



Job Number - Mandatory

REQUEST FOR CERTIFICATE OF OCCUPANCY WITH OPEN APPLICATION(S) (COVER LETTER)

FORM MUST BE TYPE WRITTEN

1 Applicant

| | | | | | |
|-------------------------------|-------------------------------|-----------------|--|----------------|-----|
| Last Name | | First Name | | M.I. | |
| Business Name | | Business phone | | E-mail address | |
| Address | | City | | State | Zip |
| <input type="checkbox"/> P.E. | <input type="checkbox"/> R.A. | D.O.B. ID No. : | | License No. | |

2 Property Details

| | | |
|-----------|-------------|-----|
| Borough | Block | Lot |
| House No. | Street Name | |

3 Issue Impacting Issuance of Certificate of Occupancy:

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|--|
| |
| |
| |
| |

4 List Attached Documents

| |
|----|
| a. |
| b. |
| c. |
| d. |

5 Comments:

| |
|--|
| |
| |
| |
| |

6 Applicants' Signature

Date

If needed, please attached separate sheet(s) to provide additional information

Internal Use

| | | |
|----------------------------------|-------------------------------------|---------------------------------|
| Project Advocate: | Case ID # : | Date : |
| Comments: | | |
| | | |
| | | |
| Reviewed and Recommended for : | <input type="checkbox"/> Acceptance | <input type="checkbox"/> Denial |
| Borough Commissioner's Signature | | Date |