

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.

- ☑ 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 consent of the project permit application, and authorize the P.E. or R.A. – who is the ‘Applicant of Record’ – to submit project Construction Documents for Department approval.
- ☑ Project approval is required prior to beginning work.