

FORM MUST BE TYPEWRITTEN

Job No. _____

1 LOCATION INFORMATION (Required for all applications)

House No(s)	Street Name	Work Proposed on Floor No(s)		
Borough	Block	Lot	BIN	CB No.

2 APPLICANT OF RECORD (Required for all applications)

Last Name	First Name		MI
Bus. Name	Bus. Phone		
Bus. Address	Bus. Fax		
City	State	Zip	Mobile Phone
Email Address	License No.		<input type="checkbox"/> PE <input type="checkbox"/> RA

3 COVERED CATEGORIES OF WORK (per NYC Administrative Code § 28-505.3. – Required for all applications)

Identify the work type of the Job Number entered above by answering **YES** or **NO** to every item.

- YES NO Demolition of all or part of the building
- YES NO Change of use or occupancy of all or part of a dwelling unit, any residential portion of the building, or any part of the building serving such dwelling units
- YES NO An alteration resulting in the addition or removal of kitchens or bathrooms, an increase or decrease in the number of dwelling units, or any change to the layout, configuration, or location of any portion of any dwelling unit
- YES NO An application for a new or amended Certificate of Occupancy
- YES NO Removal of a central heating system and replacement with an individually metered heating system – on or after Sept. 1, 2019

4 EXEMPTIONS

If any box in Section 3 is checked **YES**, select all of the listed exemptions that apply. The supporting documentation or additional information indicated for each option selected must be provided.

- The work is **solely** for the purpose of either (1) making the public areas of the building accessible to persons with disabilities without altering the configuration of any dwelling unit or rooming unit, **or** (2) making the interior or the entrance to a dwelling unit or rooming unit accessible to persons with disabilities.
- The work will be performed by a City agency or a contractor pursuant to a City agency contract. Agency name: _____
- The building has an administrator currently appointed pursuant to Article 7-A of the Real Property Actions and Proceedings Law (RPAPL). A copy of the court order appointing the **RPAPL Article 7-A Administrator** is attached.
- The building is being demolished pursuant to a declaration of an immediate emergency or emergency demolition order issued by the Department of Buildings (DOB). A copy of the **DOB Emergency Declaration** is attached.
- The building has been transferred to a third party transferee or subsequent transferee under the Housing Preservation and Development (HPD) Third Party Transfer Program. A copy of the **Third Party Transfer letter on HPD letterhead** is attached.
- The building owner has entered into a regulatory agreement with HPD. A copy of the **Restrictive Declaration** is attached.

5 CERTIFICATION DECLARATION

If any box in Section 3 is checked **YES** and Section 4 has no checked boxes, one of the options provided in this section must be checked and the supporting document indicated must be submitted with this form.

- An **HPD Certification of No Harassment (CONH)** and a copy of the affidavit submitted to HPD is attached.
- An **HPD Exemption from the Requirement to Obtain a CONH** and a copy of the affidavit submitted to HPD is attached.

6 APPLICANT STATEMENT & SIGNATURES (Required for all applications)

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. I understand that if I am found after hearing to have knowingly or negligently made a false statement or to have knowingly or negligently falsified or allowed to be falsified any certificate, form, signed statement, application, report or certification of the correction of a violation required under the provisions of this Code or of a rule of any agency, I may be

Name (please print)

Signature

Date

PE/RA Seal – apply seal, then sign and date over seal