

**NEW YORK CITY LOFT BOARD: LETTER OF NO OBJECTION ("LONO") CHECKLIST**      **DATE:** \_\_\_\_\_

Building Number(s)	Street Name	Borough	IMD No.	BIN No.

**Building AKAs:** \_\_\_\_\_

LONO requested for job application no.: \_\_\_\_\_ Permit? ☐Yes ☐No

Legalization Alt. 1 job application no.: \_\_\_\_\_ Permit? ☐Yes ☐No

**I. IS BUILDING WITHIN THE LOFT BOARD'S JURISDICTION?** ☐Yes ☐No **NOTE: if 'no,' review ends here.**

**II. DESCRIPTION OF WORK** (exact language from PW-1)

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**III. LOCATION OF THE PROPOSED WORK?**

1. Is the proposed work in an IMD unit? ☐Yes ☐No

**NOTE: if 'yes,' review ends here.** This request will trigger the narrative statement process and applicant must file a narrative statement pursuant to 29 RCNY § 2-01(d)(2).

2. Is the proposed work necessary due to an emergency/safety condition? ☐Yes ☐No

3. Is the proposed work in a BUYC unit or other commercial space? ☐Yes ☐No

4. If the proposed work is in a BUYC unit or other commercial space, does the nature of the business or the proposed work affect the IMD tenants? ☐Yes ☐No

**NOTE: if 'yes,' staff may schedule a conference.**

**IV. THE STATUS OF CODE COMPLIANCE?**

1. When was the Building registered with the Loft Board? Date: \_\_\_\_\_

2. Was a Loft Board Certificate Issued? ☐Yes ☐No Issued: \_\_\_\_\_

3. If so, was a Permit obtained? ☐Yes ☐No Issued: \_\_\_\_\_ Expire: \_\_\_\_\_

4. Is the Building 7-B compliant? ☐Yes ☐No Date: \_\_\_\_\_

5. Does the Building have a Temporary Certificate of Occupancy ("C of O")?

☐Yes ☐No Issued: \_\_\_\_\_ Expire: \_\_\_\_\_

6. If 'no,' does the Building have a C of O for the IMD units? ☐Yes ☐No Issued: \_\_\_\_\_

7. If the Building does not have a C of O, what percentage of Legalization work is completed? \_\_\_\_\_%

**NOTE: percentage must match most recent Monthly Report.**

8. Any outstanding Registration fees/fines? ☐Yes ☐No If 'yes,' amount owed: \$ \_\_\_\_\_

Date of last check: \_\_\_\_\_ for FY: \_\_\_\_\_

**V. REQUIRED ITEMS**

1. Request letter: ☐Yes ☐No

2. PW1: ☐Yes ☐No

3. Is Box 26 of PW1 regarding Occupied Housing marked correctly? ☐Yes ☐No

**NOTE: if Box 26 is checked 'no' and Building is occupied, request will be denied.**

4. Where a Building has Certification but not a Final C of O, has the Monthly Report been filed?

☐Yes ☐No Last Filing Date: \_\_\_\_\_

**NOTE: if 'no,' request will be denied.**

Comments (for internal use only):

5. Change in Use, Egress & Occupancy ☐Yes ☐No

6. Required Items submitted /Objection list cleared: ☐Yes ☐No

**NOTE: if 'no,' request will be denied.**

**VI. NUMBER/LOCATION OF IMD UNITS?**

1. Number of IMD units in the Building (including BUYR and BUYC units): \_\_\_\_\_

2. Location of IMD units: \_\_\_\_\_

a. Number and location of REG/COV Unit(s): \_\_\_\_\_

b. Number and location of BUYR/ABDR Unit(s): \_\_\_\_\_

c. Number and location of BUYC/ABDC Unit(s): \_\_\_\_\_

By submitting this completed checklist, I hereby affirm, under penalty of law, that all of the above information is true and accurate and has been verified to the best of my abilities. By submitting this checklist, I acknowledge that Loft Board staff may still require additional documents to proceed with my request for a letter of no objection, and that my request will be processed in the order it is received.

Possible reasons a LONO request may be denied or postponed (including, but not limited to):

1. An incomplete or illegible checklist was submitted.
2. There are outstanding Registration fees and/or fines.
3. Loft Board has issued a Certification to perform legalization work, but owner has failed to obtain its Permit in order to begin work.
4. Failure to file a Monthly Report for a building that has obtained Certification but has not obtained a Final C of O.
5. The Alt 1 Permit has expired and has not been renewed.
6. Building has an expired Temporary C of O.
7. Except for Loft Board Certificate, required items not submitted/objection list is not cleared.
8. Owner marked box 26 of PW1, regarding Occupied Housing "No", when the Building is occupied.
9. The Building has a Final C of O for the IMD units but has not been removed from jurisdiction.