

As 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.

Pre-Permit Project Work Licensed Contractor

Hire NYC Licensed/Registered Contractor to obtain work permit(s) in order to begin work.

 Special Inspections

If the scope of work requires, hire the required Special Inspection Agency for performing Special/Progress Inspections.

 Notify the Department

Prior to permit issuance, provide the name(s) of the SIA(s) contracted to do the Special Inspections, using an online submission.

If commissioning is required, it must be completed prior to sign-off.

On-going Project Work Site Safety

Property Owners **must** maintain their properties in a safe condition during the course of work.