prerequisite items prior to the issuance of a LOC and C of O:
 - Application Types that involve a C of O and LOC
 - Required items
 - Required DOB sign-offs and inspections
 - Required forms (PW6, PW7, controlled inspections, etc.)
 - Required sign-offs
 - Other miscellaneous required items





To obtain a final C of O:

- All permits of main and supporting applications must be issued
- All inspections need to be completed and signed off
- All violations need to be resolved except for violations related to “occupancy without a C of O” violations.

If issues or exceptions arise,
coordinate with Project
Advocate or Borough
Commissioner as required

To obtain an LOC:

- All permits of main and supporting applications must be issued
 - All inspections need to be completed and signed off
-

New Building (NB)

- Alteration work resulting in change of use, occupancy, or egress
- Completion of work requires issuance of a new C of O

Alteration Type 1 (Alt1)

- Alteration work resulting in change of use, occupancy, or egress
- Completion of work requires issuance of amended, or new C of O

Alteration Type 2 (Alt2)

- Alteration work filed for minor work with multiple work types
- Does not involve a change of use, occupancy or egress
- Completion of work does not involve changes to C of O, but may be needed to indirectly support the C of O issuance; usually filed for:
 - ✓ Small Residential renovation
 - ✓ Small Commercial/Office renovation
- LOC issued

Alteration Type 3 (Alt3)


- Filed for minor work with one work type (except plumbing, boilers)
- Alteration does not involve a change of use, occupancy, or egress
- Completion of work does not directly involve changes to C of O, but may be needed to support C of O issuance; usually filed for:
 - ✓ Construction Equipment (Construction Fences, Sheds)
 - ✓ Curb cuts
 - ✓ Cellular Antennas
 - ✓ Chemical Fire Suppression System (e.g., Ansul system)
 - ✓ FPP applications
- LOC issued

Place of Assembly (PA)

- PA application does not generate C of O or LOC, but may be needed to support a C of O issuance
- Public Assembly Permit is initially issued by DOB
- Renewals of permits handled by FDNY

PA1 (1 sheet):

- New place of assembly layout (filed by PE/RA)
- Amended place of assembly lay-out (filed by PE/RA)
- **Change of Establishment Name or ownership (filed by business property owner)**



PA1: Place of Assembly
 Must be typewritten. Indicate reason for filing:
 New Filing
 Change to Owner/Lessee/Name of Estab. ONLY
 Change to Layouts/Use and any other information

Orient with BLD job number label here

1 Location Information Required for all applications.

House No(s)	Street Name			
Borough	Block	Lot	BIN	C.B. No.
Zoning District(s)	Overlay(s)			
Special Dist(s)	Zoning Map No.			

2 Applicant Information Required for all applications. Professionally certifying application? Yes No if yes, complete POC-1 form.

Last Name	First Name	Middle Initial	
Business Name	Business Telephone		
Business Address	Business Fax		
City	State	Zip	Mobile Telephone
E-Mail	License Number		P.E. /R.A.

3 Filing Representative Complete if different from section 2. Fax, mobile phone, and e-mail are optional info.

Last Name	First Name	Middle Initial	
Business Name	Business Telephone		
Business Address	Business Fax		
City	State	Zip	Mobile Telephone
E-Mail	Registration Number		

4 Place of Assembly Space Information Submit comments using an AI-1 form (optional). *Use 2014 Code occupancy designations only.

Specific Floor(s) of PA Space	Occupancy Designation*	Cabaret	Number of Persons	Description Code
NB/A1 Job No. Establishing PA	If Pre-BIS, provide BIN:	Primary Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Prior PA No. (if applicable)	Irregular Floor Numbering? <input type="checkbox"/> Yes <input type="checkbox"/> No	AE 1 Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of PA Establishment		AE 2 Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No	

5 Statements and Signatures of Applicant and Owner PE/RA not required for change to owner/lessee/name of establishment only.

Verification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. It is unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Violation is punishable by imprisonment or fine or both. Applicant, I prepared or supervised the preparation of the submitted documents herewith submitted and to the best of my knowledge and belief, the submitted documents and work shown thereon comply with the provisions of the NYC Administrative Code and other applicable laws and regulations, except as set forth in the accompanying documents. I acknowledge that I have read and complied with all instructions pertaining to this application and supplementary schedules submitted. Owner: I have authorized the applicant to file this application for the work specified herein and all future amendments.

P.E. / R.A. Name (print): _____ Signature _____ Date _____ P.E. / R.A. Seal (apply seal, then sign and date over seal) Individual/Lessee Responsible for Annual Renewal of PA (if not owner) Name (print): _____ Relationship to Owner: _____ Business Name/Agency: _____ Street Address: _____ City: _____ State: _____ Zip: _____ Telephone Number: _____ Fax: _____ E-Mail Address: _____	Owner type: <input type="checkbox"/> Condo/Co-Op <input type="checkbox"/> Partnership <input type="checkbox"/> HHC <input type="checkbox"/> NYCHA <input type="checkbox"/> Corporation <input type="checkbox"/> DCAS <input type="checkbox"/> HPD <input type="checkbox"/> NYS <input type="checkbox"/> Individual <input type="checkbox"/> DOE <input type="checkbox"/> Other Government Is the deed-holder a non-profit per 28-112.1? <input type="checkbox"/> Yes <input type="checkbox"/> No Name (print): _____ Relationship to Owner: _____ Business Name/Agency: _____ Street Address: _____ City: _____ State: _____ Zip: _____ Telephone Number: _____ Fax: _____ E-Mail Address: _____ Signature and Date ►
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Issuance of C of O

- C of O unit review of filing representative's submission:
 - ✓Applicant submits Job folder & PW-7 form to the C of O unit at time of review
 - ✓During review the C of O clerk shall verify sign-off of all required inspections;
 - ✓Clerk will also verify submission of all required items
- Review may result in approval for issuance, or review may result in rejection with objections entered into BIS.
- The applicant must resolve objections prior to returning to the C of O Unit and prior to issuance of the C of O.

Required Items:

- Refers to submissions that apply to a specific project / job, which must be satisfied at various stages of the project
- Required items are added to a job and recorded in BIS:
 - By the applicant
 - By pre-filing/ DEAR unit
 - By a plan examiner
 - By inspectors
 - By the sign-off unit
- Technical item may be associated with a PE/RA who must satisfy the submission requirement
- Other required documents required to complete the filing must be submitted by applicant or their representative. See Required Items Reference Guide.

- Required Items Reference Guide indicates what requirements apply to a specific job, and when they must be satisfied
- To access this document go to the Department’s website at nyc.gov/buildings

General Required Items

Subject to change.

	Item Description	Required Prior to:			References	Applicability	Explanation	How to Satisfy
		Application Approval	Permit	Signoff				
4.	Anti-Harassment Area Checklist	X			ZR § 93-90 ZR § 98-70 ZR § 121-50 ZR § 23-013	Automatically applies for NB, A1 (all work types), A2 (PL, OT/GC and OT-Other work types), A3 (OT/GC and OT-Other work types), subdivision, applications located within Special Hudson Yards District, Special West Chelsea District, Special Garment Center P-2 P reservation Area or Greenpoint-William sburg Anti-Harassment Area.	To preserve affordable housing, certification from the Department of Housing Preservation and Development (HPD) is required to ensure that development satisfies legal requirements pertaining to the eviction and relocation of tenants. Or the applicant must state if the proposed work is exempt from these regulations.	<ul style="list-style-type: none"> • Submit Anti-Harassment Area Checklist (HPD-1) • If the work is not exempt, submit HPD Certificate of No Harassment or HPD Certification of Cure Compliance • As indicated on the checklist, some exemptions may require submission of HPD Determination
5.	Applications: Signoff Open Jobs			X	BC §26-222 MDL §301.1 NYC Charter 645(b)(3)d	This item will automatically apply to NB and Alt 1 applications.	Upon issuance of a CO, the department is certifying that the building substantially complies with the Building Code and other laws, rules, and regulations, including that no open applications are outstanding.	<ul style="list-style-type: none"> • Ensure that all open applications have been signed off. • Note: A pilot project in Manhattan allows final CO where open applications exist subject to certain criteria and limitations.

*Denotes item that can only be received by technical staff.

Work type sign-offs (LOC & C of O):

- Construction
- Plumbing
- Mechanical
- Electrical
- Elevators
- Sprinklers
- Fire Alarms
- Other applicable (curb cut, boilers, etc.)

C of O applications - Final DOB Inspections prior to sign-off:

- Construction – must be updated after eighteen months
- Plumbing – no update *typically* required.
- Electrical – no update *typically* required.

Applications requiring a borough level DOB “inspection sign-off report:”

- Non-Directive 14/75 – OT (general construction) work
- Plumbing (PL) is signed off by the DOB Borough Plumbing Unit

Applications not requiring a borough level DOB “inspection sign-off report:”

- Boiler (BL) & Fuel Burning (FB) work types are inspected and signed-off by the DOB Boilers Unit
- Directive 14/75 applications. Applicant of Record will sign-off TR-1 (controlled inspection) forms

Limited Alteration Application (LAA):

- An LAA if filed by the Plumber of Record. While the plumber of record will typically self-certify final inspection, the plumbing unit can also inspect (OP 98 form). The sign-off is performed by the DOB LAA unit.

Required DOB Forms prior to sign-off:

- **PW6** – prior to requesting final construction sign off
- **PW7** – request for final / temporary C of O or LOC
- **EN1** – Energy Code compliance
- **TR1** – controlled / special inspection
- **TR2** – concrete test
- **TR3** – concrete design mix
- **TR4** – soil inspection
- **TR8** – Energy Code progress inspections
- **PW-1A** - latest approved amendment of Schedule A
- **PD-1** – House number verification

Submit **PW-6** in order to obtain Required Inspections by DOB:

- Submit ALL Required Items (technical & administrative items):
 - TR1's ("Technical" example) - Project Advocates or the assigned Plan Examiner should receive technical reports (TR1's) on non-professionally certified applications
 - Schedule A ("Administrative" example) – typically can be received by a C of O clerk
- Resolve Open Application (s), and/or any Open Violation(s)
 - Obtain sign-off for all application filings
 - Project Advocate can assist in resolving, under the Open Applications Program


Temporary C of O (TCO), Final C of O and LOC - Submit **PW-7** to the C of O Unit

- PW-7 must be submitted for approval to the C of O unit (preferred) or if issues, see the Project Advocate or Borough Commissioner
- After PW-7 is approved, return to C of O unit with PW-7 to process

PW6 Certificate of Occupancy Inspection Application

PW6 (1 sheet)

- This form is submitted to the C of O unit to allow the DOB inspection.



**PW6: Certificate of Occupancy
Inspection Application**

Must be typewritten.

Put BIS job number label here.

1 Location Information *Required for all applications.*

House No(s)	Street Name	Work Proposed on Floor No(s)		
Borough	Block	Lot	BIN	CB No.

2 Filing Representative

Last Name	First Name	Middle Initial
Business Name	Business Telephone	
Business Address	Business Fax	
City	State	Zip
E-Mail	Registration Number	

3 Related Jobs *Required for all applications.*

Electrical: I hereby state that electrical work has been performed in conjunction with this job/application.
 Yes No *If yes, please provide electrical control number(s) below:*

Plumbing/Boiler: I hereby state that plumbing work, including house connection, septic and/or boiler work has been performed (under separate job number(s)) in conjunction with this job/application.
 Yes No *If yes, provide BIS job number(s) below:*

Elevator: I hereby state that elevator work has been performed (under separate job number(s)) in conjunction with this job/application.
 Yes No *If yes, provide BIS job number(s) below:*

Other (demolition, sign, fences, etc.): I hereby state that other work has been performed (under separate job number(s)) in conjunction with this job/application.
 Yes No *If yes, provide BIS job number(s) below:*


4 Verification of NB/Alt-1 Job Filing Data *Required for all applications.*

I hereby state that all job filing data (i. e. address, block, lot, Schedule A, etc.) is accurate in the Building Information System (BIS).
 I am aware that this data will appear on the Certificate of Occupancy: Yes No
To review job data, please refer to the CP Preview Page on BISWeb.

PW7 CO / LOC Folder Review Request

PW7 (1 sheet):

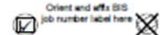
- This form is submitted to the C of O unit for review of requests.



PW7: Certificate of Occupancy / Letter of Completion Folder Review Request

Must be typewritten

Orient and affix BIS job number label here



1 Location Information

House No(s)	Street Name	Work Proposed on Floor No(s)		
Borough	Block	Lot	BIN	CB No.

2 Requestor Information

Individuals Relationship to Job (example: applicant, owner filing representative)

Last Name	First Name	Middle Initial	
Business Name	Business Telephone		Business Fax
Business Address		City	State
		Zip	Mobile Telephone
E-Mail		License Number	

3 Type of Request Choose one.

Letter of Completion (Directive 14 or Non-Directive 14)

TCO - Temporary Certificate of Occupancy (Borough Commissioner's Office may be required. All requirements must be fulfilled before a TCO will be issued) 3A

Renewal of TCO - Temporary Certificate of Occupancy (Borough Commissioner's Office approval may be required. All requirements must be fulfilled before a TCO will be issued) 3A

Final Certificate of Occupancy 3A

3A Change of address, block/lot, metes and bounds only (28-118.16.2)

4 Comments If additional space is required, write "see A1-1" here and submit a completed A1-1 form with this request.

5 Statements and Signatures

By signing below, I understand that all the information provided is true to the best of my knowledge and that falsification of any statement is a misdemeanor under § 26-124 of the NYC Administrative Building Code and punishable by a fine or imprisonment, or both. It is unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Violation is punishable by imprisonment or fine, or both.

Requestor Signature _____ Date _____

Borough Commissioner's Office TCO Authorization Do not write in this section.

Comments:

Authorized Name (please print) _____ Approved Disapproved

Authorization Signature (if approved only) _____ Date _____

Disapproval Reasons Review request cannot be processed for the following reasons:

Fees unpaid Open ECB/DOB Violation(s) Incomplete PAA Audit Conditions Pending / Job on Hold

Missing Inspection Sign-off(s): Construction Plumbing Electrical Other: _____

Missing Required Item(s): _____ TR-1 Error(s): _____

Form(s) missing/incomplete: Form(s) _____ Section(s)/Reason(s) _____

Other: _____

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12/14

Other Miscellaneous Required Items

Other required items that must be resolved prior to C of O:

- FDNY fire alarm inspection approval letter (received by DOB from FDNY by “e-submit”)
- DEP Notice of Satisfaction (little-e, required by the Zoning Resolution)
- Tax lot verification (Finance Department)
- Final survey
- Close out of open applications

BIS “Property profile” items that must be resolved prior to C of O:

- ECB violations – Environmental Control Board, especially Class 1 Violations
- DOB violations – Notice of Violation
- Stop Work Order(s)
- Vacate orders
- Smoke Detector Affidavit

*If issues or exceptions arise,
coordinate with Project
Advocate or Borough
Commissioner as required*

Thank you!

