

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.

Department and/or Special Inspection Agency (SIA) Inspections

Make sure the Contractor records of these completed and obtained a sign-off.

Permit Sign-off

Confirm that the Contractor has requested and passed a final inspection required by the Department.