

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 the NYC Department of Buildings and New York State regulations.

- ☑ The plans should include primary plans (the layout that will be used most frequently) and may include up to two alternate plans. If you wish to include more than two alternate plans, you must file an AI1 Form in addition to the PA1 Form.
- ☑ Submit any layout plans to FDNY for review and approval and make sure these match the plans submitted to the Department.
- ☑ The Applicant of Record should stamp and sign all formal submittals to DOB to demonstrate he/she has exercised responsible charge as required.
- ☑ If construction work is involved, an associated NB or ALT filing is required and must be referenced on the PA application