

## 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 Registered Design Professional or a Licensed Sign Hanger can submit construction documents, including drawings and other submissions, to DOB for approval. Filing of a ground sign support structure is limited to a Registered Design Professional.
- ✔ **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/Registered 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).
- ✔ **DOB: NOW Requirement:** Owner **must** provide their email address to obtain for correspondence, inspections and final sign-off of the project.
- ✔ **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-offs are performed to close the project permit.

## DON'T

- ✘ **Work Without a Permit:** Do not begin work without a DOB permit. Even if the application for work has been approved, 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.*