

**DO**

- ✓ **Pre-Project:** Hire a NYS licensed Professional Engineer (PE) or Registered Architect (RA) to ensure your project is Code and zoning compliant.
- ✓ **Site Survey:** Hire a licensed Surveyor to provide a site survey showing all existing conditions.
- ✓ **Boring and Soil Percolation Test:** Hire a licensed professional to perform the work, if required (for private on site disposal of drainage).
- ✓ **Project Plans:** Only a Registered Design Professional can submit construction documents, including drawings and other submissions, to the Department for approval.
- ✓ **Project Work:** Hire a licensed Contractor to perform the work. In addition to General Contractor, swimming pool installation may require additional trades and permits for plumbing and electrical work.
- ✓ **Post Permit:** Ensure permit is posted in a conspicuous place at the work site for the duration of the work.
- ✓ **Provide Contact Information:** Per DOB NOW, Owners must also provide their email address to the Department for correspondence, during submission, permit, inspections and final sign-off of the project.
- ✓ **Work Completion:** Ensure the Contractor has completed Department inspections and obtained a sign-off to close out the completed work filed under the project permit, prior to sign-off.

**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 receive orders to stop on-site work, ECB violations with monetary and criminal penalties including court appearances, and civil 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.*