

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 or Letters of No Objection
- TPP – Tenant/Occupant Protection Plan (only if applicable)
- Mayor’s Office for People with Disabilities (MOPD)
- FEMA Flood Insurance Rate Map (FIRMS)
- Metropolitan Transportation Authority (MTA) approval
- NYC Department of Transportation (DOT) approval
- NYC Landmark Preservation Commission (LPC) approval
- NYS Labor Law – Section 283 prohibits smoking in Factories
- Department of Environmental Conservation (DEC)
- NYC Public Design Commission (PDC) approval – NYC-owned properties exterior work only |

### **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).