



PC1: Required Items for Professional Certification

Must be typewritten. Must respond Y/N to **all** required items.



Orient and affix BIS
job number label here



LOCATION INFORMATION Required for **all** applications

House No(s)

Street Name

Borough

Block

Lot

BIN

C.B. No.

Y	N	ITEMS REQUIRED PRIOR TO APPROVAL	Y	N	ITEMS REQUIRED PRIOR TO APPROVAL
		1ST ZONING REVIEW COMPLETE			DESIGN COMM. APPROVAL: CITY-OWNED PRPTY (EXTERIOR)
		2008 CODE TR1 REQUIRED			DESIGN COMM. APPROVAL: DISTINCTIVE SIDEWALK
		2ND ZONING REVIEW COMPLETE			DOB - CONSTRUCTION CODE DETERMINATION (CCD1)
		ACCESSIBILITY WAIVER (PEO1)			DOB - ZONING DIAGRAM (ZD1)
		ADDRESS: NEW HOUSE NUMBER APPROVED			DOB - ZONING RESOLUTION DETERMINATION (ZRD1)
		ADULT ACTIVITY APPROVAL			ECCCNYS ANALYSIS
		ADULT ESTABLISHMENT APPROVAL			ENCROACHMENT ON SIDEWALK: DOT REVOCABLE CONSENT
		AI1 OBJECTIONS RESPONSE			ENERGY CODE COMPLIANCE FEE
		ANTI-HARASSMENT AREA CHECKLIST			ENERGY CODE 1st REVIEW COMPLETE
		APPLICANT TO SELF CERTIFY OBJECTIONS			ENERGY CODE PROGRESS INSPS TECHNICAL REPORT (TR8)
		ASBESTOS: CERTIFICATION (DEP ACP5)			ENVIRON RESTRICTIONS - OER NOTICE TO PROCEED
		BPP: CATCH BASIN/MANHOLE REQUIRED			FDNY FIRE SUPPRESSION FEE PAYMENT RECEIPT
		BPP: CHECKLIST IN LIEU OF PLANS-ALT3			FEE: CIVIL PENALTY FOR LEGALIZATION
		BPP: CONTRACTOR BOND-INSTALL ROADWAY			FIRE ALARM/SIGNAL SYSTEM (FA) SIGNOFF
		BPP: DISTINCT SIDEWALK-LEGAL AGREEMENT			FIRE ALARM: FDNY RECEIVED & ACCEPTED PLANS
		BPP: DISTINCT SIDEWALK-STONE TEST REPORT			FIRE APPARATUS ACCESS ROADS FOR DEV: FDNY APPROVAL
		BPP: DOT PERMISSION TO MOVE FRANCHISE			FIRE PROTECTION PLAN(FPP): FDNY APPROVAL
		BPP: FIELD VISITS RESULTS NEEDED			FLOOD ZONE DESIGN CERTIFICATION
		BPP: FILING REQUIRED			FOREIGN GOV'T PROPERTY: STATE DEPT. LTR
		BPP: GRADE STUDY			FOUNDATION PLAN APPROVAL
