

Prior to Application Approval: Place of Assembly Certificate of Operation

As the Owner of the building/property, you are 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.

- ☑ Hire a Registered Design Professional (RDP), P.E., R.A., or landscape architect to consult and finalize scope of work.
- ☑ Provide 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.
- ☑ If construction work is involved, an associated NB or ALT filing is required and must be referenced on the PA application.
- ☑ A project approval and inspection sign-off is required prior to issuing a PACO.