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STATEN ISLAND (5)  
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STATEN ISLAND, NY 10301  
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**Check one:**

**LETTER OF NO OBJECTION (  LNO ) OR LETTER OF VERIFICATION (  LOV )  
APPLICATION**

Applicant's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email/Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Letter Requested for the Following Premises:**

Property Address: \_\_\_\_\_

Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Bin: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**Fill in the following:**

State current use of the property: \_\_\_\_\_  
(Example: 1- or 2- Family Dwelling, Store, Laundromat, Car or Taxi Services, Restaurant/Bar)

Proposed use/occupancy of the property: \_\_\_\_\_

Agency Requesting Letter: \_\_\_\_\_  
(Example: Bank, Court, Dept. of Consumer Affairs, Liquor Authority, etc.)

**Declaration: I understand that this letter is not a substitute for Certificate of Occupancy. I hereby declare that the information provided is true and complete.**

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**ALL LNO or LOV REQUESTS WILL TAKE APPROXIMATELY THREE (3) WEEKS.**

**{Department Use Only}**

**Comments**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fee \_\_\_\_\_ Examiner \_\_\_\_\_ Date: \_\_\_\_\_

## LETTER OF NO OBJECTION (LNO) OR LETTER OF VERIFICATION (LOV) CHECKLIST

Prior to January 1, 1938 the Department of Buildings (DOB) did not typically require a Certificate of Occupancy (CO). A Letter of No Objection (LNO) may be issued if no CO is available, or if the building (or part of the building) has a different *use* than that listed on the CO or noted in the available records. A LNO may be issued if the proposed/actual *use* belongs to the same Use Group (UG) as defined by the Zoning Resolution and the same Occupancy Group (OG) as defined by the 2008 Building Code (BC 2008) and the occupancy load and egress is substantially unchanged. A LNO cannot be issued for a change of UG and/or OG per (AC 28-118.3.4) which requires the filing of an Alteration Type 1 (ALT-1) application and a new CO. (Note: A limited exception exists per Building Bulletin 2009-025). If a CO is available and requires verification a Letter of Verification (LOV) may be issued.

Some LNO/ LOV requests may be denied until the sign-off of related applications are provided. No LNO/ LOV may be issued if:

- An open ALT-1 application (which generates a new CO) is on record or;
- There are any open applications related to issues of “life & safety”, Hazardous or Work Without a Permit Violations.

When filing an LNO/ LOV request please provide the following information (depending on the status of your building):

### 1. BUILDINGS WITH A CERTIFICATE OF OCCUPANCY:

- A copy of the latest Certificate of Occupancy
- Copy of Property Profile and a list of Job filings

### 2. BUILDINGS WITHOUT A CERTIFICATE OF OCCUPANCY:

(Including all Residential buildings and all other buildings with Commercial, Community Facility, Manufacturing or Mixed use):

- Copy of Property Profile and a list of Job filings
- Block & Lot Folder Plans/Microfilm (Records Clerk to check & initial if “Available” or “Not Available”)  Available or Not Available

ADDITIONALLY to above, for Three families and more Dwellings (multiple dwellings) residential or mixed use buildings please provide:

- Department of Housing, Preservation and Development (HPD) printout for the number of units, the MDR number and any available “I” cards (check HPD WEB Site &/or HPD Office)

### 3. BUILDINGS WITH CHILD RELATED SPECIAL OCCUPANCY:

(Including but not limited to: Group Family Day Care Home, Family Day Care Home, Day Care Center, School, After School Program, Day Camp & Summer Camp)

- A copy of the latest Certificate of Occupancy if available
- Copy of Property Profile and Job filings
- Block & Lot Folder Plans/Microfilm (Records Clerk to check & initial if “Available” or “Not Available”)  Available or Not Available
- Hours and/ or dates of operation, number of children per each age group (under and over 2 years old)
- Layout drawing with floor location, exits, accessory spaces, etc.

**Fees: \$25.00 for 1, 2, 3 family residential buildings**

**\$100.00 for 4 Family or more Residential buildings and all Other buildings**

[www.NYC.gov/buildings](http://www.NYC.gov/buildings)

In the case that there are no DOB or other acceptable records or if the available information is insufficient to prove the legality of the existing use, the applicant might be required to provide additional documentation, e.g. Department of Finance (DOF) records, Sanborn land-book pages from prior years, City archive records, etc. In the case that the existing use is a non-conforming use the applicant might be required to provide additional documentation to prove that it was not discontinued for more than 2 years, e.g. leases, utility bills, etc. In some cases a DOB Field Inspection may be needed to confirm present conditions for all child related special occupancy LNO/ LOV requests. Such inspections should be scheduled as soon as possible after payment of the processing fee.