

Checklist: Prior to Application Approval Outdoor Swimming Pool

The owner is the individual or entity that owns the building/property, or the owner-authorized property management entity that represents the building for which an application is being filed. As the Owner of the building/property, you are ultimately responsible for the project, and your signature/consent is required for submission of the project application by your Registered Design Professional, and Department approval. You may attend plan examination appointments only if accompanied by the applicant or the Filing Representative.

- ☑ Hire a Registered Design Professional (RDP), Professional Engineer (P.E.) or Registered Architect (R.A.), to consult and finalize your project scope of work.

- ☑ Provide necessary information and consent to project submission requirements, and authorize the Registered Design Professional, who is the Applicant of Record, to submit project plans (construction documents) for approval by the Department.

- ☑ Hire a licensed surveyor to provide a survey of existing conditions.

- ☑ Project approval is required prior to beginning work.