Letter of No Objection (LNO) and Letter of Verification (LOV)

Patricia Aldea, RA
Code and Zoning Specialist, Bronx

What is a LETTER OF NO OBJECTION (LNO)?

- A 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.

Please note that some government agencies place a time limit on the validity of an issued LNO.

What is a LETTER OF VERIFICATION (LOV)?

- A LOV 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.

LNO & LOV Checklist/ Guidelines

LNO & LOV Checklist/Guidelines are issued with the LNO/ LOV application.

Because there were some minor variations between forms and processes in each borough, a citywide standard application form was developed in 2014, as well as the attached checklist; the forms and process shall be explained in more detail in the following slides. The examples are from the Bronx.

LINK:

www1.nyc.gov/assets/buildings/pdf/lnov_form.pdf

LETTER OF NO OBJECTION (LNO) OR LETTER OF VERIFICATION (LOV) CHECKLIST

Prior to January 1, 1938 the Department of Buildings (DOB) did not typically require a Certificate of Occupancy (CO). A Letter of No Objection (LNO) may be issued if no CO is available, or if the building (or part of the building) has a different use than that listed on the CO or noted in the available records. A LNO may be issued if the proposed/actual use belongs to the same Use Group (UG) as defined by the Zoning Resolution and the same Occupancy Group (OG) as defined by the 2006 Building Code (BC 2006) and the occupancy load and egress is substantially unchanged. A LNO cannot be issued for a change of UG and/or 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 per Building Bulletin 2009-025). If a CO is available and requires verification, a Letter of Verification (LOV) may be issued.

Some LNO/LOV requests may be denied until the sign-off of related applications are provided. 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 & safety", Hazardous or Work Without a Permit Violations.

When filing an LNO/LOV request please provide the following information (depending on the status of your building):

1. BUILDINGS WITH A CERTIFICATE OF OCCUPANCY:

- A copy of the latest Certificate of Occupancy
- Copy of Property Profile and a list of Job filings

2. BUILDINGS WITHOUT A CERTIFICATE OF OCCUPANCY:

(Including all Residential buildings and all other buildings with Commercial, Community Facility, Manufacturing or Mixed use):

- Copy of Property Profile and a list of Job filings
- Block & Lot Folder Plans/Microfilm (Records Clerk to check & initial if "Available" or "Not Available") Available or Not Available

ADDITIONALLY to above, for Three families and more Dwellings (multiple dwellings) residential or mixed use buildings please provide:

- Department of Housing, Preservation and Development (HPD) printout for the number of units, the MDR number and any available "I" cards (check HPD WEB Site &/or HPD Office)

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 & Summer Camp)

- A copy of the latest Certificate of Occupancy if available
- Copy of Property Profile and Job filings
- Block & Lot Folder Plans/Microfilm (Records Clerk to check & initial if "Available" or "Not Available") Available or Not Available
- Hours and/or dates of operation, number of children per each age group (under and over 2 years old)
- Layout drawing with floor location, exits, accessory spaces, etc.

Fees: \$25.00 for 1, 2, 3 family residential buildings

\$100.00 for 4 Family or more Residential buildings and all Other buildings


www.nyc.gov/buildings

In the case that there are no DOB or other acceptable records or if the available information is insufficient to prove the legality of the existing use, the applicant might be required to provide additional documentation, e.g. Department of Finance (DOF) records, Sanborn land-book pages from prior years, City archive records, etc. In the case that the existing use is an on-going use the applicant might be required to provide additional documentation to prove that it was not discontinued for more than 2 years, e.g. leases, utility bills, etc. In some cases a DOB Field Inspection may be needed to confirm present conditions for all child related special occupancy LNO/LOV requests. Such inspections should be scheduled as soon as possible after payment of the processing fee.

Required info with all applications:

LNO/ LOV applications must have the following documents attached:

- Filled in application form
- Receipt of payment.
- Recent DOB WEB site Property Profile Overview (PPO) from BIS (Building Information System).
- “Job Filings” & “Actions” BIS print-outs.



MANHATTAN (1) BROOKLYN (3) BROOKLYN (1) QUEENS (1) STATEN ISLAND (5)
 125 W 2ND ST, NY 10007 191 ARTHUR AVENUE 2ND FL 310 23RD AVENUE STREET 2ND FL 135-55 QUEENS BLVD 80RD HALL ST GREENSBORO 1ST FL
 (212) 312-3615 (718) 624-1000 (718) 422-4001 (718) 577-6910 (718) 416-3116

Check one:

**LETTER OF NO OBJECTION (LNO) OR LETTER OF VERIFICATION (LOV)
APPLICATION**

Applicant's Name: _____

Mailing Address: _____ Email/Phone: _____

City: _____ State: _____ Zip Code: _____

Letter Requested for the Following Premises:

Property Address: _____

Block: _____ Lot: _____ Bin: _____

Owner Name: _____ Phone: _____

Address: _____

Fill in the following:

State current use of the property: _____
 (Example: 1- or 2- Family Dwelling, Store, Laundromat, Car or Taxi Services, Restaurant/Bar)

Proposed use/occupancy of the property: _____

Agency Requesting Letter: _____
 (Example: Bank, Court, Dept. of Consumer Affairs, Liquor Authority, etc.)

Declaration: I understand that this letter is not a substitute for Certificate of Occupancy. I hereby declare that the information provided is true and complete.

Date: _____ Signature: _____

ALL LNO or LOV REQUESTS WILL TAKE APPROXIMATELY THREE (3) WEEKS.

{Department Use Only}

Comments

Fee: _____ Examiner: _____ Date: _____

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The applicant / property owner must always provide a phone number and/ or e-mail address in case the Department of Buildings (DOB) requires additional information or if an inspection must be conducted by the DOB.

Additional info required for buildings with a Certificate of Occupancy (CO):

- A copy of the latest CO.
- Plans associated with the CO may be required if there are multiple Zoning use groups (UG) or Building Code occupancy groups (OG).

Please note that a Letter of Verification (LOV) is sometimes issued if a CO is present.

Additional information required for all buildings without a CO:

- DOB Block & Lot (B&L) Folder if available
- Drawing plans & forms –
 - ✓ Hard copies of applications' materials contained in the B&L folder.
 - ✓ Microfilm copies of relevant applications not in the B&L folder.
- DOB Docket Book entries (found based on the ACTIONS print-out from PPO).
- If there are insufficient or no DOB records available to prove the legality of the existing use, Department of Finance (DOF) records prior to 1961 or other old records (Sanborn land-book, City Archive, etc.) can possibly be used to assist in proving a building's current use. 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).
- A DOB Field Inspection might also be required.

Letter Of No Objection (LNO) and Letter of Verification (LOV)

DOF Building Classification Codes and Example of DOF records prior to 1961

In this case DOF coding of "B1" confirms a 2 family brick dwelling since 1932

The image shows a detailed DOF record for a building. It includes a plot diagram, a building diagram, and several data tables. A red starburst highlights the 'B1' classification code in the 'BUILDING DATA' section. The 'RECORD OF CONVEYANCES' table shows a transfer from Lot 30 to Lot 1932 on 2/27/31. The 'RECORD OF MORTGAGES' table shows a mortgage for \$7,500 on 5/1/31.

Building Classification City of NY DOF		
A. ONE-FAMILY DWELLINGS	B. TWO-FAMILY DWELLINGS	C. THREE-FAMILY DWELLINGS
A1 TWO STORES - DETACHED	B1 TWO FAMILY BRICK	C1 OVER SIX FAMILIES WITHOUT STORES
A2 ONE STORY - PERMANENT LIVING QUARTER	B2 TWO FAMILY FRAME	C2 FIVE TO SIX FAMILIES
A3 LARGE SUBURBAN RESIDENCE	B3 TWO FAMILY CONVERTED FROM ONE FAMILY	C3 FOUR FAMILIES
A4 CITY RESIDENCE ONE FAMILY	B4 MISCELLANEOUS TWO FAMILY	C4 OLD LAW TENEMENT
A5 ONE FAMILY ATTACHED OR SEMI-DETACHED		C5 CONVERTED DWELLINGS OR ROOMING HOUSE
A6 SUMMER COTTAGE		C6 WALKUP COOPERATIVE
A7 MASSIVE TOWN OR TOWN HOUSE		C7 WALKUP APT. OVER SIX FAMILIES WITH STORES
A8 SUNGLASS COLONY - COOPERATIVELY OWNED LAND		C8 WALKUP CO-OP COOPERATION FROM LOFT APARTMENTS
A9 MISCELLANEOUS ONE FAMILY		C9 GARDEN APARTMENTS HOMEROWN PARK
		D. MULTIFAMILY APARTMENTS
		D1 ELEVATOR CO-OP COOPERATION FROM LOFT APARTMENTS
		D2 ELEVATOR APT. SEMI-PREPROOF WITHOUT STORES
		D3 ELEVATOR APT. ARTISTS WAREHOUSE
		D4 ELEVATOR APT. PREPROOF WITHOUT STORES
		D5 ELEVATOR COOPERATIVE
		D6 ELEVATOR APT. CONVERTED
		D7 ELEVATOR APT. PREPROOF WITH STORES
		D8 ELEVATOR APT. SEMI-PREPROOF WITH STORES
		D9 ELEVATOR APT. LUXURY TYPE
		D0 ELEVATOR APT. MISCELLANEOUS
		E. WAREHOUSES
		E1 TEMPOOF WAREHOUSE
		E2 SEMI-PREPROOF WAREHOUSE
		E3 METAL FRAME WAREHOUSE
		E4 GOVERNMENTAL WAREHOUSE
		E5 SELF-STORAGE WAREHOUSES
		E6 SHOPPING CENTER WITH PARKING FACILITY
		E7 FURNACE HOME
		E8 MISCELLANEOUS WAREHOUSE
		F. FACTORIES AND INDUSTRIAL BUILDINGS
		F1 FACTORY HEAVY MANUFACTURING - PREPROOF
		F2 FACTORY SPECIAL CONSTRUCTION - PREPROOF
		F3 FACTORY INDUSTRIAL SEMI-PREPROOF
		F4 FACTORY LIGHT MANUFACTURING
		F5 FACTORY TANNERY
		F6 FACTORY INDUSTRIAL MISCELLANEOUS
		G. STORE BUILDINGS
		G1 STORE BUILDING ONE STORY
		G2 STORE BUILDING TWO STORY OR STORES OFFICE
		G3 DEPARTMENT STORE - MULTI-STORY
		G4 STORE WITH APARTMENTS ABOVE
		G5 OTHER - FRAMED TYPE STAND
		G6 SHOPPING CENTER WITH PARKING FACILITY
		G7 FURNACE HOME
		G8 MISCELLANEOUS STORE BUILDING
		H. LOFT BUILDINGS
		H1 LOFT OVER 6 STORES (AND MANUFACTURING)
		H2 LOFT, PREPROOF AND STORAGE TYPE VEHICLE STORES
		H3 LOFT, SEMI-PREPROOF
		H4 LOFT WITH REAR STORES OTHER THAN TYPE ONE
		H5 PRIMARILY 2 FAMILY WITH 1 STORE OR OFFICE
		H6 PRIMARILY 4 FAMILY WITH 1 STORE OR OFFICE
		H7 SINGLE OR MULTIPLE DWELLING WITH STORES OR OFFICES
		I. MISCELLANEOUS FACILITIES
		I1 OFFICE BUILDING (NON-RESIDENTIAL)
		I2 PASSENGER, FACTORY
		I3 CONVENT
		I4 MISCELLANEOUS RELIGIOUS FACILITY
		J. UTILITIES
		J1 UTILITY COMPANY LAND AND BUILDING
		J2 BRIDGE, TUNNEL, HIGHWAY
		J3 GAS OR ELECTRIC UTILITY
		J4 CEILING RAILROAD
		J5 TELEPHONE UTILITY
		J6 COMMUNICATION FACILITY OTHER THAN TELEPHONE
		J7 RAILROAD - TRUCK OPERATING
		J8 TRANSPORTATION FACILITY OTHER THAN RAILROAD
		J9 MISCELLANEOUS PUBLIC CONVENIENCE
		J0 RECREATIONAL FACILITY
		K. MISCELLANEOUS
		K1 ZONED RESIDENTIAL, NOT MANHATTAN
		K2 ZONED COMMERCIAL OR MANHATTAN RESIDENTIAL
		K3 ZONED COMMERCIAL AND MANHATTAN CLASS 1 INCLUDING
		K4 ZONED RESIDENTIAL
		K5 ZONED COMMERCIAL
		K6 ZONED INDUSTRIAL
		K7 ZONED OFFICE
		K8 ZONED PUBLIC
		K9 ZONED MISCELLANEOUS
		K0 ZONED MISCELLANEOUS

Additional required information for all Multiple Dwelling Unit (MDU) buildings without a CO:

The Department of Housing, Preservation and Development (HPD) issues a Multiple Dwelling Registration (MDR) numbers for all legal MDUs Use Group (UG) 2 with three or more apartments; HPD inspects them for compliance with Multiple Dwelling Law (MDL) and the Housing & Maintenance Code (HMC). In some cases HPD also has old index cards (prior to 1968) with diagrammatic plans, inspection dates & non-residential uses noted, also referred to as “I” cards.

HPD printout with the MDR number indicating the number of units and “I” cards (if available), pending on the clarity of info, might be considered proof of legal use as a MDU or a mixed use building (residential & commercial). Please consult the HPD WEB site or discuss further with the relevant HPD borough office.

Note:

When requested by the Owner, HPD started recently inspecting and registering one & two family dwellings and issuing Multiple Dwelling Registration (MDR) numbers. For MDU buildings the first digit of the MDR number corresponds to the borough's ID digit (1 for Manhattan, 2 for Bronx, 3 for Brooklyn, 4 for Queens, 5 for Staten Island); for 1 & 2 families the first digit is different (7 in the Bronx).

BUILDINGS WITH CHILDREN RELATED SPECIAL OCCUPANCIES

with or without a CO, including, but not limited to Group Family Day Care Homes, Family Day Care Homes, Day Care Centers, Schools, After School programs, Day Camps, and Summer Camp. The following shall be provided:

- Hours and/ or dates of operation, number of children per each age group (under and over 2 years of age)
- Layout drawing(s) indicating the use on each relevant floor, exits and accessory spaces
- A DOB field Inspection & resulting report are mandatory. Please note, the report is often not shared with the applicant or public.

Letter Of No Objection (LNO) and Letter of Verification (LOV)

Examples of LNO Application, receipt, PPO, Job filings (in this case none) & Actions print-outs always required; in this case without a CO in BIS also DOB B&L folder & HPD records for MDU are required.

