

DO

Pre-Project

Make sure you hire a Registered Design Professional, a Professional Engineer (P.E.) or Registered Architect (R.A.), to assure your project is Code-compliant.

Project Plans

Only a P.E. or R.A. can submit construction documents that are stamped and signed by the Design Professional, including drawings and other submissions, to the Department for approval.

Asbestos Investigation

Have asbestos investigation performed on-site to check for Asbestos Containing Material (ACM) that will be removed or disturbed.

Project Work

Hire a Licensed Master Plumber or Licensed Oil Burner Installer to perform the work. When **hiring a professional**, have a written contract that includes the Contractor's company name, address and license number(s).

Commissioning

If your project requires commissioning (all projects where the permitted heating capacity exceeds 600 kBTU/h), ensure that you have a qualified commissioning agent to perform the work.

Work Completion

Ensure inspections and sign-offs are performed to close the project permit, and if required, Commissioning must be filed with the Department prior to sign-off.

DON'T

Work Without a Permit

Do not begin work without a DOB permit. Property Owners and the people performing Boiler Work without a permit may face violations with penalties, including court appearances, and civil or criminal penalties.

NOTE: The Owner of the building/property is ultimately responsible for the project, and their signature/consent is required for submission of the project application by their design professional, and Department approval.