

**☑ Construction Drawings**

Make sure work conforms to approved drawings. However, minor variations are allowed – see minor variations memo. Certain changes may require an amendment.

**☑ Scope Modification**

Verify if changes need an amendment.

**☑ Site Safety**

The Licensed Master Plumber (LMP) **must** maintain their work site in a safe condition during construction and **must** minimize the risk of accidents and fire.

**☑ Special Inspections**

Make sure to coordinate work schedule with the Special Inspection Agency to ensure these are completed as required by stage of work.

**☑ Department Inspections**

Make sure to request or self-certify the required inspections, by stage of completion, and obtained a sign-off for the completed work.

**☑ Self-Certification**

If self-certifying the required inspections, make sure to submit a notice of intent to self-certify, which may be audited.