

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 Registered Design Professional (RDP), P.E. or R.A., to consult and finalize 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.
- ☑ An **Initial Survey** that is no older than 90 days **must** be submitted.
- ☑ Project approval is required prior to beginning work.