

SERVICE NOTICE

New Requirement: Certificate of Occupancy Worksheet

Beginning Monday, November 9, 2020, applicants requesting an initial Temporary Certificate of Occupancy (TCO) or TCO Renewal with Changes must use the new [Certificate of Occupancy Worksheet](#). The worksheet must be completed for review by the Borough Commissioner's Office.

Follow the below steps to request an initial TCO or TCO Renewal with Changes:

1. Review Project Status to Verify TCO Readiness

- Use the TCO Worksheet to verify whether your project is ready for the issuance of an initial TCO. This is a complete list of requirements for a TCO.
- TCO Renewal with Change has the same requirements as the Initial TCO for additional floors/spaces requesting occupancy for the first time.
- Applicants who require assistance navigating the requirements can make an appointment with a borough **Project Advocate** using a [Project Advocate Service Request](#) form and indicating **Initial TCO Pre-submission Consultation** as the reason.

2. Complete Inspections and obtain required Sign-offs

- All required DOB inspections (construction, plumbing and elevator) must be completed and the signoff recorded in the Items Required list in the Building Information System (BIS).
- All special and/or progress inspections must be completed and Technical Reports received in Items Required in BIS. For instructions on special/progress inspections for phased projects, refer to the TCO Worksheet.

3. Submit project-specific TCO required items

- All items required for a TCO that are listed in the project's **Items Required** list in BIS must be uploaded in eFiling using the **Upload Required Items** menu.
- If any items required for a TCO are not ready at the time of the TCO request, refer to the TCO Worksheet for available alternatives.

4. Submit applicable supporting documents

- When a checked item on the TCO worksheet indicates **submit a copy**, a copy of the specified documents must be submitted.
- All supporting documents must be assembled as a single **.pdf** file and uploaded in eFiling using the **Upload Forms** menu by selecting **TCO Supporting Documents** from the dropdown list.

5. Submit Initial TCO or TCO Renewal with Changes request

- Fill out a new **PW7** form indicating either Initial TCO or TCO Renewal with Changes and complete the TCO Worksheet with all required information. Check all applicable checkboxes, record the action dates and any other specified information.
- Upload the new 3-page PW7 form in eFiling by selecting either First Time Occupancy or TCO Renewal with Change.

For more information on CO/TCO, visit the [Certificate Of Occupancy](#) page.