

As 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.

Pre- Certificate of Operation

Licensed Contractor

If construction work is involved, hire a NYC licensed/registered contractor to obtain work permit for the associated NB or ALT application in order to begin work.

Confirmation

Verify that the associated New Building or Alteration construction complies with all required code and zoning regulations.

NOTE: If the Place of Assembly scope is modified after approval, verify if changes need an amendment – refer to Section AC 28-104.

On-going Project Work

FDNY Permit

Property owners **must** obtain separate permits from FDNY for alternative fire suppression systems (if applicable) and fire alarm systems.

PACO Permit

Property owners **must** renew their PACO every 12 months with the FDNY.

Signage

Post and maintain proper occupant load and capacity signage.