

# Required Items Reference Guide

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# Background and Tips for using the *Guide*

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## **What is the Required Items Reference Guide?**

The Required Items Reference Guide is a publication made available by the NYC Department of Buildings as a courtesy to the public. The *Guide* establishes a clear, common standard for when requirements apply to a particular job filing and how to satisfy each requirement.

## **Are any Required Items not included in the *Guide*?**

This version of the *Guide* does not include the Controlled Inspection Required Items or Builders Pavement Plan (BPP) Required Items (with one exception). Explanations for those Required Items will follow in a future edition of the *Guide*.

## **How current is the information in this version of the *Guide*?**

The information contained in the *Guide* is only as current as the date it was published, which appears on the cover of the guide.

The online version of the *Guide* is continuously updated and reflects the most current information. It is available at <http://www.nyc.gov/buildings>.

Please note: changes and corrections do occur after printing. Changes and corrections will be reflected in the online version of the *Guide* and will not be printed until the next published version of the *Guide* is released.

## **What happens after the expiration date listed on the cover?**

Most of this version of the *Guide* will still be current, but check the online version of the *Guide* for the most current information.

Because a change to a Required Item may happen at any point, it is strongly recommended to always review the online version of the *Guide* before taking any steps to satisfy a Required Item.

## **What else can I get from the *Guide*?**

Over time, the online version of the *Guide* will also feature a number of helpful enhancements, such as:

- Links to reference information, including Building Code and Zoning Resolution citations
- Forms and other documents that are required to be submitted
- Links to web sites for related city agencies
- Searching and sorting

## **What if I find an error in the *Guide*?**

If you notice an error that needs to be corrected in the *Guide*, or if you have any suggestions for the *Guide*, please notify us at: [customerservice@buildings.nyc.gov](mailto:customerservice@buildings.nyc.gov)

# What you should know about Required Items

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**What is a Required Item?** Required Items indicate what requirements apply to a specific job, and when they must be satisfied. Every job filing is unique. Scope of work, location, and other variables determine which requirements apply.

**How does a Required Item become associated with a job?**

A Required Item is associated with a job through the Buildings Information System (BIS), a Plan Examiner, or a filing professional.

- **Programming in BIS adds the item.** BIS automatically adds certain requirements based upon programming logic following pre-established business rules. For example, all NB and Alt 1 jobs require Final Construction Signoff.
- **A Plan Examiner adds the item.** During plan exam, the Plan Examiner determines which requirements apply.
- **A filing professional selects the item.** On professionally certified jobs, the professional indicates all items that are required for the particular job on the PC-1 form (checklist for Professional Certification). That information is then entered into BIS by the NYC Department of Buildings.

**How do I find out what Required Items are associated with my filing?**

Follow the steps on the next pages to track Required Items using BISWeb.

**Who can I contact if I have questions?**

If you have any questions, please e-mail us at [customerservice@buildings.nyc.gov](mailto:customerservice@buildings.nyc.gov) or contact your local borough office. Borough contact information is available at <http://www.nyc.gov/buildings>

**Note**

**The *Guide* may not be a complete list of every item required for a job.**

# Reviewing Required Items on BISWeb

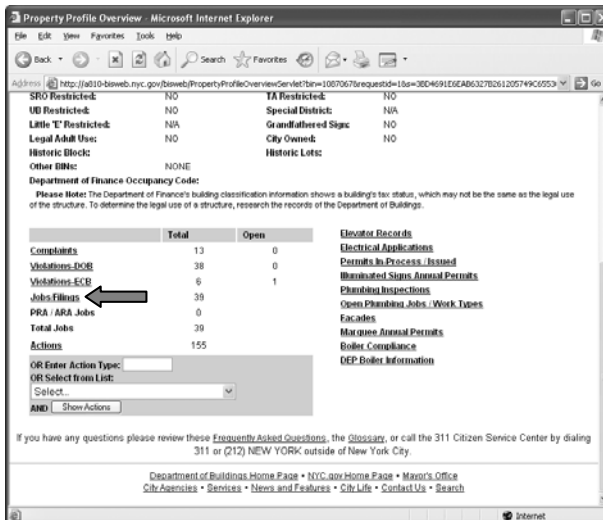
If you have a property address:

Visit <http://www.nyc.gov/buildings> and input the address into the BIS web query on the home page

If you have a job number instead of an address, please skip to the next page.



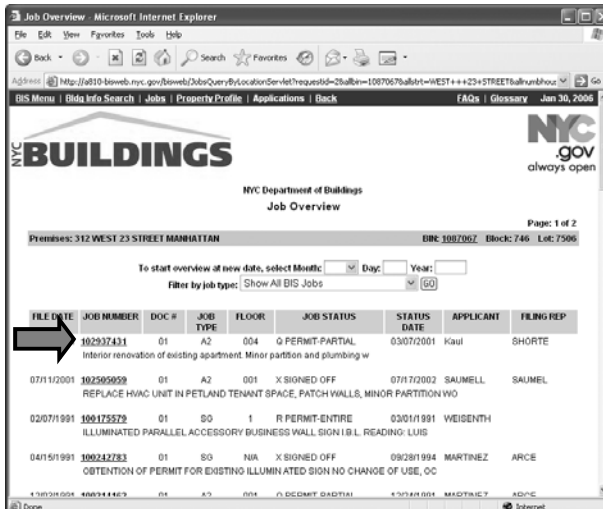
Scroll down and click on Jobs/Filings on the Property Profile Overview screen



Locate the job number you want to check Required Items for and click on that number

You will arrive at "Application Data" screen

At this point, please skip to the "Required Items Screen on BISWeb" to continue



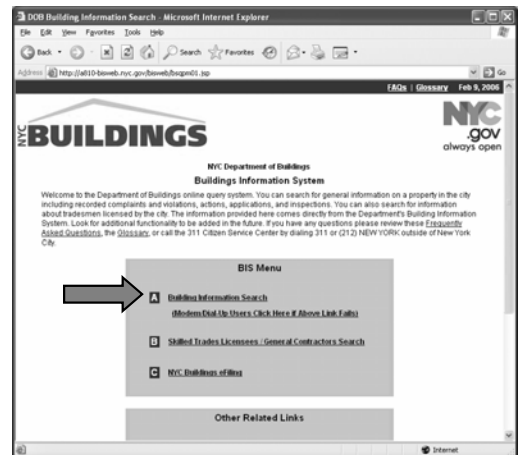
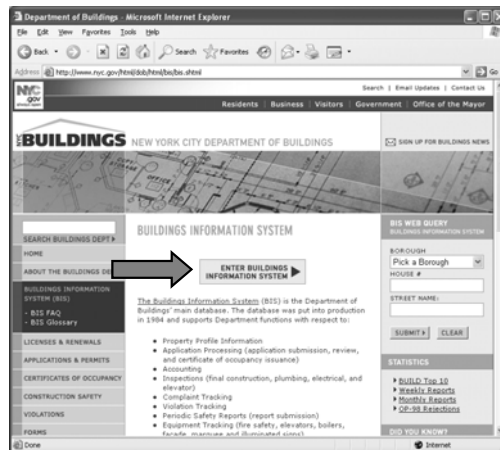
**If you have a BIS job number:**

Visit  
<http://www.nyc.gov/buildings>  
 and navigate to BISWeb



Click "Enter Buildings Information System"

Then Click "Building Information Search"

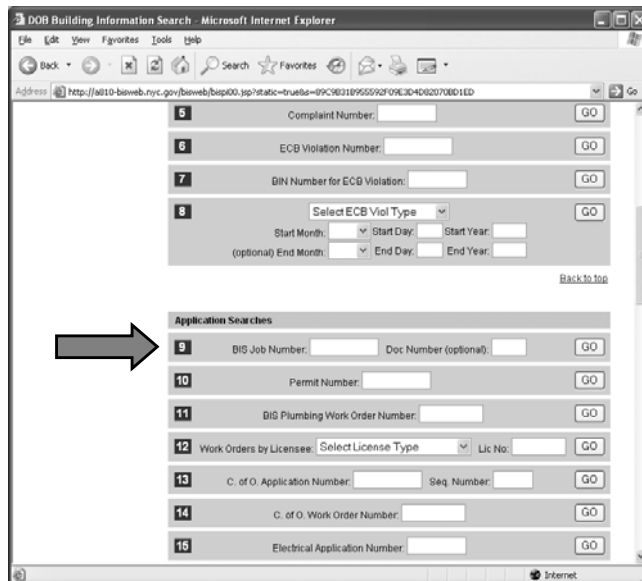


Scroll down to "Job Number" and enter the job number in the field provided

Click "GO" when ready

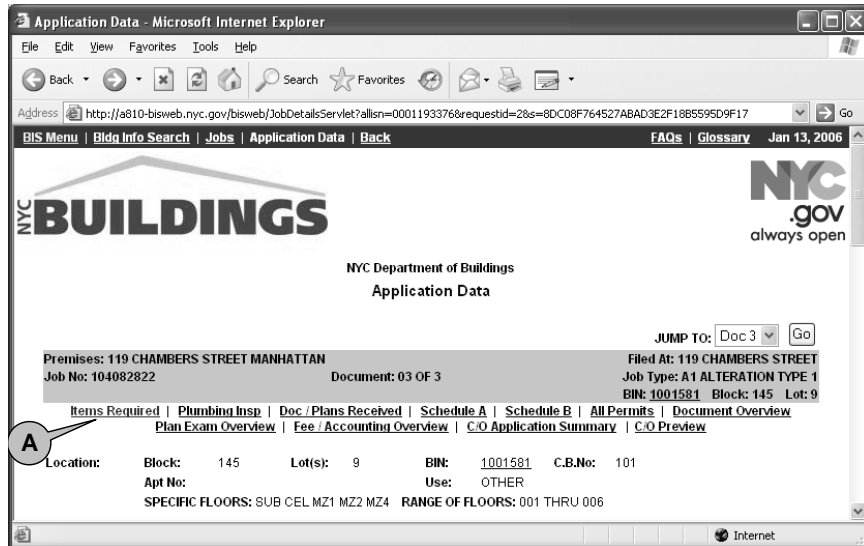
You will arrive at "Application Data" screen

At this point, please skip to the "Required Items Screen on BISWeb" to continue

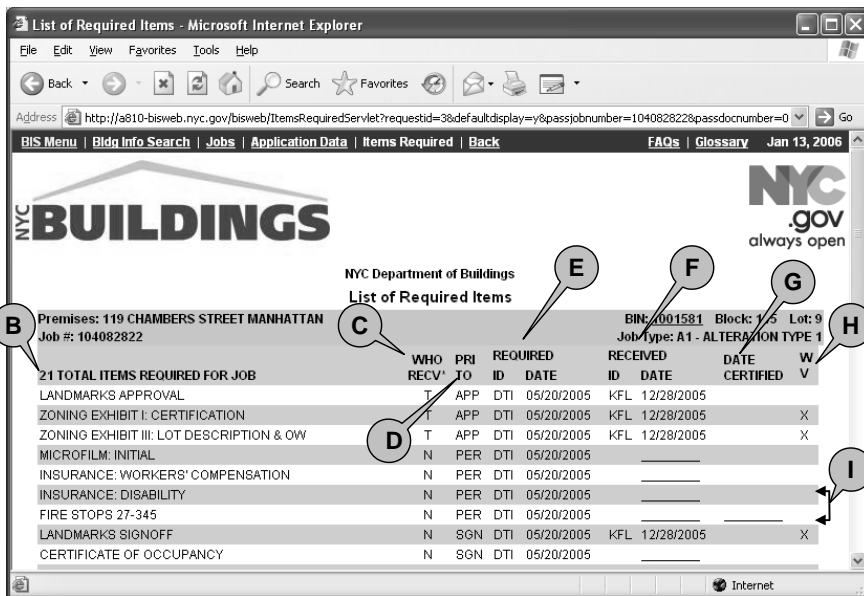


# Key to Understanding the Required Items Screen on BISWeb

- A** Click "Items Required" to see the required items list for that job
- B** Indicates total number of items required for job
- C** Denotes who can receive documentation for this item  
T: Plan Examiner Only  
N: Clerical Staff
- D** "PRI TO" denotes when the documentation is required prior to:  
APP: Approval  
PER: Permit  
SGN: Signoff



- E** Required ID: Clerk who entered the required item  
Required Date: The date when the required item was added to the job



- F** Received ID: Clerk or plan examiner who received the required item  
Received Date: When the required item was received  
*For TR-1 items denotes the date the "ID of Responsibility" was received*

- G** Date Certified: When TR-1 certification was received
- H** Waiver: if an "X" appears, that item is waived for this job

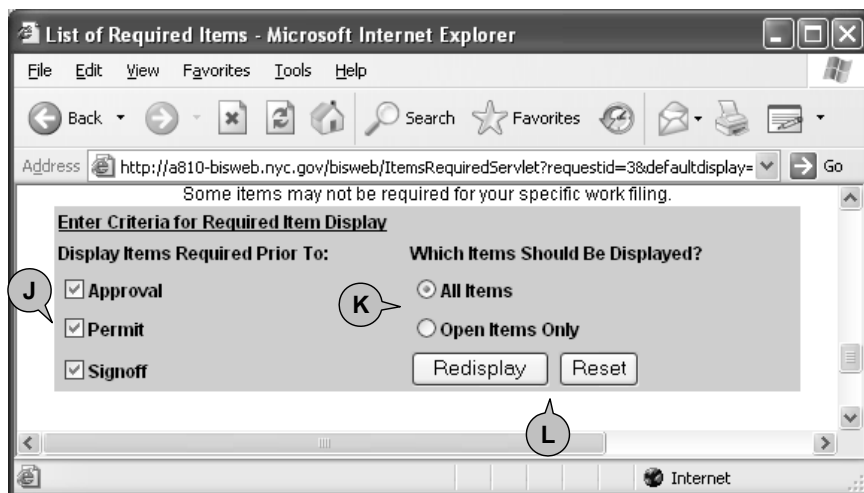
- I** For each required item, a blank space under a column means that column is not required.

