

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 if applicable:

- Plot diagram of streets and sidewalk shed location(s)
- Minimum design loads, including storage of materials on sidewalk shed
- Design drawings prepared by either a registered Contractor, only if BSA meeting minutes approval is also provided, or by a NYS Professional Engineer or Registered Architect
- Electrical permit
- Department of Transportation (DOT) permit, if the sidewalk shed extends into the roadway and/or if a sidewalk is partially or completely blocked to pedestrian traffic, or if building materials are stored on the sidewalk shed

## 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 (PAA).