

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. If commissioning is required, it **must** be completed prior to sign-off.