

BASIC ARCHITECTURE & EXPEDITING FOR PROJECTS

**DRAWINGS** \_\_\_\_\_ **DATE** \_\_\_\_\_

- ASSIGNED \_\_\_\_\_
- EXISTING CONDITIONS \_\_\_\_\_
- DEMOLITION PLANS \_\_\_\_\_
- PROPOSED PLAN \_\_\_\_\_
- SEND TO CLIENT FOR APPROVAL \_\_\_\_\_
- SUBMIT TO COOP \_\_\_\_\_
- RECEIVED COOP RESPONSE \_\_\_\_\_
- REPLY TO COOP \_\_\_\_\_

**PREP FOR FILING** \_\_\_\_\_

- OBTAIN OWNERSHIP INFO. \_\_\_\_\_
- PREPARE LPC FORMS \_\_\_\_\_
- PREPARE DOB FORMS \_\_\_\_\_
- OBTAIN SEAL & SIGNATURE \_\_\_\_\_
- TRANSMIT TO COOP \_\_\_\_\_
- RECEIVE FROM COOP \_\_\_\_\_
- ORDER ASBESTOS INSPECTION \_\_\_\_\_
- OBTAIN ASBESTOS INSPECTION. \_\_\_\_\_

**FILING** \_\_\_\_\_ **DATE** \_\_\_\_\_

- FILE AT LPC/ OBTAIN LPC APPROVAL \_\_\_\_\_
- FILE AT DOB \_\_\_\_\_
- OBTAIN DOB OBJECTIONS \_\_\_\_\_
- REVIEW AT DOB \_\_\_\_\_
- APPROVAL AT DOB \_\_\_\_\_

**PERMIT** \_\_\_\_\_

- OBTAIN CONTRACTOR INFO. \_\_\_\_\_
- PREP PERMIT APPLICATION \_\_\_\_\_
- SEND APPLICATION TO CONTRACTOR \_\_\_\_\_
- OBTAIN PERMIT FOR CONTRACTOR \_\_\_\_\_

**TRANSMIT APPL TO CLIENT/ CONSTRUCTION PHASE/ PAA**

- ROUGH INSPECTION FOR FIRESTOPPING \_\_\_\_\_
- FINAL INSPECTION DIRECTIVE 14 \_\_\_\_\_
- PAA \_\_\_\_\_
- PLUMBING SIGN OFF \_\_\_\_\_
- PREP LOC \_\_\_\_\_
- OBTAIN LOC \_\_\_\_\_