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.

☑️ **Special and/or Progress Inspections**
   If the scope of work requires, the contracted Special Inspection Agency must complete and submit results online to the Department.

☑️ **Department Inspections**
   Make sure the Contractor has completed all Department of Buildings inspections and obtained a sign-off for the completed work.

☑️ **Permit Sign-off**
   Confirm that the Contractor has requested and passed a final sign-off inspection required by the Department.