




PW1: Plan / Work Application

Must be typewritten.

☒ Orient and affix BIS
job number label here 

1 Location Information *Required for all applications.*

House No(s)	Street Name			
Borough	Block	Lot	BIN	C.B. No.
Work on Floor(s)			Apt. / Condo No(s)	

2 Applicant Information *Required for all applications. Fax, mobile telephone and e-mail address are optional information.*

Last Name		First Name		Middle Initial
Business Name			Business Telephone	
Business Address			Business Fax	
City	State	Zip	Mobile Telephone	
E-Mail			License Number	
Choose one: <input type="checkbox"/> P.E. <input type="checkbox"/> R.A. <input type="checkbox"/> Sign Hanger <input type="checkbox"/> R.L.A. <input type="checkbox"/> Other: _____				

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

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

4 Filing Status *Required for all applications. Choose one and provide specified associated information.*

<input type="checkbox"/> Initial Filing 5, 7, 11, 12A, 25-26 Choose only one: <input type="checkbox"/> Standard Plan Examination or Review <input type="checkbox"/> Professional Certification PC1, POC1 <input type="checkbox"/> Professional Certification of Objections AI1	<input type="checkbox"/> Prior to Approval Actions 25-26 <input type="checkbox"/> Amend Existing Filing 4A <input type="checkbox"/> Subsequent Filing 6-7, 8A (Alt-2 only), 11 <input type="checkbox"/> Post Approval Amendment (PAA) 4A, 6, 24-25 Will PAA affect filing fees? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> New (Superseding) Applicant 4A, 25-26	<input type="checkbox"/> Reinstatement 24-26 <input type="checkbox"/> Withdrawal 26 <input type="checkbox"/> Specified in 4A and 6 <input type="checkbox"/> Entire Job 4A Indicate existing document number affected by filing: _____
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5 Job/Project Types *Choose one and provide specified associated information.*

<input type="checkbox"/> Alteration Type 1 or Alteration Type 1 required to meet New Building requirements (28-101.4.5) 6A-E, 8B-C, 9-10, 12, 13C-F, 14, 18-20, 22 & PW1A & PD1 <input type="checkbox"/> Alteration Type 1, OT: "No Work" 8C, 9-10 & 12, 13C-F, 14, 18-19, 22, PW1A, PD1	<input type="checkbox"/> Alteration Type 2 5A, 6A-D, 8A-B, 9-10, 13C-E, & 14, 20, 22 <input type="checkbox"/> Alteration Type 3 5A, 6B-F, 8C, 9-10, 13C-E, 20, 22 <input type="checkbox"/> New Building 6A-E, 8F-G, 9A, 9C-K, 10, 12 & 13A-E, 14, 18-20, PW1A, PD1 <input type="checkbox"/> Sign 5A, 6B-D, 9A, 9D, 22-23	<input type="checkbox"/> Full Demolition 6B, 8D, 9A & 9C-D, 9K, 13D-E, 14, 21A, 22 <input type="checkbox"/> Subdivision 9A, 9D, 12A-B <input type="checkbox"/> <input type="checkbox"/> Condominium <input type="checkbox"/> Improved 17 5A Directive 14 acceptance requested? <input type="checkbox"/> Yes <input type="checkbox"/> No
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6 Work Types *Select all that apply but no more than allowed by job and filing type. "OT" required on all NB and Alteration 1 initial applications.*

6A <input type="checkbox"/> BL - Boiler PW1C <input type="checkbox"/> FA - Fire Alarm <input type="checkbox"/> FB - Fuel Burning PW1C	<input type="checkbox"/> FS - Fuel Storage PW1C <input type="checkbox"/> FP - Fire Suppression <input type="checkbox"/> MH - Mechanical	<input type="checkbox"/> PL - Plumbing PW1B <input type="checkbox"/> SD - Standpipe PW1B <input type="checkbox"/> SP - Sprinkler PW1B	6E <input type="checkbox"/> CC - Curb Cut 16 <input type="checkbox"/> OT/LAN - Landscape
6B <input type="checkbox"/> EQ - Construction Equipment 15	6C <input type="checkbox"/> OT/GC - General Construction	6D <input type="checkbox"/> OT - Other, describe: _____	6F <input type="checkbox"/> OT/ANT - Antenna <input type="checkbox"/> OT/BPP - Builders Pavement Plan 8D <input type="checkbox"/> OT/FPP - Fire Protection Plan <input type="checkbox"/> OT/MAR - Marquee 8E, 26B

