

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 Registered Design Professional (RDP), who is the Applicant of Record, maintain control of the entire project.

Construction Drawings

Make sure Department-approved drawings clearly convey the project scope and the contracted work reflects the approved and full scope of work.

If the scope is modified after approval, verify if changes need an amendment – refer to [AC Article 104](#).

Insurance Requirements

Make sure to comply with the insurance requirements for General Liability insurance, Workers Compensation and Disability insurance. If necessary, update the General Liability insurance when required.

Special Inspections

Make sure to check if the Owner has hired the Special Inspection Agency and their details are submitted – a requirement for obtaining a permit.