		BPP: INFRASTRUCTURE AND SITE SKETCH			HIGH LINE - PARKS APPROVAL REQUIRED
		BPP: NOTES REQUIRED ON PLAN			HPD: INCLUSIONARY HOUSING LETTER
		BPP: PHOTOS-SIGNED/SEALED BY APPLICANT			HPD: SRO MD CERTIFICATE OF NO HARASSMENT
		BPP: SITE PLAN-NEW R.O.W. INSTALLATION			HUDSON YARDS PARKING AMENDMENT
		BPP: STREET DRAINAGE APPLICATION			HYDRAULIC FLOW CALCULATIONS
		BPP: STREET TREES SITE PLAN			HYDRO FLOW TEST LETTER
		BPP: TOPOGRAPHIC SURVEY			IDENTIFY THE PRIMARY JOB ON PW1
		BPP: TRAFFIC ENG STDY-CC IN INTERSECTION			LANDMARKS APPROVAL
		BPP: WAIVER OF GRADE FILING			LANDMARKS SIGNOFF
		BPP-BSA REQUIREMENTS			LOFT BOARD CERTIFICATE
		BPP-CPC REQUIREMENTS			NYCECC ANALYSIS
		BPP-DEP: NON-STD DRAINAGE STRUCTURE			NYCECC EXEMPTION
		BPP-NYS DEC: DRAIN STREET TO WETLAND			NYS DEC COASTAL EROSION HAZARD APPROVAL
		BPP-PARKS: REMOVE MATURE TREE			NYS DEC COASTAL EROSION HAZARD MAP
		BPP-TA: RELOCATE BUS STOP			NYS DEC FRESHWATER WETLANDS APPROVAL
		BPP-UTILITY APPROVAL TO RELOCATE POLE			NYS DEC FRESHWATER WETLANDS MAP
		BROOKLYN PARKING RESTRICTIONS			NYS DEC TIDAL WETLANDS APPROVAL
		BSA VARIANCE			NYS DEC TIDAL WETLANDS MAP
		BSA/CPC APPROVAL			OAC REGISTRATION
		CALENDARED PROPERTY - 40-DAY HOLD			OTHER (LIST): _____
		CANTILEVER FIRE ANALYSIS APPROVED BY DOB & FDNY			PREFAB/MODULAR CONSTR: NYS COMPLIANCE STATEMENT
		CLINTON DISTRICT: ANTI-HARASSMENT CHECKLIST			PREFABRICATED/MODULAR CONSTR: OTCR APPROVALS
		CLINTON DISTRICT: RESTRICTIVE DEC			PTA3: GREEN ROOF TAX ABATEMENT APPLIC (PRELIMINARY)
		COST AFFIDAVIT ESTIMATE: (PW3)			PTA4: SOLAR TAX ABATEMENT APPLICATION (PRELIMINARY)
		CPC: HUDSON YARDS INITIAL CERTIFICATION			RECORDS MGMT FEE PAYMENT RECEIPT
		CURB CUT: PROVIDE EXISTING NUMBER			RESOLVE ZONING DISCREPANCY
		DEP SANITARY SEWER CERTIFICATION (HCP/SCP)			RESOLVE ZONING DISCREPANCY (DATA CHANGE)
		DEP STORMWATER/SEWER CERTIFICATION (HCP/SCP)			RESTRICTION: DEED