A "\_\_\_" means that column needs to be fulfilled for that item

- J** Changes the screen to show only the items required prior to the stages checked

- K** Changes the screen to show either all required items or only open required items

- L** Click "Redisplay" to change the screen for the options selected in J or K above. Click "Reset" to reset the options to show all items when "Redisplay" is clicked



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

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**General Required Items**

**Subject to change.**

**General Required Items**

This does not include Controlled Inspections and most BPP Required Items.  
*Items are sorted alphabetically by item description.*

	Item Description	Required Prior to:			References	Applicability	Explanation	How to Satisfy
		Application Approval	Permit	Signoff				
1.	<b>Address: New House Number Approved*</b>	X			GCL § 35 & 36  Memo: 4/1/83	Select if the application results in a new house number.	Each new house number must be accurately recorded in City records.	<ul style="list-style-type: none"> <li>Obtain house number verification stamp on back of PW-1 from Topographic Unit of Borough President's Office. Submit stamp with PW-1.</li> </ul>
2.	<b>Adult Activity Approval</b>	X			ZR §32-01 ZR §42-01  OPPN 7/02, 6/98, 5/98, 8/96, 7/96	Select when filing a professionally certified application that includes adult activity on the premises.	When proposed use of a premises involves adult activity, borough referral to DOB legal for review is required to ensure that the premises is not an adult establishment.	<ul style="list-style-type: none"> <li>Must submit plans for plan exam approval.</li> </ul>
3.	<b>Adult Establishment Approval*</b>	X			ZR §32-01 ZR §42-01  OPPN 7/02, 6/98, 5/98, 8/96, 7/96	Select when establishing a new or enlarging an existing "adult establishment" use as defined by ZR §12-10.	For new adult establishments, borough referral to DOB legal for review is required to ensure that Zoning permits the adult establishment.	<ul style="list-style-type: none"> <li>Submit zoning plot diagram showing conformance with ZR.</li> </ul>

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**General Required Items**

**Subject to change.**

	Item Description	Required Prior to:			References	Applicability	Explanation	How to Satisfy
		Application Approval	Permit	Signoff				
4.	<b>Anti-Harassment Area Checklist</b>	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 Preservation Area or Greenpoint-Williamsburg 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"> <li>• Submit Anti-Harassment Area Checklist (HPD-1)</li> <li>• If the work is not exempt, submit HPD Certificate of No Harassment or HPD Certification of Cure Compliance</li> <li>• As indicated on the checklist, some exemptions may require submission of HPD Determination</li> </ul>
5.	<b>Applications: Signoff Open Jobs</b>			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"> <li>• Ensure that all open applications have been signed off.</li> <li>• Note: A pilot project in Manhattan allows final CO where open applications exist subject to certain criteria and limitations.</li> </ul>

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**General Required Items**

**Subject to change.**

	Item Description	Required Prior to:			References	Applicability	Explanation	How to Satisfy
		Application Approval	Permit	Signoff				
6.	<b>Asbestos ACP 7 or 5 or ASB 4*</b>	X			LL 76/85 BC §27-198.1 AC §24-146.1 TPPN 2/87 OPPN 1/87, 10/87, 1/88, 4/88, 3/89, 17/89, 19/90, 17/91, 9/93, 24/88	Select for all Alt 1, Alt 2 and Alt 3 jobs, except Alt 1 jobs for legalization of demolition work completed prior to April 1, 1987.  The ACP 7 report is required for any friable "asbestos project." The ACP 5 report is required for any friable non-"asbestos project." The ASB 4 report is required for any project claiming an exemption from asbestos certification.	<ul style="list-style-type: none"> <li>• Submit ACP 7 if asbestos-containing material, exceeding 10 sq. ft. or 25 linear feet, is to be removed; AND submit proof of payment receipt from DEP.</li> <li>• Submit ACP 5 if no asbestos-containing material is disturbed exceeding 10 sq. ft. or 25 linear feet.</li> <li>• Submit ASB 4 if the work is exempt from filing ACP 7 or ACP 5.</li> </ul>	
7.	<b>Backflow Preventer</b> <i>(RPZ or Double-Check Valve Assembly)</i>			X	RS 16, §107.18(5) LL 67/77 OPPN 14/90 NYS Sanitary Code 5-1.31	Select for all NB, Alt 1, Alt 2 applications and ARA's where the proposed work involves a) a new connection to public water supply or b) installation of a new sprinkler system or any other device that might cause a threat to the potable water system.	Approval from the Dept of Environmental Protection (DEP) for installation of an RPZ or double-check valve is required to prevent contamination of the potable water supply.	<ul style="list-style-type: none"> <li>• Have device tested and obtain a Gen. 215B form (RPZ test letter) signed by the Testing Contractor and Plumber and signed and sealed by the PE or RA.</li> <li>• Submit to Plumbing Division.</li> </ul>

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**General Required Items**

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	Item Description	Required Prior to:			References	Applicability	Explanation	How to Satisfy
		Application Approval	Permit	Signoff				
8.	<b>Boiler (BL) Signoff</b>			X	BC §27-793 OPPN 6/93 LL 62/91	Select this item if the NB or Alt 1 application has a boiler (BL) application that is filed under a <b>separate</b> job number.	If filed separately from the main application, the boiler (BL) application must be signed off to insure proper installation of a large boiler (boiler rating higher than 350,000 BTU) to ensure that they were installed safely.	<ul style="list-style-type: none"> <li>File PW-1C (Schedule C).</li> <li>On the PW-1 for the BL application, identify the job number of the related NB/Alt 1 in Sec. 16 or Part A of Sec. 7.</li> <li>Obtain BL signoff from Boiler division and provide letter of completion.</li> </ul>
9.	<b>BPP: Design Commission Approval - Distinctive Sidewalk*</b>	X			NYC Charter §854(b) & (e) LL77/95 DOB Dir. # 2/78	Select for all BPP applications on city-owned property that deviate from standard concrete color or scoring pattern 5' x 5' and/or add/alter exterior walls or structures, including but not limited to fences, gates, steps, curbing, distinctive paving, benches, lamps, posts, signage, traffic signals or other similar structures on city-owned property.	Approval from the Design Commission is required to ensure that work proposed receives aesthetic merit.	<ul style="list-style-type: none"> <li>Obtain Design Commission Certificate of Approval.</li> <li>Submit to Plan Examiner.</li> </ul>
10.	<b>BPP: Other Items</b>	Please note: all Builders Pavement Plan Required Items are not listed in the <i>Guide</i> . Additional BPP Required Items will be incorporated in future editions of the <i>Guide</i> .						

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**General Required Items**

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	Item Description	Required Prior to:			References	Applicability	Explanation	How to Satisfy
		Application Approval	Permit	Signoff				
11.	<b>BSA Variance*</b>	X			ZR §72-21 ZR §32-31 ZR §32-32  NYC Charter 666.6 & 666.7  MDL §310	Select for any application where the proposed work would be prohibited by Zoning Res., Admin. Code or MDL.	If work proposed under this application does not comply with Zoning Res., Admin Code, or MDL, DOB may permit such work or development only if applicant obtains a variance from the Board of Standards and Appeals (BSA).	<ul style="list-style-type: none"> <li>Obtain objection from plan examiner or other appropriate party.</li> <li>Obtain variance from BSA.</li> <li>Indicate calendar number and conditions of approval on Schedule A.</li> </ul>
12.	<b>BSA/CPC Approval*</b>	X			ZR § 72-21 ZR § 32-31 ZR § 32-32  OPPN 16/87	Select for any application where the proposed work requires a special permit, authorization, or modification by the BSA or by the CPC.	If the proposed work requires a special permit or authorization pursuant to the ZR, DOB may permit such work if applicant obtains approval from the BSA and/or the CPC.	<ul style="list-style-type: none"> <li>Obtain approvals from BSA and/or CPC.</li> <li>Indicate calendar number and conditions of approval on Schedule A.</li> </ul>
13.	<b>Certificate of Occupancy</b>			X	BC §27-213, 217  OPPN 6/93	This item will automatically apply to NB and Alt 1 applications.	The Certificate of Occupancy (CO) is an official legal document, which states the permissible use and occupancy of the premises.	<ul style="list-style-type: none"> <li>Submit CO Application (PW-6) to CO Unit.</li> </ul>
14.	<b>Clinton District: HPD Certificate of Completion of Lower Income Housing*</b>			X	ZR § 96-110(d) (2)(ii)	Select for all A1 or NB jobs located on a cure requirement lot (other than any Lower Income Housing located on such cure requirement lot)	To preserve affordable housing, the Department of Housing Preservation and Development (HPD) requires that the affordable housing required by the Clinton District restrictive declaration to be completed in compliance with the restrictive declaration and that a temporary or final certificate of occupancy has been issued for each unit of the low-income housing.	<ul style="list-style-type: none"> <li>Provide proof of temporary or final certificate of occupancy indicating CFRN Numbers and occupancy restrictions for all low-income housing and for all other tax lots on the Cure Requirement Lot.</li> <li>HPD Certification of Completion of Lower Income Housing</li> </ul>

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**General Required Items**

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	Item Description	Required Prior to:			References	Applicability	Explanation	How to Satisfy
		Application Approval	Permit	Signoff				
15.	<b>Clinton Special District Anti-Harassment Checklist</b>	X			ZR § 96-00 ZR § 96-10 ZR § 96-108 ZR § 96-109 ZR § 96-110 ZR § 96-20	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 Clinton Special District.	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"> <li>Clinton Special District Anti-Harassment Checklist (HPD-2)</li> <li>If the work is not exempt, submit HPD Certificate of No Harassment, HPD Certification of Cure Compliance, or CPC Special Permit</li> <li>As indicated on the checklist, some exemptions may require submission of HPD Determination</li> </ul>
16.	<b>Construction (OT) Signoff</b>			X	BC §27-156	Select this item if the NB or Alt 1 application has a "other construction" (OT) application that is filed under a <u>separate</u> job number.	If filed separately from the main application, a construction (OT) application must be signed off to ensure that related general carpentry and construction work was performed safely and complies with Code.	<ul style="list-style-type: none"> <li>File OT work type.</li> <li>On the PW-1 for the OT application, identify the job number of the related NB/Alt 1 in Sec. 16 or Part A of Sec. 7.</li> <li>Obtain OT signoff from Construction division or provide letter of completion for OT application.</li> </ul>
17.	<b>Cost Affidavit: Estimated</b>		X			Select for Alt 1, Alt 2 and Alt 3 applications.	A cost affidavit indicating estimated costs is required to ensure appropriate assessment of DOB fees.	<ul style="list-style-type: none"> <li>Contractor to submit cost affidavit form (PW-3) indicating estimated cost of construction.</li> </ul>
18.	<b>Cost Affidavit: Actual</b>			X		Select for Alt 1 applications only.	A cost affidavit indicating actual costs is required to ensure appropriate assessment of DOB fees.	<ul style="list-style-type: none"> <li>Submit original, typed, notarized final owner's cost affidavit form (PW-3) to fee estimator.</li> </ul>

