

Purpose of form:

This schedule to form PW1 (Plan/Work Application) is required for all New Buildings and Alteration Type 1 applications. Information entered on this form must be technically correct in order to be transferred to the Certificate of Occupancy.

General Information

- The job sticker must be affixed to the upper right hand corner of the first page. The job number cannot be written in.
- When space is insufficient, additional Schedule A pages may be submitted. In the top, center portion of the form, indicate how many pages of Schedule A are being provided.
- For New Building applications, complete only the proposed side of the form. For Alteration Type 1 applications, complete both the existing and proposed side of the form. Even when you are only modifying one space inside a building, this form must reflect the **entire** building.

Occupancy / Use

- **Floor:** describe the specific floor or floor range in this space. Specific floors can only be from the allowed set of BIS designations (i.e. BAS = Basement). Floor ranges can only be numeric (i.e. 001 to 005).
- **Maximum Number of Persons:** The maximum number of persons allowable must be indicated, for all uses other than residential, in accordance with the New York City Construction Codes or other applicable code requirements. The number of occupants shall be established either by the actual number of occupants for whom each space or floor has been designed, or by consulting appropriate sections in the New York City Construction Codes to determine the number using alternate methods. In all cases the greatest anticipated number of occupants shall be specified.
- **Live Load:** Provide the Live Load, in pounds per square foot, of all occupants, materials, equipment, constructions or other elements of weight supported by the floor that are expected to be moved or relocated during the expected life of the building. Consult the New York City Construction Codes for further information.
- **Building Code Occupancy Group:** Provide the occupancy group per floor as defined by the New York City Construction Codes. These designations must be from the 2008 Code, regardless of what Code the application is being reviewed under, for all application successfully processed through DEAR on or after June 30, 2008. For applications successfully processed through DEAR prior to June 30, please see http://www.nyc.gov/html/dob/html/forms/forms_permits.shtml for a version of the Schedule A to file amendments to those applications.
- **Dwelling/Rooming Units:** Provide the total number of units per floor as defined by the New York City Construction Codes.
- **Description:** Provide a textual description of the use(s) for each floor. If there are any used that are required by the Department of City Planning to be maintained as Preserved Uses, this should be indicated with an asterisk (*) in the column reserved for Descriptions.

Building Notes to appear on the Certificate of Occupancy

- Use this section to provide any textual information that should also or is required to appear on the Certificate of Occupancy that has not been addressed in the Occupancy/Use section.

Applicant's Statements and Signatures

- This section must be completed for every Schedule A submitted.