7 Plans/Construction Documents Submitted *Plans are required for most applications.*Are plans being submitted with this PW1? ☐ Yes ☐ No *If yes, do the plans include:* ☐ FO — Foundation ☐ EN — Energy Analysis**8 Additional Information**

8A	WT	Cost	WT	Cost	WT	Cost	8B	Is a building enlargement proposed?	8C	Estimated Job Cost \$
								<input type="checkbox"/> No enlargement is proposed		8D Street Frontage: linear ft.
								<input type="checkbox"/> Yes 12, PD1		8E Height: ft. Width: ft.
								<input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical		8F Total Construction Floor Area: sq. ft.
								Additional Construction Floor Area: sq. ft.		

9 Additional Considerations, Limitations or Restrictions9A Review is requested under which building code? ☐ 2014 ☐ 2008 ☐ 1968 ☐ Prior to 1968

<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
9B	<input type="checkbox"/> Alteration required to meet New Building requirements (28-101.4.5) <i>If yes, 13A-B</i> <input type="checkbox"/> Alteration is a major change to exits	<input type="checkbox"/> Change in number of dwelling units <input type="checkbox"/> Change in occupancy / use <input type="checkbox"/> Change is inconsistent with current certificate of occupancy <input type="checkbox"/> Change in number of stories	
9C	<input type="checkbox"/> Façade Alteration <input type="checkbox"/> Adult Establishment <i>If yes, plot diagram (except DM)</i> <input type="checkbox"/> Compensated Development (Inclusionary Housing) <input type="checkbox"/> Low Income Housing (Inclusionary Housing) <input type="checkbox"/> Single Room Occupancy (SRO) Multiple Dwelling <input type="checkbox"/> Filing includes Lot Merger / Reapportionment <i>If yes, 17</i>	<input type="checkbox"/> Infill Zoning <input type="checkbox"/> Loft Board <input type="checkbox"/> Quality Housing <input type="checkbox"/> Site Safety Job/Project <input type="checkbox"/> Included in LMCCC	Yes No Work Includes: Prefab wood I-joists Structural cold-formed steel Open-web steel joists
9D	<input type="checkbox"/> Landmark <input type="checkbox"/> Little "E" or RD Site <input type="checkbox"/> Unmapped/CCO Street <input type="checkbox"/> Requesting legalization of work where no work without a permit violations have been issued <input type="checkbox"/> Other (please specify on line provided below): <input type="checkbox"/> CRFN(s) <i>Restrictive Declaration / Easement (max. 4):</i> <input type="checkbox"/> CRFN(s) <i>Zoning Exhibit (I, II, III, etc. - max. 4):</i>	<input type="checkbox"/> Filing to address violations (list #s—max. 5): <input type="checkbox"/> Filing to comply with Local Laws (list #s—max. 2)	LL Number Year <div style="background-color: #cccccc; height: 20px; width: 100px;"></div>
9E	<input type="checkbox"/> BSA Calendar Numbers (max. 5):		
9F	<input type="checkbox"/> CPC Calendar Numbers (max. 5):		
9G	<input type="checkbox"/> Work includes lighting fixture and/or controls, installation or replacement. [ECC §404 and §505]		
9H	<input type="checkbox"/> Work includes modular construction under New York State jurisdiction <input type="checkbox"/> Work includes modular construction under New York City jurisdiction		9I High Rise Team tracking #:
9J	<input type="checkbox"/> Structural peer review required per BC 16. <i>If yes, provide NYS P.E. license number:</i>		
9K	<input type="checkbox"/> Work includes permanent removal of standpipe, sprinkler or fire suppression related systems		
9L	<input type="checkbox"/> Work includes partial demolition as defined in AC §28-101.5, or the raising/moving of a building <i>If yes, 21B</i> <input type="checkbox"/> Structural stability affected by proposed work		

10 NYCECC Compliance *New York City Energy Conservation Code*☐ To the best of my knowledge, belief and professional judgment, all work under this application is in compliance with the NYCECC*Code Compliance Path (choose one): ☐ NYCECC ☐ ASHRAEEnergy Analysis (choose one): ☐ Tabular Analysis ☐ REScheck ☐ COMcheck ☐ Energy Modeling (EN1)☐ To the best of my knowledge, belief and professional judgment, all work under this application is exempt from the NYCECC* in accordance with one of the following (choose one):

- ☐ The work is an alteration of a State or National historic building.
- ☐ The scope of the work is entirely in a "low-energy building" and is limited to the building envelope.
- ☐ The entire scope of work involves a temporary structure and/or one or more of the following work types: FA, FP, SD, SP, FS, EQ, CC, OT/BPP, OT/FPP. Other work types are not exempt.
- ☐ This is a post-approval amendment and exempt under a prior edition of the energy code. See statement of exemption on attached drawings.

