

Standpipe Project Checklist: Prior to Application Approval

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.

- ☑ 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 submission requirements, and authorize the P.E. or R.A. – who is the ‘Applicant of Record’ – to submit project plans (construction documents) for Department approval.
- ☑ The Owner may attend plan examination appointments only if accompanied by the Applicant or the Filing Representative.
- ☑ If Special Inspections are required, hire a Special Inspection Agency.
- ☑ A project approval is required prior to beginning work.