

The Owner of the building/property is ultimately responsible for the project, and their signature/consent is required for submission of the project application by their Design Professional, and Department approval. The Owner may attend plan examination appointments only if accompanied by the Applicant of Record or the Filing Representative.

☑ Special Inspections

If the scope of work requires, the contracted Special Inspection Agency hired **must** complete and submit results online to the Department.

☑ Department Inspections

Make sure the Contractor has completed all Department of Buildings inspections and has obtained sign-off for the completed work.

☑ Final Inspection and Sign-off

Confirm that the Contractor has requested and passed a final sign-off inspection required by the Department.

☑ Commissioning

If commissioning is required, it **must** be completed prior to sign-off.