

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 or registered 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, (all projects where the total permitted equipment is greater than or equal to a total heating input capacity of 600,000 BTU/h and/or a total cooling capacity of 480,000 BTU/h) 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-offs 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.