

Borough where work is taking place - select ONE of the following options:

- MANHATTAN MNPAServiceRequest@buildings.nyc.gov
 QUEENS QNPAServiceRequest@buildings.nyc.gov
 BRONX BXPAServiceRequest@buildings.nyc.gov
 STATEN ISLAND SIPAServiceRequest@buildings.nyc.gov
 BROOKLYN BKPAServiceRequest@buildings.nyc.gov

1 REQUESTOR (Required for all requests)

Name _____ Cell Phone _____
 Email _____ Business Phone _____

2 CERTIFICATE OF OCCUPANCY (CO)

Initial TCO

Alt-1/NB application #/address: _____

- Pre-submission Consultation*
 Follow-up

**Project Advocates do not accept TCO submission paperwork. TCO paperwork must be submitted at the CO window; and is reviewed by Project Advocates in the order it was received.*

TCO Renewal

Alt-1/NB application #/address: _____

- Outstanding Required Item(s)
 Follow-up
 Open Violations Waiver

Final CO – open applications

Alt-1/NB application #/address: _____

- Initial Review
 Follow-up Review (PA who handled original review _____)
 Open Violations Waiver for FCO
 Other _____

3 PROPERTY PROFILE REVIEW/CO ASSISTANCE

Withdrawals of Job/ Work Type (one (1) per appointment)

ONLY withdrawal requested for the issuance of Final CO – open applications review

Alt-1/NB application #/address: _____ PA who handled review _____

Assistance with Property Profile Changes/Corrections

Address/BIN: _____

- Correction of BIS building profile
 Correction in C of O
 Other _____

4 OPERATIONS/ADMINISTRATIVE: BC Office Assistance

Hold (Property/Application; Stop Work Order; Vacate Order; Restrictive Declaration)

Application #/address/ BIN: _____ Hold Type: _____

Compliance with Local Laws

5 of 1973 Address _____

158 of 2017 Address _____ Justification _____

5 COMMENTS/REASON FOR MEETING (Provide detailed explanation for request)

Details:

