

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.

Special Inspections

If the scope of work requires, the Special Inspection Agency hired **must** complete these and submit results online to DOB.

Department Inspections

Make sure that the Contractor has completed DOB inspections and obtained a sign-off of the completed work.

Permit Sign-off

Confirm the Contractor has requested and passed the final sign-off inspection required by the Department.