

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.

**Pre-Permit Project Work** Licensed Contractor

Hire NYC Licensed/Registered Contractor to obtain work permit(s) in order to begin work.

 Special Inspections

If the scope of work requires, hire the required Special Inspection Agency for performing Special/Progress Inspections.

 Notify the Department

Prior to pulling the permit, use the online notification process to provide the name(s) of the SIA(s) contracted to do the Special and/or Progress Inspections.

**On-going Project Work** Site Safety

Property Owners **must** maintain their properties in a safe condition during the course of work.