

The owner is the individual or entity that owns the building/property, or the owner-authorized property management entity that represents the building for which an application is being filed. 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. You may attend plan examination appointments only if accompanied by the applicant or the Filing Representative.

### Pre-Permit Project Work

Licensed Contractor

Hire NYC Licensed/Registered Contractor to obtain work permit(s) in order to begin work.

Special Inspections

If the scope of work requires, hire the required Special Inspection Agency (SIA) to perform Special/Progress Inspections.

Notify the Department

Prior to permit, provide the names of special inspection agency hired to do the Special Inspections, using an online submission.

### On-going Project Work

Site Safety

Property Owners **must** maintain their properties in a safe condition during the course of work.