



**PW1: Plan / Work Application**  
Must be typewritten

Orient and affix BIS job number label here

**1 Location Information** *Required for all applications.*

House No(s)	Street Name			
Borough	Block	Lot	BIN	C.B. No.
Work on Floor(s)	Apt. / Condo No(s)			

**2 Applicant Information** *Required for all applications. Fax, mobile telephone and e-mail address are optional information.*

Last Name	First Name	Middle Initial
Business Name	Business Telephone	
Business Address	Business Fax	
City	State	Zip
E-Mail	License Number	
Choose one: <input type="checkbox"/> P.E. <input type="checkbox"/> R.A. <input type="checkbox"/> Sign Hanger <input type="checkbox"/> R.L.A. <input type="checkbox"/> Other: _____		

**3 Filing Representative** *Complete only if different from applicant specified in section 2. Fax, mobile phone, and e-mail are optional info.*

Last Name	First Name	Middle Initial
Business Name	Business Telephone	
Business Address	Business Fax	
City	State	Zip
E-Mail	Registration Number	

**4 Filing Status** *Required for all applications. Choose one and provide specified associated information.*

<b>Initial Filing</b> 5, 7, 11, 12A, 25-26 Choose only one: <input type="checkbox"/> Standard Plan Examination or Review <input type="checkbox"/> Professional Certification PC1, POC1 <input type="checkbox"/> Professional Certification of Objections A11	<b>Prior to Approval Actions</b> 25-26 <input type="checkbox"/> Amend Existing Filing 4A <input type="checkbox"/> Subsequent Filing 6-7, 8A (Alt-2 only), 11 <b>Post Approval Amendment (PAA)</b> 4A, 6, 24-25 Will PAA affect filing fees? Yes No <b>New (Superseding) Applicant</b> 4A, 25-26	<b>Reinstatement</b> 24-26 <b>Withdrawal</b> 26 <input type="checkbox"/> Specified in 4A and 6 <input type="checkbox"/> Entire Job 4A Indicate existing document number affected by filing: _____
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**5 Job/Project Types** *Choose one and provide specified associated information.*

<b>Alteration Type 1 or Alteration Type 1 required to meet New Building requirements (28-101.4.5)</b> 6A-E, 8B-C, 8F, 9-10, 12, 13C-F, 14, 18-20, 22 & PW1A, PD1 <b>Alteration Type 1, OT: "No Work"</b> 8C, 8F, 9-10 & 12, 13C-F, 14, 18-19, 22, PW1A, PD1	<b>Alteration Type 2</b> 5A, 6A-D, 8A-B, 9-10, 13C-E, & 14, 20, 22 <b>Alteration Type 3</b> 5A, 6B-F, 8C, 9-10, 13C-E, 20, 22 <b>New Building</b> 6A-E, 8F, 9A, 9C-K, 9M, 10, 12 & 13A-E, 14, 18-20, PW1A, PD1 <b>Sign</b> 5A, 6B-D, 9A, 9D, 22-23	<b>Full Demolition</b> 6B, 8D, 9A & 9C-D, 9K, 9M, 13D-E, 14, 21A, 22 <b>Subdivision</b> 9A, 9D, 12A-B <input type="checkbox"/> Condominium Improved 17 5A Directive 14 acceptance requested? <input type="checkbox"/> Yes <input type="checkbox"/> No
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**6 Work Types** *Select all that apply but no more than allowed by job and filing type. "OT" required on all NB and Alteration 1 initial applications.*

6A <input type="checkbox"/> BL - Boiler PW1C	<input type="checkbox"/> FS - Fuel Storage PW1C <input type="checkbox"/> FP - Fire Suppression <input type="checkbox"/> MH - Mechanical	<input type="checkbox"/> PL - Plumbing PW1B <input type="checkbox"/> SD - Standpipe PW1B <input type="checkbox"/> SP - Sprinkler PW1B	6E <input type="checkbox"/> CC - Curb Cut 16 <input type="checkbox"/> OT/LAN - Landscape
6B <input type="checkbox"/> EQ - Construction Equipment 15	6C <input type="checkbox"/> OT/GC - General Construction	6D <input type="checkbox"/> OT - Other, describe:	6F <input type="checkbox"/> OT/ANT - Antenna <input type="checkbox"/> OT/BPP - Builders Pavement Plan 8D <input type="checkbox"/> OT/FPP - Fire Protection Plan <input type="checkbox"/> OT/MAR - Marquee 8E, 26B

