

Purpose of form:

This form shall be filed in order to obtain a final Certificate of Occupancy, Temporary Certificate of Occupancy, Letter of Completion or renew a Temporary Certificate of Occupancy.

1 Location Information

Provide the borough, block and lot of the location where the work was performed. Provide the house number and street name, and/or apt/condo numbers where the work was performed.

2 Requestor Information

Provide the requestor's relationship to the job, for example applicant, owner, or filing representative along with last name, first name, middle initial, business name, business telephone, business address, business fax, and license number.

3 Type of Request

Choose one of the following options:

- Letter of Completion – to obtain sign-off on Alt 2 and Alt 3 jobs, including Directive 14.
- Temporary C of O – valid for 90 days
- Renewal of Temporary C of O – must renew TCO after 90 days
- Final Certificate of Occupancy – concludes NB and Alt filings

4 Comments

Summary of information that will assist the request process. For example, when requesting a TCO, specify which floors. If there is not enough space in the comments section, please provide the comments on an AI-1 form.

5 Statements and Signatures

Requestor signs and dates the affidavit statement. The name must match the name from the Requestor Information section above (section 2).