

**DO**

- ✓ **Pre-Project:** Hire a NYS Registered Design Professional (Professional Engineer (P.E.) or Registered Architect (R.A.)) to ensure your project is Code-compliant.
- ✓ **Project Plans:** Only a Registered Design Professional, or in certain instances, the registered Contractor 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.
- ✓ **Post Permit:** Ensure permit is posted in a conspicuous place at the work site for the duration of the work.
- ✓ **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).
- ✓ **DOT Approval and Permit:** Scaffolds may require prior approval and permit from the Department of Transportation (DOT). Ensure that you have obtained DOT approval prior to submitting the project application to DOB and prior to starting any work.
- ✓ **Work Completion:** Ensure inspections and sign-offs are performed to close the project application prior to either new building or alteration project's sign-off.

**DON'T**

- ✗ **Work Without a Permit:** Do not begin work without a Department permit. Property Owners and the people performing work without a permit may face violations with penalties, court appearances, civil and/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.*