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**General Required Items**

**Subject to change.**

	Item Description	Required Prior to:			References	Applicability	Explanation	How to Satisfy
		Application Approval	Permit	Signoff				
19.	<b>CPC: Hudson Yards Initial Certification*</b>	X			ZR § 93-31	Select for NB and Alt 1 applications where additional floor area is proposed pursuant to Hudson Yards District Improvement Bonus.	In the Hudson Yards District, maximum floor area may be increased provided that an acceptable contribution, certified by CPC, be deposited into the Hudson Yards District Improvement fund or adequate security for such deposit be provided.	<ul style="list-style-type: none"> <li>• Provide an original letter from CPC that certifies a contribution of funds has been made or will be secured for the Hudson Yards District Improvement Fund.</li> <li>• The letter must specify the square footage of the development rights yielded by the Hudson Yards District Improvement Bonus.</li> </ul>
20.	<b>CPC: Hudson Yards Final Certification*</b>		X		ZR § 93-31	Select for NB and Alt 1 applications where additional floor area is proposed pursuant to Hudson Yards District Improvement Bonus.	In the Hudson Yards District, maximum floor area may be increased provided that an acceptable contribution, certified by CPC, has been deposited into the Hudson Yards District Improvement fund.	<ul style="list-style-type: none"> <li>• Provide an original letter from CPC that certifies a full contribution has been made into the Hudson Yards District Improvement Fund.</li> <li>• If a full contribution was made prior to application approval the Plan Examiner may use the original CPC letter already provided to waive this item.</li> </ul>
21.	<b>Curb Cut: Provide Existing Number*</b>	X			BC §27-480  ZR §25-63, 25-631 and 632, §36-53, 36-682, 44-43, 44-582	Select if the application proposes use of an existing legal curb cut.	Curb cut application numbers must be identified to ensure that existing curb cuts are legal.	<ul style="list-style-type: none"> <li>• Identify existing curb cut job number on the new plans.</li> <li>• For pre-BIS jobs, indicate DOB identification number on plans.</li> </ul>

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**General Required Items**

**Subject to change.**

	Item Description	Required Prior to:			References	Applicability	Explanation	How to Satisfy
		Application Approval	Permit	Signoff				
22.	<b>Curb Cut (CC) Signoff</b>			X	BC §27-480  ZR §13-142(a)	Select this item if the NB or Alt 1 application has a curb cut (CC) application filed under a <u>separate</u> job number. Requirement does not apply to applications reusing an existing legal curb cut.	If filed separately from the main application, the curb cut (CC) application must be signed off to ensure that new curb cuts and modifications to existing curb cuts (to provide access to off-street parking) are registered and comply with size and location controls.	<ul style="list-style-type: none"> <li>File CC application.</li> <li>On the PW-1 for the CC application, identify the job number of the related NB/Alt 1 in Sec. 16 or Part A of Sec. 7.</li> <li>Obtain all required Department of Transportation permits.</li> <li>Provide letter of completion.</li> </ul>
23.	<b>Demolition Application</b>		X		OPPN 6/90, 12/92, 9/93, 6/90, 24/87, 24/89, 10/92	This item will automatically apply to all NB applications.	In order to construct a new building on improved property, the existing structure must be demolished	<ul style="list-style-type: none"> <li>Submit application for demolition of existing structure or seek waiver of requirement if property is not improved.</li> </ul>
24.	<b>Demolition Job Signoff</b>			X	OPPN 6/90, 12/92, 9/93, 6/90, 24/87, 24/89, 10/92	This item will automatically apply to all NB applications.	If an application to perform demolition work is filed, the job must be signed off to ensure that the demolition work was completed properly.	<ul style="list-style-type: none"> <li>BIS system must reflect demolition job in "X" status (signed off).</li> </ul>

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**General Required Items**

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25.	<b>Design Commission Approval: City-owned property*</b>	X			<p>NYC Charter §854(b) &amp; (e)</p> <p>LL77/95</p> <p>DOB Dir. # 2/78</p>	<p>Select for NB jobs located on city-owned property where structure meets qualifications set forth in NYC Charter, Chapter 37, Section 854(b).</p> <p>Select for alterations to existing structure located on city-owned property when alteration affects exterior walls or structures, including fences, gates, steps, curbing, distinctive paving, benches, lamps, posts, signage, traffic signals or other similar structures on city own property.</p>	<p>Approval from the Design Commission is required to review for aesthetic merit.</p>	<ul style="list-style-type: none"> <li>• Obtain Design Commission Certificate of Approval.</li> <li>• Submit to Plan Examiner.</li> </ul>
26.	<b>Detector: Carbon Monoxide</b>			X	<p>BC §27-981.2</p> <p>1 RCNY §28-02</p> <p>RS 17-13, 17-14</p>	<p>Select for all NB, Alt 1, Alt 2 and Alt 3 jobs where carbon monoxide detectors are required to be installed as a result of the work being performed.</p>	<p>Most dwelling units and buildings in occupancy group G (educational) or H-2 (institutional) are required to have detectors.</p>	<ul style="list-style-type: none"> <li>• Indicate location of carbon monoxide detectors on plans.</li> <li>• Where permitted to be battery-operated, submit a notarized affidavit signed by the owner.</li> <li>• Where required to be hardwired, submit letter from electrician or P.E./R.A. indicating compliance.</li> </ul>

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**General Required Items**

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27.	<b>Detector: Smoke</b>			X	BC §27-978 - 27-981  1 RCNY §28-01  RS 17-11, 17-12	Select for all NB, Alt 1, Alt 2 and Alt 3 jobs where smoke detectors are required to be installed as a result of the work being performed.	Most residential buildings are required to have smoke detectors for fire safety. Requirements vary by building type.	<ul style="list-style-type: none"> <li>Indicate location of smoke detectors on plans.</li> <li>Where permitted to be battery-operated, submit a notarized affidavit signed by the owner.</li> <li>Where required to be hardwired, submit letter from electrician or P.E./R.A. indicating compliance.</li> </ul>
28.	<b>Dir. 14 ID of Responsibility</b>		X		Dir. 14, 1975	This item will automatically apply to D14 applications with work type MH, EQ, CC or OT.	When submitting applications via Dir. 14, 1975, applicant must notify DOB who will be responsible for final inspection.	<ul style="list-style-type: none"> <li>Submit TR-1 indicating the individual responsible for final inspection.</li> </ul>
29.	<b>ECCCNYS Compliance Statement</b>	X			Energy Conservation Construction Code of New York State	This item will automatically apply to all New Building (NB) applications.	When submitting an application, applicants must demonstrate compliance with the Energy Conservation Construction Code of New York State.	<ul style="list-style-type: none"> <li>Place appropriate statement of compliance or reason for exemption on plans.</li> </ul>
30.	<b>Electrical Application for Sidewalk Shed Lighting</b>		X		BC §27-1021 LL 33/91	This item automatically applies to all sidewalk shed applications.	Only a licensed electrician can install the lighting required for a sidewalk shed.	<ul style="list-style-type: none"> <li>Provide either: a) copy of an active electrical permit to install sidewalk shed lighting or b) copy of a BISWeb print out of an accepted electrical application to install sidewalk shed lighting.</li> </ul>

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**General Required Items**

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	Item Description	Required Prior to:			References	Applicability	Explanation	How to Satisfy
		Application Approval	Permit	Signoff				
31.	<b>Elevator Job Signoff</b>			X	BC §24-147	Select this item if the NB or Alt 1 application involves elevator work.	When an application to perform elevator work is filed, the elevator job must be signed off to ensure the elevator work was completed properly.	<ul style="list-style-type: none"> <li>Obtain Elevator job signoff from Elevator division or provide letter of signoff.</li> </ul>
32.	<b>Environmental “E” - DEP Notice to Proceed*</b>	X			ZR §11-15 ZR § 93-051 ZR § 98-051 ZR § 104-05 ZR § 115-03 OPPN 2/05	Select for NB, Alt 1, Alt 2 and Alt 3 applications where work is to be performed on a lot designated with an “E” on the Zoning Map.	DEP must approve proposed work that falls within the scope of ZR §§ 11-15, 93-051, 98-051, 104-05 or 115-03 to ensure that all environmental requirements have been met or will be met upon completion of the work.	<ul style="list-style-type: none"> <li>Submit either: DEP Notice to Proceed, or DEP Notice of No Objection, or Statement on AI-1 form describing why the proposed work falls outside of the scope of ZR §§ 11-15, 93-051, 98-051, 104-05 or 115-03</li> </ul>
33.	<b>Environmental “E” - DEP Notice of Satisfaction*</b>			X	ZR §11-15 ZR § 93-051 ZR § 98-051 ZR § 104-05 ZR § 115-03 OPPN 2/05	Select for NB, Alt 1, Alt 2 and Alt 3 applications that receive approval upon submission of a DEP Notice to Proceed.	DEP must approve all work completed pursuant to a Notice to Proceed to ensure that the completed work satisfies environmental requirements.	<ul style="list-style-type: none"> <li>Submit DEP Notice of Satisfaction.</li> </ul>
34.	<b>Equipment (EQ) Permits</b>		X		BC §27-1001  Memo 4/12/76	Select for all applications where construction-related equipment will be used on-site.	Equipment permits are required for construction fences, certain scaffolds and other construction-related equipment to ensure safe operation.	<ul style="list-style-type: none"> <li>Identify equipment types on PW-1.</li> <li>Obtain permits for equipment. Inspection may be required.</li> </ul>

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35.	<b>Equipment Use (EUP) Permits</b>			X	BC §27-185 and 27-190	Select for all applications where service equipment or systems indicated in §27-185 are or will be installed.	Equipment use permits are required for operation of service equipment or systems, such as HVAC equipment and systems, elevators, fuel burning and fuel-oil storage, and certain boilers.	<ul style="list-style-type: none"> <li>Identify equipment types on PW-4.</li> <li>Obtain plan approval from plan examiner or PE/RA on file. Construction inspector or applicant must sign all equipment use permits.</li> <li>If AC unit will be operated, file AC equipment use card for tonnage generated.</li> </ul>
36.	<b>Excavation or Demolition: 5-Day Notice</b>		X		BC §27-165 and 27-169  Memo 10/19/88	Select if the application involves excavation, earthwork, or demolition.	When excavation, earthwork or demolition is to occur, written notification to all adjoining property owners is required at least five days prior to permit application. Additional written notice is required prior to commencement of work.	<ul style="list-style-type: none"> <li>Submit certified mail receipts and copies of letters sent to owners of adjoining lots at time of initial permit application.</li> </ul>
37.	<b>Fee: Adjustment (Scope of Work Changed)</b>	X			AC §26-210 and §26-211  OPPN 2/97 & 4/99	Select if filing an amendment or correction of a post-approval amendment and scope of work has changed from that originally submitted.	When scope of work changes, a fee assessment is required that may result in additional fees. Payment of the additional fees is required prior to approval of the initial job or if a PAA, prior to approval of the PAA.	<ul style="list-style-type: none"> <li>See plan examiner and pre-filer for determination of new fees.</li> <li>Pay fees at Cashier.</li> </ul>
38.	<b>Fee: Civil Penalty for Legalization*</b>	X			LL 58/88	Select if legalizing work done after 1989 without a valid permit	DOB issues civil penalties if work was done after 1989 without a permit. Work done without a permit before 1989 is exempt from civil penalties.	<ul style="list-style-type: none"> <li>See Fee Estimator</li> <li>Pay civil penalty fee at Cashier.</li> </ul>

