

Regardless of how the project work is portioned out, administration of the work remains the responsibility of the Registered Design Professional (RDP) who is the Applicant of Record (Applicant) in responsible charge or has verified Code and Zoning compliance of the drawings and installations for the project. Although there may be some specific projects that do not involve architectural or structural work, which may be completed by other professionals, it is important that the RDP maintain control of the entire project and understand when this applies under Department and NYS regulations.

## **Pre-Permit**

### **Required Documents**

Based on scope of work, supporting documents or deferred submittals must be completed in order to obtain a permit. The following may be required:

- DEP or OER authorization
- TPP – Tenant/Occupant Protection Plan
- FDNY – Notification or Letters of No Objection
- MOPD – Mayor Office for People with Disabilities
- FEMA – Federal Emergency Management Agency
- MTA – Metropolitan Transportation Authority approval
- DOT – NYC Department of Transportation approval
- LPC – NYC Landmark Preservation Commission approval
- PDC – NYC Public Design Commission approval
- SRO MD Anti-Harassment Checklist for Residential
- HPD Certificate of No Harassment for Residential

## **On-Going**

### **Post Approval Amendments**

If the approved work has substantive or significant changes, make sure to submit revised drawings and obtain a Post Approval Amendment (PAA).