

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.

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

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

As-Built Submission

Coordinate installation with RDP for submission. RDP to submit PAA as required.

Final Sign-off

Make sure to complete all Department inspections and obtain the final sign-off of the completed work.