

DO

✓ Pre-Project

Make sure you hire a Registered Design Professional, a Professional Engineer (P.E.) or Registered Architect (R.A.), to ensure your project is Code-compliant.

✓ Project Plans

Only a P.E. or R.A. can submit construction documents, including drawings and other submissions, to the Department for approval.

✓ Asbestos Investigation

Have asbestos investigation performed on site to check for Asbestos Containing Material (ACM) that will be removed or disturbed.

✓ Project Work

Hire a licensed or registered Contractor to perform the work. When **hiring a professional**, have a written contract that includes the Contractor's company name, address and license number(s).

✓ Commissioning

If your project requires commissioning, (all solar projects where the renewal energy generating capacity is 25 kW or greater) ensure you have a qualified commissioning agent perform the work. If required, commissioning **must** be filed with the Department prior to sign-off.

✓ Work Completion

Ensure inspections and sign-offs are performed to close the project permit.

DON'T

✗ Work Without a Permit

Do not begin work without a DOB permit. Property Owners and the people performing work without a permit may receive orders to stop on-site work, ECB violations with monetary and criminal penalties including court appearances, and civil 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.