

**DO**

- ✓ **Pre-Project:** When required hire a Registered Design Professional, a Professional Engineer (P.E.) or Registered Architect (R.A.), to ensure your project is Code-compliant.
- ✓ **Project Drawings:** A Registered Design Professional typically submits construction chute documents, including drawings and other submissions, to DOB for approval. A demolition contractor may perform such work without submittal documents where allowed in [BC 3306.5](#). The Commissioner may require structural plans designed by a registered design professional to address any critical structural, sequencing or site safety items.
- ✓ **Project Work:** Hire a Licensed/Registered General Contractor to perform the work. When [hiring a professional](#), have a written contract that includes the Contractor's company name, address and license number(s).
- ✓ **DOB: NOW Requirement:** Owner **must** provide their email address to the Department to obtain correspondence, inspections and final sign-off of the project.
- ✓ **Work Completion:** Ensure inspections and sign-offs are performed to close the project permit. 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, and when required, the proper approval from DOT. Property Owners and the people performing work without a permit may face violations with penalties, 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. The Owner may attend plan examination appointments only if accompanied by the Applicant of Record or the Filing Representative.*