

DO

- ✓ **Pre-Project:** Hire a NYS licensed Professional Engineer (PE) or Registered Architect (RA) to ensure your project is Code and zoning compliant.
- ✓ **Site Survey:** Hire a licensed Surveyor to provide a site survey showing all existing conditions.
- ✓ **Project Plans:** Only a Registered Design Professional can submit construction documents, 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 Contractor to perform the work. In addition to General Contractor, installation may require additional trades for plumbing, and electrical work. When hiring a licensed Contractor, have a written contract that includes the Contractor's company name, address and license number(s).
- ✓ **Post Permit:** Ensure permit is posted in a conspicuous place at the work site for the duration of the work.
- ✓ **Eligibility as a Historic Building:** Historic buildings that are eligible or listed on the [State/National Registers of Historic Places \(SHPO\)](#) may be exempt from the [NYCECC](#); however, buildings only in NYC LPC and Districts are not exempt from the [NYCECC](#).
- ✓ **Provide Contact Information:** Owner **must** provide their email address to obtain for correspondence, inspections and final sign-off of the project.
- ✓ **Work Completion:** Ensure inspections and sign-offs are performed to close the project permit.

DON'T

- ✗ **Work Without a Permit:** Do not begin work without a DOB permit. Even if the application for work has been approved, Property Owners and the people performing work without a permit may receive orders to stop on-site work, ECB violations with monetary and criminal penalties including court appearances, and civil 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.