

Design Checklist: Pre & On-Going Project Work for 1-and 2-Family Mixed Use (Alterations)

Regardless of how the project work is portioned out, administration of the work remains the responsibility of the Registered Design Professional (RDP) who is the Applicant of Record (Applicant) in responsible charge or has verified Code and Zoning compliance of the drawings and installations for the project. Although there may be some specific projects that do not involve architectural or structural work, which may be completed by other professionals, it is important that the RDP maintain control of the entire project and understand when this applies under Department and NYS regulations.

Pre-Permit

Required Documents

Based on scope of work, supporting documents or deferred submittals **must** be completed in order to obtain a permit. The following may be required if applicable:

- DEP or OER authorization
- FDNY
 - Notification, per FC 901.7.5, if doing construction work that impacts the fire protection systems.
 - Letters of Notification if on a mapped undeveloped street
- Letter of No Objection (LNO) – older buildings with no C of O
- TPP – Tenant/Occupant Protection Plan
- FIRMS – FEMA's Flood Insurance Rate Map
- MTA – Metropolitan Transportation Authority approval
- DOT – NYC Department of Transportation approval
- LPC – NYC Landmark Preservation Commission approval
- NYC DPR – ST1 (Street Trees)
- City Planning – approval or certification if required by Zoning
- BSA approval
- HPD approval – for inclusionary housing residential, as 1 or 2 family home trade-off for other dwelling units in larger multiple dwelling type buildings, as required by ZR
- DEC – if in coastal erosion hazard area or wetlands
- SRO Anti-Harassment Checklist for Residential

On-Going

Post Approval Amendments

If the approved work has substantive or significant changes, make sure to submit revised drawings and obtain a Post Approval Amendment (PAA).