

Borough where work is taking place - select ONE of the following options:

- | | |
|---|---|
| <input type="checkbox"/> MANHATTAN MNPAServiceRequest@buildings.nyc.gov | <input type="checkbox"/> QUEENS QNPAServiceRequest@buildings.nyc.gov |
| <input type="checkbox"/> BRONX BXPAServiceRequest@buildings.nyc.gov | <input type="checkbox"/> STATEN ISLAND SIPAServiceRequest@buildings.nyc.gov |
| <input type="checkbox"/> BROOKLYN BKPAServiceRequest@buildings.nyc.gov | |

1. REQUESTOR (Required for all requests)

Name	Cell Phone
Email	Business Phone

2. CERTIFICATE OF OCCUPANCY (CO)

- Initial TCO**
 Alt-1/NB application #/address: _____
 Pre-submission Consultation Follow-up
- TCO Renewal**
 Alt-1/NB application #/address: _____
 Outstanding Required Item(s) Follow-up
 Open Violations Waiver
- Final CO – open applications**
 Alt-1/NB application #/address: _____
 Initial Review Follow-up Review (PA who handled original review _____)
 Open Violations Waiver for FCO Other _____

3. PROPERTY PROFILE REVIEW/CO ASSISTANCE

- Withdrawals** (five (5) maximum per appointment)
ONLY withdrawals requested by a Project Advocate as part of the Final CO – open applications review
 Alt-1/NB application #/address: _____ PA who handled review _____
- Assistance with Property Profile Changes/Corrections**
 Address/BIN: _____
 Correction of BIS building profile Correction in C of O
 Other _____

4. OPERATIONS/ADMINISTRATIVE: BC Office Assistance

- Hold** (Property/Application; Stop Work Order; Vacate Order; Restrictive Declaration)
 Application #/address/ BIN: _____ Hold Type: _____
- Compliance with Local Laws**
 5 of 1973 Address _____
 158 of 2017 Address _____ Justification _____

5 COMMENTS/REASON FOR MEETING (Provide detailed explanation for request)

Details:
