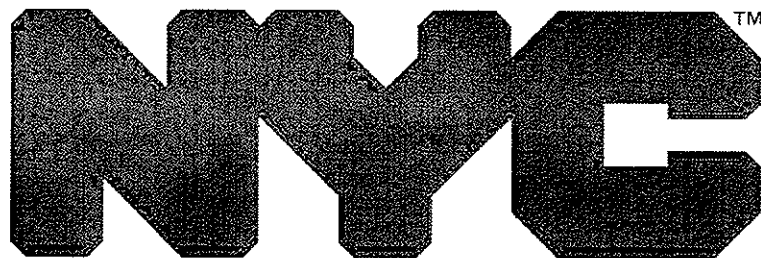




QUEENS CENTER MALL REQUIRED CLOSEOUT DOCUMENTATION

- Copy of NYC Buildings Work Permit, Building
- Copy of NYC Buildings Work Permit, Sprinkler
- Copy of NYC Buildings Work Permit, Plumbing
- Copy of NYC Buildings Work Permit, Mechanical
- Copy of NYC Buildings Work Permit, Electrical
- New York City Department of Buildings, Letter of Completion
- New York City Department of Buildings, Sprinkler Letter
- New York City Department of Buildings, Electrical Certificate
- New York City Department of Buildings, TR-1 Form (this form comes from the Architect and is filed by the Expediter)
- FDNY – Inspector’s Recommendation Letter
- ICIP Compliance Form (Complete only if the job totals under \$750,000)
- Subcontractors List; and
- Contractor’s Affidavit
- Unconditional Waiver and Release on Final Payment for all suppliers of labor and materials (waivers received will be reconciled against subcontractors list).
- AIA documents G702 & G703 / General Contractor’s Final Billing, including all change orders
- AABC Certified Air Balance Report
- Contractor affidavit from Tenant’s Contractor that no liens exist as a result of Tenant’s Work.
- Copy of Sprinkler Drawings with Engineer stamp



Buildings

Work Permit Department of Buildings

Permit Number: 420239174-01-EW-OT

Issued: 08/27/2010

Expires: 07/20/2011

Address: QUEENS

90-15 QUEENS BOULEVARD

Issued to: BILL TUCKER

Business: M CARY INC

Contractor No: GC-15061

Description of Work: CONCRETE WORK NOT AUTHORIZED - CONCRETE PLACEMENT,
FORMWORK, STEEL REINFORCING NOT PERMITTED.

ALTERATION TYPE 2 - GEN. CONSTR MINOR INTERIOR RENOVATION TO SPACE NUMBER 1041 FOR NEW TENANT
BUILD OUT FOR "MARKENS JEWELERS". REMOVE/INSTALL NON LOAD BEARING PARTITIONS, FLOOR, FINISHES
AND FIXTURES AS PER PLANS SUBMITTED HERewith. NO CHANGE IN EGRESS, USE OR OCCUPANCY.

Review is requested under Building Code: 2008

SITE FILL: NOT APPLICABLE

To see a Zoning Diagram (ZD1) or to challenge a zoning approval filed as part of a New Building application or Alteration application filed after 7/13/2009, please use "My Community" on the Buildings Department web site at www.nyc.gov/buildings.

Emergency Telephone Day or Night: 311

Borough Commissioner:

A handwritten signature in black ink, likely of the Borough Commissioner.

Commissioner of Buildings:

A handwritten signature in black ink, likely of the Commissioner of Buildings.

Tampering with or knowingly making a false entry in or falsely altering this permit is a crime that is punishable by a fine, imprisonment or both.



NYC Department of Buildings
280 Broadway, New York, NY 10007

Robert D. LiMandri, Commissioner

Letter of Completion

RONALD VICTORIO
694 FOREST AVENUE
STATEN ISLAND, NY 10310

Re: 90-15 QUEENS BOULEVARD, QUEENS
Job #: 420239174
Block: 1860 Lot: 100

Dear RONALD VICTORIO:

Please be advised that the work related to the above application is completed and was signed off in the Building Information System (BIS) on 04/13/2011.

Because this job was professionally certified, the owner retained a registered professional engineer or registered architect, who certified that the contents of the application comply with the applicable laws, rules and regulations of the Department of Buildings.

Because this job was filed as Directive 14 of 1975, the owner retained a registered professional engineer or registered architect, who certified that he/she inspected the work approved on this application and that it complies with the applicable laws, rules and regulations of the Department of Buildings.

Based on the nature of the work filed on this application a new certificate of occupancy is not required.

Very truly yours,

A handwritten signature in black ink, appearing to read "R. LiMandri", written over a large, light gray "SAMPLE" watermark.

Borough Commissioner
QUEENS



Buildings



Work Permit Department of Buildings

Permit Number: 420073958 -01-EW-SP

Issued: 03/08/2011

Expires: 03/07/2012

Address: QUEENS

90-15 QUEENS BOULEVARD

Issued to: THOMAS MITCHELL

Business: SIRINA FIRE PROT CORP

License No: FS-422

Description of Work:

ALTERATION TYPE 2 - SPRINKLER INSTALLATION OF NEW SPRINKLER HEADS AT ADIDAS STORE ON THE 2ND FLOOR AS PER PLANS SUBMITTED HEREWITH, NO CHANGE IN USE, EGRESS OR OCCUPANCY GROUP.

Review is requested under Building Code: 2008

SITE FILL: NOT APPLICABLE

To see a Zoning Diagram (ZD1) or to challenge a zoning approval filed as part of a New Building application or Alteration application filed after 7/13/2009, please use "My Community" on the Buildings Department web site at www.nyc.gov/buildings.

Emergency Telephone Day or Night: 311

Borough Commissioner:

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Commissioner of Buildings:

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NYC Department of Buildings
280 Broadway, New York, NY 10007

Robert D. LiMandri, Commissioner

Letter of Completion

LEONID E BERMAN
2370 OCEAN AVENUE #4H
BROOKLYN, NY 11229

Re: 90-15 QUEENS BOULEVARD, QUEENS
Job #: 420073958
Block: 1860 Lot: 100

Dear LEONID E BERMAN:

Please be advised that the work related to the above application is completed and was signed off in the Building Information System (BIS) on 04/20/2010.

Based on the nature of the work filed on this application a new certificate of occupancy is not required.

Very truly yours,

A handwritten signature in black ink, appearing to be "R. LiMandri", written over a large, diagonal "SAMPLE" watermark.

Borough Commissioner
QUEENS

THIS PERMIT MUST BE CONSPICUOUSLY DISPLAYED ON THE JOB SITE



Electrical Work Permit Department of Buildings

Application Number: **A272360**

Address: 90-15 QUEENS BLVD, 3, QUEENS, NY 11373

Description of Work:
6 - GENERAL WIRING

Issued: 10/03/2008

Expires: 10/03/2011

Contractor Address:
FIVE STAR ELECTRIC CORP.


101-32 101ST STREET
OZONE PARK, NY 11416

Contractor's Comments: JOB #6162 - **ABBAS**

For detailed information regarding this permit, please log on to BISWeb at www.nyc.gov/buildings

Emergency Telephone Day or Night: 311

Borough Commissioner: 

Acting
Commissioner of Buildings: 

Tampering with or knowingly making a false entry in or falsely altering this permit is a crime that is punishable by a fine, imprisonment or both.



[CLICK HERE TO SIGN UP FOR BUILDINGS NEWS](#)

NYC Department of Buildings

Electrical Application Details for App #: A272360

Premises: 90-15 QUEENS BLVD QUEENS, NY 11373

BIN: 4045999 Block: 1860 Lot: 100

Application Completed and Certified

Filed: 90-15 QUEENS BLVD
3
QUEENS, NY 11373

Census Tract: 68300
Admin Area: A - QUEENS
Community Board: 404

Health Area: 1910
Inspection Area: D

Special Place Name: SPACE #3016

DOB Cross Street(s): 90 STREET, WOODHAVEN BOULEVARD

Request Type: A - APPLICATION

eFiled: YES

Application Entered: 10/03/2008

Job Start Date: 10/03/2008

Last Change: 01/13/2009

Job End Date: 10/10/2008

Status: C - JOB IS SIGNED OFF 01/13/2009

Permit Expiration Date: 10/03/2011

Appointment Status: APPOINTMENT SCHEDULED - CONFIRMATION: 0106A

Last Inspection By: BASDEO, C On 01/06/2009

Field Disp: C - INSPECTION PASSED

Energize Recommendation:

Violation Disposition:

Work Started or Filed by Others:

NO

License #: 011027

Licensee Name: GARY SEGAL

Firm: 000526

Firm Name: FIVE STAR ELECTRIC CORP.

Phone: 718-641-5000

Address: 101-32 101ST STREET OZONE PARK NY 11416

Joint Ventures

NOT APPLICABLE

Work Category: R - REHABILITATION

Work To Be Done:
6 - GENERAL WIRING

Total Fee: \$40.50

Other Work:

Work Related to a New or Amended Certificate of Occupancy: NO

Building Used As: K - Store

Store / Other: RETAIL

Special Cert Approval:

Advisory Board Approval: NOT APPLICABLE

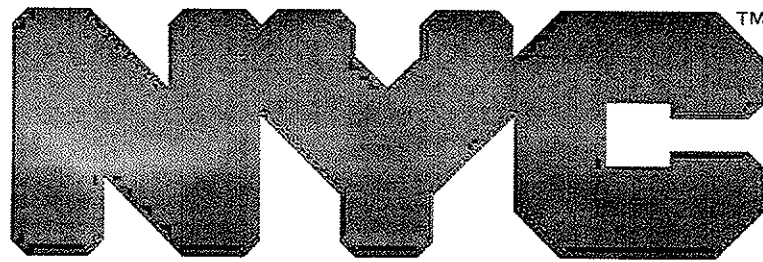
Owner / Occup: NEILL JURGENS

Owner Business Name: THE MACERICH CORP.

401 WILSHIRE BLVD SANTA MONICA CA 90401

Authorized Representative: NEILL JURGENS

Relationship To Owner: OWNERS REPRESENTATIVE



Buildings



Work Permit Department of Buildings

Permit Number: 420239174-01-PL

Issued: 08/31/2010

Expires: 08/31/2011

Address: QUEENS

90-15 QUEENS BOULEVARD

Issued to: KURT D SPROTTE

Business: SCHMELZ BROS., INC

License No: MP-1237

Description of Work:

PLUMBING - ALTERATION TYPE 2 MINOR INTERIOR RENOVATION TO SPACE NUMBER 1041 FOR NEW TENANT BUILD OUT FOR "MARKENS JEWELERS". REMOVE/INSTALL NON LOAD BEARING PARTITIONS, FLOOR, FINISHES AND FIXTURES AS PER PLANS SUBMITTED HEREWITH. NO CHANGE IN EGRESS, USE OR OCCUPANCY.

Review is requested under Building Code: 2008

SITE FILL: NOT APPLICABLE

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Emergency Telephone Day or Night: 311

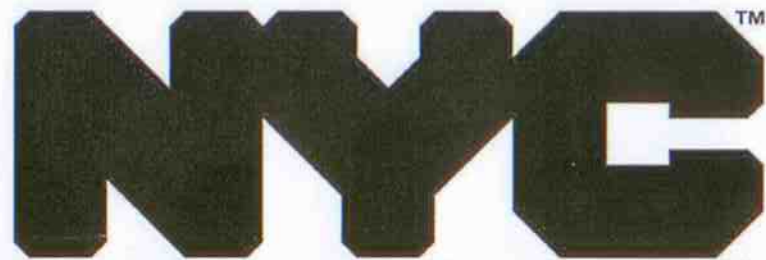
Borough Commissioner:

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Commissioner of Buildings:

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Tampering with or knowingly making a false entry in or falsely altering this permit is a crime that is punishable by a fine, imprisonment or both.



