


For any Project Advocate service request for Brooklyn Borough, Please email it to BKPAServiceRequest@buildings.nyc.gov



Project Advocate Service Request

(A SEPARATE FORM MUST BE SUBMITTED FOR EACH REQUEST)
Application must be typewritten

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

MANHATTAN MNPAServiceRequest@buildings.nyc.gov
 QUEENS QNPAServiceRequest@buildings.nyc.gov
 BRONX BXPAServiceRequest@buildings.nyc.gov
 STATEN ISLAND SIPAServiceRequest@buildings.nyc.gov
 BROOKLYN BKPAServiceRequest@buildings.nyc.gov

1 REQUESTOR (Required for all requests)

Name	Cell Phone
Email	Business Phone

2 CERTIFICATE OF OCCUPANCY (CO)

Alt-1/NB application #/address: _____

Pre-submission Consultation* Follow-up
*Project Advocates do not accept TCO submission paperwork. TCO paperwork must be submitted at the CO window; and is reviewed by Project Advocates in the order it was received.

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 of Job/ Work Type (one (1) per appointment)
ONLY withdrawal requested for the issuance of 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: _____

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