**7 Plans/Construction Documents Submitted** *Plans are required for most applications.*

Are plans being submitted with this PW1?  Yes  No *If yes, do the plans include:*  FO — Foundation  EN — Energy Analysis

**8 Additional Information**

8A	WT	Cost	WT	Cost	WT	Cost	8B	Is a building enlargement proposed? <input type="checkbox"/> No enlargement is proposed <input type="checkbox"/> Yes <i>12, PD1</i> <input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical Additional Construction Floor Area: _____ sq. ft.	8C	Estimated Job Cost \$
									8D	Street Frontage: _____ linear ft.
									8E	Height: _____ ft. Width: _____ ft.
									8F	Total Building Square Footage: _____ sq. ft.

**9 Additional Considerations, Limitations or Restrictions**

9A Review is requested under which building code?  2014  2008  1968 | Prior to 1968  
 Yes  No  Yes  No

9B   Alteration required to meet New Building requirements (28-101.4.5) *If yes, 13A-B*  
  Alteration is a major change to exits

9C   Façade Alteration  
  Adult Establishment *If yes, plot diagram (except DM)*  
  Compensated Development (Inclusionary Housing)  
  Low Income Housing (Inclusionary Housing)  
  Single Room Occupancy (SRO) Multiple Dwelling  
  Filing includes Lot Merger / Reapportionment *If yes, 17*

9D Landmark  
 Little "E" or RD Site  
 Unmapped/CCO Street  
 Requesting legalization of work where no work without a permit violations have been issued  
 Other (please specify on line provided below): \_\_\_\_\_  
 CRFN(s) *Restrictive Declaration / Easement (max. 4):* \_\_\_\_\_  
 CRFN(s) *Zoning Exhibit (I, II, III, etc. - max. 4):* \_\_\_\_\_

9E BSA Calendar Numbers (max. 5): \_\_\_\_\_

9F CPC Calendar Numbers (max. 5): \_\_\_\_\_

9G Work includes lighting fixture and/or controls, installation or replacement. [ECC §404 and §505]

9H Work includes modular construction under New York State jurisdiction  
 Work includes modular construction under New York City jurisdiction

9I High Rise Team tracking #: \_\_\_\_\_

9J Structural peer review required per BC 16. *If yes, provide NYS P.E. license number:* \_\_\_\_\_

9K Work includes permanent removal of standpipe, sprinkler or fire suppression related systems

9L Work includes partial demolition as defined in AC §28-101.5, or the raising/moving of a building *If yes, 21B*  
 Structural stability affected by proposed work

9M Work involves or will result in an amount of soil disturbance greater than or equal to one acre in an MS4 area  
 Work is part of a larger common plan or development or sale that involves or will result in an amount of soil disturbance greater than or equal to one acre in an MS4 area

**10 NYCECC Compliance** *New York City Energy Conservation Code*

To the best of my knowledge, belief and professional judgment, all work under this application is in compliance with the NYCECC\*  
 Code Compliance Path (choose one): NYCECC ASHRAE  
 Energy Analysis (choose one): Tabular Analysis REScheck COMcheck Energy Modeling (EN1)

To the best of my knowledge, belief and professional judgment, all work under this application is exempt from the NYCECC\* in accordance with one of the following (choose one):  
 The work is an alteration of a State or National historic building.  
 The scope of the work is entirely in a "low-energy building" and is limited to the building envelope.  
 The entire scope of work involves a temporary structure and/or one or more of the following work types: FA, FP, SD, SP, FS, EQ, CC, OT/BPP, OT/FPP. Other work types are not exempt.  
 This is a post-approval amendment and exempt under a prior edition of the energy code. See statement of exemption on attached drawings.



