

**DO**

- ✓ **Pre-Project:** Hire a Registered Design Professional (Professional Engineer (P.E.) or Registered Architect (R.A.)) to assure your project is Code-compliant.
- ✓ **Periodic Inspection:** For buildings over six stories, every five years a Façade Inspection is required. Make sure you hire a NYS licensed P.E. or R.A. to ensure your building is Code-compliant for façade inspection. If required, unsafe conditions **must** be repaired and project plans may be required for permit.
- ✓ **Project Plans:** Only a Registered Design Professional can submit construction documents, including drawings and other submissions, to the Department for approval.
- ✓ **Asbestos Investigation:** Have asbestos investigation performed on site to check for Asbestos Containing Material (ACM) that will be removed or disturbed.
- ✓ **Project Work:** Hire a licensed professional to perform the work. When **hiring a professional**, have a written contract that includes the Contractor's company name, address and license number(s).
- ✓ **Safety:** Verify the needs and requirements of BEST Squad, sidewalk shed, fence; i.e. building over a certain height or number of stories.
- ✓ **Post Permit:** Ensure permit is posted in a conspicuous place at the work site for the duration of the work.
- ✓ **Energy Code:** A façade project may be required to comply with the current NYC Energy Code. When the façade project scope includes installation of new windows, replacement of existing windows, or other exterior wall elements such as bricks etc., an energy analysis, which could be a Tabular Analysis, is required to show compliance with **NYCECC**. Historic buildings that are eligible or listed on the State/National Registers of Historic Places are exempt from the **NYCECC**; however, buildings only designated in NYC LPC and Districts are not exempt from the **NYCECC**.
- ✓ **DOB: NOW Requirement:** Owner **must** provide their email address to obtain for correspondence, inspections and final sign-off of the project.
- ✓ **Commissioning:** If your project requires commissioning, ensure you have a qualified commissioning agent perform the work and if required, file the commissioning report with the Department prior to sign-off.
- ✓ **Work Completion:** Ensure inspections and sign-offs are performed to close the project permit.

**DON'T**

- ✗ **Work Without a Permit:** Do not begin work without a DOB permit. Even if the application for work has been approved, Property Owners and the people performing work without a permit may receive orders to stop on-site work, ECB violations with monetary and criminal penalties including court appearances, and civil penalties.

*NOTE: 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.*