Buildings



Work Permit Department of Buildings

Permit Number: 420279148-02-EW-MH

Issued: 11/01/2010

Expires: 11/01/2011

Address: QUEENS

90-15 QUEENS BOULEVARD

Issued to: TOM CALCATLERRA

Business: ELAN GEN'RL CONTRACTNG IN

Contractor No: GC-37173

Description of Work:

ALTERATION TYPE 2 - MECH/HVAC INSTALLATION OF ASSOCIATED MECHANICAL EQUIPMENT

Review is requested under Building Code: 2008

SITE FILL: NOT APPLICABLE

To see a Zoning Diagram (ZD1) or to challenge a zoning approval filed as part of a New Building application or Alteration application filed after 7/13/2009, please use "My Community" on the Buildings Department web site at www.nyc.gov/buildings.

Emergency Telephone Day or Night: 311

Borough Commissioner:

A handwritten signature in black ink, likely of the Borough Commissioner.

Commissioner of Buildings:

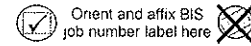
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TR1: Technical Report Statement of Responsibility

This form must be typewritten



1 Location Information *Required for all applications.*

House No(s) _____ Street Name _____
Work on Floor(s) _____

2 Applicant Information *Required for all applications.*

Choose all that apply: ☐ Design Applicant 3A, 4A, 5 ☐ Special Inspections Applicant 3B-D, 6-8 ☐ Progress Inspections Applicant 4B-D, 6-8

Last Name _____ First Name _____ Middle Initial _____
Business Name _____ Business Telephone _____
Business Address _____ Business Fax _____
City _____ State _____ Zip _____ Mobile Telephone _____
License Type choose one: ☐ P.E. ☐ R.A. ☐ Other: _____ License Number _____
Special Inspection Agency Number _____

3 Special Inspection Items *Required for all applications, continued on page 2; ■ indicates report required.*

3A Identification of Requirement		3B Identification of Responsibilities	3C Certificate of Complete Inspections / Tests	3D Withdraw Responsibilities
Y	N	Code/Section	Initial & Date	Initial & Date
<input type="checkbox"/>	<input type="checkbox"/>	Flood Zone Compliance BC G105		
<input type="checkbox"/>	<input type="checkbox"/>	Fire Alarm Test BC 907, BC 1704.13		
<input type="checkbox"/>	<input type="checkbox"/>	Photoluminescent Exit Path Markings ■ TR7 BC 1026.11		
<input type="checkbox"/>	<input type="checkbox"/>	Emergency Power Systems (Generators) BC 1704.13, BC 2702		
<input type="checkbox"/>	<input type="checkbox"/>	Structural Steel - Welding BC 1704.3.1		
<input type="checkbox"/>	<input type="checkbox"/>	Structural Steel - Erection & Bolting BC 1704.3.2, BC 1704.3.3		
<input type="checkbox"/>	<input type="checkbox"/>	Structural Cold-Formed Steel BC 1704.3.4		
<input type="checkbox"/>	<input type="checkbox"/>	Concrete - Cast-In-Place BC 1704.4		
<input type="checkbox"/>	<input type="checkbox"/>	Concrete - Precast BC 1704.4		
<input type="checkbox"/>	<input type="checkbox"/>	Concrete - Prestressed BC 1704.4		
<input type="checkbox"/>	<input type="checkbox"/>	Masonry BC 1704.5		
<input type="checkbox"/>	<input type="checkbox"/>	Wood - Off-Site fabrication of Structural Elements BC 1704.6		
<input type="checkbox"/>	<input type="checkbox"/>	Wood - Installation of High-Load Diaphragms BC 1704.6.1		
<input type="checkbox"/>	<input type="checkbox"/>	Wood - Installation of Metal-Plate-Connected Trusses BC 1704.6.3		
<input type="checkbox"/>	<input type="checkbox"/>	Wood - Installation of Prefabricated I-Joists BC 1704.6.4		
<input type="checkbox"/>	<input type="checkbox"/>	Soils - Site Preparation BC 1704.7.1		
<input type="checkbox"/>	<input type="checkbox"/>	Soils - Fill placement & In-Place Density BC 1704.7.2, BC 1704.7.3		
<input type="checkbox"/>	<input type="checkbox"/>	Soils - Investigations (Borings/Test Pits) ■ TR4 BC 1704.7.4		
<input type="checkbox"/>	<input type="checkbox"/>	Pile Foundations & Drilled Pier Installation ■ TR5 BC 1704.8		
<input type="checkbox"/>	<input type="checkbox"/>	Pier Foundations BC 1704.9		
<input type="checkbox"/>	<input type="checkbox"/>	Underpinning BC 1704.9.1		
<input type="checkbox"/>	<input type="checkbox"/>	Wall Panels, Curtain Walls, and Veneers ■ BC 1704.10		
<input type="checkbox"/>	<input type="checkbox"/>	Sprayed Fire-Resistant Materials BC 1704.11		
<input type="checkbox"/>	<input type="checkbox"/>	Exterior Insulation Finish Systems (EIFS) BC 1704.12		
<input type="checkbox"/>	<input type="checkbox"/>	Alternative Materials - OTCR Buildings Bulletin # _____ BC 1704.13		
<input type="checkbox"/>	<input type="checkbox"/>	Smoke Control Systems BC 1704.14		
<input type="checkbox"/>	<input type="checkbox"/>	Mechanical Systems BC 1704.15		
<input type="checkbox"/>	<input type="checkbox"/>	Fuel-Oil Storage and Fuel-Oil Piping Systems BC 1704.16		
<input type="checkbox"/>	<input type="checkbox"/>	High-Pressure Steam Piping (Welding) BC 1704.17		
<input type="checkbox"/>	<input type="checkbox"/>	Fuel-Gas Piping (Welding) BC 1704.18		
<input type="checkbox"/>	<input type="checkbox"/>	Structural Safety - Structural Stability BC 1704.19		
<input type="checkbox"/>	<input type="checkbox"/>	Mechanical Demolition BC 1704.19, BC 3306.6		