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**General Required Items**

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		Application Approval	Permit	Signoff				
39.	<b>Fee: Pay Deferred Fees*</b>			X	Memo 5/2/86 and 9/26/84 OPPN 2/94 APPN 1/93	Select if property qualifies for fee deferral; certain properties are eligible as per APPN #1/93.	If the city or a tax-exempt institution owns the property, the applicant may defer payment of fees until signoff when City properties are transferred to private ownership.	<ul style="list-style-type: none"> <li>Pay fee at Cashier prior to seeking CO (temporary and final).</li> </ul>
40.	<b>Final Construction Signoff</b>			X	BC §27-210	This item will automatically apply to NB and Alt 1 applications.	A signoff from the Construction Division is required to ensure that completed work passes DOB's Construction inspection.	<ul style="list-style-type: none"> <li>Schedule Construction inspection.</li> <li>Obtain signoff.</li> </ul>
41.	<b>Final Electrical Signoff</b>			X	BC §27-210	This item will automatically apply to NB and Alt 1 applications.	A signoff from the Bureau of Electrical Control is required to ensure that completed work passes DOB's Electrical inspection.	<ul style="list-style-type: none"> <li>Schedule Electrical inspection.</li> <li>Obtain signoff.</li> </ul>
42.	<b>Final Elevator Signoff</b>			X	BC §27-210	This item will automatically apply to NB and Alt 1 applications.	A signoff from the Elevator Division is required to ensure that completed work passes DOB's Elevator inspection.	<ul style="list-style-type: none"> <li>Schedule Elevator inspection.</li> <li>Obtain signoff.</li> </ul>
43.	<b>Final Plumbing Signoff</b>			X	BC §27-210	This item will automatically apply to all NB and Alt 1 applications and Alt 2 applications with a PL work type.	A signoff from the Plumbing Division is required to ensure that completed work passes DOB's Plumbing inspection.	<ul style="list-style-type: none"> <li>Schedule Plumbing inspection or conduct self-certified inspection.</li> <li>Obtain signoff.</li> </ul>

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		Application Approval	Permit	Signoff				
44.	<b>Final Sewer House Connection Signoff</b>			X	LL 65/96	Select for all applications requiring a connection to the city sewer system.  This item will automatically apply to NB applications.	A final sewer house connection signoff is required for new sanitary, storm or combined sewer connections. DOB should waive the requirement if a septic system is, or will be, installed.	<ul style="list-style-type: none"> <li>Obtain a satisfactory inspection from a Buildings inspector, or</li> <li>Obtain a satisfactory inspection from a DEP inspector and present a copy of the DEP Sewer Card to the Buildings' Plumbing Unit</li> </ul>
45.	<b>Fire Alarm (FA): FDNY Approval*</b>	X			OPPN 3/91  TPPN 2/89  Memo 3/9/84, 1/22/83  1 RCNY §28-02 (e)(2)	Select if the application is a fire alarm work type except if filing per Dir. 14/75 for mini class E, cabaret or carbon monoxide detector systems.	A letter of approval from the FDNY Bureau of Fire Prevention for a Fire Alarm (FA) work type is required to ensure that the FA application has met FDNY standards.	<ul style="list-style-type: none"> <li>Obtain a letter of approval from FDNY Bureau of Fire Prevention per procedures outlined in OPPN 3/91.</li> </ul>
46.	<b>Fire Alarm/Signal System (FA) Signoff</b>			X	BC §27-968 & 981.2  OPPN 3/91	Select this item if the NB or Alt 1 application has a fire alarm/signal system (FA) application that is filed under a <u>separate</u> job number.	If filed separately from the main application, the alarm/signal/CO detector system (FA) application must be signed off to ensure that the system was properly installed; required for certain building types and/or occupancy.	<ul style="list-style-type: none"> <li>File FA application with DOB.</li> <li>On the PW-1 for the FA application, identify the job number of the related NB/Alt 1 in Sec. 16 or Part A of Sec. 7.</li> <li>Obtain FDNY approval letter prior to DOB approval.</li> <li>Obtain FA application signoff from FDNY and provide letter of completion.</li> </ul>

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47.	<b>Fire Protection Plan (FPP): FDNY Approval*</b>			X	Dir. 1/81 BC §27-228.1 and §27-228.2 Memo 12/5/86 OPPN 8/89 LL 16/84 & 5/73	For the types of buildings listed in BC §27-228.1, select for all NB and any alteration application involving change in use, exceeding \$1 million in cost or resulting in amendments to a previously issued Fire Protection Plan.	A fire protection plan is describes the key fire protection features of a building.	<ul style="list-style-type: none"> <li>• Submit Fire Protection Plan to FDNY and DOB.</li> <li>• Submit FDNY letter of approval to DOB.</li> </ul>
48.	<b>Fire Retardant Treated Wood: FDNY Certificate*</b>			X	Dir. 20/71 Memo 3/27/72 and 10/19/89 BC §27-328	Select if the application involves the use of fire-retardant treated wood.	A fire-retardant treated wood certificate is required to ensure that the wood used in work under this application has been certified to maintain a fire rating.	<ul style="list-style-type: none"> <li>• Obtain a fire-retardant treated wood certificate from FDNY.</li> </ul>
49.	<b>Fire Suppression System (FP) Signoff</b>			X	BC §27-232	Select this item if the NB or Alt 1 application has a fire suppression system (FP) application that is filed under a <u>separate</u> job number.	<p>If be filed separately from the main application, the fire suppression system (FP) application must be signed off to ensure that it was properly installed for cooking equipment.</p> <p>The FP application must distinguish between class A (water source) and class C (chemical source) systems.</p>	<ul style="list-style-type: none"> <li>• File FP application with DOB.</li> <li>• On the PW-1 for the FP application, identify the job number of the related NB/Alt 1 in Sec. 16 or Part A of Sec. 7.</li> <li>• Identify related mechanical work type.</li> <li>• Obtain FP application approval from FDNY and submit to DOB to obtain letter of completion.</li> </ul>

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50.	<b>Flood Zone: FEMA Elevation Certificate</b>			X	BC §27-316(g) TPPN 1/04	Select for all NB and any alterations that are a substantial improvement where the property is located in a flood zone.	An elevation certificate from FEMA is required to assure that construction in a flood zone meets FEMA standards.	<ul style="list-style-type: none"> <li>• Have P.E./R.A. certify elevation using a FEMA elevation certificate.</li> <li>• Submit to DOB</li> </ul>
51.	<b>Folder Review</b>			X		This item will automatically apply to NB and Alt 1 applications.	Before a Certificate of Occupancy is issued, the department must insure that all requirements have been complied with.	<ul style="list-style-type: none"> <li>• Obtain all necessary signoffs.</li> <li>• Submit job folder with proper documentation to CO Unit</li> </ul>
52.	<b>Foreign Government Property: State Department Letter*</b>	X			TPPN 5/94	Select for NB, Alt 1, Alt 2 or Alt 3 jobs involving property owned by a foreign government.	Approval from the US State Dept is required when work involves property owned by a foreign government.	<ul style="list-style-type: none"> <li>• Submit letter of no objection from Office of Foreign Missions of the US Dept. of State.</li> </ul>
53.	<b>Foundation Plan Approval</b>	X			BC §27-163	Select this item if the NB or Alt 1 application has a foundation plan.	Foundation plans are required to ensure that work done to a foundation is properly completed.	<ul style="list-style-type: none"> <li>• File application for foundation work.</li> <li>• Obtain plan approval.</li> </ul>
54.	<b>Foundation Signoff</b>			X	BC §27-163	Select this item if the NB or Alt 1 application has a foundation plan.	Foundation plans are required to ensure that work done to a foundation is properly completed.	<ul style="list-style-type: none"> <li>• Obtain OT application signoff from Construction Division and provide letter of completion.</li> </ul>

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55.	<b>Fuel Burning (FB) Signoff</b>			X	Memo 6/7/72 and 10/31/72	Select this item if the NB or Alt 1 application has a fuel burning (FB) application that is filed under a <u>separate</u> job number.	If filed separately from the main application, a signed off fuel burning (FB) application is required to ensure that fuel burning equipment was properly installed.	<ul style="list-style-type: none"> <li>File FB application.</li> <li>On the PW-1 for the FB application, identify the job number of the related NB/Alt 1 in Sec. 16 or Part A of Sec. 7.</li> <li>Obtain FB application signoff and provide letter of completion.</li> </ul>
56.	<b>Fuel Storage (FS) Signoff</b>			X	OPPN 7/94	Select this item if the NB or Alt 1 application has a fuel storage (FS) application that is filed under a <u>separate</u> job number.	If filed separately from the main application, a signed off fuel storage (FS) application is required to ensure that DOB has authorized fuel storage on the premises.	<ul style="list-style-type: none"> <li>File FS application.</li> <li>Obtain FS application signoff from Boiler Division and FDNY to get letter of completion.</li> </ul>
57.	<b>Gasoline Tank Signoff</b>			X	BC §27-440 LL 68/99 TPPN 6/00	Select this item if the NB or Alt 1 application has a gasoline tank (for installation or modification) that is filed under a <u>separate</u> job number.	If filed separately from the main application, a signed off gasoline tank application is required to ensure that DOB has authorized placement of a gasoline tank on the premises.	<ul style="list-style-type: none"> <li>File gasoline tank application with FDNY and DOB.</li> <li>Submit approval letters from NYS Dept of Environmental Conservation (DEC) and NYC Dept of Environmental Protection.</li> </ul>
58.	<b>HPD: SRO MD Certificate of No Harassment*</b>	X			BC §27198 28 RCNY §10-03(a)(1) AC 27-2093(e)	Select for every alteration or demolition application where the building is a "single room occupancy multiple dwelling".	If the property is a single-room occupancy (SRO) multiple dwelling, a certification, waiver, or letter exempting work from (HPD) is required.	<ul style="list-style-type: none"> <li>Submit Certification or Waiver, or letter exempting work from HPD.</li> </ul>

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59.	<b>HPD: Inclusionary Housing Letter*</b>		X		ZR § 23-90 ZR § 23-95(f)	Select for all Compensated Development jobs (jobs that are eligible for an increased floor area ratio pursuant to HPD's Inclusionary Housing Program).	To preserve affordable housing, no building permit for a Compensated Development job will be issued until an acceptable Lower Income Housing Plan is filed, approved and certified by HPD.	<ul style="list-style-type: none"> <li>Provide letter from HPD that certifies that the Lower Income Housing Plan has been submitted and approved. Letter specifies the square footage of the Floor Area Development Rights yielded by the Lower Income Housing.</li> </ul>
60.	<b>HPD: Inclusionary Housing Eligibility Certificate*</b>			X	ZR § 23-90 ZR § 23-95(f)	Select for all Compensated Development jobs (jobs that are eligible for an increased floor area ratio pursuant to HPD's Inclusionary Housing Program).	To preserve affordable housing, no temporary or final certificate of occupancy can be issued until HPD certifies that the Lower Income Housing is complete and in compliance with the Lower Income Housing Plan.	<ul style="list-style-type: none"> <li>Provide original certified and completed copy of HPD's "Inclusionary Housing Program Certificate of Eligibility for Zoning Bonus" containing HPD's embossed seal.</li> </ul>
61.	<b>Identify the Primary Job (PW1 §16)</b>	X			BC § 27-147 BC § 27-156	Select for any job if an active NB or Alt 1 application exists for the property.	When filing multiple applications for a single project, the applicant must identify the primary/master NB or Alt 1 job on each of the related job filings.	<ul style="list-style-type: none"> <li>Identify the job number of the primary/master job (NB/Alt1) in Section 16 of PW-1 for the related job filing.</li> </ul>
62.	<b>Insurance: Disability</b>		X		BC § 27-160	This item will automatically apply to all applications except subdivisions.	Disability insurance which covers the contractor and contractor's employees is required for all jobs except "no work" permit types and owner-pulled permits	<ul style="list-style-type: none"> <li>Submit DB 120.1 form or waiver form WC/DB-100.</li> <li>Submit contractor tracking number (if active)</li> </ul>

