

DO

- ✓ **Pre-Project:** Hire a NYS Registered Design Professional (Professional Engineer (P.E.) or Registered Architect (R.A.)) or a Contractor to ensure your project is Code-compliant.
- ✓ **Project Drawings:** A Registered Design Professional (RDP), or in some instances, the registered professional contractor can submit construction documents, including drawings and other submissions, to the Department for approval.
- ✓ **Project Work:** Hire a Licensed/Registered General Contractor to perform the work. When **hiring a professional**, have a written contract that includes the Contractor's company name, address and license number(s).
- ✓ **Contractor Inspections:** Ensure that the contractor performs periodic written inspections, maintenance and written daily inspections as part of work and in accordance with code requirements outlined in **BC 3307.6.5**.
- ✓ **Owner Inspections:** If there is no active work, the owner must perform the daily inspections, as outlined in the **BC 3306.5.10**.
- ✓ **File Electrical Application:** Electrical application for sidewalk shed lighting **must** be filed and permitted before obtaining the sidewalk shed permit.
- ✓ **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:** Contractor **must** properly notify the DOB prior to removal of the sidewalk shed to close the project application. Please note the sidewalk shed cannot be removed until the structure is enclosed and all exterior work has been completed, thereby ensuring safety for the pedestrians. However, a sidewalk shed **must** be removed once the work associated with the project structures is complete.

DON'T

- ✗ **Work Without a Permit:** Do not begin work without a Department of Transportation (DOT) permit if there is any extension of the sidewalk shed into a street roadway. Property Owners and the people performing work without a permit may face violations with penalties, court appearances, 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.