Y N ITEMS REQUIRED PRIOR TO APPROVAL		Y N ITEMS REQUIRED PRIOR TO PERMIT	
			RESTRICTION: EASEMENT AGREEMENT
			RESTRICTION: RESTRICTIVE DECLARATION
			SEPTIC SYSTEM: SEPTIC COMPLIANCE UNIT APPROVAL
			SITE SURVEY: INITIAL
			SOIL REPORT
			SRO MD ANTI-HARASSMENT CHECKLIST
			STEEL AFFIDAVIT: PRELIMINARY
			STREET TREE CHECKLIST
			STREET: NEW STREET NAME APPROVED
			STREET: UNMAPPED-NOTIFY EMERG. AGENCIES
			STRUCTURAL PEER REVIEW REQUIRED
			SUBDIVISION SIGNOFF
			SUBSTANTIAL IMPROVEMENT CALCULATIONS
			TAX LOT: TENTATIVE LOT NUMBER ISSUED
			TEMPORARY FLOOD SHIELDS: EMERGENCY FLOOD PLAN
			TENANT/OCCUPANT PROTECTION PLAN
			TRANSIT AUTHORITY/MTA/PANYNJ APPROVAL
			TRASH COMPACTOR REQUIREMENTS
			TREE REMOVAL: OUTSIDE PROP./PARKS APPR
			TREE REMOVAL: SPEC. ZON. DIST./CPC APPR
			U.S. ARMY CORPS OF ENGINEERS APPROVAL
			URBAN RENEWAL AREA: HPD APPROVAL
			VERIFY DOB PLAN NAMING STANDARD IS MET
			WATERFRONT AREA ZONING COMPLIANCE
			ZONING EXHIBIT I: CERTIFICATION
			ZONING EXHIBIT II: CERTIFICATION
			ZONING EXHIBIT III:DESC. & OWNRSHP.STMNT
			ZONING EXHIBIT IV: CERTIFICATION
			ZONING EXHIBIT V: CERTIFICATION
Y N ITEMS REQUIRED PRIOR TO PERMIT		Y N ITEMS REQUIRED PRIOR TO C/O OR SIGNOFF	
			ADDRESS: NEW HOUSE NUMBER APPROVED
			APPLICANT CONCRETE EVALUATION REPORT
			APPLICANT CONCRETE RETESTING REPORT
			AS-BUILT ENERGY ANALYSIS (EN2)
			BOILER (BL) SIGNOFF
			BOILER APPROVAL : 900A
			BPP: AS-BUILT SIDEWALK SURVEY
			BPP: ENGINEERS AFFIDAVIT
			BPP: FIELD INSPECTION
			BPP: FINAL AS-BUILT PHOTOGRAPHS
			BPP: FINAL SIGNOFF
			BPP: MAINTENANCE AGREEMENT - RETAINING WALL
			BPP: SIDEWALK & ROADWAY THICKNESS CORES
			BPP: SIDEWALK CONCRETE STRENGTH REPORT
			BPP-DEP: INSTALL/MODIFY DRAINAGE STRUCTURE
			BPP-DEP: INSTALL/RELOCATE FIRE HYDRANT
			BPP-DESIGN COMM APPROVAL: DISTINCTIVE SIDEWALK
			BPP-DOT: RELOCATE STREET LIGHT
			BPP-DOT: SIDEWALK ENCROACHMENT
			BPP-DOT: SIDEWALK/CURB/ROAD WORK PERMITS
			BPP-PARKS: PLANT NEW TREE
			BPP-TA: INSTALL SIDEWALK OVER STATION
			BSA VARIANCE
			CAP & CLEAN FORM
			CERTIFICATE OF OCCUPANCY
			CLINTON DIST: HPD CERT COMPLETION LOW-INCOME HOUSE
			CONSTRUCTION (OT) SIGNOFF
			COST AFFIDAVIT (FINAL): PW3
			CURB CUT (CC) SIGNOFF
			DEMOLITION (DM) JOB SIGNOFF
			DEP SANITARY SEWER CERTIFICATION (HCP/SCP)
			DESIGN COMM. SIGNOFF: CITY-OWNED PROPTY (EXTERIOR)
			DETECTOR:CARBON MONOXIDE-CERT.OF INSTALL
			DETECTOR:SMOKE-CERT. OF INSTALLATION
			DOB - ZONING DIAGRAM (ZD1)
			DOB FINAL INSPECTION REQUIRED
			DRY PIPE VALVE TEST : FP-10
			ELEVATOR JOB SIGNOFF
			ENVIRO RESTRICTIONS - OER NOTICE OF SATISFACTION
			EQUIPMENT USE PERMITS
			FA - FDNY APPROVAL : FD-FAA
			FA LETTER OF DEFECT : FD-FALD
			FA SELF CERT DEFECT : FD-FASC
Y N ITEMS REQUIRED PRIOR TO PERMIT			
			2008 TR1 REQUIRED FOR NEW/WAIVED INSPECTIONS
			ASBESTOS: COMPLETION OR CLOSEOUT (ACP20/21/5)
			ASBESTOS: VARIANCE (DEP FORM V5)
			CPC: HUDSON YARDS FINAL CERTIFICATION
			DIR-14 ID OF RESPONSIBILITY (TR1)
			ELECTRICAL APPLICATION FOR SIDEWALK SHED LIGHTING
			EQUIPMENT (EQ) PERMITS
			EXCAVATION OR DEMOLITION: 5-DAY NOTICE
			HIC LICENSE OR AFFIDAVIT
			INSURANCE: DISABILITY
			INSURANCE: LIABILITY
			INSURANCE: WORKERS' COMP. WAIVER/AFFID
			INSURANCE: WORKERS' COMPENSATION
			JAMAICA: DEP SEWER CONNECTION APPROVAL
			LPC-BSA ARCHEOLOGY RESTRICTIVE DECLARATION (INITIAL)
			MASONRY MANUFACTURER'S STATEMENT-FORM 10H
			MICROFILM/SCAN: INITIAL
			MICROFILM/SCAN: ADDITIONAL REQUIRED
			OTHER (LIST): _____
			PARTIAL DEMO PLAN & DS1 (FOR AL/EW-OT PERMITS)
			PROJECT-SPECIFIC GL INSURANCE
			RAISE/MOVE DOCS & DS1 (FOR AL/EW-OT PERMITS)

