

DO

- ✓ **Pre-Project:** Hire a NYS licensed/Registered Architect (RA), or Professional Engineer (PE) to ensure your project is [Code](#) compliant.
- ✓ **Project Plans:** Only a Registered Design Professional can submit construction documents, including drawings, an application filing for a TPA, and other submissions to DOB for approval.
- ✓ **Proposed Plans (Establishment Layout):** The plans should include primary plans (the layout to be used most frequently) and up to two alternate plans. If you wish to include additional alternate plans, you must file an A11 Form in addition to the PA1 Form.
- ✓ **Work Completion:** Ensure that the contractor has completed inspections and obtained a sign-off to close out the completed work filed under project work permit from any associated construction, and if required, commissioning is filed with DOB prior to sign-off.
- ✓ **Required by DOB NOW:** Owner **must** provide their e-mail address to DOB for correspondence, inspections and final project sign-off. For additional information, please see [DOB NOW](#).
- ✓ **Seating Plan:** Prior to occupancy, FDNY requires submission of a copy of the DOB approved seating plan, depicting the arrangement of seating, location of aisles and such other information in each place of assembly.
- ✓ **Post Certificate of Operation:** Ensure that place of assembly certificate of operation is current, framed and permanently mounted in a conspicuous location that is visible to a person entering the space.
- ✓ **Post Occupant Load:** Ensure capacity sign, where required, is permanently posted in a conspicuous place.
- ✓ **Approved PA Plans:** Keep Place of Assembly plans available at the site for yearly Fire Department inspection.
- ✓ **Provide Contact Information:** Per [DOB NOW](#), owners must also provide their e-mail address to DOB for correspondence, during submission, permit, inspections and final sign-off of the project.

DON'T

- ✗ **Work Without a Permit:** If construction work is involved, do not work without a permit. At completion of work, do not occupy the space(s) without a PACO from DOB. Property owners without a PACO may face violations with penalties, court appearances, 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. The Owner may attend plan examination appointments only if accompanied by the Applicant of Record or the Filing Representative.