

## **Sprinkler Project Checklist: Prior to Application Approval**

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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.

- ☑ Hire a design professional, 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.
- ☑ The Owner may attend plan examination appointments only if accompanied by the applicant or the filing representative.
- ☑ A project approval is required prior to beginning work