

DO

- ✔ **Pre-Project:** When required 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 (RDP) 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).
- ✔ **Obtain Approvals and Permits from Other Agencies:** Hoists may require prior approval and permit from the Landmarks Preservation Commission (LPC), Department of Transportation (DOT), and other entities such as MTA, utilities (Con Edison) etc., based upon location, listed property, or encroachment in the public right of way. Ensure you have obtained the necessary approvals/permits prior to submitting the project application to the Department and before starting any work.
- ✔ **DOB: NOW Requirement:** Owner **must** provide their email address to the Department to obtain correspondence, inspections and final sign-off of the project.
- ✔ **Work Completion:** Contractor **must** properly notify the Department prior to removal of the hoist to close the project application. A temporary hoist **must** be removed once the project work on the associated structure is complete.

DON'T

- ✘ **Work Without a Permit:** Do not begin work without a DOB permit. 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.