

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 design professional, who is the Applicant of Record, maintain control of the entire project.

Construction Drawings

Make sure work conforms to approved drawings – see minor variations memo on condensate drains. However, minor variations are allowed and certain changes may require an amendment.

Scope Modification

Verify if changes need an amendment.

Site Safety

The Contractor **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 obtain sign-off for the completed work

Self-Certification

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