

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 (Professional Engineer (P.E.) or Registered Architect (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.
- ☑ Project permit application approval is required prior to beginning work
- ☑ If commissioning is required, hire a Commissioning Agent.