

## Design Checklist: Project Completion and Closeout for the Creation & Alteration of Habitable Apartments In Basements/Cellars of 1- and 2-Family Buildings (Local Law 49 of 2019)

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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.

### **As-Built Submission**

If the completed project has changes that are not considered as minor and requires an 'As-Built' submission, submit revised 'As-Built' drawings prior to project sign-off.