11B Primary application job no.

12A District(s)	12B Street legal width: _____ ft.				
Overlay(s)	Street Status: <input type="checkbox"/> Public <input type="checkbox"/> Private				
Special Dist.(s)	<i>If the zoning lot includes multiple tax lots, list all tax lots here ►</i>				
Map Number					

12C Proposed:	Use*	Zoning	Floor Area	District	FAR	Proposed Lot Details:		Proposed Yard Details:	
			sq. ft.			Lot Type: <input type="checkbox"/> Corner <input type="checkbox"/> Interior <input type="checkbox"/> Through		Check here if no yards: <input type="checkbox"/> or	
			sq. ft.			Lot Coverage %		Front Yard ft.	
			sq. ft.			Lot Area sq. ft.		Rear Yard ft.	
			sq. ft.			Lot Width ft.		Rear Yard Equivalent ft.	
			sq. ft.			Proposed Other Details:		Side Yard 1 ft.	
			sq. ft.			Enclosed Parking? <input type="checkbox"/> Yes <input type="checkbox"/> No		Side Yard 2 ft.	
Proposed Totals			sq. ft.			If yes, no. of parking spaces:			
Existing Total			sq. ft.			Perimeter Wall Height ft.			

**Use can be one of the following: residential, commercial, manufacturing, or community facility. List only one use per line.*

13A Primary structural system, choose **one**: ☐ Masonry ☐ Concrete (CIP) ☐ Concrete (Precast)
☐ Wood ☐ Steel (Structural) ☐ Steel (Cold-Formed) ☐ Steel (Encased in Concrete)

13B	Existing		Proposed		13D Building Type: <input type="checkbox"/> 1, 2, or 3 Family <input type="checkbox"/> Other Mixed use building? [†] <input type="checkbox"/> Yes <input type="checkbox"/> No			
	Structural Occupancy/Risk Cat.							
	Seismic Design Cat.		2014 Code Designations?		2014 Code Designations?			
13C	Occupancy Classification*	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input checked="" type="checkbox"/> Yes**				
	Construction Classification	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No				
	Multiple Dwelling Classification							
13E	Existing		Proposed					
	Building Height		ft.		ft.			
	Building Stories							
	Dwelling Units							
13F	Building was originally erected pursuant to which Building Code: <input type="checkbox"/> 2014 <input type="checkbox"/> 2008 <input type="checkbox"/> 1968 <input type="checkbox"/> Prior to 1968							
	The earliest Code with which this building or any part of it is required to comply: <input type="checkbox"/> 2014 <input type="checkbox"/> 2008 <input type="checkbox"/> 1968 <input type="checkbox"/> Prior to 1968							

☐ Not Applicable ☐ On-Site ☐ Off-Site ☐ Under 300 cubic yards

☐ Chute ☐ Sidewalk Shed Construction Material: _____
☐ Fence Size: _____ linear ft. BSA/MEA Approval No. _____
☐ Supported Scaffold ☐ Other: _____

Size of cut (with splays): _____ ft
Distance to nearest corner: _____ ft
to street:

Original tax lots being merged or reapportioned (if applicable):														
										Existing		Proposed		
										Yes	No	Yes	No	
Tentative tax lot numbers (new tax lots only):														
										Fire Alarm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
										Fire Suppression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
										Sprinkler	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
										Standpipe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

19 Open Spaces

	Existing	Proposed		Existing	Proposed
Plaza Area	sq. ft.	sq. ft.	Arcade Area	sq. ft.	sq. ft.
Parking Area	sq. ft.	sq. ft.	Parking Spaces		
Loading Berths	sq. ft.	sq. ft.	Loading Berths		

20 Site Characteristics

Yes No

- ☐ ☐ Tidal Wetlands
☐ ☐ Coastal Erosion Hazard Area
☐ ☐ Fire District

Yes No

- ☐ ☐ Freshwater Wetlands
☐ ☐ Urban Renewal
☐ ☐ Flood Hazard Area *If yes, 20A*

20A Flood Hazard Area Information

Yes No

- ☐ ☐ Substantial improvement?
☐ ☐ Substantially damaged?
☐ ☐ Floodshields part of proposed work?

