

Regardless of how the project work is portioned out, administration of the work remains the responsibility of the Registered Design Professional who is the Applicant of Record 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 design professional, who is the Applicant of Record, maintain control of the entire project.

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 if applicable:

- NYC Department of Environmental Protection (DEP) or OER authorization
- Tenant/Occupant Protection Plan, if applicable
- Mayor’s Office for People with Disabilities (MOPD)
- Metropolitan Transportation Authority (MTA) approval
- NYC Department of Transportation (DOT) approval
- NYC Landmark Preservation Commission (LPC) approval
- NYC Public Design Commission (PDC) approval

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.