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-1/1NB application #/address:
   - Pre-submission Consultation*
   - Follow-up
   - TCO Renewal
   - Alt-1/1NB application #/address:
   - Outstanding Required Item(s)
   - Follow-up
   - Open Violations Waiver
   - Final CO – open applications
   - Alt-1/1NB 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-1/1NB 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:

*Rev. 10/19*