21 Demolition Details **Mechanical equipment other than handheld devices to be used for demolition or removal of debris (BC §3306.4).*

Yes No

- 21A ☐ ☐ Demo. filing is for a secondary structure? *If yes, specify structure being demolished:*
☐ ☐ Mechanical means* from out of building? *If yes, mechanical means will demolish:* ☐ entire structure or ☐ part of structure
☐ ☐ Mechanical means* from within building? *If yes, describe equipment proposed:*
 21B ☐ ☐ Demolition work affects the exterior building envelope
☐ ☐ The scope of work involves raising/moving of a building

22 Asbestos Abatement Compliance *Choose one.*

- ☐ The scope of work requires related asbestos abatement as defined in the regulations of the NYC Department of Environmental Protection (DEP).
☐ The scope of the work is **not** an asbestos project as defined in the regulations of the NYC DEP. *DEP Control # is required.*
 DEP ACP-5 Control No. _____
☐ The scope of work is exempt from the asbestos requirement as defined in the regulations promulgated by the NYC DEP (15 RCNY 1-23(b)) or is an alteration to a building constructed pursuant to plans submitted for approval on or after April 1, 1987, in accordance with § 28-106.1.

23 Sign

Purpose:	Type:	Estimated Cost: \$	23A Illuminated type: <input type="checkbox"/> Direct <input type="checkbox"/> Flashing <input type="checkbox"/> Indirect
<input type="checkbox"/> Advertising	<input type="checkbox"/> Illuminated 23A	Total Square Feet: _____	Yes No
<input type="checkbox"/> Non-Advertising	<input type="checkbox"/> Non-Illuminated	Height above Curb: _____ ft. in.	<input type="checkbox"/> <input type="checkbox"/> If sign projects beyond building line, is owner billed for annual permit? <i>If no, specify in 26B</i>
Location: <input type="checkbox"/> Ground <input type="checkbox"/> Roof 23B <input type="checkbox"/> Wall	Height above Roof: _____ ft. in.		23B <input type="checkbox"/> <input type="checkbox"/> Is roof sign tight, closed or solid?
Yes No			23C Sign wording. <i>If extensive, provide only key wording.</i>
<input type="checkbox"/> <input type="checkbox"/> Is sign inside building line? <i>If no, sign projects by: _____ ft. in.</i>			
<input type="checkbox"/> <input type="checkbox"/> Designed for changeable copy? <i>If no, 23C</i>			
<input type="checkbox"/> <input type="checkbox"/> Does an OAC have an interest in this sign or location? <i>If yes, 23G</i>			
<input type="checkbox"/> <input type="checkbox"/> Within 900' and within view of an arterial highway? <i>If yes, 23D</i>			23D Distance from Arterial Highway: _____ ft.
<input type="checkbox"/> <input type="checkbox"/> Within 200' and within view of a park 1/2 acre or more? <i>If yes, 23E</i>			23E Distance from Park 1/2 acre or more: _____ ft.
.....► <i>If answer is "yes" to either of the above two questions and this is an advertising sign, OAC sign number is required in section 23F</i>			23F OAC Sign Number: _____
			23G OAC Registration Number: _____

24 Comments *Place additional comments on an AI-1 form. See Guide for proper incorporation of professional certification statements.*

25 Applicant's Statements and Signatures *Required for all applications.*

Falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. It is unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Violation is punishable by imprisonment or fine or both. I understand that if I am found after hearing to have knowingly or negligently made a false statement or to have knowingly or negligently falsified or allowed to be falsified any certificate, form, signed statement, application, report or certification of the correction of a violation required under the provisions of this code or of a rule of any agency, I may be barred from filing further applications or documents with the Department. I prepared or supervised the preparation of the construction documents and specifications herewith submitted and to the best of my knowledge and belief, the construction documents and work shown thereon comply with the provisions of the NYC Administrative Code and other applicable laws and rules, ☐ (←check here if) except as set forth in the accompanying documents. I acknowledge that I have read and complied with all instructions pertaining to this application and supplementary schedules submitted. **Cluster Development Statement** (if applicable): I hereby state that all specifications relating to this job are identical to those previously filed under the group lead job number, except as specified herein.

