

Plumbing Project Checklist: Before You Begin Your Project

DO

Pre-Project

Hire a qualified Professional Engineer (P.E.) or Registered Architect (R.A.) to ensure your project is Code compliant.

Project Plans

Only a P.E. or R.A. can submit construction documents, including drawings and other submissions to the Department for approval.

Asbestos Investigation

Have asbestos investigation performed on site to check for Asbestos Containing Material (ACM) that will be removed or disturbed.

Project Work

Hire a Licensed Plumber to perform the work. When [hiring a Licensed Plumber](#), have a written contract that includes the contractor's company name, address and license number(s).

Work Completion

Ensure Inspections and sign-off are performed to close the project permit.

Commissioning

If your project requires commissioning (projects where the permitted heating capacity exceeds 600 kBTU/h), ensure that you have a qualified commissioning agent to perform the work.

DON'T

Work Without a Permit

Do not begin work without a NYC Department of Buildings permit. Property owners and the people performing work without a permit may face violations with, 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.