

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.

☑ As-Built Submission

If the completed project has changes that are not considered as minor and requires an “As-Built” submission, make sure to submit revised “As-Built” drawings prior to project sign-off.

☑ Final Survey

Following completion of the project, a Final Survey showing the actual work must be submitted.

☑ Final Inspection

Final inspection conducted by DOB inspectors.

☑ Required Documents for Sign-off

If the completed project has changes that are not considered as minor and requires an “As-Built” submission, make sure to submit revised “As-Built” drawings prior to project sign-off.

- BPP-8 Form
- BPP-11 Affidavit
- BPP-15 for waiver (if applicable)
- BPP-16 for waiver (if applicable)
- Final Survey