

## Standpipe Project Checklist: Pre-Permit & On-going Project Work

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

### Pre-Permit Project Work

Licensed Contractor

Hire NYC Licensed/Registered Contractor to obtain work permit in order to begin work.

Special Inspections

If the scope of work requires, hire the required Special Inspection Agency for performing Special/Progress Inspections.

Notify the Department

Prior to permit, provide the names of Special Inspection Agencies hired to do the Special Inspections, using an online submission.

### On-going Project Work

Site Safety

Property Owners and Contractors **must** maintain their properties in a safe condition during the course of work.