

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.

☑ FDNY Inspections

If the scope of work requires, FDNY **must** inspect any alternative automatic fire suppression systems and the owner must obtain final approval of the completed work.

☑ Department Inspections

If construction work is involved, make sure that the contractor has completed DOB inspections for the associated NB or ALT project and obtained a sign-off of the completed work.

☑ PA Inspections

Make sure that DOB has completed a PA inspection and obtain a sign-off of the completed work.

☑ PACO Permit

Obtain initial PA Certificate of Operation from DOB. For subsequent annual permits, property owners must renew their PACO every 12 months with the FDNY.