



Certificate of Occupancy Worksheet

☐ Application Type _____

☐ Application No. _____ BIN _____

Complete worksheet for (select one): ☐ Core & Shell ☐ TCO-Initial ☐ TCO Renewal with Change* ☐ Final

* If TCO Renewal with Change is selected, list the changes requested (attach marked up Schedule of Occupancy as needed):

NOTE: If **submit a copy** is indicated below, copies of such documents must be attached to this CO Worksheet and submitted with the CO request.

The below Inspection signoffs/TRs are required for ALL applications.

A. REQUIREMENTS	B. ACTIONS	C. ENTER REQUIRED INFORMATION
INSPECTIONS		
Final/Temporary Construction Signoff	☐ Construction Signoff Obtained	Date of Last Action:
Final/Temporary Plumbing Signoff	☐ Plumbing Signoff Obtained	Date of Last Action:
Final/Temporary Elevator Signoff	☐ Elevator Signoff Obtained	Date of Last Action:
TECHNICAL INSPECTION REPORT REQUIREMENTS		
TR(s) for Special/Progress Inspections	☐ TR(s) completed ☐ Partial TR(s) with an Affidavit certifying the special inspections are completed for floor/occupancies included in the TCO request, signed and sealed by a Registered Design Professional (submit a copy)	☐ Partial TR(s) submitted ☐ Copy submitted Date of Action:
Related Boiler/Water Heater/ Emergency Generators/Fuel Storage	☐ Signed off; or ☐ TR(s) completed	Date of Last action: Application No(s):

The below requirements are project-specific:

- Indicate **Y** (Yes) or **N** (No) for each applicable requirement in Column A. This field **cannot** be left empty.
- If **Y** is indicated, you must **check the applicable item in Column C**.
- If the selected item in Column C indicates **submit a copy**, it must be included in the **TCO-Supporting Documents** package.

A. Y/N	B. REQUIREMENTS	C. ACTIONS	D. ENTER REQUIRED INFO
FIRE SAFETY SYSTEMS			
	Fire Protection Plan (FPP)	☐ Submit a copy of FDNY Letter of Approval (LOA) or ☐ Receipt from FDNY that FPP has been filed (submit a copy)	☐ Copy submitted
	Fire Suppression (FS) system(s)	☐ Submit a copy of the FDNY Letter of Approval (LOA)	☐ Copy submitted
	CO/Smoke Detector (Template of Affidavit)	☐ Affidavit of Installation and Testing for Smoke and Carbon Monoxide Alarms (submit a copy)	☐ Copy submitted

A. Y/N	B. REQUIREMENTS	C. ACTIONS	D. ENTER REQUIRED INFO
FIRE SAFETY SYSTEMS (continued)			
	Fire Alarm (FA)	Submit copy of: ☐ FDNY Letter of Approval (LOA); or ☐ FDNY Letter of Recommendation (LOR); or ☐ FDNY Letter of Defect (LOD) and an Affidavit of Correction (signed and sealed by a Registered Design Professional) and approved by the BC/DBC	☐ Copy submitted
ADMINISTRATIVE REQUIREMENTS			
	Builders Pavement Plan (BPP)	☐ Signed off; or ☐ Submit a copy of the permitted status and DOB pass inspection report; or ☐ Submit a copy of the permitted status and Affidavit with photos, signed and sealed by a Registered Design Professional	☐ Copy submitted Date of Action: Application No:
	Place of Assembly (PA)	☐ Inspection status Final-Passed <i>Until a PA has passed the inspection, occupancy may be restricted to 74 persons</i>	Date of Action: Application No:
	Certificate of Compliance (CoC) <i>aka Equipment Use Permit</i>	☐ Completed ☐ For phased TCO only: Submit a copy of Affidavit signed and sealed by a Registered Design Professional that the space(s) are adequately heated and ventilated	☐ Copy submitted
VIOLATIONS			
	DOB Civil Penalties Payment	☐ Civil Penalties must be paid prior to TCO	
	Local Law violations ¹	☐ Plan of action and a timeline for correcting the violation(s), signed and sealed by a Registered Design Professional. Plan of action is subject to technical review and approval by BC Office (<i>submit a copy</i>)	☐ Copy submitted