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63.	<b>Insurance: Liability</b>		X		BC §27-204(b) BC §27-160  NYC Charter 2-20  OPPN 6/92	This item will automatically apply to all applications except subdivisions.	Liability insurance which covers the contractor and contractor's employees is required.	<ul style="list-style-type: none"> <li>• Submit ACORD form completed by a licensed insurance broker showing policy number and effective date and DOB as certificate holder.</li> <li>• Submit contractor tracking number (if active)</li> </ul>
64.	<b>Insurance: Workers' Compensation</b>		X		BC §27-160	This item will automatically apply to all applications except subdivisions.	Workers' Compensation insurance is required. DOB may waive the requirement for applications involving legalization or no work, or work performed by the homeowner.	<ul style="list-style-type: none"> <li>• Submit DB 120.1 form</li> <li>• Submit a C106.2, GSA 105.2, SI 12, or U26.3 form. See Contractor's Insurance Requirement sheet in the Borough Office to verify form.</li> <li>• Submit contractor tracking number (if active)</li> </ul>
65.	<b>Insurance: Workers' Comp. Waiver/Affidavit*</b>		X		BC §27-160	Select this item if submitting a waiver/affidavit for Worker's Compensation insurance	Workers' Compensation insurance is required. DOB may waive the requirement for applications involving legalization or no work, or work performed by the homeowner.	<ul style="list-style-type: none"> <li>• Submit waiver form WC/DB-100</li> </ul>

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	Item Description	Required Prior to:			References	Applicability	Explanation	How to Satisfy
		Application Approval	Permit	Signoff				
66.	<b>Landmarks Approval*</b>	X			Memo 1/7/76 and 7/6/88  TPPN 10/88  OPPN 19/88 OPPN 13/88  AC §25-301-321  1 RCNY § 21-01(d)	Select for all applications where the property is an individually landmarked structure or is located within a landmarked district or contains a designated interior that is landmarked.	Approval from the Landmarks Preservation Commission (LPC) is required to ensure that work proposed under this application does not affect property with a landmarks designation.	<ul style="list-style-type: none"> <li>Submit to DOB drawings approved and perforated by LPC and either a "Permit: Certificate of No Effect" or "Permit: Certificate of Appropriateness," or describe how the proposed work is exempted from LPC review pursuant to Memo 1/7/76.</li> </ul> Notes: <ul style="list-style-type: none"> <li>For Alt 2 or Alt 3: LPC requires BIS job # prior to LPC approval</li> <li>For NB or Alt 1: LPC requires BIS job # and objection sheet (if applicable) prior to LPC filing</li> <li>All zoning objections must be satisfied prior to filing with LPC</li> </ul>

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**General Required Items**

**Subject to change.**

	Item Description	Required Prior to:			References	Applicability	Explanation	How to Satisfy
		Application Approval	Permit	Signoff				
67.	<b>Landmarks Signoff</b>			X	Memo 1/7/76 and 7/6/88  TPPN 10/88  OPPN 19/88 OPPN 13/88  AC §25-301-25-321  1 RCNY § 21-01(d)	Select if the "Permit: Certificate of Appropriateness" issued by LPC requires a Landmarks inspection signoff as a condition.	DOB requires that the work be inspected and signed off by the Landmarks Preservation Commission (LPC) when LPC places such a condition in the "Permit: Certificate of Appropriateness."	<ul style="list-style-type: none"> <li>• Submit LPC signoff to DOB.</li> <li>• Submit "Permit: Certificate of No Effect" to have this item waived.</li> </ul>
68.	<b>Local Law 58 of 1987 Waiver*</b>	X			BC §27-292.6  LL 58/87	Select for all applications seeking waiver of compliance with LL 58/87.	Existing buildings that are unable to comply with accessibility requirements of the Code may apply for a waiver as set forth in BC §27-292.6.	<ul style="list-style-type: none"> <li>• Obtain advisory opinion from Mayor's Office for People with Disabilities (MOPD).</li> <li>• Obtain Borough Commissioner determination that waiver will be granted.</li> <li>• Submit PEO-1 form.</li> </ul>

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**General Required Items**

**Subject to change.**

	Item Description	Required Prior to:			References	Applicability	Explanation	How to Satisfy
		Application Approval	Permit	Signoff				
69.	<b>Loft Board Certificate*</b>	X			MDL §284(1)(v)  29 RCNY §1-06:1, 2-01(1), (h), (o), (m)	Select for Alt 1, Alt 2 or Alt 3 applications where the building is designated an Interim Multiple Dwelling (IMD) building by the Loft Board.	Loft Board certificate is required for alteration of a registered Interim Multiple Dwelling (IMD) building. Check the Loft Board website for a list of IMD buildings or the BIS Property Profile for LOFT designation.	<ul style="list-style-type: none"> <li>Submit Loft Board certificate. Applicant must resolve all DOB objections prior to seeking Loft Board certificate.</li> </ul>
70.	<b>Marquee (OT) Signoff</b>			X	AC §26-207, §26.214(6) and §27-504, 313	Select this item if the NB or Alt 1 application has a marquee (OT) application that is filed under a separate job number.	If filed separately from the main application, a signed off marquee (OT) application is required to ensure that the marquee was installed properly.	<ul style="list-style-type: none"> <li>File marquee application.</li> <li>On the PW-1 for the marquee application, identify the job number of the related NB/Alt 1 in Sec. 16 or Part A of Sec. 7.</li> <li>Obtain marquee application signoff from Construction Division or provide letter of completion.</li> </ul>
71.	<b>Masonry Manufacturer's Statement</b>		X		BC §27-600  RS 10-1 & 10-2  Table 10-1 fn "c"	Select if the application proposes the installation of structural masonry.	A manufacturer's statement is required to ensure that masonry proposed for use meets quality standards and is in compliance with A.S.T.M. requirements.	<ul style="list-style-type: none"> <li>Submit a 10H form.</li> </ul>

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**General Required Items**

**Subject to change.**

	Item Description	Required Prior to:			References	Applicability	Explanation	How to Satisfy
		Application Approval	Permit	Signoff				
72.	<b>Masonry Supplier's Statement</b>			X	BC §27-600 RS 10-1 & 10-2 Table 10-1 fn "c"	Select if the application proposes the installation of structural masonry.	A supplier's statement is required to ensure that masonry delivered to the job site meets quality standards and is in compliance with requirements of the A.S.T.M.	<ul style="list-style-type: none"> <li>Submit a 10J form</li> </ul>
73.	<b>Mechanical (MH) Signoff</b>			X	BC § 27-157 BC § 27-162	Select this item if the NB or Alt 1 application has a mechanical (MH) application that is filed under a <b>separate</b> job number.	If filed separately from the main application, a signed off mechanical (MH) application is required to ensure that mechanical work was completed properly.	<ul style="list-style-type: none"> <li>File MH application.</li> <li>Identify on the main application's drawings the scope of work to be filed under the related MH application.</li> <li>On the PW-1 for the MH application, identify the job number of the related NB/Alt 1 in Sec. 16 or Part A of Sec. 7.</li> <li>Obtain MH application signoff or provide letter of completion.</li> </ul>
74.	<b>Microfilm: Additional Required</b>			X	APPN 3/92 APPN 3/00	Select for all applications where the initial filing fee is not sufficient to cover the cost.	A payment for final microfilming is required if the initial filing fee is not sufficient to cover the cost.	<ul style="list-style-type: none"> <li>Pay final microfilm fee at Cashier.</li> <li>Submit receipt to CO unit.</li> </ul>
75.	<b>Microfilm: Initial</b>		X		BC §27-157 OPPN 2/92 & 3/79 APPN 3/92 & 3/00	This item will automatically apply to all applications except subdivisions.	All job filings are required to be microfilmed.	<ul style="list-style-type: none"> <li>Submit application that has been stamped "Microfilm approved for permit."</li> </ul>

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**General Required Items**

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	Item Description	Required Prior to:			References	Applicability	Explanation	How to Satisfy
		Application Approval	Permit	Signoff				
76.	<b>PC Filing: Applicant/Owner Statements*</b>	X				This item will automatically apply to all PC-filed applications.	When an application is PC filed, certain documentation must accompany the electronic submission to ensure that applicant and owner agree to PC filing terms.	<ul style="list-style-type: none"> <li>• Submit Statement and Signature page signed and sealed by Applicant.</li> <li>• Submit Owner's Statement signed by Owner.</li> </ul>
77.	<b>Place of Assembly (PA) Signoff</b>			X	OPPN 4/89 TPPN 20/88 BC §27-522	Select this item if the application involves a Place of Assembly (PA) job.	If Place of Assembly exists on the application, the (PA) job must be signed off to ensure safe egress when a space is built to accommodate assembly of 75 people or more. Requirement must be clearly indicated in plan and at building.	<ul style="list-style-type: none"> <li>• File PA application for new or modified interior/exterior layout.</li> <li>• On the PW-1 for the PA application, identify the job number of the related NB/Alt 1 in Sec. 6.</li> <li>• Obtain PA application signoff or provide letter of completion.</li> </ul>
78.	<b>Plumbing (PL) Signoff</b>			X	RS 16-4 & 16-5	Select this item if the NB or Alt 1 application has a plumbing (PL) application that is filed under a <b>separate</b> job number.	If filed separately from the main application, the Plumbing (PL) application must be signed off to ensure that plumbing fixtures were installed properly.	<ul style="list-style-type: none"> <li>• File PL application.</li> <li>• Identify on the main application's drawings the scope of work to be filed under the related PL application.</li> <li>• On the PW-1 for the PL application, identify the job number of the related NB/Alt 1 in Sec. 16 or Part A of Sec. 7.</li> <li>• Obtain PL application signoff or provide letter of completion.</li> </ul>

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**General Required Items**

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	Item Description	Required Prior to:			References	Applicability	Explanation	How to Satisfy
		Application Approval	Permit	Signoff				
79.	<b>Restriction: Deed*</b>	X				Select if a restriction exists on the deed to the property.	Certain deed restrictions limit the use of the property and must be properly noted.	<ul style="list-style-type: none"> <li>Submit copy of recorded deed.</li> </ul>
80.	<b>Restriction: Easement Agreement*</b>	X			<p>NYC Charter §643, §645</p> <p>LPPN 1/05, 1/04 &amp; 1/92</p> <p>TPPN 10/87</p>	<p>Select if an easement agreement is required to comply with Code.</p> <p>When the restriction affects more than one parcel owned by different parties, the agreement must be in the form of an easement.</p>	<p>Proposed work or development could be prohibited because of BC requirements. DOB may accept proof of an easement agreement that provides for alternate means of compliance.</p> <p>DOB has approved the following easement agreements for such use:</p> <ul style="list-style-type: none"> <li>Caretaker's Apartment</li> <li>Driveway</li> <li>Egress</li> <li>Flood Zone</li> <li>Plumbing System</li> <li>Lotline Window</li> <li>Off-Site Parking</li> <li>Party Wall</li> <li>Light and Air</li> <li>Student Dormitory</li> </ul>	<ul style="list-style-type: none"> <li>Submit proof of recordation of the appropriate easement agreement document and</li> <li>Submit to DOB all proposed easement agreements for plan examination review. For professionally certified applications, professional must certify the easement agreement is the appropriate format and satisfies all statutory requirements. Otherwise the professional must request review by the General Counsel's Office and</li> <li>Approved easement agreement must be signed by the fee owner, acknowledged and recorded with the County Register against all affected tax lots and applicant must submit proof of recording.</li> </ul>

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**General Required Items**

**Subject to change.**

	Item Description	Required Prior to:			References	Applicability	Explanation	How to Satisfy
		Application Approval	Permit	Signoff				
81.	<b>Restriction: Restrictive Declaration</b>	X			LPPN 1/05 & 1/04  TPPN 10/87	Select if a restrictive declaration is required to comply with Code or Zoning Resolution.  When the restriction affects a single parcel owned by one party, the agreement must be in the form of a Restrictive Declaration.	Proposed work or development could be prohibited because of BC requirements. DOB may accept proof of a restrictive declaration that provides for alternate means of compliance.  DOB has approved the following restrictive declaration documents:  <ul style="list-style-type: none"> <li>• Caretaker's Apartment</li> <li>• Driveway</li> <li>• Egress</li> <li>• Flood Zone</li> <li>• Plumbing System</li> <li>• Lotline Window</li> <li>• Off-Site Parking</li> <li>• Party Wall</li> <li>• Light and Air</li> <li>• Student Dormitory</li> </ul>	<ul style="list-style-type: none"> <li>• Submit proof of recordation of the appropriate restrictive declaration document and</li> <li>• Submit to DOB all proposed restrictive declarations for plan examination review. For professionally certified applications, professional must certify the restrictive declaration is the appropriate format and satisfies all statutory requirements. Otherwise the professional must request review by the General Counsel's Office and</li> <li>• Approved restrictive declaration must be signed by the fee owner, acknowledged and recorded with the County Register against all affected tax lots and applicant must submit proof of recording.</li> </ul>
82.	<b>Scaffold Permit</b>		X		BC §27-1022	Select this item if a scaffold is required to perform the work.	If a scaffold is required, the scaffold permit must be issued before the permit for the main job is issued.	<ul style="list-style-type: none"> <li>• Obtain permit.</li> </ul>

