

198 East Tenants Corporation

198 East Seventh Street * New York, NY 10009

Alteration Approval Checklist Project Summary

Application Date	
Apartment Number	
Owner's Name	
Owner's Phone Number During Renovation	
EMERGENCY PHONE NUMBERS	
Contractor's Name	
Contractor's Phone Numbers	
Name of Contractor's Field Superintendent	
Architect's Name	
Architect's Phone Numbers	
Projected Project Cost	
Permits Required (specify)	
Areas to be affected (please specify)	
Structural work to be done (please specify)	
Mechanical work	
Electrical work	
Plumbing work	
Exterior work including windows	
Demolition required (circle one)	YES NO

Project Checklist

	<i>Submit date</i>	<i>Approved date</i>
1. Formal architectural drawings		
2. List of Permits Needed		
3. Work Schedule		
4. Completed Alteration Agreement		
5. Major Damage Deposit (bond optional) \$ _____		
6. Copies of contracts:		
a) General Contractor		
b) Subcontractors		
c) Consultants, including architects		
d) Other Suppliers		
7. Will Certificate of Occupancy be amended?		
8. Insurance		
a) Liability – Contractors and Consultants		
b) Workman's Compensation / Disability		
c) Bonding (optional)		
9. Electrical Load Letter		
10. Lien Waivers		
a) Contractors		

- b) Consultants
- c) Other Suppliers of Labor, Goods, Materials

FOR BOARD OF DIRECTORS TO COMPLETE:

	YES	NO	<i>Date</i>
Scope of work presented to building architect	YES	NO	_____
Formal drawings approved by Board	YES	NO	_____
All permits and insurance received	YES	NO	_____
Insurance certificate received	YES	NO	_____
Proof of licensing received	YES	NO	_____
Lien waivers received	YES	NO	_____

	YES	NO	<i>Date</i>
Work begun	YES	NO	_____
Work completed	YES	NO	_____
Inspected by Board	YES	NO	_____
New C of O received	YES	NO	_____
Was work Satisfactory?	YES	NO	_____
OK to release deposit	YES	NO	_____