

Regardless of how the *project* work is portioned out, administration of the work remains the responsibility of the Registered Design Professional who is the Applicant of Record 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 Registered Design Professional (RDP), who is the Applicant of Record, maintain control of the entire project.

- ☑ **Reference Only Documents.** Provide ‘reference only’ documents of legal existing conditions. These documents will speed up the plan review process for work by reducing the back and forth comments and correspondence.
  
- ☑ **Initial Survey.** An Initial Survey that is no older than 90 days **must** be submitted.
  
- ☑ **Required Documents.** Based on scope of work, supporting documents or deferred submittals **must** be completed in order to obtain a permit.