

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.

Department Inspections

Make sure the Contractor has completed the DOB's BPP inspections and obtained sign-off of the completed work.

Permit Sign-off

Confirm the Contractor has requested and passed a final inspection required by the Department.

Final Survey

Following completion of the project, a **Final Survey** showing the actual work, signed and sealed by a licensed land surveyor must be submitted.