

Borough Intake Form

1. Location & Requestor Information required for **all** requests. Provide location information, requestor's name, email, and relation to job. Please note denied requests will be sent disapproval reason (s) to email address provided on Borough Drop-off Intake Sheet.

House No: _____ Street Name: _____ Application#: _____ Date: _____

Borough: _____ Block: _____ Lot: _____ BIN: _____ Requestor Name: _____

Relation to job (select one): ☐ Owner ☐ Applicant of Record ☐ Contractor ☐ Filing Representative

Email: _____ Owner's Email: _____ ☐ Initial ☐ Resubmission Date: _____

2. Type of Request Borough Drop-off Intake Sheet is required for each request submitted, ensure all forms are fully completed, signed, sealed and dated. Select one of the following options:

☐ **PAA (Post Approval Amendments)**

Submit PW1 (PAA) to make changes to an already approved (P+ status in BIS) application. Changes made after initial approval are subject to PAA fees and plan examination unless initial job was professionally certified.

☐ **PW1 Withdrawal**

Submit PW1 to withdraw all or part of a job.

☐ **Initial Work Permit Application**

Submit PW2 Initial Work Permit Application if this is the first time applying for this permit. Select **No Work Permit**, if this application will not include any physical work to be performed under this permit.

☐ **PW6 Certificate of Occupancy Inspection Application (Initial)**

Submit PW6 in order to initiate inspections required prior to issuance of a Certificate of Occupancy.

☐ **PW7 Certificate of Occupancy /Temporary Certificate of Occupancy /Letter of Completion**

Submit PW7 to obtain a final Certificate of Occupancy (CO), Temporary Certificate of Occupancy (TCO), Letter of Completion (LOC) or renew a Temporary Certificate of Occupancy. **Note: Resubmissions require new BSCAN sticker**

Internal Use Only, reason (s) for denial will be indicated below by borough staff and emailed to addresses indicated above.

Disapproval Reasons request cannot be processed for the following reason (s)

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| <ul style="list-style-type: none"> <input type="checkbox"/> Job is not approved. <input type="checkbox"/> Job is in 'R - PERMIT-ENTIRE' status. <input type="checkbox"/> Job is for different borough submit to corresponding borough. <input type="checkbox"/> Fees due, pay outstanding fees and resubmit. <input type="checkbox"/> Job is on hold for 'No Good Check', resolve and resubmit. <input type="checkbox"/> Withdrawal Job/Doc #/Work type is missing/not on file. <input type="checkbox"/> Property/Job on 'Hold', see Borough Commissioner's Office. <input type="checkbox"/> Owner's signature required for withdrawal. <input type="checkbox"/> Architect/Engineer's signature and/or seal missing. <input type="checkbox"/> Applicant's information is different from Dept. records. <input type="checkbox"/> Permitted application must see Plan Exam for determination if withdrawal inspection is required. <input type="checkbox"/> Inspection required resubmit with 'Final-Pass' inspection report (OP113). <input type="checkbox"/> Work type signed off, cannot withdraw. <input type="checkbox"/> PAA approved, cannot withdraw. <input type="checkbox"/> All PAA fees must be paid prior to withdrawal. | <ul style="list-style-type: none"> <input type="checkbox"/> Resolve open required items and resubmit for permit. <input type="checkbox"/> Not an initial work permit application must be processed through permit renewal. <input type="checkbox"/> No permits have been issued for this job number. <input type="checkbox"/> Job number incorrect/invalid. <input type="checkbox"/> Floors invalid. <input type="checkbox"/> Electrical Control Number (s) missing (required for NB filings) <input type="checkbox"/> Notarization by Superintendent of Construction missing. <input type="checkbox"/> Open ECB/DOB violation (s) <input type="checkbox"/> Incomplete PAA <input type="checkbox"/> Missing inspection sign-off (s): <ul style="list-style-type: none"> <input type="checkbox"/> Construction <input type="checkbox"/> Plumbing <input type="checkbox"/> Electrical <input type="checkbox"/> Elevator <input type="checkbox"/> Other: _____ <input type="checkbox"/> Missing required items (s): _____ <input type="checkbox"/> TR-1 error (s): _____ <input type="checkbox"/> Missing/Incomplete/Invalid: <ul style="list-style-type: none"> <input type="checkbox"/> Form (s) _____ <input type="checkbox"/> Section (s) _____ <input type="checkbox"/> Other: _____ |
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