TR1

PAGE 2

3 Special Inspection Items (continued) Required for all applications; ■ indicates report required.				
3A Identification of Requirement		3B Identification of Responsibilities	3C Certificate of Complete Inspections / Tests	3D Withdraw Responsibilities
Y	N	Special Inspections	Code/Section	Initial & Date
<input type="checkbox"/>	<input type="checkbox"/>	Excavation - Sheeting, Shoring, and Bracing	BC 1704.19, BC 3304.4.1	
<input type="checkbox"/>	<input type="checkbox"/>	Soil Percolation Test - Drywell	BC 1704.20.1	
<input type="checkbox"/>	<input type="checkbox"/>	Soil Percolation Test - Septic	BC 1704.20.1	
<input type="checkbox"/>	<input type="checkbox"/>	Site Storm Drainage Disposal and Detention System Installation	BC 1704.20	
<input type="checkbox"/>	<input type="checkbox"/>	Septic System Installation	BC 1704.20	
<input type="checkbox"/>	<input type="checkbox"/>	Sprinkler Systems	BC 1704.21	
<input type="checkbox"/>	<input type="checkbox"/>	Standpipe Systems	BC 1704.22	
<input type="checkbox"/>	<input type="checkbox"/>	Heating Systems	BC 1704.23	
<input type="checkbox"/>	<input type="checkbox"/>	Chimneys	BC 1704.24	
<input type="checkbox"/>	<input type="checkbox"/>	Firestop, Draftstop, and Fireblock systems	BC 1704.25	
<input type="checkbox"/>	<input type="checkbox"/>	Aluminum Welding	BC 1704.26	
<input type="checkbox"/>	<input type="checkbox"/>	Seismic Isolation Systems	BC 1707.8	
<input type="checkbox"/>	<input type="checkbox"/>	Concrete Test Cylinders	TR2 BC 1905.6	Submit TR2 to complete these items
<input type="checkbox"/>	<input type="checkbox"/>	Concrete Design Mix	TR3 BC 1905.3	Submit TR3 to complete these items

4 Progress Inspection Items Required for all applications. ■ indicates report required.				
4A Identification of Requirement		4B Identification of Responsibilities	4C Certificate of Complete Inspections / Tests	4D Withdraw Responsibilities
Y	N	Progress Inspections	Code/Section	Initial & Date
<input type="checkbox"/>	<input type="checkbox"/>	Preliminary	28-116.2.1, BC 109.2	
<input type="checkbox"/>	<input type="checkbox"/>	Footing and Foundation	BC 109.3.1	
<input type="checkbox"/>	<input type="checkbox"/>	Lowest Floor Elevation (attach FEMA form)	BC 109.3.2	
<input type="checkbox"/>	<input type="checkbox"/>	Frame Inspection	BC 109.3.3	
<input type="checkbox"/>	<input type="checkbox"/>	Energy Code Compliance Inspections	TR8 BC 109.3.5	Submit TR8 to complete this item
<input type="checkbox"/>	<input type="checkbox"/>	Fire-Resistance Rated Construction	BC 109.3.4	
<input type="checkbox"/>	<input type="checkbox"/>	Public Assembly Emergency Lighting	28-116.2.2	
<input type="checkbox"/>	<input type="checkbox"/>	Final*	28-116.2.4.2, BC 109.5, Directive 14 of 1975, and 1 RCNY §101-10	

* For column 4C, indicate date when the actual final inspection was performed

5 Design Applicant's Statements and Signatures P.E./R.A. responsible for plans, choose both below and sign/seal.	
--	--

☐ I have identified all of the special inspections, progress inspections and tests required for compliance.

☐ I certify that the Special Inspection and Approved Agencies engaged by the owner to supervise the work specified above are acceptable. (BC 1704.1)

Name (please print)

Signature

Date

P.E. / R.A. Seal (apply seal; then sign and date over seal)

6 Owner's Statement and Signature for Progress/Special Inspector Required when inspection applicant identifies responsibilities.	
--	--

I have reviewed the information provided herein and, to the best of my knowledge and belief, attest to its accuracy. I approve the identification of the responsible progress inspector. 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 a fine or imprisonment, 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.

Name (print)

Title

Signature

Date

TR1

PAGE 3

7 Inspection Applicant's Identification of Responsibilities

Check all that apply below:

- ☐ For the **special inspections** indicated above in section 3, I certify that I am the principal/director of the special inspection agency accepting responsibility for conducting the inspections. I further certify that I have read the applicable sections of the New York City Construction Codes in connection with special inspections as well as 1 RCNY 101-06 Rule, which specifies the qualifications required for each inspection and that this agency meets those qualifications for each and every special inspection for which I/we take responsibility. I agree that both I and the agency will comply with all provisions of the New York City Construction Codes and the Rule. I am aware of the additional sanctions imposed on false filings by §28-211.1.2 of the Administrative Code.
- ☐ I certify that I am conducting **Small Building Inspections** and assume the responsibility for the special inspections specified in section 3 above. I personally, or where permitted by the New York City Construction Codes, qualified personnel under my direct supervision, will perform the required inspections and tests. All inspection and test reports shall be signed and made available to the Department. I understand that a qualified special inspection agency is required for Soils Investigation, Pier and Pile installation, Underpinning of structures and Protection of the sides of excavations greater than 10 feet in depth. I am aware of the additional sanctions imposed on false filings by §28-211.1.2 of the Administrative Code.
- ☐ For the **progress inspections** indicated above in section 4, except energy code inspections on the TR1EN form, and/or **concrete test items** indicated in section 3, I assume the responsibility and I personally, or where permitted by the New York City Construction Codes, qualified personnel under my direct supervision, will perform the required inspections and tests on such forms and in such matter as the Department requires or requests. I am aware of the additional sanctions imposed on false filings by §28-211.1.2 of the Administrative Code.