NYC BUILDINGS
Bronx Borough Office
102 Arthur Avenue 8th Floor
Bronx, N.Y. 10457 (718)-579-6920
www.NYC.gov/buildings

APPLICATION FOR LETTER OF NO OBJECTION OR USE

Applicant's Name: [Redacted]
Mailing Address: [Redacted]
City: New York State: NY Zip Code: 10453

Letter Requested for the Following Premises:
Property Address: [Redacted]
Block: 2448
Owner Name: [Redacted]
Address: [Redacted]

Fill out the following:
State current use of the property: 3 family
(Example: 1 or 2 Family Dwelling, Store, Laundromat, Car or taxi services, Restaurant/Bar).
Proposed use/occupancy of the property: 3 family
Agency Requesting Letter: HPD
(Example: Bank, Court, Dept. of Consumer Affairs, License Authority, etc.)
Date: 5/13/10 Signature: [Redacted]

Declaration: I understand that this letter is not a substitute for Certificate of Occupancy. I hereby declare that the information provided is true and complete.

ALL LNO and USE REQUESTS WILL TAKE APPROXIMATELY FOUR (4) to six (6) WEEKS.
(Department Use Only)
Observation: [Redacted]

Fee: \$25 Examiner: 1164 E1 ANH DMZ Date: [Redacted]

Property Profile Overview Page 1 of 2

NYC BUILDINGS INTRANET NYC.gov always open

NYC Department of Buildings
Property Profile Overview
BRONX 19455
Health Area: 3320 BIN: [Redacted]
Census Tract: 153 Tax Block: [Redacted]
Community Board: 204 Condo: NO
Buildings on Lot: 1 Vacant: NO

View Zoning Documents View Challenge Results View Certificates of Occupancy

Cross Streets: EAST 163 STREET, EAST 164 STREET
DOB Special Place Name:
DOB Building Remarks:
Landmark Status:
Local Law: NO Special Status: N/A
SRO Restricted: NO Left Law: NO
UR Restricted: NO Tax Restricted: NO
Little 'E' Restricted: N/A Grandfathered Sign: NO
Legal Adult Use: NO City Owned: NO
Additional BINs for Building: NONE

ZONING Summary
Effective Date: 1/10/2005
District: R7-1 - GENERAL RESIDENCE DISTRICT Commercial Overlay: Special District:

This property is not located in an area that may be affected by Tidal Wetlands, Freshwater Wetlands, or Coastal Erosion Hazard Area. [Click here for more information.](#)

Department of Finance Building Classification: CO/BLK UP APARTMENT
Please Note: The Department of Finance's building classification information shows a building's tax status, which may not be the same as the legal use of the structure. To determine the legal use of a structure, research the records of the Department of Buildings.

DOF OWNER INFORMATION:
Name: NATHANIEL TERRANCE K
Owner Corporation Name:
Address: 945 GRANT AVENUE BRONX NY 10466

DOF BUILDING INFORMATION:
Blgd Size: 20.00 x 55.00 Trans Land Value: 115.00
Lot Size: 20.00 x 95.17 Tax Exempt Flag: NO
Stories: 3.00 Tax Exempt Class:
DOB Update Date: 02/02/10
Total Open Elevator Records

<http://dob-bisweb.buildings.nyc.net/bisweb-intra/PropertyProfileOverviewServlet?boro=2&houseno=94...> 5/13/2010

Actions Page 1 of 1

NYC BUILDINGS INTRANET NYC.gov always open

NYC Department of Buildings
Actions

Premises: [Redacted] BI: [Redacted]

NUMBER	TYPE	FILE DATE
MISC SEE #30-36	MISCELLANEOUS	00/00/0000
NY 530-1998 (7)	NEW BUILDING	00/00/0000
PRS 230-42	PLUMBING REPAIR SLIP	00/00/1942
VEC: 081500C04BL01	ECB VIOLATION DISMISSED	08/15/2000

Enter Action Type: Or Select from List: Select... Refresh

If you have any questions please review these [Frequently Asked Questions](#), the [Glossary](#), or call the 311 Citizen Service Center by dialing 311 or (212) NEW YORK outside of New York City.

DIAGRAM APPLICATIONS

KIND	NO.	YEAR	FILED	COMPLETED	DRAWINGS
✓ 1	NYR 530	1996	5-18-06	3-12-07	2 X 5108
2	ALI 615	1925			
3					
4	S R 358	1829			
5	SPR 385	1953			
6	ALI 629	1923	4-29-03	9-13-06	2 X 5108
7	SPR 892	1929			2 X 5108/1
8	ALI 600	1867			2 X 5108
9					
10					
11					

DEPARTMENT OF BUILDINGS
Division of Building Inspection - 100 CITY HALL NEW YORK

***** NEW YORK CITY *****
*** DEPARTMENT OF BUILDINGS ***

INVOICE #: 20533678 DATE: MAY 13 2010 TIME: 9:11 A.M.

TOTAL PAYMENT RECEIVED: 25.00
PAYMENT: 25.00 CASH
PAYMENT: 0.00

FOR: LETTER OF NO OBJECTION
BIN: 2002494

RECEIVED FROM: BRONX BOROUGH OFFICE STATION: 05
05111 010203 00251 0T

	Total	Open	Elevator Records
Complaints	5	1	Electrical Appliance
Violations-DOB	0	0	Permits In Process /Issued
Violations-ECB (DOB)	1	0	Illuminated Signs Annual Permits
			Plumbing Inspections
Job Filings	0		Open Plumbing Jobs / Work Trans
ABA /JAA Jobs	2		Escalator
Total Jobs	2		Marquee Annual Permits
Actions	4		Roller Records
			DEF Solar Information
OR Enter Action Type:			Local Law 1684 Compliance
OR Select from List:			Crime Information
Select:			After Hours Variance Permits
AND Use Show Actions			
Other Agency Violations		Total	
Only FDNY and DEP Asbestos violations issued on or after January 1, 2005 are available on BSVWeb			
Violations-ECB (FDNY)	0		
Violations-ECB (DEP Asbestos Only)	0		

HPD Building, Registration & Violation Services - Select - Home

The selected address: [Redacted] Bronx 10456

HPD#	Range	Block	Lot	CD	Count	Stories	A Units	B Units	Ownership	MDR#	Notes
82130	Active	945-945	[Redacted]	4	18200	3	0	0	NYT	0	N/A

DOB: [Redacted] Units: [Redacted]

THIS PROPERTY IS NOT CURRENTLY VALIDLY REGISTERED WITH HPD.

Letter Of No Objection (LNO) and Letter of Verification (LOV)

Examples of LNO Application, receipt, PPO, Job filings (in this case none) & Actions print-outs always required; in this case without a CO in BIS also DOB B&L folder & HPD records for MDU are required.

NYC BUILDINGS
 Bronx Borough Office
 102 Arthur Avenue 8th Floor
 Bronx, N.Y. 10457 (718)-579-6920
 www.NYC.gov/buildings

APPLICATION FOR LETTER OF NO OBJECTION OR USE

Applicant's Name: [Redacted]
 Mailing Address: [Redacted]
 City: New York State: NY Zip Code: 10453

Letter Requested for the Following Premises:
 Property Address: [Redacted]
 Block: 2448
 Owner Name: [Redacted]
 Address: [Redacted]

Fill out the following:
 State current use of the property: 3 family
 (Example: 1 or 2 Family Dwelling, Store, Laundromat, Car or taxi services, Restaurant/Bar).
 Proposed use/occupancy of the property: 3 family
 Agency Requesting Letter: HPD
 (Example: Bank, Court, Dept. of Consumer Affairs, Justice Authority, etc.)
 Date: 5/13/10 Signature: [Redacted]

Declaration: I understand that this letter is not a substitute for Certificate of Occupancy. I hereby declare that the information provided is true and complete.

ALL LNO and USE REQUESTS WILL TAKE APPROXIMATELY FOUR (4) to six (6) WEEKS.
 (Department Use Only)
 Observation: [Redacted]

Fee: \$25 Examiner: 1164 E1 AMB Date: [Redacted]

Property Profile Overview Page 1 of 2

NYC BUILDINGS INTRANET NYC.gov always open

NYC Department of Buildings
 Property Profile Overview
 BRONX 19455
 Health Area: 3220 BIN: [Redacted]
 Census Tract: 153 Tax Block: [Redacted]
 Community Board: 204 Condo: NO
 Buildings on Lot: 1 Vacant: NO

View DCP Addresses... Browse Block
 View Zoning Documents View Challenge Results View Certificates of Occupancy

Cross Streets: EAST 163 STREET, EAST 164 STREET
 DOB Special Place Name:
 DOB Building Remark:
 Landmark Status:
 Local Law: NO Special Status: N/A
 Left Law: NO
 SRO Restricted: NO Tax Restricted: NO
 UB Restricted: NO
 Little 'E' Restricted: N/A Grandfathered Sign: NO
 Legal Adult Use: NO City Owned: NO
 Additional BINs for Building: NONE

ZONING Summary
 Effective Date: 1/10/2005
 District: R7-1 - GENERAL RESIDENCE DISTRICT Commercial Overlay: Special District

This property is not located in an area that may be affected by Tidal Wetlands, Freshwater Wetlands, or Coastal Erosion Hazard Area. Click here for more information.

Department of Finance Building Classification: CO/BLK UP APARTMENT
 Please Note: The Department of Finance's building classification information shows a building's tax status, which may not be the same as the legal use of the structure. To determine the legal use of a structure, research the records of the Department of Buildings.

DOF OWNER INFORMATION:
 Name: NATHANIEL TERRANCE K
 Owner Corporation Name:
 Address: 945 GRANT AVENUE BRONX NY 10466

DOF BUILDING INFORMATION:
 Blg Size: 20.00 x 55.00 Trans Land Value: 115.00
 Lot Size: 20.00 x 95.17 Tax Exempt Flag: NO
 Stories: 3.00 Tax Exempt Class:
 DOB Update Date: 02/02/10
 Total Open Elevator Records

http://dob-bisweb.buildings.nyc.net/bisweb-intra/PropertyProfileOverviewServlet?boro=2&houseno=94... 5/13/2010

	Total	Open	Elevator Records
Complaints	5	1	Electrical Appliance
Violations-DOB	0	0	Permits In Process/Issued
Violations-ECB (DOB)	1	0	Illuminated Signs Annual Permits
Job Filings	0		Plumbing Inspections
ABA/LAA Jobs	2		Open Plumbing Jobs / Work Trans
Total Jobs	2		Facades
Actions	4		Marquee Annual Permits
			Boiler Records
			DEP Boiler Information
			Local Law 1684 Compliance
			Crime Information
			After Hours Variance Permits

Other Agency Violations Total
 Only FDNY and DEP Asbestos violations issued on or after January 1, 2005 are available on BSVWeb.
 Violations-ECB (FDNY) 0
 Violations-ECB (DEP Asbestos Only) 0

Actions Page 1 of 1

NYC BUILDINGS INTRANET NYC.gov always open

NYC Department of Buildings
 Actions
 Actions

Premises: [Redacted] Page: 1

NUMBER	TYPE	FILE DATE
MISC SEE #30-36	MISCELLANEOUS	00/00/0000
NY 530-1998 (7)	NEW BUILDING	00/00/0000
PRS 230-42	PLUMBING REPAIR SLIP	00/00/1942
VEC: 081500C04BL01	ECB VIOLATION DISMISSED	08/15/2000

Enter Action Type: Or Select from List: Select... Refresh

If you have any questions please review these Frequently Asked Questions, the Glossary, or call the 311 Citizen Service Center by dialing 311 or (212) NEW YORK outside of New York City.

DIAGRAM APPLICATIONS

KIND	NO.	YEAR	FILED	COMPLETED	DRAWINGS
1	ALR 570	1996	5-18-06	3-13-07	2 X 5108
2	ALI 615	1925			
3					
4	S R 358	1829			
5	SPR 385	1953			
6	ALI 629	1923	4-29-03	9-13-06	2 X 5108
7	SPR 892	1929			2 X 5108/1
8	ALI 600	1967			2 X 5108
9					
10					
11					

DEPARTMENT OF BUILDINGS
 DIVISION OF CODES - 100 CITY OF NEW YORK

NEW YORK CITY
 DEPARTMENT OF BUILDINGS
 RECEIPT

INVOICE #: 20333678 DATE: MAY 13 2010 TIME: 9:11 A.M.

TOTAL PAYMENT RECEIVED: 25.00
 PAYMENT: 25.00 CASH
 PAYMENT: 0.00

FOR: LETTER OF NO OBJECTION
 BIN: 2002494

RECEIVED FROM: BRONX BOROUGH OFFICE STATION: 05
 05111 030203 00251 07

HPD Building, Registration & Violation Services - Select - Home

The selected address: [Redacted] Bronx 10456

HPD#	Range	Block	Lot	CD	Count	Stories	A Units	B Units	Ownership	MDR#	Notes
82130	Active	945-945	[Redacted]	4	18200	3	0	0	NYT	0	N/A

HPD# 82130
 THIS PROPERTY IS NOT CURRENTLY VALIDLY REGISTERED WITH HPD.

Letter Of No Objection (LNO) and Letter of Verification (LOV)

Examples of LNO Application, receipt, PPO, Job filings (in this case none) & Actions print-outs always required; in this case without a CO in BIS also DOB B&L folder & HPD records for MDU are required.

NYC BUILDINGS
 Bronx Borough Office
 102 Arthur Avenue 8th Floor
 Bronx, N.Y. 10457 (718)-579-6920
 www.NYC.gov/buildings

APPLICATION FOR LETTER OF NO OBJECTION OR USE

Applicant's Name: [Redacted]
 Mailing Address: [Redacted]
 City: New York State: NY Zip Code: 10453

Letter Requested for the Following Premises:
 Property Address: [Redacted]
 Block: 2446
 Owner Name: [Redacted]
 Address: [Redacted]

Fill out the following:
 State current use of the property: 3 family
 (Example: 1 or 2 Family Dwelling, Store, Laundromat, Car or taxi services, Restaurant/Bar).
 Proposed use/occupancy of the property: 3 family
 Agency Requesting Letter: HPD
 (Example: Bank, Court, Dept. of Consumer Affairs, Justice Authority, etc.)
 Date: 5/13/10 Signature: [Redacted]

Declaration: I understand that this letter is not a substitute for Certificate of Occupancy. I hereby declare that the information provided is true and complete.

