

As the Owner of the building/property, you are ultimately responsible for the project, and your signature/consent is required for submission of the project application by your Registered Design Professional, and Department approval.

- ☑ Hire a Registered Design Professional (RDP), Professional Engineer (P.E.) or Registered Architect (R.A.), to consult and finalize your project scope of work.
- ☑ Provide and consent to project submission requirements, and authorize the Registered Design Professional, who is the Applicant of Record, to submit project plans (construction documents) for approval by the Department.
- ☑ Project approval is required prior to beginning work.
- ☑ If Commissioning is required, hire a commissioning agent.
- ☑ Hire a licensed surveyor to provide a survey of the existing site conditions.