



Mercantile, Business and Place of Assembly: Prior to Application Approval

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. The Owner may attend plan examination appointments only if accompanied by the Applicant of Record or the Filing Representative.

- ✔ Hire a Registered Design Professional (RDP), Professional Engineer (P.E.) or Registered Architect (R.A.), to consult and finalize your project scope of work.

- ✔ Provide and consent to project submission requirements, and authorize the Registered Design Professional, who is the Applicant of Record, to submit project plans (construction documents) for approval by the Department.

- ✔ Project approval is required prior to beginning work.

- ✔ If commissioning is required, hire a commissioning agent.