Final Inspection:

- ☐ I will make final inspection of the construction work, including those inspections during its progress necessary to my certification upon final inspection that all work substantially conforms to approved construction documents and applicable laws and rules. I will confirm that the performance of progress inspections and other inspections has been documented before I report the work complete. As prescribed by 1 RCNY 101-10, I will perform the final inspection within 1 year from the expiration of the last valid permit of the work.

Upon completion of the work and within 30 days of my final inspection, I will file a certification attesting to the fact that all work was performed and completed in accordance with the approved construction documents, laws and rules, except as reported otherwise.

I understand that my failure to file a certification of completion or to notify the Department of my withdrawal of responsibilities within one year from expiration of the last valid permit may result in the loss of my privileges to file under Directives 2 and 14 of 1975 or issuance of a violation, or both. I am aware of the additional sanctions imposed on false filings by §28-211.1.2 of the Administrative Code.

- ☐ **Change of Applicant:** I am a newly designated individual responsible for the items specified herein and I hereby state that:

- ☐ None of the inspections/tests indicated herein have been performed to date by the previously designated individual.
- ☐ Some of the inspections/tests indicated herein have been performed by the previously designated individual, as indicated in the attached report.

I am aware of the additional sanctions imposed on false filings by §28-211.1.2 of the Administrative Code.

Name (please print)

Signature

Date

P.E. / R.A. Seal (apply seal, then sign and date over seal)

8 Inspection Applicant's Certification of Completion

- ☐ I have completed the items specified herein and certify the following (check one only):
- ☐ All work performed substantially conforms to approved construction documents and has been performed in accordance with applicable provisions of the New York City Construction Codes and other designated rules and regulations.
- ☐ All work performed substantially conforms to approved construction documents and has been performed in accordance with applicable provisions of the New York City Construction Codes and other designated rules and regulations, except as indicated in the attached report.

I am aware of the additional sanctions imposed on false filings by §28-211.1.2 of the Administrative Code.

- ☐ **Withdrawal of Applicant:** I am withdrawing responsibility for the items of special/progress inspections and/or tests indicated herein and herewith submit the results or status of the work performed to date.

Name (please print)

Signature

Date

P.E. / R.A. Seal (apply seal, then sign and date over seal)



FIRE DEPARTMENT

9 MetroTech Center

BROOKLYN, NY 11201-3857

INSPECTOR'S RECOMMENDATION - LETTER

DATE OF INSP. 5-27-11CONTROL NUMBER 334622FD PLAN NUMBER N/AINSP. NAME WILLIAM ROMERFLOOR(S) 62 SPACE 2061SYSTEM ADD TO CLASS-C

A TEST AND INSPECTION OF THE ABOVE MENTIONED FIRE ALARM SYSTEM WAS

CONDUCTED ON 5-27-11AT 90-15 QUEENS BLVD, QUEENS A LETTER OF APPROVAL WILL BE
GENERATED BY COMPUTER UPON PAYMENT OF INVOICE.

Alex Spector
~~Robert Rampino~~ *ALEX SPECTOR*
 Manager
 Fire Alarm Inspection Unit



INDUSTRIAL AND COMMERCIAL INCENTIVE PROGRAM AND INDUSTRIAL AND COMMERCIAL ABATEMENT PROGRAM

FINAL APPLICATION AND INSTRUCTIONS

INSTRUCTIONS

This is your Final Application and Instructions for a Preliminary Certificate of Eligibility. There are six pages including this cover page. The cover page instructions provide a list of documents that must be submitted with your application and details the Property Use Designation Numbers.

The application includes:

- Page 1 - Section I: Site Information and Section II: Applicant Information
- Page 2 - Section III: Project Information
- Page 3 - Section IV: Employment Representations by Applicant
- Page 4 - Section V: Agreements and Representations and Section VI: Application Affidavit
- Page 5 - Section VI: Affidavit and Narrative Description

The following information must also be submitted along with the Final ICIP/ICAP Application:

- A.** Copy of lease if you are not the owner of the property. The ICIP/ICAP applicant must be the party responsible for the payment of real estate taxes.
- B.** If a request for lot merger or apportionment has been filed with the surveyor, please enclose a copy of the RP-604.
- C.** Affidavit and attachments of Engineer or Architect.
- D.** For ICAP, please submit all open • Fire • DOB • ECB violations.

The Department of Finance reserves the right to ask for additional information in order to determine eligibility for ICIP/ICAP Benefits.

Mail the completed application with all attachments to:

**NYC Department of Finance - ICIP/ICAP
59 Maiden Lane, 22nd Floor
New York, NY 10038**

Inquiries about ICIP/ICAP should be directed to: exemptionspolicy@finance.nyc.gov.



NYC DEPARTMENT OF FINANCE • TAX & PARKING PROGRAM OPERATIONS DIVISION

INDUSTRIAL AND COMMERCIAL INCENTIVE PROGRAM AND INDUSTRIAL AND COMMERCIAL ABATEMENT PROGRAM

FINAL APPLICATION FOR CERTIFICATE OF ELIGIBILITY

For ICIP: This final application must be filed as soon as possible after the effective date of eligibility. The effective date of eligibility is the date of the first building permit that allows construction to proceed, or if no permit is required, the date that construction started. **For ICAP:** This final application must be filed no later than one year after the effective date of eligibility. The effective date of eligibility is the date of the first building permit that allows construction to proceed, or if no permit is required, no later than one year from the date that construction started. The completed application with all attachments must be submitted by mail to:

NYC Department of Finance, ICIP/ICAP
59 Maiden Lane, 22nd Floor, New York, NY 10038

DATE
STAMP

Type or print all information

SECTION I SITE INFORMATION

APPLICATION NUMBER: _____

1. Borough:	Block:	Lot:
2. Site address: (number and street)		
3. Is the property part of a:		
<input type="checkbox"/> Commercial Revitalization District	<input type="checkbox"/> Economic Development Zone	<input type="checkbox"/> EDC Industrial Park <input type="checkbox"/> Empowerment Zone

SECTION II APPLICANT INFORMATION

The applicant must be the party responsible for real estate taxes.