**19 Open Spaces**

	Existing	Proposed		Existing	Proposed
Plaza Area	sq. ft.	sq. ft.	Arcade Area	sq. ft.	sq. ft.
Parking Area	sq. ft.	sq. ft.	Parking Spaces		
Loading Berths	sq. ft.	sq. ft.	Loading Berths		

**20 Site Characteristics**

**20A Flood Hazard Area Information**

- |                                                                                                                                                                                                                                |                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Yes No<br><input type="checkbox"/> <input type="checkbox"/> Tidal Wetlands<br><input type="checkbox"/> <input type="checkbox"/> Coastal Erosion Hazard Area<br><input type="checkbox"/> <input type="checkbox"/> Fire District | Yes No<br><input type="checkbox"/> <input type="checkbox"/> Freshwater Wetlands<br><input type="checkbox"/> <input type="checkbox"/> Urban Renewal<br><input type="checkbox"/> <input type="checkbox"/> Flood Hazard Area <i>If yes, 20A</i> | Yes No<br><input type="checkbox"/> <input type="checkbox"/> Substantial improvement?<br><input type="checkbox"/> <input type="checkbox"/> Substantially damaged?<br><input type="checkbox"/> <input type="checkbox"/> Floodshields part of proposed work? |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**21 Demolition Details** *\*Mechanical equipment other than handheld devices to be used for demolition or removal of debris (BC §3306.4).*

- Yes No
- 21A   Demo. filing is for a secondary structure? *If yes, specify structure being demolished:*  
  Mechanical means\* from out of building? *If yes, mechanical means will demolish:*  entire structure or  part of structure  
  Mechanical means\* from within building? *If yes, describe equipment proposed:*
- 21B   Demolition work affects the exterior building envelope  
  The scope of work involves raising/moving of a building

**22 Asbestos Abatement Compliance** *Choose one.*

- The scope of work requires related asbestos abatement as defined in the regulations of the NYC Department of Environmental Protection (DEP).  
 The scope of the work is **not** an asbestos project as defined in the regulations of the NYC DEP. *DEP Control # is required.*  
 DEP ACP-5 Control No. \_\_\_\_\_  
 The scope of work is exempt from the asbestos requirement as defined in the regulations promulgated by the NYC DEP (15 RCNY 1-23(b)) or is an alteration to a building constructed pursuant to plans submitted for approval on or after April 1, 1987, in accordance with § 28-106.1.

**23 Sign**

Purpose: <input type="checkbox"/> Advertising <input type="checkbox"/> Non-Advertising	Type: <input type="checkbox"/> Illuminated 23A <input type="checkbox"/> Non-Illuminated	Estimated Cost: \$ _____ Total Square Feet: _____ Height above Curb: _____ ft. in. Height above Roof: _____ ft. in.	23A Illuminated type: <input type="checkbox"/> Direct <input type="checkbox"/> Flashing <input type="checkbox"/> Indirect Yes No <input type="checkbox"/> <input type="checkbox"/> If sign projects beyond building line, is owner billed for annual permit? <i>If no, specify in 26B</i>
Location: <input type="checkbox"/> Ground <input type="checkbox"/> Roof 23B <input type="checkbox"/> Wall			23B <input type="checkbox"/> <input type="checkbox"/> Is roof sign tight, closed or solid?
Yes No <input type="checkbox"/> <input type="checkbox"/> Is sign inside building line? <i>If no, sign projects by:</i> _____ ft. in. <input type="checkbox"/> <input type="checkbox"/> Designed for changeable copy? <i>If no, 23C</i> <input type="checkbox"/> <input type="checkbox"/> Does an OAC have an interest in this sign or location? <i>If yes, 23G</i> <input type="checkbox"/> <input type="checkbox"/> Within 900' and within view of an arterial highway? <i>If yes, 23D</i> <input type="checkbox"/> <input type="checkbox"/> Within 200' and within view of a park 1/2 acre or more? <i>If yes, 23E</i>			23C Sign wording. <i>If extensive, provide only key wording.</i>
<input type="checkbox"/> <input type="checkbox"/> <i>If answer is "yes" to either of the above two questions and this is an advertising sign, OAC sign number is required in section 23F</i>			23D Distance from Arterial Highway: _____ ft. 23E Distance from Park 1/2 acre or more: _____ ft. 23F OAC Sign Number: _____ 23G OAC Registration Number: _____

**24 Comments** *Place additional comments on an AI-1 form. See Guide for proper incorporation of professional certification statements.*

**25 Applicant's Statements and 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 barred from filing further applications or documents with the Department. I prepared or supervised the preparation of the construction documents and specifications herewith submitted and to the best of my knowledge and belief, the construction documents and work shown thereon comply with the provisions of the NYC Administrative Code and other applicable laws and rules,  (*←check here if*) except as set forth in the accompanying documents. I acknowledge that I have read and complied with all instructions pertaining to this application and supplementary schedules submitted. **Cluster Development Statement** (if applicable): I hereby state that all specifications relating to this job are identical to those previously filed under the group lead job number, except as specified herein.