Y	N	ITEMS REQ. PRIOR TO C/O OR SIGNOFF	Y	N	ITEMS REQ. PRIOR TO C/O OR SIGNOFF
		FEES: PAY DEFERRED FEES			STREET: UNMAPPED- NOTIFY EMERG. AGENCIES
		FEMA ELEVATION CERT (086-0-33)/ FLOODPRF CERT (086-0-34)			SWIMMING POOL: DEP APPROVAL
		FIRE ALARM/SIGNAL SYSTEM (FA) SIGNOFF			SWIMMING POOL: DOH APPROVAL
		FIRE ALARM: AS-BUILT PLANS			TAP LETTER - DOM SVC : DEP-DOM
		FIRE PROTECTION PLAN (FPP): FDNY APPROVAL			TAP LETTER - FIRE SVC : DEP-FIRE
		FIRE RETARDANT TREATED WOOD: FDNY CERTIFICATE			TAX LOT: FINAL LOT NUMBER ISSUED
		FIRE SUPP ANSUL APPROVL: FD-FSS			TRANSIT AUTHORITY/MTA/PANYNJ APPROVAL
		FIRE SUPPRESSION SYSTEM (FP) SIGNOFF			TREE REMOVAL: OUTSIDE PROP./PARKS APPR
		FUEL BURNING (FB) SIGNOFF			TREE REMOVAL: SPEC. ZON. DIST./CPC APPR
		FUEL STORAGE (FS) SIGNOFF			URBAN RENEWAL AREA: HPD APPROVAL
		GAS WELDER ANNUAL CERT : GAS-WELD			US ARMY CORPS OF ENGINEERS APPROVAL
		GASOLINE TANK SIGNOFF			WATER METER PERMIT : DEP-METER
		HOUSE CONNECTION SIGNOFF			WATER SUPPLY (PRIVATE): DOH APPROVAL
		HPD: INCLUSIONARY HOUSING ELIG. CERT			WELDERS AFFIDAVIT
		HPD: SRO MD CERTIFICATE OF NO HARASSMENT	STATEMENTS & SIGNATURES <i>Required for all applications</i>		
		LANDMARKS APPROVAL			
		LANDMARKS SIGNOFF	<p>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.</p>		
		LPC-BSA ARCHEOLOGY RESTRICTIVE DECLARATION (FINAL)			
		MARQUEE (OT) SIGNOFF	<p>Is a TR1 form required? ___Yes ___No</p> <p>PAA only:</p> <p>Is a ZD1 form required? ___Yes ___No</p>		
		MASONRY SUPPLIER'S STATEMENT-FORM 10J			
		MECHANICAL (MH) SIGNOFF	<p>Name (plase print) _____</p> <p>License Type (P.E./R.A.) _____</p>		
		MEDICAL GAS INST CERT : LETTER-MED			
		MICROFILM/RECORDS MGMT: ADDL FEE REQUIRED	<p>Signature _____</p> <p>Date _____</p>		
		OIL TANK REMOVAL CERT : LETTER-FO			
		OTHER (LIST): _____			
		PILES: FINAL PILE PLAN/CREOSOTE LETTER			
		PLACE OF ASSEMBLY (PA) SIGNOFF			
		PLUMBING (PL) SIGNOFF			
		PRELIMINARY COMMISSIONING REPORT CERTIFICATION			
		PTA3: GREEN ROOF TAX ABATEMENT APPLICATION (FINAL)			
		PTA3: TAX ABATEMENT ELIGIBILITY APPROVAL			
		PTA4: SOLAR TAX ABATEMENT APPLICATION (FINAL)			
		PTA4: TAX ABATEMENT ELIGIBILITY APPROVAL			
		RESTRICTION: DEED			
		RESTRICTION: EASEMENT AGREEMENT			
		RESTRICTION: RESTRICTIVE DECLARATION			
		RPZ/DDCV TEST REPORT : GEN215B			
		SD/SP FIRE PUMP TEST : FP-86			
		SEPTIC ABANDONMENT CERT: LETTER-SCAV			
		SEPTIC SYSTEM: SEPTIC COMPLIANCE UNIT APPROVAL			
		SEWER/HOUSE CON SIGNOFF: DEP HC 021			
		SITE SURVEY: FINAL			
		SP/SD DEVICE CERT : LTR-LIC ELECT			
		SPRINKLER (SP) SIGNOFF			
		SPRINKLER INSP REPORT : FP-85			
		SPRINKLER/STANDPIPE ELECTRICAL LETTER			
		STANDPIPE (SD) SIGNOFF			
		STANDPIPE INSP REPORT : FP-84			
		STEEL AFFIDAVIT- FINAL			
		STREET TREE SIGNOFF			
		STREET TREES SITE PLAN			
		STREET: NEW NAME APPROVED			