

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. The Owner may attend plan examination appointments only if accompanied by the Applicant of Record or the Filing Representative.

- ☑ Hire a Registered Design Professional (RDP), P.E. or R.A. and/or a Registered Contractor to finalize scope of work.
- ☑ Provide and consent to project requirements, and authorize the RDP and/or Registered Contractor, who is the Applicant of Record, to submit project plans (construction documents) for approval by the Department.
- ☑ Other City agency license/approval – Department of Consumer Affairs (DCA), Department of Environmental Protection (DEP), Department of City Planning (DCP), Landmarks Preservation Commission (LPC) or Department of Transportation (DOT) – might be required prior to Department approval.
- ☑ Project approval is required prior to beginning work.