

Plumbing Project Checklist: Prior to Application Approval

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.

- ☑ 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 consent of the project permit application, and authorize the P.E. or R.A. – who is the ‘Applicant of Record’ – to submit project Construction Documents for Department approval.
- ☑ The Owner may attend plan examination appointments only if accompanied by the applicant or the filing representative.
- ☑ Authorize the RDP, the Applicant of Record, to submit forms to DEP, Con Edison, National Grid, KeySpan, etc., as required to provide water, gas, electric, and other utilities for site connection.
- ☑ A project approval is required prior to beginning work.
- ☑ If commissioning is required, hire a Commissioning Agent.