

**DO**

- ✓ **Consult with HPD:** For homeowners participating in [HPD's program](#), consult with HPD on assistance with the conversion permitted under LL 49/2019, which may also include DOB fee waiver and other financial and technical guidance.
- ✓ **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:** If the scope of work includes the creation of window well or excavation, hire a NYS licensed Land Surveyor to furnish a site survey showing all existing conditions.
- ✓ **Boring or Test Pit, and Soil Percolation Test:** If the scope of work includes the creation of window well or excavation, 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 DOB for approval. Applications to DOB must be Alteration Type 1. Forms and all construction documents must indicate **Alteration per LL 49/2019**.
- ✓ **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.
- ✓ **Work Completion:** Ensure the Contractor has completed required inspections and obtained sign-off to close out the completed work filed under the project permit. If required, commissioning must be filed with the Department prior to sign-off.
- ✓ **Radon Level Investigation:** Have Radon investigation performed on the proposed below-grade apartment location.
- ✓ **Certificate of Occupancy:** Record the following building note for LL 49/2019 on Schedule A to appear on the certificate of occupancy:  
*Alteration per LL 49 of 2019*  
*In accordance with LL 49/2019, such certificate of occupancy does not certify compliance with applicable laws with respect to parts of the building outside of the apartment created or altered pursuant to this local law.*
- ✓ **DOB NOW Requirement:** Owner **must** provide their email address to the Department to obtain correspondence, inspections and final sign-off of the project.

**DON'T**

- ✗ **Work Without a Permit:** Do not begin work without a DOB permit. Even if the application for work has been approved, 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.*