¹ violations that directly affect the spaces covered by the application or compromise life-safety systems of the entire building

OTHER CITY/STATE AGENCIES REQUIREMENTS

☐	NYC Loft Board Loft Board Certifications	☐ Submitted: Loft Board Certificate (LBC); or ☐ Submitted: Loft Board Letter of No Objection (LONO)	Date of Last Action:
☐	Department of Environmental Protection (DEP) Little E/OER Notice of Satisfaction	☐ OER: Notice to Proceed (NTP) received or waived in the Required Documents; and ☐ OER: DEP Notice of Satisfaction (NOS) received/waived in the Required Documents; or ☐ For phased TCO only: NTP received in the Required Documents and Notice of No Objection for a TCO (NNO-TCO) is uploaded in Additional Documents and attached to this CO worksheet <i>NOTE: NNO-TCO must be updated for each TCO Renewal with Changes until OER: NOS is received.</i>	Date of Last Action:

OTHER CITY/STATE AGENCIES REQUIREMENTS *(continued)*

☐	Department of Parks & Recreation: Waterfront Public Access Area	☐ Submitted: DPR Notice of Substantial Completion of the Public Access Area as defined in ZR 62-11	Date of Action:
☐	Design Commission: City-owned property Design Commission Approval	☐ Submitted: Design Commission Certificate of Approval (COA)	Date of Last Action:
☐	Landmarks Preservation Commission (LPC) Certificates	☐ Submitted: Certificate of No Effect (CNE); or ☐ Certificate of Appropriateness (COA)	☐ Copy submitted Date of Action:
☐	Design Commission City-owned property Design Commission Approval	☐ Submitted: Design Commission Certificate of Approval (COA)	Date of Last Action:
☐	HPD Special Districts ² Certificate of No Harassment	☐ Submitted: HPD # Special District # Certificate of No Harassment (CONH) – <i>aka Anti-Harassment checklist</i>	Date of Last Action:
☐	HPD Special Districts ² (HY, GD, WCh only) Certificate of No Effect	☐ Submitted: HPD Certificate of 'No Effect' (CONE); or ☐ Submitted: Cure Agreement	Date of Last Action:

² **#Special Districts#:** MN – Clinton District (CD), Garment District (GD), Hudson Yards (HY), West Chelsea (WCh);
BK – Greenpoint-Williamsburg (GpW)

☐	HPD: SRO MD Certificate of No Harassment	☐ Submitted: HPD SRO MD Certificate of No Harassment (<i>aka Anti-Harassment checklist</i>) HPD SRO MD CONH is valid only for 36 months	Date of Last Action:
☐	HPD: Completion Notice	☐ Submitted: Completion Notice ☐ If partial TCO requested: all affordable housing units must be completed on each story for which TCO is requested (ZR 27-151.b1)	☐ Copy submitted Date of Action:
☐	CPC: POPS	☐ Submitted: CPC Letter of Approval (LOA) (submit a copy); and (if applicable) ☐ Listed in PW1: CRFN No. for any documents recorded against property	☐ Copy submitted Date of Action:
☐	CPC: Special Permits ³		
☐	CPC: ULURP		

³ Special permits are decided on a case-by-case basis and will have individual requirements. Generally, CPC LOA is issued, but other documents may be required.

☐	BSA: Variance	☐ Submitted: BSA Variance; and (if applicable) ☐ Listed in PW1: BSA Calendar No./Zoning Exhibit CRFN No. ☐ Recorded on C of O comments: (when required) BSA Calendar No. and Special Permit conditions	☐ Copy submitted Date of Action:
--------------------------	----------------------	---	--