**For initial New Building and Alteration 1 applications filed under the 2008 or 2014 NYC Building Code only:** does this building qualify for high-rise designation?  Yes  No  
**Directive 14 initial applications only:** I certify that the construction documents submitted and all construction documents related to this application do not require a new or amended Certificate of Occupancy as there is no change in use, exits, or occupancy.  Yes  No

Name (print): \_\_\_\_\_  
 Sign and Date: \_\_\_\_\_  
 P.E. / R.A. Seal (*apply seal; then, sign and date over seal*)

**26 Property Owner's Statements and Signatures**

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 barred from filing further applications or documents with the Department. Furthermore, I understand that I am responsible for insuring that a final inspection be performed when the permitted work is complete, and that a satisfactory report of final inspection be submitted, along with all required submittal documents, so that the NYC Department of Buildings may issue a letter of completion or certificate of occupancy within the time prescribed by law.

I have authorized the applicant to file this application for the work specified herein and all future amendments. I will not knowingly authorize any work that is not in compliance with all applicable laws, rules, and regulations.

Yes No

**Fee Exemption Request (Non-Profit Owned and Operated)**  
 In accordance with Administrative Code §28-112.1, Exception 1, I certify that the deed holder is a corporation or association organized and operated exclusively for the purposes indicated in such section, and that the property is used exclusively by such entity for such purpose. ★

**Fee Exemption Request (NYCHA/HHC, NYC Agency, or Other Government Owned and Operated)** The building or any part thereof to be constructed, renovated, altered or demolished is owned and operated exclusively for the purposes of the NYC Agency, NYC Authority, NYS Agency, Federal Government or any other government entity. ★

**Owner's Certifications Regarding Occupied Housing**  
 The site of the building to be altered or demolished, or the site of the new building to be constructed, contains one or more occupied dwelling units that will remain occupied during construction. These occupied dwelling units have been clearly identified on the submitted construction documents.

The site of the building to be altered or demolished, or the site of the new building to be constructed, contains occupied housing accommodations subject to rent control or rent stabilization under Chapters 3 and 4 of Title 26 of the New York City Administrative Code. **If yes, select one of the following:**

The owner is not required to notify the New York State Homes and Community Renewal (NYSHCR) of the owner's intention to file because the nature and scope of the work proposed, pursuant to NYSHCR regulations, does not require notification.

The owner has notified the New York State Homes and Community Renewal (NYSHCR) of its intention to file such construction documents/apply for such permit and has complied with all requirements imposed by the regulations of such agency as preconditions for such [filing/application].

**Provide date NYSHCR notified:** \_\_\_\_\_

**Owner's Certification for Directive 14 Applications (if applicable)**  
 I have read and am fully aware of the applicant's statement that the construction documents submitted and all construction documents related to this application will not require a new or amended Certificate of Occupancy as there is no change in use, exits, or occupancy and the work is not inconsistent with the current certificate of occupancy. Furthermore, I understand that I am responsible for retaining a qualified design professional to perform a final inspection when the permitted work is complete and this professional must submit a satisfactory final inspection report to the NYC Department of Buildings within the time following inspection prescribed by Department rule.

**Notes for Section 26A:** Section required if unit owner signed Section 26. Signature required for authorized representative of Condo or Co-Op board.

★ For fee waivers, please see the PW1 User Guide

Owner  Individual  Partnership  NYCHA / HHC  
 Type:  Corporation  Other Government  NYC Agency  
 Condo Unit Owner or Co-Op Tenant-shareholder 26A  
 Is the deed holder a non-profit organization?  Yes  No

Name (please print): \_\_\_\_\_  
 Relationship to Owner: \_\_\_\_\_  
 Business Name/Agency: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_  
 Signature and Date ► \_\_\_\_\_

**26A Condo/Co-Op Board** *See note in bottom left corner of page.*

Name (please print): \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_  
 Signature and Date ► \_\_\_\_\_

**26B Lessee Responsible for Annual Sign or Marquee Permit**

Name (please print): \_\_\_\_\_  
 Relationship to Owner: \_\_\_\_\_  
 Business Name/Agency: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_