

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-Certificate of Operation

Associated Construction

Make sure that the associated New Building or Alteration construction complies with all required code and zoning regulations.

NOTE: If the Place of Assembly scope is modified after approval, verify if changes need an amendment – refer to section [AC 28-104](#).

On-Going

Post Approval Amendments

If the approved work has substantive or significant changes, submit revised drawings and obtain a post approval amendment.

PACO

Ensure that, if the PACO is associated with an NB or ALT project, the NB or ALT final construction inspection and PACO inspection are signed-off. Otherwise, a separate PACO inspection is required