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**General Required Items**

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	Item Description	Required Prior to:			References	Applicability	Explanation	How to Satisfy
		Application Approval	Permit	Signoff				
83.	<b>Self-certify Objections*</b>	X			TPPN 7/94	Select if applicant elects to self-certify objections.	Applicants may elect to self-certify objections for Dir. 14/75 filings and Dir. 2/75 filings for 1-, 2- and 3-family dwellings. Election must be made prior to initial plan exam.	<ul style="list-style-type: none"> <li>• Prior to initial plan exam, include election statement on PW-1 §16.</li> <li>• In response to objections, submit Form AI-1.</li> <li>• Submit Owner's Statement.</li> </ul>
84.	<b>Septic Installation: DEP Approval</b>			X	NYC Health Code Sec. 143.09 NYC DEP Interim Proc.	Select if the proposed work involves installation of a septic system.	Approval from the Department of Environmental Protection (DEP) is required to ensure that soil percolation and absorption meets standards to prevent groundwater contamination.	<ul style="list-style-type: none"> <li>• Contact DEP for a soil suitability inspection.</li> <li>• Obtain DEP permit.</li> </ul>

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**General Required Items**

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	Item Description	Required Prior to:			References	Applicability	Explanation	How to Satisfy
		Application Approval	Permit	Signoff				
85.	<b>Sewer Connection: DEP SD-1 &amp; SD-2*</b>	X			BC §27-901  OPPN 22/88  Memo 10/24/86  Letter 12/17/86 & 9/22/89	This item will automatically apply to all NB applications.  Select for Alt 1 or Alt 2 applications where proposed work involves more than 50% horizontal enlargement.	Approval from (DEP) is required to ensure that the property is properly connected to storm, sanitary, or combined sewer systems.  The SD-1 and SD-2 form is required for any 1, 2, or 3-family home.	<ul style="list-style-type: none"> <li>Submit SD-1 and -2 form and Site Connection Proposal (SCP) Forms certified by DEP if job is a 1, 2, or 3-family home.</li> </ul>
86.	<b>Sidewalk Shed Permit</b>		X		BC §27-1021	Select this item is a sidewalk shed is required to perform the work	If a sidewalk shed is required, the shed permit must be issued before the permit for the main job is issued.	<ul style="list-style-type: none"> <li>Obtain permit.</li> </ul>
87.	<b>Site Connection: DEP*</b>	X			BC §27-901	Select this item for all applications not subject to the SD-1 & SD-2 requirement.	Approval from (DEP) is required to ensure that the property is properly connected to storm, sanitary, or combined sewer systems.  The Site Connection form is required for any job that is not a 1, 2, or 3-family home.	<ul style="list-style-type: none"> <li>Submit Site Connection form and Site Connection Proposal (SCP) Forms certified by DEP if job is not a 1, 2, or 3-family home.</li> </ul>
88.	<b>Site Safety Plan</b>			X	Memo 9/9/83  OPPN 11/87, 6/88, 15/91  BC §27-1025	Select for any application involving a "major building" 15 or more stories, 200 ft or more in height or 100,000 sq. ft. or more of lot coverage, regardless of height, unless excluded per OPPN 6/88.	A site safety plan is required for "major buildings" to ensure that construction activity is conducted in a safe manner.	<ul style="list-style-type: none"> <li>Check the Site Safety box in Section 7 of PW-1.</li> <li>Provide a site safety manager until the site is secure.</li> </ul>

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**General Required Items**

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	Item Description	Required Prior to:			References	Applicability	Explanation	How to Satisfy
		Application Approval	Permit	Signoff				
89.	<b>Sprinkler (SP) Signoff</b>			X	BC § 27-967 BC § 27-951	Select this item if the NB or Alt 1 application has a sprinkler (SP) application that is filed under a <b>separate</b> job number.	If filed separately from the main application, the sprinkler (SP) application must be signed off to ensure that sprinklers were installed properly for fire protection.	<ul style="list-style-type: none"> <li>File SP application.</li> <li>On the PW-1 for the SP application, identify the job number of the related NB/Alt 1 in Sec. 16 or Part A of Sec. 7.</li> <li>Obtain SP application signoff and provide letter of completion.</li> </ul>
90.	<b>Sprinkler/Standpipe Electrical Letter</b>			X	BC § 27-957 RS 17-9	Select this item for plumbing work where electricians are installing or repairing flow and tamper switches.	A sprinkler/standpipe electrical letter is required to ensure all flow and tamper switches are wired to code and functioning properly.	<ul style="list-style-type: none"> <li>Electrician must provide a signed and sealed letter on letterhead certifying all flow and tamper switches are wired to code and functioning properly.</li> </ul>
91.	<b>Standpipe (SD) Signoff</b>			X	BC § 27-967 BC § 27-951	Select this item if the NB or Alt1 application has a standpipe (SD) application that is filed under a <b>separate</b> job number.	If filed separately from the main application, the standpipe (SD) application must be signed off to ensure that a standpipe system was installed properly for fire protection.	<ul style="list-style-type: none"> <li>File SD application.</li> <li>On the PW-1 for the SD application, identify the job number of the related NB/Alt 1 in Sec. 16 or Part A of Sec. 7.</li> <li>Obtain SD application signoff or provide letter of completion.</li> </ul>
92.	<b>Steel Affidavit: Preliminary*</b>	X			BC §27-614(a) Memo 7/15/74 Table 10-1 fn "c"	Select for any application that uses structural steel.	A preliminary steel affidavit is required to ensure that structural steel proposed for use meets quality standards.	<ul style="list-style-type: none"> <li>Submit B Form 20SS.</li> </ul>

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**General Required Items**

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	Item Description	Required Prior to:			References	Applicability	Explanation	How to Satisfy
		Application Approval	Permit	Signoff				
93.	<b>Steel Affidavit: Final*</b>			X	BC §27-614(a) Memo 7/15/74 Table 10-1 fn "c"	Select for any application that proposes the use of structural steel.	A final steel affidavit is required to ensure that structural steel used for the job meets quality standards.	<ul style="list-style-type: none"> <li>Submit B Form 24SS.</li> </ul>
94.	<b>Street: New Name Approved*</b>	X			GCL §35 & 36 Memo: 4/1/83	Select if the application results in a new street.	Each new street must be accurately recorded in City records.	<ul style="list-style-type: none"> <li>Obtain street name verification stamp on back of PW-1 from Topographic Unit of Borough President's Office. Submit stamp with PW-1.</li> </ul>
95.	<b>Street: Unmapped - Notify Emergency Agencies*</b>	X			GCL §36 OPPN 7/97	Select if work involves zoning lots fronting on new private streets.	Notice of a new private street and/or house number to City emergency service units (FDNY, NYPD and Dept of City Planning) is necessary to insure effective emergency response.	<ul style="list-style-type: none"> <li>Submit copies of affidavit (ER1 or ER2) to FDNY, NYPD and Department of City Planning.</li> </ul>
96.	<b>Street Tree Checklist</b>	X			ZR §23-03	Automatically applies to all NB, A1 and A2 enlargement applications.	Applicant must certify the number of street trees required determined by property street frontage as per the Zoning Resolution. The applicant must certify number of existing trees, number of trees to be removed and number of trees to be planted to satisfy tree planting requirements on-site or off-site. In certain circumstances, this requirement may be satisfied by payments to the DPR tree fund.	<ul style="list-style-type: none"> <li>Submit Street Tree Checklist (DOB form ST-1)</li> </ul>

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97.	<b>Street Tree Sign-Off</b>			X	ZR §23-03	Automatically applies to all NB, A1 and A2 enlargement applications.	To ensure that the proposed number of trees was planted properly or payment into tree fund was made, DOB requires sign-off documentation from the Parks Department.	<ul style="list-style-type: none"> <li>• Submit signed-off tree planting permit from DPR, and/or</li> <li>• tree fund payment receipt from DPR, and/or</li> <li>• 30-day off-site location request waiver from DPR</li> <li>• Depending on planting requirements, applicant may have to submit more than one for the aforementioned documents from DPR</li> </ul>
98.	<b>Subdivision Signoff*</b>	X				Select this item if the NB is for a property with an existing structure that will not be demolished.	If the property is being subdivided, the subdivision must be approved before the main job can be approved.	<ul style="list-style-type: none"> <li>• File SI application.</li> <li>• Obtain SI application signoff.</li> </ul>
99.	<b>Survey: Initial</b>	X			BC §27-157(a)(1)	Select for all NB and Alterations involving an increase in floor area or foundations.	A lot diagram drawn in accordance with an accurate boundary survey of the site, made by a licensed surveyor, is required to verify existing construction.	<ul style="list-style-type: none"> <li>• Submit a site survey by a licensed surveyor with your filing.</li> <li>• The boundary survey must be attached to and form part of the lot diagram</li> </ul>

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**General Required Items**

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	Item Description	Required Prior to:			References	Applicability	Explanation	How to Satisfy
		Application Approval	Permit	Signoff				
100.	<b>Survey: Final</b>			X	BC §27-219	This item will automatically apply to NB and Alt 1 applications.	A final survey conducted by a licensed surveyor is required to ensure that all construction, street improvements, and related work on the site were completed per approved plans.	<ul style="list-style-type: none"> <li>Submit final survey sealed by surveyor and signed by PE/RA of record.</li> </ul>
101.	<b>Swimming Pool: DEP Approval</b>			X	BC § 27-488 BC § 27-915  RCNY 165.01 & 165.03	Select if installing a swimming pool.	A DEP permit is required for pools above ground more than 500 sq. ft. and for in ground more than 400 sq. ft. All pools must have an indirect connection for wastewater or an acceptable pH discharge.  A DOH permit is required for pools that will accommodate more than one household (i.e. public access pools and/or shared facilities.)	<ul style="list-style-type: none"> <li>Obtain a Letter of No Objection from DEP.</li> <li>Obtain a Permit or No Objection from DOH.</li> </ul>
	<b>Swimming Pool: DOH Approval</b>							
102.	<b>Tax lot: Tentative Lot Number Issued*</b>	X			AC §11-203(b)  Memo 2/9/81  OPPN 30/92	Select for all SI (Subdivision Improved) and any NB or Alt 1 applications that will result in new tax lot numbers.	If proposed work involves subdivision or merger of lots, tentative lot numbers are required to be assigned before the Dept of Finance (DOF) establishes final tax lots.	<ul style="list-style-type: none"> <li>Submit DOF Form RP 604 indicating tentative lot numbers approved and signed by DOF's Real Property Assessment Bureau Surveying Division. Form must also be signed and sealed by PE/RA.</li> </ul>
103.	<b>Tax lot: Final Lot Number Issued</b>			X	AC§11-203(b)  LL 7/81, 8/81, 9/81  Memo 2/9/81, 4/16/81	This item will automatically apply to NB and Alt 1 applications.	Certification from the Real Property Assessment Division of the Dept of Finance is required to ensure that tentative tax lots have been finalized.	<ul style="list-style-type: none"> <li>Submit certified copy of tax map from Department of Finance.</li> </ul>