For initial New Building and Alteration 1 applications filed under the 2008 or 2014 NYC Building Code only: does this building qualify for high-rise designation? ☐ Yes ☐ No

Directive 14 initial applications only: I certify that the construction documents submitted and all construction documents related to this application do not require a new or amended Certificate of Occupancy as there is no change in use, exits, or occupancy. ☐ Yes ☐ No

Name (print): _____

Sign and Date: _____

P.E. / R.A. Seal *(apply seal; then, sign and date over seal)***26 Property Owner's Statements and Signatures**

Falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. It is unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Violation is punishable by imprisonment or fine or both. I understand that if I am found after hearing to have knowingly or negligently made a false statement or to have knowingly or negligently falsified or allowed to be falsified any certificate, form, signed statement, application, report or certification of the correction of a violation required under the provisions of this code or of a rule of any agency, I may be barred from filing further applications or documents with the Department. Furthermore, I understand that I am responsible for insuring that a final inspection be performed when the permitted work is complete, and that a satisfactory report of final inspection be submitted, along with all required submittal documents, so that the NYC Department of Buildings may issue a letter of completion or certificate of occupancy within the time prescribed by law.

I have authorized the applicant to file this application for the work specified herein and all future amendments. I will not knowingly authorize any work that is not in compliance with all applicable laws, rules, and regulations.

Yes No

☐ ☐ **Fee Exemption Request (Non-Profit Owned and Operated)**

In accordance with Administrative Code §28-112.1, Exception 1, I certify that the deed holder is a corporation or association organized and operated exclusively for the purposes indicated in such section, and that the property is used exclusively by such entity for such purposes. ★

☐ ☐ **Fee Exemption Request (NYCHA/HHC, NYC Agency, or Other Government Owned and Operated)**

The building or any part thereof to be constructed, renovated, altered or demolished is owned and operated exclusively for the purposes of the NYC Agency, NYC Authority, NYS Agency, Federal Government or any other government entity. ★

☐ ☐ **Owner's Certifications Regarding Occupied Housing**

The site of the building to be altered or demolished, or the site of the new building to be constructed, contains one or more occupied dwelling units that will remain occupied during construction. These occupied dwelling units have been clearly identified on the submitted construction documents.

☐ ☐ The site of the building to be altered or demolished, or the site of the new building to be constructed, contains occupied housing accommodations subject to rent control or rent stabilization under Chapters 3 and 4 of Title 26 of the New York City Administrative Code. **If yes, select one of the following:**

☐ The owner is not required to notify the New York State Homes and Community Renewal (NYSHCR) of the owner's intention to file because the nature and scope of the work proposed, pursuant to NYSHCR regulations, does not require notification.

☐ The owner has notified the New York State Homes and Community Renewal (NYSHCR) of its intention to file such construction documents/apply for such permit and has complied with all requirements imposed by the regulations of such agency as preconditions for such [filing/application].

Provide date NYSHCR notified: _____

☐ ☐ **Owner's Certification for Directive 14 Applications (if applicable)**

I have read and am fully aware of the applicant's statement that the construction documents submitted and all construction documents related to this application will not require a new or amended Certificate of Occupancy as there is no change in use, exits, or occupancy and the work is not inconsistent with the current certificate of occupancy. Furthermore, I understand that I am responsible for retaining a qualified design professional to perform a final inspection when the permitted work is complete and this professional must submit a satisfactory final inspection report to the NYC Department of Buildings within the time following inspection prescribed by Department rule.

Notes for Section 26A: Section required if unit owner signed Section 26. Signature required for authorized representative of Condo or Co-Op board.

★ For fee waivers, please see the PW1 User Guide

Owner ☐ Individual ☐ Partnership ☐ NYCHA / HHCType: ☐ Corporation ☐ Other Government ☐ NYC Agency☐ Condo Unit Owner or Co-Op Tenant-shareholder 26AIs the deed holder a non-profit organization? ☐ Yes ☐ No

Name (please print): _____

Relationship to Owner: _____

Business Name/Agency: _____

Street Address: _____

City: _____

State: _____

Zip: _____

Telephone Number: _____

Fax: _____

E-Mail Address: _____

Signature and Date ► _____

26A Condo/Co-Op Board *See note in bottom left corner of page.*

Name (please print): _____

Title: _____

Street Address: _____

City: _____

State: _____

Zip: _____

Telephone Number: _____

Fax: _____

E-Mail Address: _____

Signature and Date ► _____

26B Lessee Responsible for Annual Sign or Marquee Permit

Name (please print): _____

Relationship to Owner: _____

Business Name/Agency: _____

Street Address: _____

City: _____

State: _____

Zip: _____

Telephone Number: _____

Fax: _____

E-Mail Address: _____