

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), P.E., R.A., or landscape architect to consult and finalize scope of work.
- ☑ Provide 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.
- ☑ An [Initial Survey](#), that is no older than 90 days, **must** be submitted.
- ☑ Project approval is required prior to beginning work.