

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 the NYC Department of Buildings and New York State regulations.

- ☑ Provide 'reference only' documents of legal existing conditions. These will speed up the plan review process by reducing comments and the number of back and forth checks.

- ☑ An **Initial Survey** that is no older than 90 days must be submitted.

- ☑ **Required Documents.** Based on scope of work, supporting documents or deferred submittals must be completed in order to obtain a permit. The following documents must be submitted:
 - Site Plan/ Builders Pavement Plan
 - Architectural Survey
 - BPP-1 Checklist
 - ST-1 Street Tree Checklist
 - Colored photos signed, sealed and dated