

Regardless of how the project work is portioned out, administration of the work remains the responsibility of the Registered Design Professional (RDP). Although some specific projects do not involve architectural or structural work, which may be completed by licensed NYS Professional Engineers, it is important that as the project RDP, the Applicant of Record (Applicant), you understand when Department of Buildings and New York State regulations apply to your application.

Pre-Permit

Required Documents

Based on the project scope of work, supporting documents and/or Deferred Submittals must be completed in order to obtain an application approval for work permits. The following may be required:

- FDNY (Letters of No Objection)
- DEP (Tap letter, meter permit and HCPSEP, Sound Mitigation Plan, Asbestos Project Notification)
- FDNY, DEP, and OER authorization
- FDNY Fuel Oil Permit Approval Letter, if applicable
- FDNY Certificate of Fitness, if applicable
- Department of Buildings Certificate of Approval for Oil Burning Installation
- LPC: Letter of Appropriateness (if applicable)
- Tenant/Occupant Protection Plan (only if applicable)
- SRO MD Anti-Harassment checklist

On-Going

Post Approval Amendments

If the approved work has substantive or significant changes, obtain approval of a Post Approval Amendment (PAA) with the required revised construction documents.