ALL LNO and USE REQUESTS WILL TAKE APPROXIMATELY FOUR (4) to six (6) WEEKS.
 (Department Use Only)
 Observation: [Redacted]

Fee: \$25 Examiner: 1164 E1 AMB Date: [Redacted]

Property Profile Overview Page 1 of 2

NYC Buildings INTRANET NYC.gov always open

NYC Department of Buildings
 Property Profile Overview
 BRONX 19455
 Health Area: 3320 BIN: [Redacted]
 Census Tract: 153 Tax Block: [Redacted]
 Community Board: 204 Condo: NO
 Buildings on Lot: 1 Vacant: NO

View Zoning Documents View Challenge Results View Certificates of Occupancy

Cross Streets: EAST 163 STREET, EAST 164 STREET
 DOB Special Place Name:
 DOB Building Remark:
 Landmark Status:
 Local Law:
 SRO Restricted:
 UB Restricted:
 Little 'E' Restricted:
 Legal Adult Use:
 Additional BINs for Building: NONE

Special Status: N/A
 Left Law: NO
 Tax Restricted: NO
 Grandfathered Sign: NO
 City Owned: NO

ZONING Summary
 Effective Date: 1/10/2005
 District: R7-1 - GENERAL RESIDENCE DISTRICT
 Commercial Overlay:
 Special District:

This property is not located in an area that may be affected by Tidal Wetlands, Freshwater Wetlands, or Coastal Erosion Hazard Area. Click here for more information.

Department of Finance Building Classification: CO/BLK UP APARTMENT
 Please Note: The Department of Finance's building classification information shows a building's tax status, which may not be the same as the legal use of the structure. To determine the legal use of a structure, research the records of the Department of Buildings.

DOF OWNER INFORMATION:
 Name: NATHANIEL, TERRANCE K
 Owner Corporation Name:
 Address: 945 GRANT AVENUE BRONX NY 10466

DOF BUILDING INFORMATION:
 Blg Size: 20.00 x 55.00 Trans Land Value: 115.00
 Lot Size: 20.00 x 95.17 Tax Exempt Flag: NO
 Stories: 3.00 Tax Exempt Class:
 DOB Update Date: 02/02/2010

http://dob-bisweb.buildings.nyc.net/bisweb-intra/PropertyProfileOverviewServlet?boro=2&housecno=94... 5/13/2010

	Total	Open	Elevator Records
Complaints	5	1	Electrical Appliance
Violations-DOB	0	0	Permits In Process/Issued
Violations-ECB (DOB)	1	0	Illuminated Signs Annual Permits
Job Filings	0		Plumbing Inspections
ABA/JLAA Jobs	2		Open Plumbing Jobs / Work Trans
Total Jobs	2		Escalator
Actions	4		Marquee Annual Permits
OR Enter Action Type:			Boiler Records
OR Select from List:			DEP Solar Information
Select:			Local Law 1584 Compliance
AND Use Show Actions			Crime Information
			After Hours Variance Permits
Other Agency Violations		Total	
Only FDNY and DEP Adoptions violations issued on or after January 1, 2008 are available on BISWeb.			
Violations-ECB (FDNY)		0	
Violations-ECB (DEP Asbestos Only)		0	

Actions Page 1 of 1

NYC Buildings INTRANET NYC.gov always open

NYC Department of Buildings
 Actions

Premises: [Redacted] Page: 1

NUMBER	TYPE	FILE DATE
MSC SEE #30-36	MISCELLANEOUS	00/00/0000
NY 530-1998 (7)	NEW BUILDING	00/00/0000
PRS 230-42	PLUMBING REPAIR SLIP	00/00/1942
VEC: 081500C04BL01	ECB VIOLATION DISMISSED	08/15/2000

Enter Action Type: Or Select from List: Select... Refresh

If you have any questions please review these Frequently Asked Questions, the Glossary, or call the 311 Citizen Service Center by dialing 311 or (212) NEW YORK outside of New York City.

DIAGRAM APPLICATIONS

KIND	NO.	YEAR	FILED	COMPLETED	DRAWINGS
1	ALR 570	1996	5-18-06	3-12-07	2 X 5108
2	ALI 615	1925			
3					
4	S R 355	1829			
5	SPR 285	1953			
6	ALI 629	1923	4-29-03	9-13-06	2 X 5108
7	SPR 842	1929			2 X 5108/1
8	ALI 600	1767			2 X 5108
9					
10					
11					

DEPARTMENT OF BUILDINGS
 DIVISION OF CODES - THE CITY OF NEW YORK

NEW YORK CITY
 DEPARTMENT OF BUILDINGS
 RECEIPT

INVOICE #: 20333678 DATE: MAY 13 2010 TIME: 9:11 A.M.

TOTAL PAYMENT RECEIVED: 25.00
 PAYMENT: 25.00 CASH
 PAYMENT: 0.00

FOR: LETTER OF NO OBJECTION
 BIN: 2002494

RECEIVED FROM: BRONX BOROUGH OFFICE STATION: 05
 05111 000201 00251 07

HPD Building, Registration & Violation Services - Select Home

The selected address: Bronx 10456

HPD#	Range	Block	Lot	CD	Complaint	Stories	A Units	B Units	Ownership	MDR#	Notes
82130	Active	945-945	[Redacted]	4	18200		3	0	NYT	0	N/A

HPD# 82130
 THIS PROPERTY IS NOT CURRENTLY VALIDLY REGISTERED WITH HPD.

When can a favorable LNO be issued ?

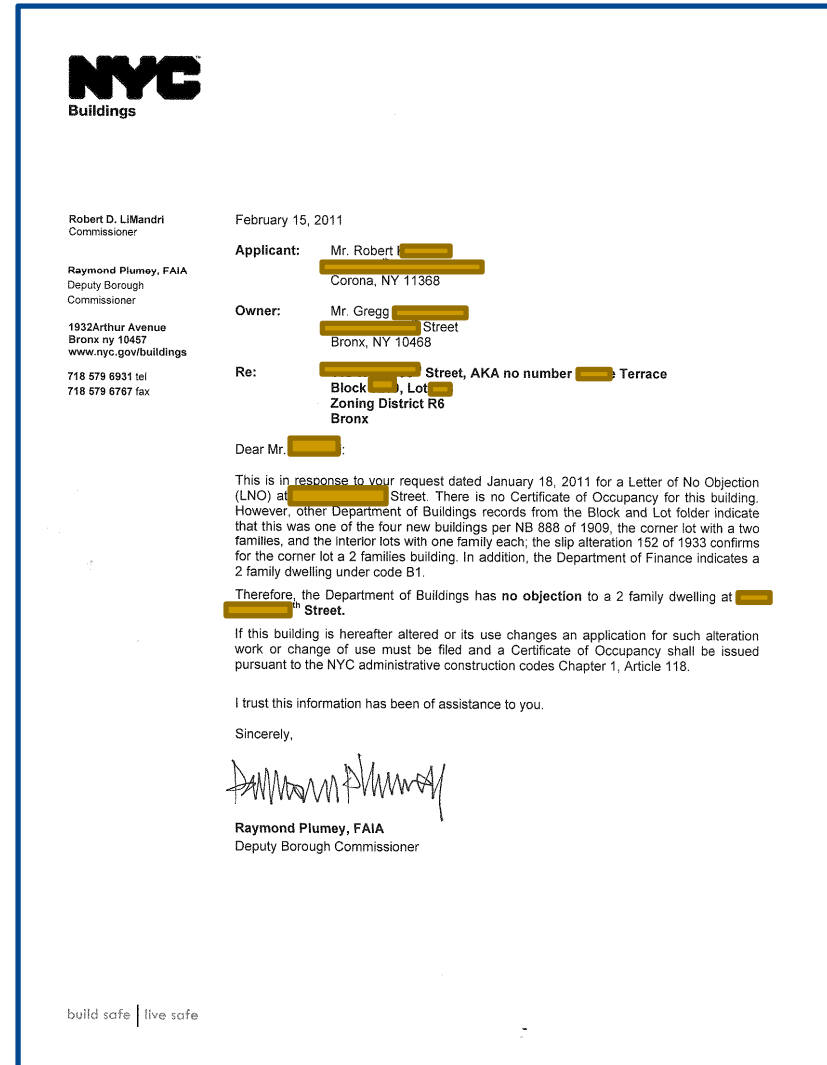
Case 1 a & b (Details):

- A favorable LNO was issued
- No Certificate of Occupancy was available, but the use was proven as legally existing by other documentation.
- For many plans and uses approved prior to January 1, 1938 the Department of Buildings did not typically issue a Certificate of Occupancy
- Some applications signed-off prior to 1968 did not have a CO for different reasons.

Case 1a:

Favorable LNO for 2 family dwelling

- No ©
- LNO granted based on DOB records (NB & alteration) & DOF records prior to 1968.



Example Case 1b: LNO for Group Family Daycare in a MDU without a CO, but with MDR # & I cards

CD-1 PREVIOUSLY CONVERTED

STREET: [Redacted] No. 1381 DATE 5/4/32

APPLICANT: [Redacted]

OWNER: [Redacted]

AGENCY: [Redacted]

RE: [Redacted]

Dear Ms. [Redacted]


This is in response to your request dated March 28, 2011 for a Letter of No Objection (LNO) for [Redacted]. There are no Certificate of Occupancy and Block and Lot folder for this address in the Department of Buildings (DOB) records. However the Docket Book entry BN 756 of 1942 indicates an existing multiple dwelling building and the entry for BN 66 of 1972 is for alterations in a 3 story 3 apartments building. The Department of Housing Preservation and Development (HPD) records confirm the occupancy as 3 Class 'A' Apartments under MDR 215862 as of 1932. The use is also indicated by the Finance Department under the Code C-0. In addition an inspection conducted by this department on April 4, 2011 determined the basement apartment to have adequate light, air and egress.

Therefore, the Department of Buildings has **no objection** to a Group Family Day Care in the basement apartment of the 3 Class 'A' Apartments family dwelling at [Redacted] subject to the conditions below:

- 1) The Operator of the Group Family Day Care has to reside in this apartment.
- 2) The Group Family Day Care will care for 7 children, ages 1 to 7 years old, Monday through Friday, from 8 AM until 6 PM.
- 3) All exits and means of egress must be unobstructed at all times

If this building is hereafter altered or its use changes an application for such alteration work or change of use must be filed and a Certificate of Occupancy shall be issued pursuant to the NYC administrative construction codes Chapter 1, Article 118.

I trust this information has been of assistance to you.

Sincerely,

 Werner deFoe, AIA
 Borough Commissioner

build safe | live safe

HPD Building, Registration & Violation Services -- Select -- Home

The selected address: [Redacted] Bronx 10456

HPD#	Range	Block	Lot	CD	CensusTract	Stories	A Units	B Units	Ownership	MDR#	Class
56930	Active	[Redacted]	[Redacted]	4	17700	3	3	0	PVT	215862	G

NYC Buildings

May 10, 2011

Applicant: [Redacted]

Owner: [Redacted]

Agency: New York City Department of Health and Mental Hygiene
 125 Worth Street
 New York, New York 10013

Re: [Redacted]
 Zoning District R7-1
 Bronx

Dear Ms. [Redacted]


This is in response to your request dated March 28, 2011 for a Letter of No Objection (LNO) for [Redacted]. There are no Certificate of Occupancy and Block and Lot folder for this address in the Department of Buildings (DOB) records. However the Docket Book entry BN 756 of 1942 indicates an existing multiple dwelling building and the entry for BN 66 of 1972 is for alterations in a 3 story 3 apartments building. The Department of Housing Preservation and Development (HPD) records confirm the occupancy as 3 Class 'A' Apartments under MDR 215862 as of 1932. The use is also indicated by the Finance Department under the Code C-0. In addition an inspection conducted by this department on April 4, 2011 determined the basement apartment to have adequate light, air and egress.

Therefore, the Department of Buildings has **no objection** to a Group Family Day Care in the basement apartment of the 3 Class 'A' Apartments family dwelling at [Redacted] subject to the conditions below:

- 1) The Operator of the Group Family Day Care has to reside in this apartment.
- 2) The Group Family Day Care will care for 7 children, ages 1 to 7 years old, Monday through Friday, from 8 AM until 6 PM.
- 3) All exits and means of egress must be unobstructed at all times

If this building is hereafter altered or its use changes an application for such alteration work or change of use must be filed and a Certificate of Occupancy shall be issued pursuant to the NYC administrative construction codes Chapter 1, Article 118.

I trust this information has been of assistance to you.

Sincerely,

 Werner deFoe, AIA
 Borough Commissioner

build safe | live safe

When can a favorable LOV be issued ?

Case 2:

For buildings without a clear or known DOB CO, a favorable LNO cannot be issued because there is a CO, but a letter confirming the validity of a CO (LOV), will be issued in the following conditions:

- a. For some applications approved prior to January 1, 1938 the old format CO is not accepted by an agency because of different conditions, as for instance:
 - In lieu of a house number old format CO notes a distance from two streets intersection.
 - The name of the street was changed.
 - Old format CO was issued for multiple buildings on the same or on a different zoning lot.

- b. The CO was not linked in BIS, but it is located based on other DOB records.

- c. On some applications signed-off after 1968, but built by NYS or other agencies, which have a CO issued by another authority & not a DOB CO.

Example Case 2: confirm 1928 CO with a street name change

✓

CERTIFICATE OF OCCUPANCY

No. 2325 Issued DEC 31 1928 192

To 1307 Boscobel Ave Corp Chronics

Premises Boscobel Ave. 7th to 16.9th St

COPIES

DATE	NAME	ADDRESS	
DEC 31 1928	Delbert H. Henry, Engineer	1440 Underhill St	
STORIES	CLASSIFICATION	CONSTRUCTION	
6	Store + Tenement 60 families	Brick	
FLOORS	OCCUPANCY	Live Load Per Sq. Feet in Pounds	No. of Persons
Sub-Cellar - -			
Cellar - - -			
Basement - -			
First Floor - -	Stores	120	
	upper floors	40	

N. B. Application No. 1978 §

When will a favorable LNO/LOV be issued ?

