

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.

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| House No: | Street Name: | Application#: | Date: |
| Borough: | Block: | Lot: | BIN: |
| Requestor Name: | | | |
| Relation to job (select one): <input type="checkbox"/> Owner <input type="checkbox"/> Applicant of Record <input type="checkbox"/> Contractor <input type="checkbox"/> Filing Representative | | | |
| Email: | Owner's Email: | <input type="checkbox"/> Initial <input type="checkbox"/> 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:

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| <input type="checkbox"/> 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. |
| <input type="checkbox"/> PW1 Withdrawal |
| Submit PW1 to withdraw all or part of a job. |
| <input type="checkbox"/> 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. |
| <input type="checkbox"/> PW6 Certificate of Occupancy Inspection Application (Initial) |
| Submit PW6 in order to initiate inspections required prior to issuance of a Certificate of Occupancy. |
| <input type="checkbox"/> 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.

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| Disapproval Reasons request cannot be processed for the following reason (s) | |
| <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. | <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): <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: <input type="checkbox"/> Form (s) _____ <input type="checkbox"/> Section (s) _____ <input type="checkbox"/> Other: _____ _____ |