

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.

- ☑ Provide 'reference only' documents of legal existing conditions. These will accelerate the plan examination process for repairs by reducing comments and the frequency of repeat reviews.
- ☑ Show fire-rated walls on all architectural, mechanical, electrical, and deferred approval drawings, which are submitted in phases, to will facilitate the plan review process.
- ☑ Based on the scope of work of the project, include all applicable Special/Progress Inspections and the Commissioning Statement.
- ☑ Minimize Deferred Application to avoid construction delays.
- ☑ Although an RDP is only required to show the final construction documents, the Applicant of Record must stamp and sign all formal submittals to the Department to demonstrate he/she has exercised responsible charge as required.