Case 3:

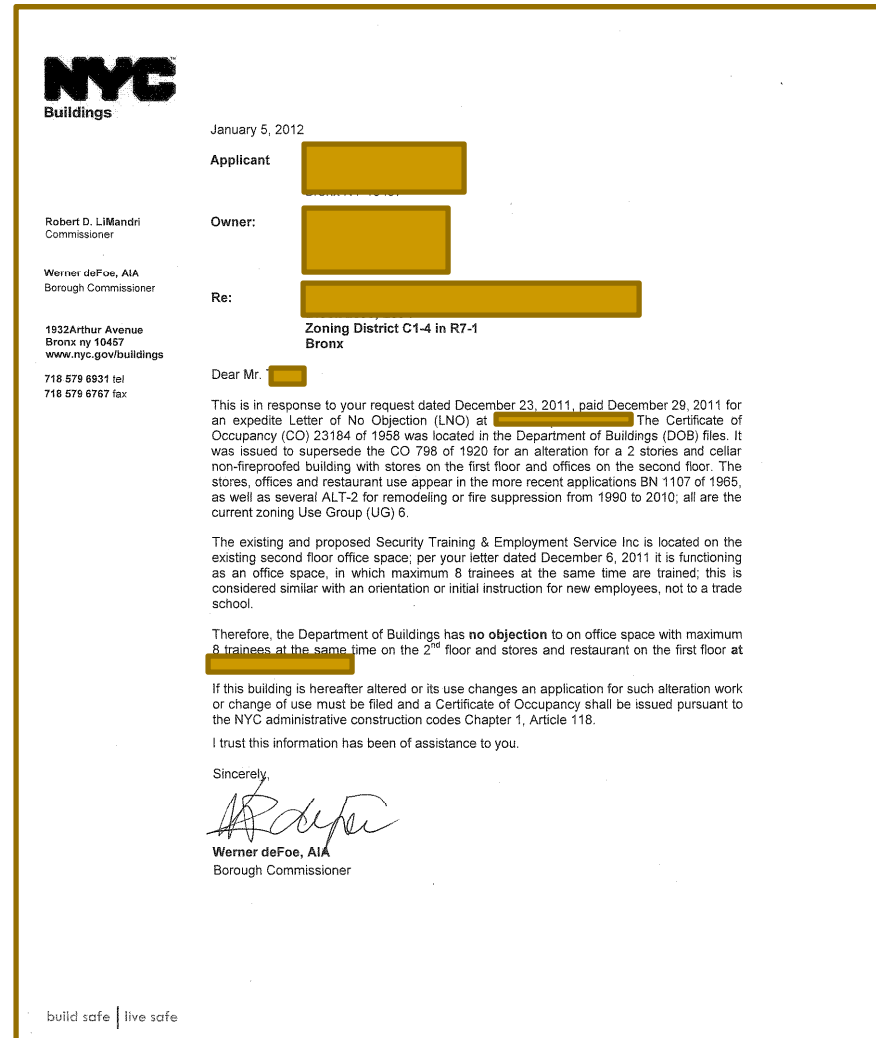
A favorable LNO / LOV can be issued if the building (or part of it) has a different use description than indicated in the Certificate of Occupancy or in the recorded documentation, but with the same Zoning Use Group (UG) and the same Building Code occupancy group, and with a similar number of occupants.

Please note that some LNO/ LOV requests require a related signed-off application as for instance a Place of Assembly (PA) application and/ or an ALT-2 application for Fire Suppression, Fire Alarm, Equipment Installation, Venting, Oil Separator Drainage, Sprinkler System and others. The LNO/ LOV may be denied if the related application is not filed or signed-off, but after sign-off a new LNO/LOV application might be submitted for review.

Example Case 3:

A Favorable LNO was issued for offices with max. 8 trainees on the 2nd floor and stores on the 1st floor, based on the current UG 6 matching the uses indicated in the latest 1958 CO, located by DOB & which was not linked in BIS at the application time. Also the Building Code Occupancy Group was not changed and remained “B” on the 2nd floor and “M” on the 1st floor.

Please note that it could have been a LOV if the latest CO was available in BIS.



Case 4:

In some cases, usually involving special uses of major public interest, if a required related ALT-2 is not yet signed-off, or another item needs to be resolved, a temporary LNO might be issued with conditional provisions. For other cases the LNO will be denied until the related ALT-2 or outstanding item is resolved.

Example Case 4:

A temporary LNO was issued for a summer camp in a public recreation center, requiring Fire Guards until the existing Fire Alarm system is legalized by filing an ALT-2 and signing it off.

NYC Buildings
 Robert D. LiMandri
 Commissioner

June 2, 2010

Dileep Khedekar, PE
 Deputy Borough
 Commissioner

1932 Arthur Avenue
 Bronx, NY 10457
 www.nyc.gov/buildings

+1 718 579 XXXX tel
 +1 718 579 XXXX fax

Agency: New York City Department of Health and Mental Hygiene
 25 Worth Street
 New York, New York 10013

Owner: [REDACTED] Center

Applicants: [REDACTED]

Re: [REDACTED]
 PARKS, Bronx

Dear Mr. [REDACTED]:

This is in response to your requests dated March 17, 2010 and March 25, 2010 as well as clarifications received by fax on June 1, 2010 for a revised Letter of No Objection (LNO) for 41 [REDACTED]. There is no [REDACTED].

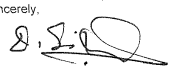
Certificate of Occupancy for this address, however in DOB records there are several miscellaneous applications the most recent one being MISC 142/75. The inspection of the premises conducted by this department on March 22, 2010 determined the premises to be a 2 story Recreation Center (Use Group 4) with adequate light, air and egress, as well as a Fire Alarm System, confirmed as functioning by Mr. [REDACTED]'s letter dated June 1, 2010. However, our records do not indicate any Fire Alarm System application filed for the premises.

Therefore, the Department of Buildings has **no objection** to a Letter of No Objection, to **expire six (6) months after the issuing date**, for the use of the 2-Story Recreation Center at [REDACTED] for a Summer Day Camp and an After School Program, subject to the conditions noted below:

1. The Fire Alarm System has to be legalized with DOB or certified as appropriate by a licensed professional; until that date at least 2 (two) FDNY certified fire wardens are required to be present on site during hours of operations.
2. The number of children cared for is not to exceed at any time 132 children, ages 4 to 17.
3. Hours of operation are limited from 9 AM to 8 PM, Monday to Friday and from 9 AM to 12 PM, Saturday and Sunday, year round.
4. All exits and means of egress must be unobstructed at all times.
5. No cooking is permitted, only warming of the food.

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,

 Dileep Khedekar, PE
 Deputy Borough Commissioner


Additional recent updates:

- Since the adoption of the 2008 BC, for all LNO/ LOV requests received, if a regular DOB alteration application is filed for a change of the Building Code Occupancy Group (OG) not exempt per the Building Bulletin 2009-025, per AC 28-118.3.4 an ALT-1 must be filed necessitating obtaining a new or revised CO.
- Similarly, if an LNO request is for a change of the Building Code OG, even if the Zoning UG is the same, it will be denied and a new CO is required.

Please note that the 1968 Building Code did not require a new CO for most of the OG changes, if the UG was the same, provided that exit and occupant load were not changed; as a result a favorable LNO/ LOV used to be possible.



NYC Buildings Department
280 Broadway, New York, NY 10007
Robert D. LiMandri, Commissioner



BUILDINGS BULLETIN 2009-025
Operational

Supersedes: None

Issuer: Fatma M. Amer, P.E.
First Deputy Commissioner 

Issuance Date: December 1, 2009

Purpose: This document clarifies the requirement for a new or amended Certification of Occupancy for alterations to a small, existing establishment

Related Code/Zoning Section(s):

AC 28-118.3.1	AC 28-101.4.3
AC 28-118.3.2	BC 302.1
	BC 303.1 Exception 2

Subject(s): Alterations, business and mercantile establishments; certificate of occupancy, business and mercantile establishments

The Department shall interpret sections 28-118.3.1 and 28-118.3.2 of the Administrative Code to allow an alteration from a small, existing individual mercantile establishment (Group M or equivalent occupancy as classified in the 1968 Code or prior codes) to a business establishment (Group B¹ or equivalent occupancy as classified in the 1968 Code or prior codes), or from a small, existing individual business establishment to a mercantile establishment without invoking the requirement for a new or amended Certificate of Occupancy, provided all of the following conditions exist:

1. Such alteration is limited to a change within the same Zoning Use Group (e.g. UG 6A to 6A, 6A to 6B);
2. The maximum occupant load for the individual establishment, both as existing and proposed, does not exceed 74 persons based on occupant load calculations in accordance with Table 6-2 of the 1968 Building Code or BC Table 1004.4.2 of the 2008 Building Code, as applicable;
3. The establishment is located on the ground floor, accessed by the public directly from the exterior of the building;
4. The portion of the establishment which is being altered complies or is made to comply with any other requirements that would be applicable to the alteration, including but not limited to accessibility requirements (e.g. entrance, toilet room etc.), and fire protection requirements of 28-101.4.3 (Item 2); and
5. Such alteration does not require a change in the required exits. Relocation of exit doors of the same size or larger shall not constitute a change in the required exits.
6. Such alteration does not require a change in the live load from the stated live load on the existing Certificate of Occupancy.

¹ In accordance with section BC 303.1, Exception 1, a nonaccessory tenant space used for assembly purposes by fewer than 75 persons may be considered a Group B occupancy.
Buildings Bulletin 2009-025

safety • service • integrity

Page 1 of 1

SUMMARY BB 2009-025:

CO not required for a change from a small establishment with OG M (mercantile) to B (business) or B to M in the same UG 6 if:

- Max 74 occupants.
- On ground floor with exterior access.
- Complies with other Building Code regs (accessibility, fire protection, etc).
- No change in egress & live load.
- OG A (assembly, e.g. restaurant) with less than 74 people considered OG B (also a Place of Assembly -PA- permit is not required).

Note: Eating and drinking establishments with less than 74 people are included in OG F in 1968 & OG A in 2008 BC. Per 2014 BC 303.1 exception 2, now they are OG B, so there is no OG change in some cases. The BB remains valid for change from B to M & vice-versa.

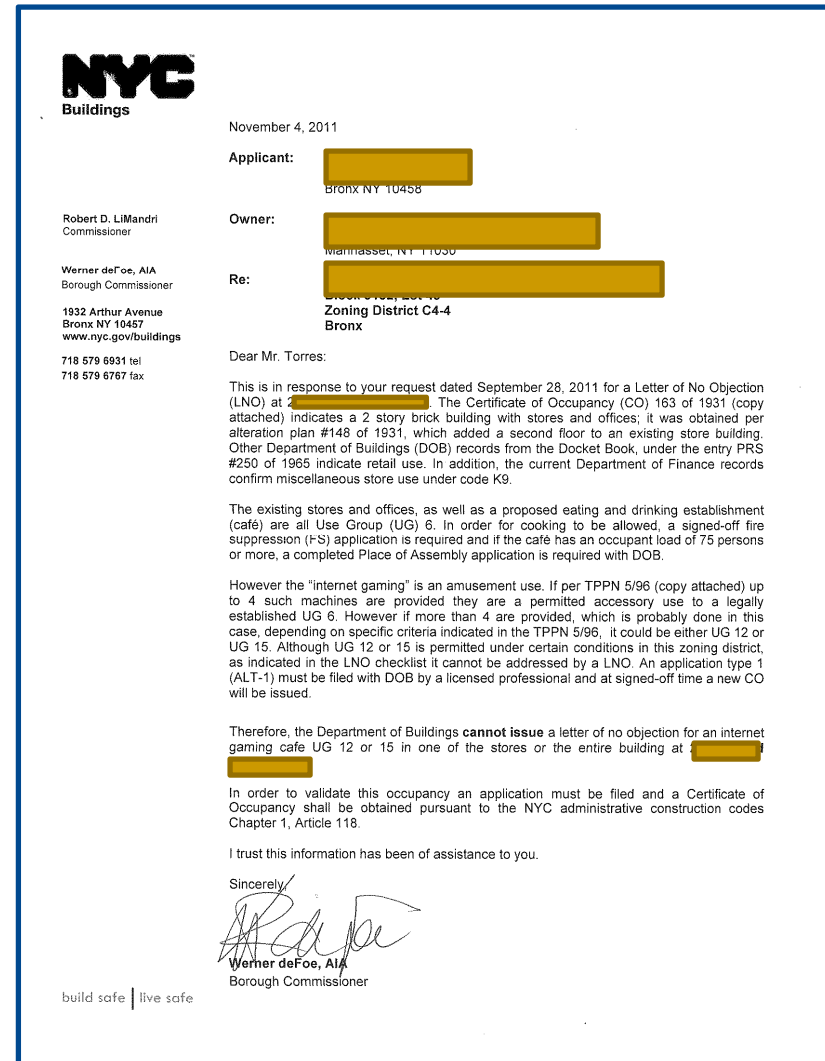
When will an LNO / LOV be denied?

Case 5:

If the existing use cannot be proven, or the proposed use has a changed UG from the one indicated in the **CO** or other acceptable legal documentation, a favorable LOV/ LNO cannot be issued; an ALT-1 application must be filed and if in compliance with all zoning, building code & local laws requirements a new Certificate of Occupancy obtained to legalize or to validate the UG.

Example Case 5a:

This LNO / LOV request, for a proposed internet gaming café UG 12 or 15 in one of the existing stores of a store & office building per the 1931 CO (current UG 6), was **denied**; please note that per TPPN 5/96 under certain conditions up to 4 coin operated amusement machines could qualify as an accessory use.



Example Case 5b:

This LNO, for a proposed 3 family home with a 1968 CO for 2 families and a HPD MDR number for 2 families, was **denied** because of inconsistencies between the request and records.

HPD Building Info Page 1 of 1

10/27/2011
092411


HPD Building, Registration & Violation Services -- Select -- [Home](#)

The selected address [redacted] Bronx 10453

HPD#	Range	Block	Lot	CD	CensusTract	Stories	A Units	B Units	Ownership	MDR#	Class
121202	Active	57-57	01	5	25100	3	2	0	PVT	710320	8

Other Units
Property

No other PHN's retrieved for this building.



October 27, 2011

Owner & Applicant: [redacted]
Bronx, NY 10453

Re: [redacted]
Zoning District R7-1
Bronx

Dear Mr. [redacted]

1932 Arthur Avenue
Bronx NY 10457
www.nyc.gov/buildings
718 579 6929 tel
718 579 6767 fax

Robert D. LiMandri
Commissioner

Raymond Plumey, FAIA
Deputy Borough
Commissioner

This is in response to your request dated September 27, 2011 for a Letter of No Objection (LNO) at [redacted]. The Certificate of Occupancy (CO) 43456 was issued in 1968 for an alteration, and indicates a 3 story non-fireproofed 2 families dwelling; the first floor use is recorded as accessory 3 car garage, storage and boiler, as well as a recreation room used in conjunction with the 2nd floor apartment. The signed-off in 2006 boiler replacement LAA 200888487 also indicates 2 families. In addition the Department of Housing, Preservation and Development (HPD) records confirm 2 Class A dwelling units under the MDR 710320. For your information a Multiple Dwelling Registration (MDR) number, starting with the number 2 in the Bronx, is issued for all legal multiple dwelling units Use Group (UG) 2 of three or more apartments; recently HPD started issuing also an MDR starting with the number 7 for one and two family dwelling.


Please note that the existing 3 family dwelling, indicated in your LNO application and currently recorded by the Department of Finance (DOF) under code C-0, is contrary to your CO and to HPD records and subject to violations. In addition any work without a permit done in order to convert garage space to habitable floor area is also subject to violations. Although the 3 family use is permitted in this zoning district, in order to legalize it, a licensed professional should file an ALT-1 with DOB; if the conversion complies to all zoning, building code and local laws requirements, a new CO will be issued at sign-off time.

