

Regardless of how the project work is portioned out, administration of the work remains the responsibility of the Registered Design Professional who is the Applicant of Record 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 Registered Design Professional (RDP), who is the Applicant of Record, maintain control of the entire project.

As-Built Submission

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

Department of Transportation (DOT) Approval

Required for project sign-off.

Final Survey

Following completion of the project, a Final Survey showing the actual work **must** be submitted.

Final Inspection

If the applicant (RDP) intends to perform the final inspection, the professional **must** submit a Letter of Completion for the project.