

**DO**

- ✓ **Pre-Project:** Hire a Registered Design Professional, a Professional Engineer (P.E.) or Registered Architect (R.A.), to ensure your project is Code-compliant.
- ✓ **Consult with NYC Loft Board:** Coordinate with [Loft Board](#) for the legalization process, including Narrative Statement Process.
- ✓ **Loft Board Certification:** Obtain Loft Board Certification prior to Alteration Type One approval.
- ✓ **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 the Department for approval.
- ✓ **Project Work:** 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 work.
- ✓ **Work Completion:** Ensure inspections and sign-off are performed to close the project permit, and if required, commissioning filed with DOB prior to sign-off.
- ✓ **Remove Violations:** Remove all DOB and ECB violations.
- ✓ **Rent Regulations:** Comply with all applicable rent regulations.
- ✓ **Commissioning:** If your project requires commissioning (all projects where the total permitted equipment is greater than or equal to a total heating input capacity of 600,000 BTU/h and/or a total cooling capacity of 480,000 BTU/h), ensure that you have a qualified commissioning agent to perform the work.
- ✓ **Eligibility as a Historic Building:** Historic buildings that are eligible or listed on the [State/National Registers of Historic Places](#) (SHPO) may be exempt from the NYCECC; however, buildings only in NYC LPC and Districts are not exempt from the NYCECC.
- ✓ **DOB NOW Requirement:** Owners **must** provide their email address to the Department to obtain correspondence, inspections and final sign-off of the project. For additional information, please see [DOBNOW](#).

**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.*