Therefore, the Department of Buildings cannot issue a Letter of No Objection for 3 families at [redacted].

In order to validate this occupancy 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,



Raymond Plumey, FAIA
Deputy Borough Commissioner

build safe | live safe

When will an LNO be denied?

Case 6:

If there is an open/active application alteration type 1 (ALT-1) filed with the DOB, which will provide a Certificate of Occupancy upon approval and completion, a favorable Letter of No Objections can no longer be issued. In some instances, as in the case that no work was done on the open ALT-1 application, the applicant has the option to withdraw it (after a DOB inspection to verify that actually no work was done) and reapply for the LNO.

When will an LNO be denied?

Case 7:

If there is any open/ active Work Without a Permit (WWAP) violation and/ or any other Hazardous Violations related to the building, or parts thereof, especially in the part for which the LNO/ LOV is requested, a LNO cannot usually be issued until the violations are resolved/ addressed.

When will an LNO be denied?

Case 8:

If an existing zoning use (UG) is established with records that are prior to 1961 or prior to a recent Zoning Resolution amendment, and the UG is now “non-conforming” as defined by current zoning, the LNO/ LOV will be denied until proof of no “discontinuance” has been submitted.

- ZR 52-61 indicates the related applicable considerations.

ZR 52-60 DISCONTINUANCE (10/7/76)

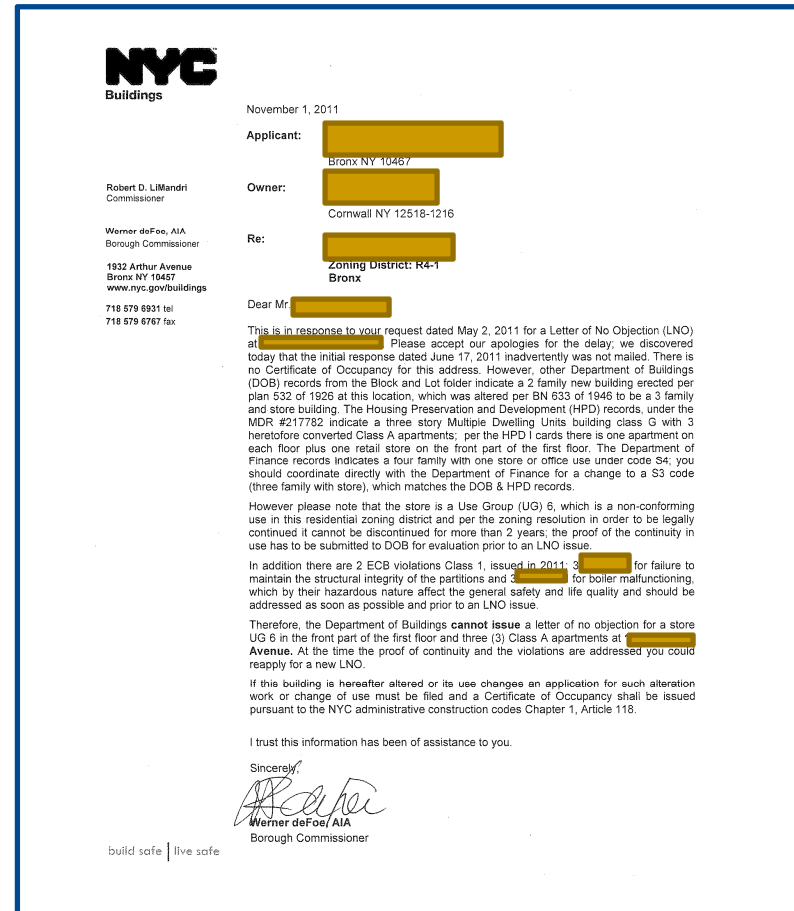
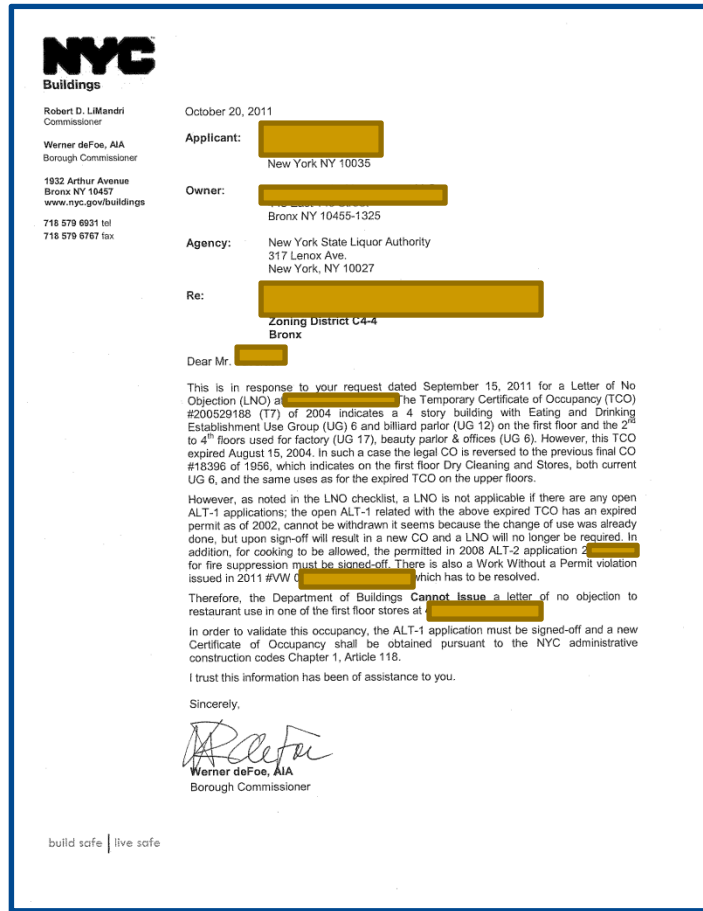
ZR 52-61 General Provisions

If, for a continuous period of two years, either the *nonconforming use of land with minor improvements* is discontinued, or the active operation of substantially all the *nonconforming uses in any building or other structure* is discontinued, such land or *building or other structure* shall thereafter be used only for a conforming use. Intent to resume active operations shall not affect the foregoing. The provisions of this Section shall not apply where such discontinuance of active operations is directly caused by war, strikes or other labor difficulties, a governmental program of materials rationing, or the construction of a duly authorized improvement project by a governmental body or a public utility company.

Except in Historic Districts as designated by the Landmarks Preservation Commission, the provisions of this Section shall not apply to vacant ground floor or *basement* stores in *buildings designed for residential use* located in R5, R6 or R7 Districts where the changed or reactivated use is listed in Use Group 6A, 6B, 6C or 6F excluding post offices, veterinary medicine for small animals, automobile supply stores, electrolysis studios and drive-in banks. In addition, the changed or reactivated use shall be subject to the provisions of Section 52-34 (Commercial Uses in Residence Districts).

Example Deny Case 6 & 7: for open ALT-1 application & WWAP

Example Deny Case 7 & 8: for non-conforming use & hazardous violations



Current Fees for LNOs, paid at time of initial request:

- \$25.00 for each 1, 2, or 3 family residence
- \$100.00 for each residence with 4 or more families, and for all other building and property use types

To avoid receiving a denied LNO after the non-refundable payment, prior to applying for a LNO, all applicants should check the PPO for CO, if available, open ALT-1, WWAP and/ or Hazardous Violations; also they should check the DCP Zoning Maps for the Zoning District (the PPO might not have the latest info) and the Zoning Resolution for the existing, proposed and allowed as of rights Use Group; the existing and proposed Occupancy Group (OG) should also be verified to be the same.

http://www.nyc.gov/html/dcp/html/zone/zh_zmactable.shtml

Thank you!

BIS Overview

Lisa Lewis
Director, Customer Service

The screenshot shows the NYC Department of Buildings website interface. At the top, there is a navigation bar with links for 'Newsletter Sign-up', 'Weather Advisories', 'Owner's Bill of Rights', 'Printer Friendly', and 'Translate This Page'. A left sidebar contains a menu with categories like 'Home', 'About the Buildings Department', 'Buildings Information', 'Development', 'Safety & Enforcement', 'Community Partnerships', 'Homeowners & Tenants', 'Sustainability', 'Codes & Reference', 'News & Services', and 'Contact the Buildings Department'. The main content area features a large blue banner for 'Post-Storm Information' with a 'Click Here to View' link. Below this, there are four smaller tiles: 'Building Tools', 'NYC Development Hub & Electronic Filing (eFiling)', 'Buildings @ Work: Forensic Engineering Unit', and 'License Search'. At the bottom of the browser window, the status bar shows 'Local intranet | Protected Mode: Off' and a zoom level of '100%'.

- Complaints
- Inspections
- Application processing
- Accounting information
- Periodic safety reports
- Equipment tracking
- Trade licensing and contractor tracking

Search by:

NYC Department of Buildings

Building Information Search

[Property Search](#) | [Complaints / Violations](#) | [Applications](#) | [Boiler Search](#)
[Gas Service](#) | [Power Authorizations](#) | [Elevator Devices](#) |

Search by Property

Search for Complaint or Violation

Application Searches

Boiler Search

Gas Service Authorization

Power Authorizations Issued

Elevator Device Search

24

Device Number:

GO

[Back to top](#)

- Borough, Block and Lot
- BIN
- Address

Search by:

NYC Department of Buildings

Building Information Search

[Property Search](#) | [Complaints / Violations](#) | [Applications](#) | [Boiler Search](#)
[Gas Service](#) | [Power Authorizations](#) | [Elevator Devices](#) |

Search by Property

1	<input type="text" value="Pick a Borough"/>	House No: <input type="text"/>	Street: <input type="text"/>	<input type="button" value="GO"/>
2	<input type="text" value="Pick a Borough"/>	Block: <input type="text"/>	Lot: <input type="text"/>	<input type="button" value="GO"/>
3	Building Identification Number (BIN): <input type="text"/>			<input type="button" value="GO"/>
Browse Block and Lot				
4	<input type="text" value="Pick a Borough"/>	Block: <input type="text"/>	Lot (optional): <input type="text"/>	<input type="button" value="GO"/>

[Back to top](#)

Search by:

Search for Complaint or Violation

5 Complaint Number:

6 ECB Violation Number:

7 BIN Number for ECB Violation:

8
Start Month: Start Day: Start Year:
(optional) End Month: End Day: End Year:

[Back to top](#)

Search by:

Application Searches			
9	BIS Job Number:	<input type="text"/>	Doc Number (optional): <input type="text"/> <input type="button" value="GO"/>
10	Permit Number:	<input type="text"/>	<input type="button" value="GO"/>
11	BIS Plumbing Work Order Number:	<input type="text"/>	<input type="button" value="GO"/>
12	Permits by Applicant:	<input type="text" value="Select Applicant Type"/>	<input type="button" value="GO"/>
	License/Tracking No:	<input type="text"/>	
13	Work Orders by Licensee:	<input type="text" value="Select License Type"/>	Lic No: <input type="text"/> <input type="button" value="GO"/>

Application Searches			
9	BIS Job Number:	<input type="text"/>	Doc Number (optional): <input type="text"/> <input type="button" value="GO"/>
10	Permit Number:	<input type="text"/>	<input type="button" value="GO"/>
11	BIS Plumbing Work Order Number:	<input type="text"/>	<input type="button" value="GO"/>
12	Permits by Issue Date:	Start Month: <input type="text"/> Day: <input type="text"/> Year: <input type="text"/> (optional) End Month: <input type="text"/> End Day: <input type="text"/> End Year: <input type="text"/> Select Permit Type <input type="text"/>	<input type="button" value="GO"/>
13	Permits by Applicant:	Select Applicant Type <input type="text"/>	License/Tracking No: <input type="text"/> <input type="button" value="GO"/>
14	Work Orders by Licensee:	Select License Type <input type="text"/> Lic No: <input type="text"/>	<input type="button" value="GO"/>
15	C. of O. Application Number:	<input type="text"/>	<input type="button" value="GO"/>
16	C. of O. Work Order Number:	<input type="text"/>	<input type="button" value="GO"/>
17	Electrical Application / Work Order Number:	<input type="text"/>	<input type="button" value="GO"/>
18	Jobs by Community Board:	Select BIS Job Type <input type="text"/> Select Comm Bd <input type="text"/> Start Month: <input type="text"/> Start Day: <input type="text"/> Start Year: <input type="text"/> (optional) End Month: <input type="text"/> End Day: <input type="text"/> End Year: <input type="text"/>	<input type="button" value="GO"/>
19	BIS Jobs:	Select License Type <input type="text"/> License Number: <input type="text"/>	<input type="button" value="GO"/>
20	ARA Jobs:	Select License Type <input type="text"/> License Number: <input type="text"/>	<input type="button" value="GO"/>
21	BIS Jobs Filing Representative	Registration Number: <input type="text"/>	<input type="button" value="GO"/>
22	Electrical Applications:	Search by ... <input type="text"/> Number: <input type="text"/>	<input type="button" value="GO"/>

Types of BIS Inquiries:

- Complaint Status
- Jobs/Filings
- Violations description
- Permit status
- Inspection Status



What does the Property Profile reveal about the Building's history?

www.nyc.gov/bis

Property Profile Overview

BIS Menu | Bldg Info Search | Property Profile | Back

FAQs | Glossary | Mar 26, 2013

[CLICK HERE TO SIGN UP FOR BUILDINGS NEWS](#)

NYC Department of Buildings
Property Profile Overview

280 BROADWAY		MANHATTAN 10007		BIN# 1079215	
BROADWAY	274 - 286	Health Area	: 7700	Tax Block	: 153
CHAMBERS STREET	53 - 63	Census Tract	: 31	Tax Lot	: 1002
READE STREET	31 - 41	Community Board	: 101	Condo	: NO
		Buildings on Lot	: 1	Vacant	: NO

[View DCP Addresses...](#) [Browse Block](#) [My roof is °Cool.](#)

[View Zoning Documents](#) [View Challenge Results](#) [View Certificates of Occupancy](#)

Cross Street(s): CHAMBERS STREET, READE STREET

DOB Special Place Name:

DOB Building Remarks:

Landmark Status:	L - LANDMARK	Special Status:	N/A
Local Law:	NO	Loft Law:	NO
SRO Restricted:	NO	TA Restricted:	NO
UB Restricted:	NO		
Little 'E' Restricted:	N/A	Grandfathered Sign:	NO
Legal Adult Use:	NO	City Owned:	YES
Additional BINs for Building:	NONE		

Special District: TMU - TRIBECA MIXED USE

This property is not located in an area that may be affected by Tidal Wetlands, Freshwater Wetlands, or Coastal Erosion Hazard Area. [Click here for more information](#)

Department of Finance Building Classification: 09-OFFICE BUILDINGS

Please Note: The Department of Finance's building classification information shows a building's tax status, which may not be the same as the legal use of the structure. To determine the legal use of a structure, research the records of the Department of Buildings.

