



## Checklist: New Greenhouse Installation (Grade Level and Rooftop) Prior to Application Approval Project

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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.

- Hire a Registered Design Professional (RDP), P.E. or R.A., to consult and finalize scope of work.
  
- Provide consent of the project permit application, and authorize the P.E. or R.A. – who is the ‘Applicant of Record’ – to submit project Construction Documents for Department approval.
  
- Hire a licensed surveyor to provide a survey of existing conditions.
  
- Project approval is required prior to beginning work.