

DO**✔ Pre-Project**

Hire a Registered Design Professional, a Professional Engineer (P.E.), Registered Architect (R.A.), or landscape architect to ensure your project is Code-compliant.

✔ Project Drawings

Only a Registered Design Professional can submit construction documents, including drawings and other submissions, to DOB for approval. You **must** provide an [Initial Survey](#) no older than 90 days, conducted by a NYS licensed Land Surveyor.

✔ 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).

✔ Work Completion

Ensure Inspections and sign-offs are performed to close the project application, prior to either new building or alteration project's sign-off. You **must** have a Final Survey by a NYS licensed Land Surveyor.

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.