Residential & Community Facilities: Before You Begin Your Project

DO

☑ **Pre-Project:** Hire a Registered Design Professional, a Professional Engineer (P.E.) or Registered Architect (R.A.), to ensure your project is Code-compliant.

☑ **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/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.

☑ **Commissioning:** If your project requires commissioning (all projects where the total permitted equipment is greater than or equal to a total heating input capacity of 600,000 BTU/h and/or a total cooling capacity of 480,000 BTU/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. 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. Even if the application for work has been approved, 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.