



## Design Checklist: Alterations Pre-Approval for Commercial, Mixed-Use Buildings

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Regardless of how the project work is portioned out, administration of the work remains the responsibility of the Registered Design Professional (RDP) who is the Applicant of Record (Applicant) in responsible charge or has verified Code and Zoning compliance of the drawings and installations for the project. Although there may be some specific projects that do not involve architectural or structural work, which may be completed by other professionals, it is important that the RDP maintain control of the entire project and understand when this applies under the NYC Department of Buildings and New York State regulations.

- ☑ Provide 'reference only' documents of legal existing conditions. These will speed up the plan review process.
- ☑ Show fire-rated walls on all architectural, mechanical, and electrical, and deferred approval drawings, which will facilitate the plan review process.
- ☑ Based on the project scope of work, include all applicable Special/Progress Inspections and commissioning statement.
- ☑ Minimize deferred submittals to the extent possible to avoid construction delays.
- ☑ Although the Registered Design Professionals are only required to show the final construction documents, the Applicant of Record should stamp and sign all formal submittals to the Department to demonstrate he/she has exercised responsible charge as required.