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104.	<b>Transit Authority Approval*</b>	X			Memo 11/29/74 AC §26-228 1 RCNY §21(d)(4)	Select for any application involving structural work within 200 feet of a Transit Authority or other railway right-of-way.	TA approval is required when construction or legalization work is in close proximity to transit infrastructure. TA maintains a list of tagged properties.	<ul style="list-style-type: none"> <li>Obtain approval or exemption letter from railway or Transit Authority.</li> </ul>
105.	<b>Tree Removal: Outside Property Line/Parks Approval*</b>	X			AC §27-1030	Select if a tree located outside the property line is to be removed.	Removal of trees outside the property line requires Parks Department approval.	<ul style="list-style-type: none"> <li>Obtain approval from Parks Dept.</li> <li>Submit to DOB.</li> </ul>
106.	<b>Tree Removal: Special Zoning District/CPC Approval*</b>	X			ZR §119-111, §105-11, §107-32	Select if a tree with diameter more than 6 inches will be removed in a special zoning district (South Richmond, Natural Area or Special Hillside Preservation).	Removal of trees in these districts is prohibited unless CPC approval is obtained	<ul style="list-style-type: none"> <li>Obtain approval from CPC.</li> <li>Submit to DOB</li> </ul>
107.	<b>Urban Renewal Area: HPD Approval*</b>	X			Gen. Mun. Law §503 (h) 1 RCNY §21-01 (d)(3)	Select for NB and Alt 1 if the application concerns a property located in an Urban Renewal Area.	If the property is located in an Urban Renewal Area, approval from the Dept of Housing and Preservation Development (HPD) is required.	<ul style="list-style-type: none"> <li>Obtain approval from HPD.</li> <li>Submit to DOB.</li> </ul>
108.	<b>US Army Corps of Engineers Approval*</b>	X			River Harbor Act of 1899 Title 33 of Code of Fed Regs Part 320.1 (Clean Water Act)	Select if work requires a permit from the US Army Corps of Engineers.	Approval from Army Corps is required to ensure proposed work meets Army Corps requirements pertinent to waterfront bulkhead areas, wetlands, and other designated areas (i.e. changes in bulkhead for existing waterfront.).	<ul style="list-style-type: none"> <li>File application with Army Corps of Engineers for review letter.</li> <li>Submit to DOB prior to approval.</li> </ul>

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109.	<b>Violations: Clear All</b>			X	NYC Charter 645(b)(3)d AC §26-222 MDL §301.1	This item will automatically apply to NB and Alt 1 applications.	In order to issue a CO the building must substantially comply with the BC and other laws, rules, and regulations, including that no violations are outstanding.	<ul style="list-style-type: none"> <li>Ensure that all open violations on the property have been cleared.</li> </ul>
110.	<b>Water Supply (private): DOH Approval</b>			X	NYC Health Code §141.021	Select for NB, Alt 1 and Alt 2 applications involving new water services through private connection or modifications to existing service.	Approval from the DOH for private water supply is required to ensure that the property has adequate water service.	<ul style="list-style-type: none"> <li>Obtain permits 33 and 37 from DOH.</li> <li>Submit to DOB.</li> </ul>
111.	<b>Waterfront Area Zoning Compliance*</b>	X			ZR §62-00 ZR §62-10 ZR §62-11 ZR §62-12	Select for any application subject to waterfront area zoning regulations.	Compliance with waterfront area zoning regulations is required to ensure that work proposed under this application meets requirements for special uses, bulk, parking, loading, public access, and other applicable regulations.	<ul style="list-style-type: none"> <li>Show conformance / compliance with ZR Article VI, Chapter 2 on plans.</li> </ul>
112.	<b>Zoning Exhibit I: Certification*</b>	X			Memo 5/18/78  Paragraph (c) & (e) of Zoning Lot definition in ZR §12-10	Select for NB jobs if the property is in single ownership.  Select for Alt 1 and Alt 2 jobs involving enlargements where the property is in single ownership.	The Zoning Resolution requires that a title company licensed to do business in NY State certify the parties having interest in the zoning lot.	<ul style="list-style-type: none"> <li>Submit to DOB.</li> <li>File in connection with Exhibit III.</li> </ul>

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

**General Required Items**

**Subject to change.**

	Item Description	Required Prior to:			References	Applicability	Explanation	How to Satisfy
		Application Approval	Permit	Signoff				
113.	<b>Zoning Exhibit II: Certification*</b>	X			<p>Memo 5/18/78</p> <p>Paragraph (d) and (f) of Zoning Lot definition in ZR §12-10</p>	<p>Select for NB jobs if the property is in multiple ownership.</p> <p>Select for Alt 1 and Alt 2 jobs involving enlargements where the existing lots are in multiple ownership.</p>	<p>The Zoning Resolution requires that a title company licensed to do business in NY State certify the parties having interest in the zoning lot.</p>	<ul style="list-style-type: none"> <li>• Submit to DOB.</li> <li>• Must be filed in conjunction with Zoning Lot Certification III and IV.</li> </ul>
114.	<b>Zoning Exhibit III: Description and Ownership Statement*</b>	X			<p>Memo 5/18/78</p> <p>Last paragraph of Zoning Lot definition in ZR §12-10</p>	<p>Select for any job requiring a Zoning Lot Certification Exhibit I or II and for any subdivision of improved property.</p>	<p>Zoning lot description and statement of ownership is required to identify the zoning lot.</p>	<ul style="list-style-type: none"> <li>• File with the County Clerk's office or City Register and obtain a CRFN number which is the equivalent of a reel/page number.</li> <li>• Submit to DOB.</li> </ul>
115.	<b>Zoning Exhibit IV: Certification*</b>	X			<p>Memo 5/18/78</p> <p>Paragraph (d) of Zoning Lot definition in ZR §12-10</p>	<p>Select for any job requiring a Zoning Lot Certification Exhibit II.</p>	<p>The Zoning Resolution requires all parties in interest listed in exhibit II must sign exhibit IV or V and have executed and recorded the declaration or waived their respective rights.</p>	<ul style="list-style-type: none"> <li>• File with the County Clerk's office or City Register and obtain a CRFN number which is the equivalent of a reel/page number.</li> <li>• Submit to DOB.</li> </ul>
116.	<b>Zoning Exhibit V: Certification*</b>	X			<p>Memo 5/18/78</p> <p>Paragraph (d) of Zoning Lot definition in ZR §12-10</p>	<p>Select for any job requiring a Zoning Lot Certification Exhibit II, if any parties listed in exhibit II are waiving interest.</p>	<p>The Zoning Resolution requires that each party in interest has executed and recorded the declaration or waived their respective rights.</p>	<ul style="list-style-type: none"> <li>• File with the County Clerk's office and obtain a CRFN number that is the equivalent of a reel/page number prior to approval of application.</li> <li>• Submit to DOB.</li> </ul>

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

**Post-Approval Required Items**

**Subject to change.**

**Post-Approval Required Items**

The following Required Items may be added to a job after the initial list of Required Items for that job has been completed. These items typically apply when an applicant is seeking a Temporary Certificate of Occupancy or if an existing Required Item that has been satisfied is no longer valid or has expired, e.g., a final inspection signoff expires.

	Proposed New Description	Source	Applicability	Explanation	How to Satisfy
117.	<b>Escrow Letter (Attorney)</b>	OPPN 5/92	This item will be added to an NB or Alt 1 application seeking a temporary CO for a 1, 2 or 3-family home.	When an applicant seeks a temporary Certificate of Occupancy (CO), DOB requires the builder deposit escrow to secure completion of the work and a final CO.	<ul style="list-style-type: none"> <li>Submit completed Escrow Agent/Attorney letter certifying that the builder has made the required escrow deposit.</li> </ul>
118.	<b>Escrow Letter (Builder)</b>	OPPN 5/92	This item will be added to an NB or Alt 1 application seeking a temporary CO.	When an applicant seeks a temporary Certificate of Occupancy (CO), DOB requires the builder deposit escrow to secure completion of the work and a final CO.	<ul style="list-style-type: none"> <li>Submit original, notarized Builder Certification form certifying that the required escrow will be deposited at closing</li> </ul>
119.	<b>Fee: TCO Payment (\$100)</b>	AC §26-214	This item will be added to an NB or Alt 1 application seeking a temporary CO.	When an applicant seeks a temporary Certificate of Occupancy (CO), DOB requires payment of a fee.	<ul style="list-style-type: none"> <li>Pay fee at Cashier.</li> <li>Submit receipt to CO Unit.</li> </ul>
120.	<b>Temp Construction Signoff</b>	BC §27-214 - §27-218  AC §26-222  OPPN 6/93, 16/92, 5/92	This item will be added to an NB or Alt 1 application seeking a temporary CO.	When an applicant seeks a temporary Certificate of Occupancy (CO), DOB requires a signoff to ensure that construction work in those parts of the building for which occupancy is sought passes DOB's Construction inspection.	<ul style="list-style-type: none"> <li>Obtain temporary Construction signoff for floors/spaces to be occupied from the Construction Division.</li> </ul>

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

**Post-Approval Required Items**

**Subject to change.**

	Proposed New Description	Source	Applicability	Explanation	How to Satisfy
121.	<b>Temp Elevator Signoff (Hi-Rise Only)</b>	BC §27-218	This item will be added to an NB or Alt 1 application seeking a temporary CO.	When an applicant seeks a temporary Certificate of Occupancy (CO), DOB requires a signoff to ensure that elevator work in those parts of the building for which occupancy is sought passes DOB's Elevator inspection.	<ul style="list-style-type: none"> <li>Obtain temporary Elevator signoff for floors to be occupied from the Elevator Division.</li> </ul>
122.	<b>Temp Plumbing Signoff - Partial Building</b>	BC §27-218	This item will be added to an NB or Alt 1 application seeking a temporary CO for a portion of a building.	When an applicant seeks a temporary Certificate of Occupancy (CO), DOB requires a signoff to ensure that plumbing work in areas of the building for which occupancy is sought passes DOB's Plumbing inspection.	<ul style="list-style-type: none"> <li>Obtain temporary Plumbing signoff for floors to be occupied from the Plumbing Division.</li> </ul>
123.	<b>Temp Plumbing Signoff - Entire Building</b>	BC §27-218	This item will be added to an NB or Alt 1 application seeking a temporary CO for an entire building.	When an applicant seeks a temporary Certificate of Occupancy (CO), DOB requires a signoff to ensure that plumbing work in the building in which occupancy is sought passes DOB's Plumbing inspection.	<ul style="list-style-type: none"> <li>Obtain temporary Plumbing signoff for building occupancy from the Plumbing Division.</li> </ul>
124.	<b>Update Final Construction Signoff</b>	BC §27-210	This item will be added to an NB or Alt 1 application if the Final Construction Signoff was satisfied more than (1) year prior or 18 months for residential.	DOB requires an updated construction signoff to ensure construction work passes DOB's construction inspection.	<ul style="list-style-type: none"> <li>Obtain an updated final construction signoff from the Construction Division.</li> </ul>

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

# Helpful Information

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## Abbreviation Key:

<b>AC</b>	Administrative Code
<b>APPN</b>	Administrative Policy and Procedure Notice
<b>BC</b>	Building Code
<b>BIS</b>	Building Information System
<b>BSA</b>	Board of Standards and Appeals
<b>CPC</b>	City Planning Commission
<b>Dir</b>	Building Department Directive
<b>DEP</b>	Department of Environmental Protection
<b>DOB</b>	Department of Buildings
<b>DOH</b>	Department of Health
<b>DOT</b>	Department of Transportation
<b>FDNY</b>	Fire Department of City of New York
<b>HPD</b>	Department of Housing, Preservation and Development
<b>Letter</b>	Building Department Letter/Memorandum
<b>LL</b>	Local Law
<b>LPPN</b>	Legal Policy and Procedure Notice
<b>MDL</b>	Multiple Dwelling Law
<b>Memo</b>	Building Department Memorandum
<b>NYC Charter</b>	Charter of the City of New York
<b>NYC DEP</b>	NYC Department of Environmental Protection
<b>NYCRR</b>	NY State Codes, Rules, and Regulations
<b>NYS DOH</b>	NY State Department of Health
<b>NYS ECL</b>	New York State Environmental Conservation Law
<b>OPPN</b>	Operations Policy and Procedure Notice
<b>P.E.</b>	Professional Engineer
<b>R.A.</b>	Registered Architect
<b>RCNY</b>	Rules of the City of New York
<b>RS</b>	Reference Standard
<b>TPPN</b>	Technical Policy and Procedure Notice
<b>ZR</b>	Zoning Resolution

## Application Types:

<b>NB:</b>	New Building
<b>Alt 1:</b>	A major alteration in which the use, occupancy or egress of an existing building changes.
<b>Alt 2:</b>	An alteration where the use, occupancy or egress of a building does not change, but has multiple work types.
<b>Alt 3:</b>	A minor alteration that involves only one work type.
<b>DM</b>	Demolition and Removal
<b>PA</b>	Public Assembly (Place of Assembly)
<b>SG</b>	Sign
<b>SI</b>	Subdivision

## Permit/Work Type Key:

<b>AL</b>	Alteration
<b>BL</b>	Boiler
<b>CC</b>	Curb Cut
<b>CH</b>	Chute
<b>EA</b>	Earthwork
<b>EQ</b>	Construction Equipment
<b>EW</b>	Equipment Work
<b>FA</b>	Fire Alarm
<b>FB</b>	Fuel Burning
<b>FN</b>	Fence
<b>FO</b>	Foundation/Earthwork
<b>FP</b>	Fire Suppression
<b>FS</b>	Fuel Storage
<b>MH</b>	Mechanical/HVAC
<b>NB</b>	New Building
<b>OT</b>	Other
<b>PL</b>	Plumbing
<b>SD</b>	Standpipe
<b>SF</b>	Scaffold
<b>SH</b>	Sidewalk Shed
<b>SP</b>	Sprinkler

# Required Item Comparison Chart

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The name/description of many Required Items has changed. The meaning remains the same. Refer to this chart to identify the new name/description of an existing Required Item.

