

Checklist: Before You Begin Your New Greenhouse Installation (Grade Level and Rooftop) Project

DO

- ✓ **Pre-Project:** Make sure you hire a Registered Design Professional (RDP), a Professional Engineer (P.E.), or a Registered Architect (R.A.), to ensure your project is Code-compliant.
- ✓ **Project Plans:** Only a Registered Design Professional can submit construction documents, including drawings and other submissions, to DOB for approval.
- ✓ **Site Survey Work:** Hire a NYS Licensed Land Surveyor to prepare a site survey showing all existing conditions.
- ✓ **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 Contractor to perform the work. When hiring a licensed contractor, have a written contract that includes the Contractor's company name, address and license number(s).
- ✓ **Post Permit:** Ensure permit is posted in a conspicuous place at the work site for the duration of the work
- ✓ **Work Completion:** Ensure the Contractor has completed all Department inspections and obtained a sign-off to close out the completed work filed under the project permit, and if required, commissioning must be filed with DOB prior to sign-off.
- ✓ **Provide Contact Information:** Per [DOB NOW](#), Owners must provide their email address to the Department for correspondence, during submission, permit, inspections and final sign-off of the project

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 face violations with penalties, court appearances, and civil or criminal 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.