1. Name of applicant:	
Contact person: (for applicant's office) Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/>	Telephone number: ()
Address: (number and street)	E-mail address:
City, State and Zip Code:	
Applicant's Employer Identification Number: [] - []	Applicant's Social Security Number: [] - [] - []
2. Relationship to parcel: (check one) <input type="checkbox"/> owner <input type="checkbox"/> net lessee <input type="checkbox"/> tenant <input type="checkbox"/> mortgagee in possession <input type="checkbox"/> other, specify _____	
3. Do you have knowledge that any persons, entities, partners, directors or officers that have a substantial interest in the property has ever committed arson? (A substantial interest is defined as ownership or control of an interest of 10% or more in the property.) <input type="checkbox"/> YES <input type="checkbox"/> NO	
4. Representative's name: (If a representative is designated below, correspondence will be sent only to the representative.) Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/>	
Firm/business name:	Telephone number: ()
Representative's address: (number and street)	E-mail address:
City, State and Zip Code:	
5. <input type="checkbox"/> Check here if the applicant's representative has changed since the filing of the preliminary application.	
6. Contact for site inspection:	Telephone number: ()
	E-mail address:

SECTION III PROJECT INFORMATION

1. Type of project: (check all that apply) ☐ new building ☐ alteration ☐ addition to existing space
2. This application is for: (check one) ☐ Industrial Exemption ☐ Commercial Exemption ☐ Industrial Abatement and Exemption
3. Proposed use: _____
4. Total square footage of space that is the subject of this application: _____ square feet.
5. In the space provided, list the buildings, floor and total square feet.

BUILDING	FLOOR	TOTAL SQUARE FEET	CURRENT USE (SPECIFY BUSINESS USE)	PROPOSED PROPERTY USE DESIGNATION CODE AND SPECIFY BUSINESS USE

6. Estimated cost of construction: \$ _____
7. Have plans been filed with the Department of Buildings? ☐ yes ☐ no If "yes," date filed: ____ / ____ / ____
8. Does the construction work require a building permit? ☐ yes ☐ no
9. Has a building permit been issued? ☐ yes ☐ no If "yes," date issued: ____ / ____ / ____
10. Has construction commenced? ☐ yes ☐ no If "yes," date commenced: ____ / ____ / ____
11. Projected date of completion: ____ / ____ / ____ OR Actual date of completion: ____ / ____ / ____
12. Has an application been made previously for ICIP benefits for this property? ☐ yes ☐ no
If "yes," give application number: _____ If "no," continue with question 15.
13. Has a Certificate of Eligibility been granted for the prior ICIP application? ☐ yes ☐ no
14. Has an application been made for any other New York City Exemption or Abatement Program, for example J-51, lease abatement, ECSP, LMEP, etc.? ☐ yes ☐ no
If "yes," specify: _____
15. Estimate the number of permanent jobs for New York City residents that will be provided at the **completion** of the project.
Retained: _____ Created: _____

SECTION IV EMPLOYMENT REPRESENTATIONS BY APPLICANT

The applicant and its successors represent and agree that, upon the issuance of a certificate of eligibility for the project described in this application, they:

1. will not discriminate against any employee or applicant for employment on the basis of race, color, creed, national origin, sex, age, handicap, or marital status, sexual orientation, disability, and citizenship status with respect to all employment decisions, including, but not limited to, recruitment, hiring, upgrading, demotion, downgrading, transfer, training, rates of pay or other forms of compensation, layoff, termination, and all other terms and conditions of employment in connection with any work on the project;
2. will not discriminate in the selection of contractors and subcontractors on the basis of any owner's, partner's, associate's, or shareholder's race, color, creed, national origin, sex, age, handicap, or marital status, sexual orientation, disability, and citizenship status in connection with any work on the project;
3. will state in all solicitations or advertisements for employees placed by it or on its behalf in connection with any work on the project, that all qualified applicants will receive consideration for employment without regard to race, color, creed, national origin, sex, age, handicap, marital status, sexual orientation, disability, and citizenship status, or that they are equal opportunity employers;
4. will send to each labor organization or representative of workers with which it has a collective bargaining agreement or other contract or memorandum of understanding, written notification of their equal employment opportunity commitments in connection with any work on the project;
5. will not award contracts or commence construction until the submission of a completed employment report to the Division of Labor Services (hereafter, "Division") and until the Division approves or fails to respond within 15 business days of receipt of a completed employment report;
6. will permit the Division access to the project site and to all books and records, and will file certified payroll records, including computer tapes, as required by the Division;
7. will not engage in moving employees from one job site to another in order to create the appearance of compliance with the rules or other applicable law, regulation or executive order designed to ensure equal employment opportunity;
8. will submit to the jurisdiction of the Division for the purpose of determining compliance with these representations and will cooperate with the Division in attempting to cure any instances of noncompliance with the equal employment opportunity requirements of Executive Order No. 50 and amendments which the Division may find in connection with any work on the project;
9. will terminate, suspend, cause to be terminated or suspended, or not award any contract or subcontract entered into in connection with the project described in the application with any contractor or subcontractor found by the Division or the Department of Finance (hereafter, "Department") to be in violation of any provision of these representations;
10. will include or cause to be included in all contracts in excess of \$1,000,000 or subcontracts for amounts in excess of \$750,000, entered into in connection with the project, the following provision: in consideration for and as a condition of this contract, the contractor or subcontractor agrees that during its performance it: (this paragraph shall be followed by paragraphs (1) through (10) of this subdivision in their entirety);
11. will complete any hearings commenced by the Director of the Division and comply with any direction of the Department, whether benefits have been granted or not;
12. will comply with any direction of the Department made pursuant to section 22.601 of the rules, including a direction: (i) to terminate, suspend, cause to be terminated or suspended, or not award any contract between the applicant and a contractor or between contractors and subcontractors upon a finding that the contractor has failed to comply with the terms of this application or has failed to conciliate with the Division; (ii) to pay to the Department, applicant or contractor, an amount equal to 3% of the highest estimate of construction costs as set forth in this application, upon a finding that the applicant has failed to make a good faith effort to comply with the terms of this application or has failed to make a good faith effort to conciliate with the Division, provided that such payment shall be credited against any payment directed under subparagraph (iii) of this paragraph; (iii) to pay to the Department, applicant or contractor, an amount equal to 5% of the construction costs, as set forth in this application, upon finding that the applicant has failed to comply with any direction of the Department or the Division; (iv) not to file for a period of five years any application upon a finding that the applicant has willfully disregarded and willfully failed to comply with any direction of the Department; (v) to implement an employment program of corrective action imposed by the Director of the Division;
13. understand, and will cause their contractors and subcontractors to understand, that in the event of their noncompliance with the nondiscrimination clauses of this application or contract or with Executive Order No 50 and amendments or the rules or orders promulgated thereunder, such noncompliance shall constitute a material breach of the contract or application and noncompliance with such rule, regulation or order and with Executive Order No. 50 and amendments. (b) The terms used in these representations shall have the meanings given in the rules governing the program.
14. will comply with the minority and women-owned business enterprise (M/WBE) requirements in accordance with provisions under Local Law 67 of 2008 including, but not limited to (i) conducting outreach to M/WBEs that may be qualified to perform contracting and subcontracting work on construction projects, as outlined in the ICAP M/WBE Compliance Report submitted with the Preliminary Application for Certificate of Eligibility, and (ii) keeping and maintaining detailed records, at your place of business, of outreach activities to M/WBEs in preparation for future audits of the program.