## Old Item Name:

1. \$100 Fee for Temp C.O
2. Adult Est. – Check with Chief Engineer
3. Applicant to Self-certify Objections
4. Asbestos ASB 4
5. Asbestos – ACP 5 or 7
6. Boiler (BL) Application Required
7. Borough Commissioner Waiver of Local Law 58 of 1987
8. BSA/CPC Variance
  
9. Builders Attorney (Escrow Letter)
10. Builders Letter (Escrow Letter)
11. Certification of Smoke Detectors Install
12. Compliance Required – Waterfront Zoning
13. Construction (OT) Application Required
14. Cost Affidavit
15. Curb Cut # Required
16. Curb Cut (CC) Application
17. Deed Restriction
18. Deferred Fees
19. Demolition Signoff Prior to CO Signoff
20. DEP: SD-1, SD-2
21. Disability insurance
22. DOF – RP604 Form (P/E signed & approved);
23. DOH – Priv Water Supply/Swim Pool/Tree Rmvl”
  
24. Easement (C of O time)
25. Electrical Signoff
26. Elevator Application
27. Fee Adjustment (Scope of Work Changed)
28. Final Cost Affidavit
29. Final Survey
30. Fire Alarm Application – FD Approval
31. Fire Suppression (FP) Application
32. Fire - FP Plan Approval by Fire Dept
33. Five Day Notice of Excavation
34. Flood Zone
35. Foundation Plans Required
  
36. Fuel Burning (FB) Application Required

## New Item Name:

- Fee: TCO Payment (\$100)
- Adult Establishment Approval
- Self-certify Objections
- Asbestos ACP 7 or 5 or ASB 4
- Asbestos ACP 7 or 5 or ASB 4
- Boiler (BL) Signoff
- Local Law 58 of 1987 Waiver
- BSA Variance
- BSA/CPC Approval
- Escrow Letter (Attorney)
- Escrow Letter (Builder)
- Detector: Smoke
- Waterfront Area Zoning Compliance
- Construction (OT) Signoff
- Cost Affidavit: Estimated
- Curb Cut: Provide Existing Number
- Curb Cut (CC) Signoff
- Restriction: Deed
- Fee: Pay Deferred Fees
- Demolition (DM) Job Signoff
- Sewer Connection: DEP SD-1 & SD-2
- Insurance: Disability
- Tax lot: Tentative Lot Number Issued
- Water Supply (private): DOH Approval
- Swimming Pool: DEP Approval
- Tree Removal: Special Zoning District/CPC Approval
- Tree Removal: Outside Property Line/Parks Approval
- Restriction: Easement Agreement
- Final Electrical Signoff
- Elevator Job Signoff
- Fee: Adjustment (Scope of Work Changed)
- Cost Affidavit: Actual
- Survey: Final
- Fire Alarm/Signal System (FA) Signoff
- Fire Suppression System (FP) Signoff
- Fire Protection Plan (FPP): FDNY Approval
- Excavation or Demolition: 5-Day Notice
- Flood Zone: FEMA Elevation Certificate
- Foundation Plan Approval
- Foundation Signoff
- Fuel Burning (FB) Signoff

**Old Item Name:**

37. Fuel Storage (FS) Application Required
38. Gasoline Tank Application
39. HPD Approval – Urban Renewal Area
40. HPD: Clinton District Certification
41. Highway Letter
42. House Number Verification by Borough President
43. In Conjunction with Job \_\_\_\_\_ (Note # in Comments)
44. Legalization: Pay Express Cashier
45. Liability Insurance
46. Little E – DEP Final Notice of Satisfaction
47. Little E – DEP Notice to Proceed
48. Loft Board Approval
49. Marquee Permit
50. Mechanical (MH) application/plans
51. Microfilm Required
52. NYS Dept of Environmental Protection
53. Open Applications Search
54. Open Violations Search
55. PA Application & Signoff;
56. Plumbing (PL) Application Required
57. Preliminary Steel Affidavit
58. Re-microfilming Necessary
59. Site Suitability for Septic by DEP
60. Site Survey
61. Special Clinton District Certification
62. Sprinkler (SP) Application
63. Standpipe (SD) Application
64. State Dept – No Objection Let. Foreign Prop
65. Street Status Verification by Boro Pres
66. Subdivision Approval Before Job Approval
67. TA Approval
68. Tax Lot Certified – RPAD (DOF)
69. Temp Const. Signoff
70. Temp Elev COFO Signoff (Hi-Rise Only)
71. Temp Plumbing Signoff (Hi-Rise Only)
72. Unmapped Street: Notified Emergency Agencies;
73. Verify Address
74. Verify Tax Lot
75. Waiver/Affidavit of Workers Comp
76. Workers' Compensation
77. Zoning Declaration I

**New Item Name:**

- Fuel Storage (FS) Signoff
- Gasoline Tank Signoff
- Urban Renewal Area: HPD Approval
- Clinton District: HPD Certification
- BPP: Final Signoff
- Address: New House Number Approved
- Identify the Primary Job (PW1 §16)
- Fee: Civil Penalty for Legalization
- Insurance: Liability
- Environmental "E" - DEP Notice of Satisfaction
- Environmental "E" - DEP Notice to Proceed
- Loft Board Certificate
- Marquee (OT) Signoff
- Mechanical (MH) Signoff
- Microfilm: Initial
- Backflow Preventer  
(RPZ or Double-Check Valve Assembly)
- Applications: Signoff Open Jobs
- Violations: Clear All
- Place of Assembly (PA) Signoff
- Plumbing (PL) Signoff
- Steel Affidavit: Preliminary
- Steel Affidavit: Final
- Microfilm: Additional Required
- Septic Installation: DEP Approval
- Survey: Initial
- Clinton District: HPD Certification
- Sprinkler (SP) Signoff
- Standpipe (SD) Signoff
- Foreign Government Property: State Department Letter
- Street: New Name Approved
- Subdivision Signoff
- Transit Authority Approval
- Tax Lot: Tentative Lot Number Issued
- Tax Lot: Final Lot Number Issued
- Temp Construction Signoff
- Temp Elevator Signoff (Hi-Rise Only)
- Temp Plumbing Signoff – Partial Building
- Temp Plumbing Signoff- Entire Building
- Street: Unmapped - Notify Emergency Agencies
- Address: New House Number Approved
- Tax Lot: Final Lot Number Issued
- Insurance: Workers' Comp. Waiver/Affidavit
- Insurance: Workers' Compensation
- Zoning Exhibits I, II, IV or V: Certifications
- Zoning Exhibit III: Description and Ownership Statement



# Required Items Sorted by “When Required”

The following chart is sorted based upon when a Required Item must be submitted prior to.

<b>Application Approval:</b>	<b>Permit:</b>	<b>Signoff:</b>
1. Address: New House Number Approved	1. Clinton District: CPC Special Permit	1. Applications: Signoff Open Jobs
2. Adult Activity Approval	2. Cost Affidavit: Estimated	2. Backflow Preventer
3. Adult Establishment Approval	3. CPC: Hudson Yards Final Certification	3. Boiler (BL) Signoff
4. Anti-Harassment Area Checklist	4. Demolition Application	4. Certificate of Occupancy
5. Asbestos ACP 7 or 5 or ASB 4	5. Dir. 14 ID of Responsibility	5. Clinton District: HPD Cure Certification
6. BSA or CPC Approval	6. Equipment (EQ) Permits	6. Construction (OT) Signoff
7. BSA Variance	7. Excavation or Demolition: 5-Day Notice	7. Cost Affidavit: Actual
8. BPP: Design Commission Approval - Distinctive Sidewalk	8. HPD: Inclusionary Housing Letter	8. Curb cut (CC) Signoff
9. Clinton District: HPD Certification	9. Insurance: Disability	9. Demolition Job Signoff
10. Clinton District: Restrictive Declaration	10. Insurance: Liability	10. Detector: Carbon Monoxide
11. CPC: Hudson Yards Initial Certification	11. Insurance: Workers' Comp. Waiver/Affidavit	11. Detector: Smoke
12. Curb Cut: Provide Existing Number	12. Insurance: Workers' Compensation	12. Elevator Job Signoff
13. Design Commission Approval: City-owned property	13. Masonry Manufacturer's Statement	13. Environmental "E" - DEP Notice of Satisfaction
14. Environmental "E" - DEP Notice to Proceed	14. Microfilm: Initial	14. Equipment Use (EUP) Permits
15. Fee: Adjustment (Scope of Work Changed)	15. Scaffold Permit	15. Fee: Pay Deferred Fees
16. Fee: Civil Penalty for Legalization	16. Sidewalk Shed Permit	16. Final Construction Signoff
17. Fire Alarm (FA): FDNY Approval	17. Site Safety Plan	17. Final Electric Signoff
18. Foreign Government Property: State Department Letter		18. Final Elevator Signoff
19. Foundation Plan Approval		19. Final Plumbing Signoff
20. HPD: Certificate of No Harassment		20. Final Sewer House Connection Signoff
21. Identify the Primary Job (PW1 §16)		21. Fire Alarm/Signal System (FA) Signoff
22. Landmarks Approval		22. Fire Protection Plan (FPP): FDNY Approval
23. Local Law 58 of 1987 Waiver		23. Fire Retardant Treated Wood: FDNY Certificate

<b>Application Approval:</b>	<b>Permit:</b>	<b>Signoff:</b>
24. Loft Board Certificate		24. Fire Suppression System (FP) Signoff
25. PC Filing: Applicant/Owner Statements		25. Flood Zone: FEMA Elevation Certificate
26. Restriction: Deed		26. Folder Review
27. Restriction: Easement Agreement		27. Foundation Signoff
28. Restriction: Restrictive Declaration		28. Fuel Burning (FB) Signoff
29. Self-certify Objections		29. Fuel Storage (FS) Signoff
30. Sewer Connection: DEP SD-1 & SD-2		30. Gasoline Tank Signoff
31. Site Connection: DEP		31. HPD: Inclusionary Housing Eligibility Certificate
32. Steel Affidavit: Preliminary		32. Landmarks Signoff
33. Street: New Name Approved		33. Marquee (OT) Signoff
34. Street: Unmapped - Notify Emergency Agencies		34. Masonry Supplier's Statement
35. Street Tree Checklist		35. Mechanical (MH) Signoff
36. Subdivision Signoff		36. Microfilm: Additional Required
37. Survey: Initial		37. Place of Assembly (PA) Signoff
38. Tax lot: Tentative Lot Number Issued		38. Plumbing (PL) Signoff
39. Transit Authority Approval		39. Septic Installation: DEP Approval
40. Tree Removal: Outside Property Line/Parks Approval		40. Sprinkler (SP) Signoff
41. Tree Removal: Special Zoning District/CPC Approval		41. Sprinkler/Standpipe Electrical Letter
42. Urban Renewal Area: HPD Approval		42. Standpipe (SD) Signoff
43. US Army Corps of Engineers Approval		43. Steel Affidavit: Final
44. Waterfront Area Zoning Compliance		44. Street Tree Sign-Off
45. Zoning Exhibits I, II, III, IV and V		45. Survey: Final
		46. Swimming Pool: DEP Approval
		47. Tax lot: Final Lot Number Issued
		48. Violations: Clear All

**Application Approval:**

**Permit:**

**Signoff:**

49. Water Supply (private): DOH  
Approval

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