

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 design professional, who is the Applicant of Record, maintain control of the entire project.

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 if applicable:

- OER authorization – Coordination with ZR (E) designation requirements
- CPC Approval, if required
- DEP Letter – Sanitary discharge
- Tenant/Occupant Protection Plan (only if applicable)
- DOHMH Approval, if required
- NYC Landmark Preservation Commission (LPC) approval
- NYC Public Design Commission (PDC) 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, make sure to submit revised drawings and obtain a Post Approval Amendment.