SECTION V AGREEMENTS AND REPRESENTATIONS

The undersigned agrees and represents that:

1. He or she has personal knowledge or information sufficient to make a materially correct response to the questions asked in this application form, and that he or she knows or believes all matters stated herein to be true.
2. The applicant and its employees and agents will comply with all provisions of law and rules relating to the program.
3. All taxes and charges due on property within the project site have been paid or are currently being paid pursuant to an installment agreement.
4. The applicant will pay all taxes due on the property within the project site, including taxes due upon revocation pursuant to the rules.
5. The applicant has paid the application fee and will pay all other fees and penalties payable under the rules.
6. The applicant agrees to be personally liable for the payments described in items (4) and (5) to the extent provided by the rules.
7. The applicant will seek benefits only to the extent described in the application and any amended application permitted by the rules.
8. The applicant will not seek benefits in excess of those awardable on the basis of the determination of eligibility made by the Department pursuant to article 18 of the rules, unless such determination is changed upon review sought and obtained in the manner provided by the rules.
9. The applicant will comply with all applicable provisions of law and rules relating to the construction, maintenance and operation of buildings.
10. The applicant or subject property does not have any adjudicated uncured code violations as listed in § 11-266, subdivision b of the administrative code of the city of New York.
11. Within seven years immediately preceding the date of application, neither the applicant nor any person having a substantial interest in the project site, was finally adjudicated by a court of competent jurisdiction to be guilty of arson or harassment, or was an officer, director or general partner of any such person at the time such act or harassment was committed.

12. The applicant will comply with the Rules of the Office of the Mayor for implementation of Executive Order no. 50 (1982) and amendments, relating to equal employment programs, to the same extent as if the applicant was a contractor with the City of New York, and will not commence construction, or award any contract to a contractor for construction work if required, until at least 15 days have elapsed without comment after filing Employment Reports for itself and each such contractor. Employment Reports forms are available from the Division of Labor Services. Employment Reports shall be filed with the:

Department of Small Business Services
Labor Services Unit
110 William Street, 7th Floor
New York, NY 10038
(212) 513-6323

13. The applicant will comply with the provisions outlined under Local Law 67 of 2008, with the understanding that no ICAP benefits shall be granted for any construction work unless the applicant participates in the program, established in section 11-278 of the law, to encourage meaningful participation of M/WBES in construction work for which the applicant receives benefits.
14. The applicant will notify the Department of Finance in writing within fifteen (15) days before commencing any demolition or construction work at the project site.
15. The applicant will submit the above reports, and any others required by this or other departments at a later date, as described in the rules.
16. The Department of Finance may deny, reduce, suspend, revoke, or terminate any benefits under this program, if the recipient:
 - a) fails to comply with the requirements of this program;
 - b) knowingly misstates or omits information in the application;
 - c) is discovered to have building, fire or air pollution control code violations on the subject property;
17. The applicant(s) agrees to submit to the jurisdiction of the Department over any determination of eligibility or noncompliance under the program and will submit any claim under the program to administrative review as provided in the rules before seeking any other remedy.

SECTION VI APPLICATION AFFIDAVIT

STATE OF _____
COUNTY OF _____

SS:

_____, **being duly sworn, says under penalty of perjury that s/he is the applicant or the _____ of the applicant, that the statements contained in this application, including any attachments to this application, are true to his/her knowledge.**

Signature of APPLICANT OR REPRESENTATIVE: _____

Subscribed and sworn to before me this

_____ day of _____ 20 _____

Affix
official stamp or
seal here. →

Notary Public or Commissioner of Deeds



NYC DEPARTMENT OF FINANCE • TAX & PARKING PROGRAM OPERATIONS DIVISION

INDUSTRIAL AND COMMERCIAL INCENTIVE PROGRAM AND INDUSTRIAL AND COMMERCIAL ABATEMENT PROGRAM

AFFIDAVIT AND NARRATIVE DESCRIPTION

If the project does not have an engineer or architect associated with it, this affidavit should be completed by the general contractor for the project.

APPLICATION NUMBER: _____

Borough:	Block:	Lot:
Site address: (number and street)		
Name of Engineer or Architect: (if no plans are required, name of contractor authorized to submit details of work.)		
E-mail address:	Telephone number:	

INSTRUCTIONS

In addition to this affidavit, attach the following:

- Narrative description; see guidelines below.
- Executed construction contracts or a statement from the engineer or architect detailing cost estimates.

