

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.

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 inspection required by the Department.

Final Survey

Following completion of the project, a *Final Survey* showing the actual work **must** be submitted.