

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.

✔ Initial Survey

A site survey showing all existing conditions prepared by a NYS licensed Land Surveyor.

✔ Boring or Test Pit, and Soil Percolation Test

If performing a horizontal enlargement, hire a licensed professional to perform the work.

✔ 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).

✔ Post Permit

Ensure permit is posted in a conspicuous place at the work site for the duration of the project work.

✔ DOB: NOW Requirement

When required by DOB NOW, owner **must** provide their email address to the Department to obtain correspondence, inspections and final sign-off of the project.

✔ Work Completion

Ensure that the contractor has completed DOB inspections and obtained a sign-off to close out the completed work filed under the project permit and, if required, commissioning must be filed with DOB prior to sign-off.

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, 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.