Plumbing Project Checklist: Before You Begin Your Project

**DO**

- **Pre-Project**
  Hire a qualified Professional Engineer (P.E.) or Registered Architect (R.A.) to ensure 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 Plumber to perform the work. When hiring a Licensed Plumber, have a written contract that includes the contractor’s company name, address and license number(s).

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

- **Commissioning**
  If your project requires commissioning (projects where the permitted heating capacity exceeds 600 kBTU/h), ensure that you have a qualified commissioning agent to perform the work.

**DON’T**

- **Work Without a Permit**
  Do not begin work without a NYC Department of Buildings permit. Property owners and the people performing work without a permit may face violations with, court appearances, civil and/or criminal 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.