

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.

- ☑ Hire a Registered Design Professional (RDP), Professional Engineer (P.E.) or Registered Architect (R.A.), to consult and finalize your project scope of work.
- ☑ Provide consent of the project permit application, and authorize the P.E. or R.A. – who is the ‘Applicant of Record’ – to submit project Construction Documents for Department approval.
- ☑ Other City agency license/approval – NYC Department of Consumer Affairs (DCA), NYC Department of City Planning (DCP), NYC Department of Environmental Protection (DEP), NYC Landmarks Preservation Commission (LPC) – might be required prior to Department approval.
- ☑ Project approval is required prior to beginning work.