	Total	Open
Complaints	146	0
Violations-DOB	233	23
Violations-ECB (DOB)	118	18
Jobs/Filings	127	
ARA /LAA Jobs	4	

[Elevator Records](#)
[Electrical Applications](#)
[Permits In-Process / Issued](#)
[Illuminated Signs Annual Permits](#)
[Plumbing Inspections](#)
[Open Plumbing Jobs /Work Types](#)
[Facades](#)

Done

Local intranet | Protected Mode: Off

100%

Thank You!

For more information please check the Department's
Website:

www.nyc.gov/buildings

Technical Questions:

ConstructionCodes@buildings.nyc.gov

Operational/Filing Requirements:

OperationsRedesign@buildings.nyc.gov

Customer Service:

DOBCustomerService@buildings.nyc.gov



NYC Small Business Services Waterfront Permits Unit

Meenakshi Varandani, AIA
Director, Waterfront Permits

www.nyc.gov/waterfrontpermits

NYC Small Business Services (SBS) Jurisdiction

- NYC Charter § 1301 (2)(c)

- SBS Commissioner has “exclusive power to enforce with respect to **public markets, waterfront property** and any **structures on waterfront property under its jurisdiction**, the labor law and such other laws, rules and regulations as may govern the dredging, filling, removal, construction, alteration, maintenance, use, occupancy, safety, sanitary conditions, mechanical equipment and inspection of structures in the city, and the **issuance of permits and certificates of completion** in reference thereto, and to establish and amend fees to be charged for the issuance of such permits or certificates of completion, which fees shall be established by the rules of the commissioner.”

Waterfront Permits Unit



- **Administrative Code (AC) § 22-116**

To improve waterfront property, a permit is required:

- To place or maintain any building, platform, sign, advertising device or any construction or obstacle of any kind, **on waterfront property owned by the City, and on any other private waterfront property** when used in conjunction with and in furtherance of **waterfront commerce and/or navigation.**
- Before any piles shall be driven, or any filling-in or construction, repairs, alterations, removal, dredging or demolitions of any kind be made on any part of the waterfront.

Waterfront Permits Unit

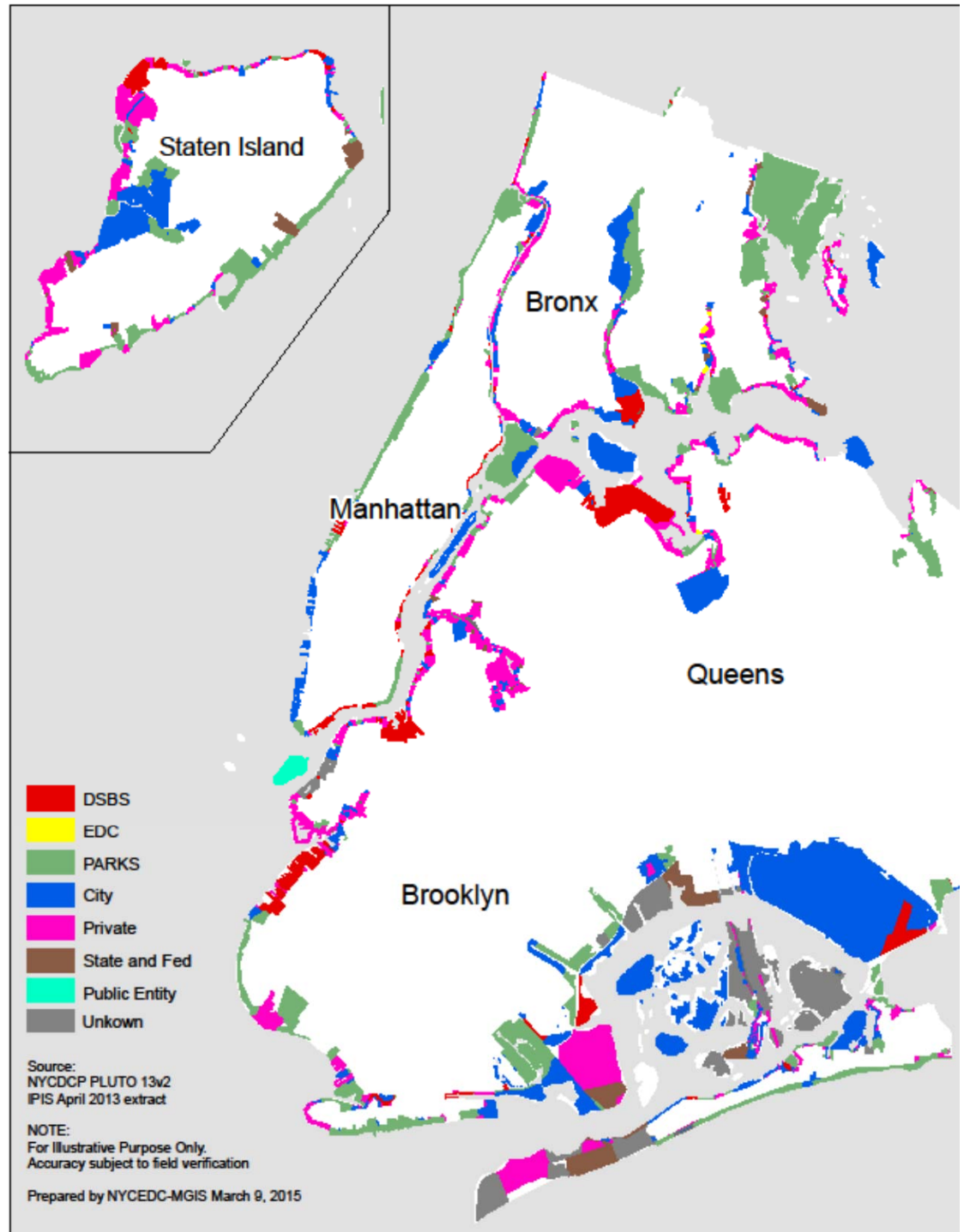


- **NYC Construction Code §28-103.1.2**

Enforcement of NYC construction codes on property within the jurisdiction of the Department of Small Business Services. This code and the 1968 building code shall apply to property within the jurisdiction of the department of small business services pursuant to the NYC Charter including, but not limited to, structures on waterfront property used in conjunction with and in furtherance of waterfront commerce and/or navigation.

Waterfront Permits Jurisdiction

SBS has jurisdiction over all structures on City-owned waterfront property whether devoted to maritime or non-maritime use, and all structures on privately-owned waterfront property that are devoted to maritime use, such as: piers, docks, bulkheads, and seawalls.



Waterfront Permits Unit



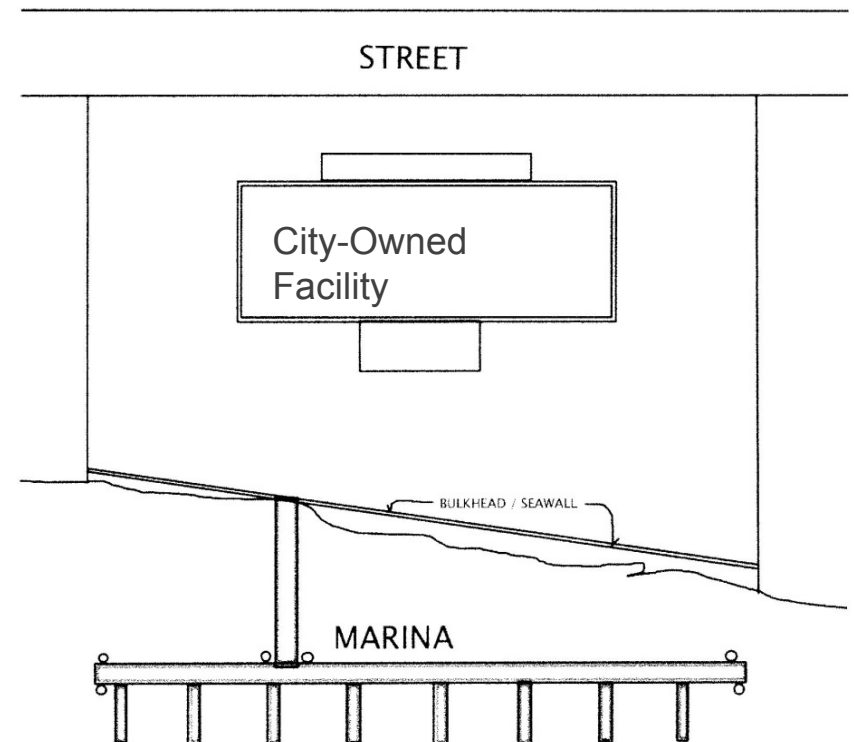
SBS Review and Permit

- New Buildings and Alterations
- Maritime Structures: Piers, Docks, Marinas, Bulkheads, Seawalls, Rip Rap Revetments
- Place of Assembly Cert. of Occupancy (PACO)
- Temporary Place of Assembly (TPAs)
- Equipment Use Permits
- Gas Cards

DOB Review and Permit

- Central Unit Reviews: Boilers, Elevators, Cranes and Construction Equipment
- Full Building Demolitions and Major Excavations, Scaffolds, Fences
- Electrical Work
- Builders Pavement Plans

CITY-OWNED Waterfront Property



Waterfront Permits Unit



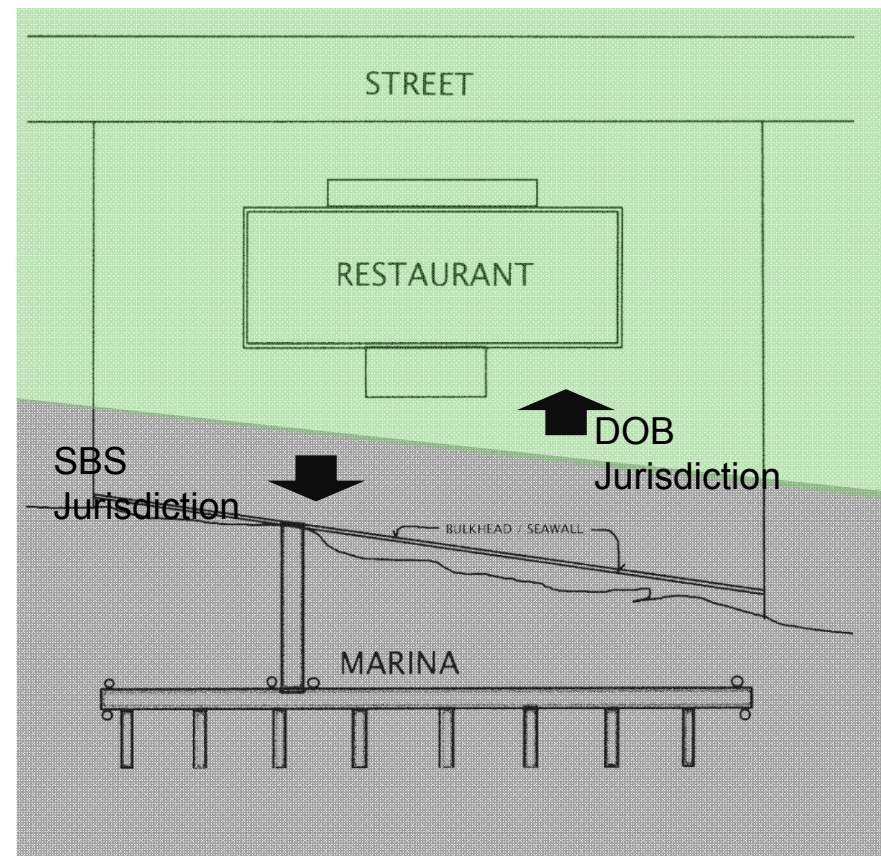
SBS Review and Permit

- Maritime Structures: Piers, Docks, Marinas, Bulkheads, Seawalls, Rip Rap Revetments
- Waterfront Commerce or Navigation Structures

DOB Review and Permit

- Non-Maritime Buildings and Structures
- Place of Assembly Cert. of Occupancy (PACO)
- Temporary Place of Assembly (TPAs)
- Central Unit Reviews: Elevators, Boilers, Cranes and Construction Equipment
- Demolitions and Excavations, Scaffolds, Fences
- Electrical Work
- Builders Pavement Plans

PRIVATELY - OWNED Waterfront Property



Waterfront Permits Unit



HOW TO FILE WITH SBS

- 1- Visit the Online Page www.nyc.gov/waterfrontpermits
- 2- Fill out the Intake Checklist available online
- 3- Prepare all Documents, and Fees payable by check to SBS per Fee Schedule
- 4- Take an Appointment via Link Online (All Intakes by Appointment Only)
- 5- Large Projects Require Pre-filing Meetings

1- Visit the Online Page www.nyc.gov/waterfrontpermits

The screenshot shows a Microsoft Internet Explorer browser window displaying the NYC Small Business Services website. The browser's address bar shows the URL http://www.nyc.gov/html/sbs/html/waterfront_permits/waterfront_permits.sh. The website header includes the NYC logo, "Small Business Services", and navigation links for "NYC Resources", "311", and "Office of the Mayor". Below the header is a green banner with the NYC Small Business Services logo. A utility bar contains links for "PRINTER FRIENDLY", "EMAIL A FRIEND", "TRANSLATE THIS PAGE", "NEWSLETTER SIGN-UP", and "TEXT SIZE" options. On the left is a vertical navigation menu with items: "Search", "Home", "About SBS", "Business Acceleration", "Help for Businesses", "Help for Jobseekers", "Help for Neighborhoods", "Selling to Government", "Waterfront Permits", and "Newsroom". The main content area features the heading "Waterfront Permits" followed by a box titled "UPDATES, January 2015" containing a list of updates: "2014 Building Code in Effect from 12/31/2014", "SBS Intake Checklist New Version", "TPA Filing Timing", and "Civil Penalty for Work without a Permit". Below this box is a paragraph explaining that pursuant to Section 1301 of the NYC Charter and Title 22 of the NYC Administrative Code, the Department of Small Business Services is tasked with issuing permits for all construction related to improvement or maintenance on Waterfront Properties under SBS Jurisdiction. A final paragraph states that SBS has jurisdiction over maritime and non-maritime construction for all City-owned waterfront properties, while DOB has jurisdiction over privately-owned buildings, and SBS over marine and maritime structures such as piers, docks, bulkheads, and seawalls.

