

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**

Agency hired **must** complete and submit results online to the Department.

**Department Inspections**

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

**Final Inspection and Sign-off**

Confirm the Contractor has requested and passed a final inspection required by the Department.