

DO

✔ Pre-Project

Hire a NYS licensed/registered Professional Engineer (PE) or Registered Architect (RA) to verify if proposed scope of electrical work requires submission of plans for DOB review and approval to ensure project is Code compliant.

✔ Project Plans

Only a P.E. or R.A. 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 Master Licensed Electrician to perform the work. When [hiring a professional](#), have a written contract that includes the Contractor's company name, address and license number(s). Also, be sure to [verify licensure](#).

✔ Post Work Permit

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

✔ Historic and/or Landmark Buildings

Historic and/or Landmark buildings that are eligible or listed on the [State/National Registers of Historic Places](#) (SHPO) or listed by the Landmarks Preservation Commission may require special permission to perform electrical installations.

✔ DOB NOW Requirement

Owner must provide and maintain a valid email address to DOB for correspondence, inspections and certification. For additional information, please see [DOB NOW](#).

✔ Work Completion

Ensure that the NYC licensed Master Electrician has completed all electrical work and scheduled an electrical inspection appointment, with DOB, so the job may be certified as complete.

DON'T

✘ Work Without a Permit

Do not begin work without a DOB Electrical Permit. Property owners and the people performing work without a permit may face violations with penalties, court appearances, and 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.