

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.

Pre-Permit

Required Documents

Based on scope of work, supporting documents or deferred submittals must be completed in order to obtain a permit. The following may be required:

- DOT Approval
- MTA – Transit Authority Approval
- LPC – Landmark approval/authorization
- DEP, or OER authorization
- FDNY – Notification or Letters of No Objection
- Tenant/Occupant Protection Plan
- Public Design Commission Approval
- SRO MD Anti-Harassment checklist for residential
- HPD Certificate of No Harassment for residential

On-Going

Post Approval Amendments

If the approved work has substantive or significant changes, submit revised drawings and obtain a Post Approval Amendment (PAA).