

DO

- ✓ **Pre-Project:** When required hire a Registered Design Professional (a Professional Engineer (P.E.) or Registered Architect (R.A.)) or a registered Contractor to ensure your project is Code-compliant.
- ✓ **Project Drawings:** Hire a Registered Design Professional (RDP) to list and describe use of equipment for submittal to the Department for approval. Structural plans designed by a Professional Engineer may be required.
- ✓ **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).
- ✓ **Post Permit:** Ensure permit is posted in a conspicuous place at the work site for the duration of the work.
- ✓ **DOB: NOW Requirement:** Owner **must** provide their email address to the Department to obtain correspondence, inspections and final sign-off of the project.
- ✓ **Work Completion:** Ensure inspection(s) and sign-off are performed to close the project application prior to either new building or alteration project sign-off.

DON'T

- ✗ **Work Without a Permit:** Do not begin work without a Department permit. Property Owners and the people performing work without a permit may face violations with penalties, court appearances, and civil and/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. The Owner may attend plan examination appointments only if accompanied by the Applicant of Record or the Filing Representative.