



## Checklist: Project Completion & Close-out for a New Greenhouse Installation (Grade Level and Rooftop)

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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.

### **Special Inspections**

If the scope of work requires, the Special Inspection Agency hired must complete these 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.

### **Permit Sign-off**

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

### **Final Survey**

Hire a licensed Surveyor to submit a final survey.