SBS - Waterfront Permits - Microsoft Internet Explorer provided by NYC Small Business Services

http://www.nyc.gov/html/sbs/html/waterfront_permits/waterfront_permits.sh

NYC Resources 311 Office of the Mayor

NYC Small Business Services

PRINTER FRIENDLY EMAIL A FRIEND TRANSLATE THIS PAGE NEWSLETTER SIGN-UP TEXT SIZE: A A A

Search

Home

About SBS

Business Acceleration

Help for Businesses

Help for Jobseekers

Help for Neighborhoods

Selling to Government

Waterfront Permits

Newsroom

Waterfront Permits

UPDATES, January 2015


- 2014 Building Code in Effect from 12/31/2014
- SBS Intake Checklist New Version
- TPA Filing Timing
- Civil Penalty for Work without a Permit

Pursuant to Section 1301 of the NYC Charter and Title 22 of the NYC Administrative Code, the Department of Small Business Services is tasked with issuing permits for all construction related to improvement or maintenance on Waterfront Properties under SBS Jurisdiction.

SBS has the jurisdiction over maritime and non-maritime construction for all City-owned waterfront properties. For privately-owned properties, DOB has jurisdiction over the buildings, and SBS over the marine and maritime structures such as piers, docks, bulkheads, and seawalls.

2- Fill out the Intake Checklist available online

- APPOINTMENTS SCHEDULING VIA ONLINE LINK
- PREFILING MEETINGS
- COORDINATED REVIEWS WITH FDNY & DOB
- DOB FORMS USED FREQUENTLY
- SBS FORMS USED SELECTIVELY



Waterfront Permit Unit
Intake Checklist, VER. Jan 2015

Additional Information may be required as per PW1, PC1 and Plan Exam Intakes by Appointment via:

Please staple your business card here.

Date of Submission : _____ Date of Pre-filing: _____

Delivered by : _____ Received by: _____

A. SBS Application Number :

B. Project Information

1-	Project Description:	_____
2-	Project Location:	_____
	Zip Code:	_____
	Block:	_____ Lot: _____
3-	Owner:	_____
4-	Applicant:	_____
5-	Name of Contact :	_____
	Email:	_____
	Telephone:	_____

C. Payment Check Detail

Check # :	Amount:
-----------	---------

D. Coordinated Reviews

FDNY, Requires SBS Transmittal Letter

Fire Prevention and Suppression Systems including:

Sprinkler System Standpipe System Fuel Gas Piping

Fire Alarm and Detection System Others

Note: FDNY review requires TM1, \$420 fee payable to FDNY

DOB, File directly with DOB

Elevators Boilers Electrical Work

Cranes & Equipment Use Demolition

Excavation Builders Pavement Plans

E. Application Type

	PW1	PW3	PC1	POC1	TR1	TR8
<input type="checkbox"/> New Application						
<input type="checkbox"/> Response to Objection	<input type="checkbox"/> DEC	<input type="checkbox"/> ACOE Permit	<input type="checkbox"/> Application Fee/ Waiver Letter	<input type="checkbox"/> Survey NAVD 88		
<input type="checkbox"/> Demolition (DS1 Form)	<input type="checkbox"/> 3 sets of Drawing*	<input type="checkbox"/> Roll/ Folded	<input type="checkbox"/> 11X17	<input type="checkbox"/> 1/2 Set	<input type="checkbox"/> DOF Tax Map	
<input type="checkbox"/> Post Approval Amendment	<input type="checkbox"/> A11	<input type="checkbox"/> All applicable Requirements for New Application	<input type="checkbox"/> Fee \$200			
<input type="checkbox"/> Work Permit	<input type="checkbox"/> PW2	<input type="checkbox"/> Copy of Contractor's Certificate of Insurance(ACORD)	<input type="checkbox"/> TR1			
<input type="checkbox"/> Renewal of Work Permit	<input type="checkbox"/> PW2	<input type="checkbox"/> Copy of Previous Work Permit	<input type="checkbox"/> Fee \$100			
	<input type="checkbox"/> Copy of Contractor's Certificate of Insurance(ACORD)					
<input type="checkbox"/> After Hour Variance	<input type="checkbox"/> PW5	<input type="checkbox"/> Valid Work Permit	<input type="checkbox"/> Application Fee			
<input type="checkbox"/> Temporary Place Assembly	<input type="checkbox"/> Fee \$250	<input type="checkbox"/> 3 sets of Drawing*	<input type="checkbox"/> Roll/ Folded	<input type="checkbox"/> 11X17	<input type="checkbox"/> Owner's Letter	
<input type="checkbox"/> Place of Assembly	<input type="checkbox"/> PA	<input type="checkbox"/> Fee \$200	<input type="checkbox"/> POC	<input type="checkbox"/> Copy of NOC/COC		
	<input type="checkbox"/> 3 sets of Drawing	<input type="checkbox"/> Roll/ Folded	<input type="checkbox"/> 11X17			
<input type="checkbox"/> Notice of Completion	<input type="checkbox"/> Request Letter	<input type="checkbox"/> WFUS	<input type="checkbox"/> Completed TR1	<input type="checkbox"/> Applicable Linked Inspections		
<input type="checkbox"/> Certificate of Completion	<input type="checkbox"/> Request Letter	<input type="checkbox"/> WFUB	<input type="checkbox"/> Completed TR1	<input type="checkbox"/> Applicable Linked Inspections		
<input type="checkbox"/> Renewal of TNOC and TCOC	<input type="checkbox"/> Request Letter	<input type="checkbox"/> Fee \$100/ Waiver Letter				
<input type="checkbox"/> Equipment Use Permit	<input type="checkbox"/> Request Letter	<input type="checkbox"/> WFUS	<input type="checkbox"/> 3 Sets of Drawing	<input type="checkbox"/> 11 x 17		
<input type="checkbox"/> Gas Card	<input type="checkbox"/> Request Letter	<input type="checkbox"/> Self-Certification of Gas Card				
<input type="checkbox"/> Additional Documents						
<input type="checkbox"/> Record Search, Jurisdiction, Code Determination, LNO Requests						

* Drawing Size : min 11X17 - Max 24X36

SBS notes: _____

3- Fee Schedule

Waterfront Applications are Subject to SBS Fee Category III.

Add \$550.00 for each additional 100,000 Square Feet or Part of.

CATEGORY III		MISCELLANEOUS FEE	FEE
0	to	1,000.00	\$ 28.00
1,001	to	5,000.00	\$ 55.00
5,001	to	10,000.00	\$ 110.00
10,001	to	20,000.00	\$ 220.00
20,001	to	50,000.00	\$ 440.00
50,001	to	100,000.00	\$ 660.00
100,001	to	200,000.00	\$ 880.00
200,001	to	300,000.00	\$1,320.00
300,001	to	400,000.00	\$1,760.00
400,001	to	500,000.00	\$2,200.00
500,001	to	600,000.00	\$2,640.00
600,001	to	700,000.00	\$3,080.00
700,001	to	800,000.00	\$3,520.00
800,001	to	900,000.00	\$3,960.00



Waterfront Permits Unit

Drawings Standards Checklist

Includes But Not Limited To:

- Follow DOB Drawing and Graphic Standards.
- Submit Three (3) sets, original sealed and signed, to-scale legible drawings, max. size 24"x36". Where FDNY coordinated review is required submit Four (4) sets of which at least Two (2) sets must be 11"x17".
- Provide Space for SBS 'Received' and 'Accepted' Stamps, minimum 3"x3".
- Once an SBS # number is provided, note that # on all drawings and documents for that work.
- Note BIN numbers where available.

Waterfront Permits Unit

Document Order Checklist **Includes But Not Limited To:**

- ❑ Title/Index Page. List all drawings labelled per DOB Discipline Designator.
- ❑ General Notes. Include TR1 Special Inspections, design parameters, structure durability and service life, berthing vessel information, and linked applications.
- ❑ Include FEMA FIRM 2007 and PFIRM 2013 Panels & Appendix G Analysis.
- ❑ Topographic Surveys, Hydrographic and Bathymetric Surveys in NAVD 88. Include Tide Table illustrating water levels and datum relationships.
- ❑ DOF Block and Lot, and Zoning Maps. Indicate project site, and include Zoning Analyses.
- ❑ Start with Site Plans: existing, demolition, excavation limits, boring plans and logs, proposed work, location of construction crane barges, silt curtains and booms, location of proposed berthing vessels.
- ❑ Follow with Architectural, Structural, Mechanical, NYCECC drawings and Schedules. Cross-refer longitudinal and latitudinal sections.
- ❑ File Fire Protection/Suppression work separately as linked applications.



Waterfront Permits Unit

Notes and Certifications Checklist

Includes But Not Limited To:

- ❑ Flood Zone and Appendix G Compliance.
- ❑ Include environmental considerations in load factors such as: wave, tide currents, uplift, ice, ice strikes, and ice expansion.
- ❑ Vessel Berthing Impact, and Uncontrolled Vessel Impact.
- ❑ Structure Durability and Service Life. Include Maintenance Requirements. Note materials and technologies to prevent water penetration, per applicable code or reference standards.
- ❑ Pile Driving Criteria. Follow up with Pile Driving Reports.
- ❑ Provide Clear Notes on any Easements, Transit, Utilities, Outfalls and Adjacent Structures that could be impacted.
- ❑ Provide applicable DEC, Army Corp, Coast Guard, SHPO, Waterfront Access Plan, Landmarks, and Public Design Commission approvals.

Waterfront Permits Unit

Basic Waterfront Checklist

Includes But Not Limited To:

- ❑ Provide cross-sections in NAVD88 Datum showing, MHHW, MHW, HLW, MLLW, Highest Observed Water Level (Hurricane Sandy), Borough Datum, NGVD29 Datum for Historic Reference.
- ❑ Illustrate and dimension all components such as: Bulkheads, Piers, Sheet Piles, Piles, Pile Caps, Planks, Fenders System, Wave Attenuators, Wales, Tie-rods, Turnbuckle Splices, and Connection Details. Include details where connecting with adjoining Bulkheads to prevent loss of fill.
- ❑ Indicate Pile Tips and Cut-off Elevations.
- ❑ Provide plans and schedules for all components such as: Piles, Pile Caps, and Planks.
- ❑ Indicate prefabricated systems and note conformance with referenced standards applicable to maritime construction.
- ❑ Indicate berthing vessel size and characteristics, gross tonnage, draft below waterline and freeboard above, under keel clearance and height above mudline.



New York City Department
Of Small Business Services

WORK PERMIT

PERMIT NO. 20131116 APPROVED 07/12/13 ISSUED 04/04/14 EXPIRES 05/31/14

DESCRIPTION OF WORK New Building: New Carbon Facility at Bowery Bay Waste Water Treatment Plant

LOCATION 43-01 Berrian Boulevard BOROUGH QUEENS

ZONING DISTRICT M3-1 USE GROUP 18A OCCUPANCY F-2

Director of Waterfront Permits

First Deputy Commissioner

This work permit must be conspicuously displayed at all times on the exterior of the premises during construction or demolition. Any improper display of this work permit is an offense and is punishable by fine or imprisonment. Applicant shall notify the Small Business Services, Dockmaster Unit (212) 618-8930, at least 72 hours prior to the commencement of work.

Emergency Telephone (212) 566-4628

SBS Notice of Completion = DOB Letter of Completion



María Torres-Sprlager
Commissioner

December 9, 2014

Meenakshi Varandani, AIA
Director of Waterfront Permits

Notice of Completion

110 William Street, 7th Floor
New York, NY 10038

1 (212) 618-8822 tel

Paul J. Menzel
ATCOM
125 Broad Street
New York, NY 10004

Work Notice / Permit: 20120909
Plan No:
Owner: NYC Economic Development Corporation
Premises: Bush Terminal Piers Open Space
5100 1st Ave
Description of Work: Construction of Park Site Work

Dear Sir / Madam:

As per your Certification of Completed Inspections, dated December 9, 2014, signed by yourself, the work under the above-referenced notice has been satisfactorily completed according to the plans accepted under Directive 1 by this Department.

If you have any questions, please call me at (212) 618-8822.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Meenakshi Varandani'.

Meenakshi Varandani, AIA
Director of Waterfront Permits

SBS Certificate of Completion = DOB Certificate of Occupancy



Certificate Number: 20120962

Date Issued: February 20, 2015

CERTIFICATE OF COMPLETION

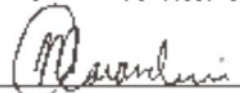
This is to certify that the structure located at: **First Avenue** **Borough of: Brooklyn**
Block No: 725 **Lot No: 200** **Plan Number:** **Application Number: 20120962**
Dated: July 13, 2012 **Filed by: NYC Economic Development Corp.**

Described as: **New Building: Park Comfort Station**

Has been satisfactorily completed in accordance with approved plans and specifications and the rules and regulations of the Department of Small Business Services and therefore it is hereby permitted to occupy said structure for the use of:

**Comfort Station with Accessory Office for Maintenance & Operations, Storage, Mechanical Room and Locker Room;
Occupancy Group: U; Use Group: 4, Zoning District: Park**

Subject to compliance with all the requirements and regulations of the Fire Department and other City, State, and Federal Departments. No change of use or occupancy shall be made unless first approved by the Commissioner of Small Business Services. No structural changes shall be made unless an approval of same has been obtained from the Commissioner of Small Business Services.


_____, for
Director of Waterfront Permits

Marla Torres-Springer, COMMISSIONER



PLACE OF ASSEMBLY CERTIFICATE OF OPERATION

SBS Number: 20090393

Borough: Bronx

Premises Address: 155 Food Center Drive

Block/ Lot: 2781/ 500

Issued on: 08/15/2014

Name of Establishment: Baldor Specialty Foods, INC.

Floors: 1

Occupancy Clarification and Description: F

Number of Persons: 116

This certificate authorizes occupancy of the premises as a place of assembly for one year after its issuance, and thereafter, only for periods of time during which there is in effect a New York City Fire Department place of assembly permit, unless suspended, revoked, or superseded. This certificate is subject to the strict observance of the laws, rules and regulations enacted for the protection of the public in such places of assembly. Approved seating plans must be kept on premises at all times.

A handwritten signature in black ink, appearing to read "Carroll Lewis".

Director of Waterfront Permits

A handwritten signature in black ink, appearing to be a stylized name.

Commissioner

MUST BE POSTED CONSPICUOUSLY AT ALL TIMES

Waterfront Permits Unit



All Applications and Required Documentation Must Be Submitted to SBS between 10:00 AM and 1:00 PM, by Appointment Only, at: NYC Small Business Services
Waterfront Permits Unit
110 William Street, 7th Floor
New York, NY 10038

For Appointments visit www.nyc.gov/waterfrontpermits
Large Projects require Pre-filing Meetings and may be requested via Link Online.

SBS Applications cannot be tracked in DOB BIS.
To check status of an application email wpu@sbs.nyc.gov

Thank You!