Emergency Backup Power Checklist: Before You Begin Your Project

**DO**

☑ **Pre-Project**
Make sure you hire a Registered Design Professional, a Professional Engineer (P.E.) or Registered Architect (R.A.), to assure 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 Electrician, Master Plumber and/or Oil Burner Installer or General Contractor to perform the work. When hiring a professional, have a written contract that includes the Contractor’s company name, address and license number(s).

☑ **Commissioning**
If your project requires commissioning, ensure you have a qualified commissioning agent perform the work and if required, file the commissioning report with the Department prior to sign-off.

☑ **Work Completion**
Ensure inspections and sign-off are performed to close the project permit.

**DON’T**

☒ **Work Without a Permit**
Do not begin work without a DOB permit. Property Owners and the people performing work without a permit may receive orders to stop on-site work, ECB violations with monetary and criminal penalties including court appearances, and civil 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.*