

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 Fire Suppression Contractor (LFSC) or for projects with limited scope, a Licensed Master Plumber (LMP) to perform the work. **When hiring** a Licensed Master Plumber or Fire Suppression Contractor have a written contract that includes the LMP/LFSC company name, address and license number(s).

Fire Department

Fire Department notification is required for all standpipe alterations including temporary impairments of the system. Form FP 84 **must** be submitted to FDNY when the work is completed and prior to Department sign-off. Some specialized fire suppression systems require FDNY plan approval prior to issuance of a DOB work permit.

Work Completion

Ensure Inspections and sign-off are performed to close the project permit, and if required, commissioning **must** be filed with the Department prior to sign-off.

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. Owners may attend plan examination appointments only if accompanied by the Applicant or the Filing Representative.