

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
- Tenant/Occupant Protection Plan
- FDNY – Notification or Letters of No Objection
- Mayor’s Office for People with Disabilities (MOPD)
- Federal Emergency Management Agency (FEMA)
- Metropolitan Transportation Authority (MTA) approval
- NYC Department of Transportation (DOT) approval
- NYC Landmark Preservation Commission (LPC) approval
- NYC Public Design Commission (PDC) approval
- SRO MD Anti-Harassment checklist for Residential
- HPD Certificate of No Harassment for Residential NYC DPR – ST1 (Street Trees)
- City Planning – approval or certification if required by ZR
- BSA approval (if applicable)
- DEC – if in coastal erosion hazard area or wetlands

## 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).