



## Prior to Application Approval: 1- and 2-Family Buildings (Alterations)

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As the Owner of the building/property, you are ultimately responsible for the project, and your signature/consent is required for submission of the project application by your Registered Design Professional, and Department approval.

- ✔ Hire a Registered Design Professional (RDP), Professional Engineer (P.E.) or Registered Architect (R.A.), to consult and finalize your project scope of work.
- ✔ Provide necessary information and consent to project submission requirements, and authorize the Registered. Design Professional, who is the Applicant of Record, to submit project plans (construction documents) for approval by the Department.
- ✔ Project approval is required prior to beginning work.
- ✔ If Commissioning is required, hire a commissioning agent.
- ✔ Hire a licensed surveyor to provide a survey of the existing site conditions.