Guidelines for Narrative Description

The narrative description must include the following:

- A written description of the proposed project stating the specific work to be undertaken including the floor area (below grade and above grade floors and roof) and location within the property of space created or affected by the work. List each permit number and the work associated with such permit. List any work that did not require a permit. List any work at the project site or any permit that overlaps the effective date that is excluded from the application for ICIP benefits;
- Date of start of construction;
- Estimated date of completion of project or actual date of 1st temporary certificate of occupancy (C.O.) or final certificate of occupancy. Include copies of any C.O. issued;
- Contractors and sub-contractors by trade, including addresses;
- Costs of construction broken down by major categories of expenses;
- Number and location of buildings on project property. Where multiple buildings exist on a lot or project site, include a survey showing each building;
 - Statement of current or prior use by square feet;
 - Statement of proposed use by square feet; for commercial and/or residential.

REPRESENTATION AND AGREEMENT

The engineer, architect or general contractor named below agrees and represents that the attachments to this affidavit accurately describe the work to be done on the property for which the ICIP application is made.

AFFIDAVIT

STATE OF _____

COUNTY OF _____

SS:

_____, *being duly sworn, says under penalty of perjury that s/he is the _____ for this project and that the statements contained in this affidavit, including any attachments, are true to his/her knowledge.*

Signature _____

Subscribed and sworn to before me this

_____ day of _____ 20_____

Affix
official stamp or
seal here. →

Notary Public or Commissioner of Deeds

THIS AFFIDAVIT AND ATTACHMENTS MUST BE FILED IN CONJUNCTION WITH AND AT THE SAME TIME AS THE FINAL APPLICATION FOR THIS PROJECT.

That the total amount of the contract including extras is \$_____ of which he has received payment of \$_____ prior to this payment. That all waivers presented herewith are true, correct and genuine and delivered unconditionally and that there is no claim, either legal or equitable, to defeat the validity of said waivers. That the following are the names of all parties who have furnished materials or labor, or services for said work and all parties having Contracts or Subcontracts for specific portions of said work or for material entering into the construction thereof and the amount due or to become due to each and that the items mentioned include all labor and material required to complete said work according to plans and specifications.

Affiant further states that there are not other contracts for said work outstanding and that there is nothing due or to become due to any persons for material, labor or other work of any kind done upon or in connection with said work other than above stated and that no chattel mortgages, conditional sales contracts, security agreements, financing statements, retention of title agreements, or personal property leases have been given or are now outstanding as to any materials, fixtures, appliances, furnishings or equipment placed or installed in or upon the foresaid premises or the improvement thereon.

STATE OF _____)
) SS:
 COUNTY OF _____)

SWORN TO AND SUBSCRIBED BEFORE ME THIS _____ DAY OF _____, 20____. BY _____
 (Notary Public)

My Commission Expires _____ SEAL _____

UNCONDITIONAL WAIVER AND RELEASE OF FINAL PAYMENT

The undersigned has been paid in full for all labor, services, equipment or material furnished to _____ on the job of _____ located at: _____ and does hereby waive and release any right to a mechanic's lien, stop notice, or any right against a labor and material bond on the job, except for disputed claims for extra work in the amount of **ZERO (\$0.00).**

Company name

By: _____

Signature

Dated: _____

Name: _____

Title: _____

Notarization:

IN WITNESS:

WHEREOF, the undersigned Contractor has caused this Affidavit of Payment to be executed by its duly authorized officer.

Signed this _____ day of _____, _____ By: _____

STATE OF _____)
COUNTY OF _____)

SWORN TO AND SUBSCRIBED BEFORE ME THIS _____ DAY OF _____, 2009

(Notary Public Signature)

My commission expires: _____

NOTICE: This document waives rights unconditionally and states that you have been paid for giving up those rights. This document is enforceable against you if you sign it, even if you have not been paid. If you have not been paid, use a conditional release form.

TO OWNER: PROJECT: APPLICATION NO: Distribution to:
Sample AIA Document G702
PERIOD TO:
FROM CONTRACTOR: VIA ARCHITECT:
PROJECT NOS:
CONTRACT FOR: CONTRACT DATE:

☐ OWNER

☐ ARCHITECT

☐ CONTRACTO

☐

☐

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM \$

2. Net change by Change Orders \$

3. CONTRACT SUM TO DATE (Line 1 ± 2) \$

4. TOTAL COMPLETED & STORED TO \$
DATE (Column G on G703)

5. RETAINAGE:
a. % of Completed Work \$
(Column D + E on G703)
b. % of Stored Material \$
(Column F on G703)
Total Retainage (Lines 5a + 5b or
Total in Column I of G703) \$ 0.00

6. TOTAL EARNED LESS RETAINAGE \$ 0.00
(Line 4 Less Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR \$
PAYMENT (Line 6 from prior Certificate)

8. CURRENT PAYMENT DUE \$ 0.00

9. BALANCE TO FINISH, INCLUDING RETAINAGE \$ 0.00
(Line 3 less Line 6)

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month		
TOTALS	\$0.00	\$0.00
NET CHANGES by Change Order	\$0.00	

The undersigned Contractor certifies that to the best of the Contractor's knowledge,
information and belief the Work covered by this Application for Payment has been
completed in accordance with the Contract Documents, that all amounts have been pa
the Contractor for Work for which previous Certificates for Payment were issued and
payments received from the Owner, and that current payment shown herein is now du

CONTRACTOR:

By: Date:

State of: County of:
Subscribed and sworn to before me this day of
Notary Public:
My Commission expires:

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the da
comprising the application, the Architect certifies to the Owner that to the best of the
Architect's knowledge, information and belief the Work has progressed as indicated,
the quality of the Work is in accordance with the Contract Documents, and the Contra
is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$

(Attach explanation if amount certified differs from the amount applied. Initial all figi
Application and onthe Continuation Sheet that are changed to conform with the amou
ARCHITECT:

By: Date:

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the
Contractor named herein. Issuance, payment and acceptance of payment are without
prejudice to any rights of the Owner or Contractor under this Contract.

