

The owner is the individual or entity that owns the building/property, or the owner-authorized property management entity that represents the building for which an application is being filed. 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. You may attend plan examination appointments only if accompanied by the applicant or the Filing Representative.

**☑ Special Inspections**

If the scope of work requires, the Special Inspection Agency hired **must** complete and submit results online to the Department.

**☑ Department Inspections**

Make sure the Contractor has completed all Department of Buildings inspections and has obtained sign-off of the completed work.

**☑ Permit Sign-off**

Confirm the Contractor has requested and passed a final sign-off inspection required by the Department.