

Milestone Inspection Process

The condominium association or cooperative association and any owner of any portion of the building which is not subject to the condominium or cooperative form of ownership are each responsible for arranging the Milestone Inspection and ensuring compliance with the requirements of this law.

Fees

All fees related to Milestone applications are paid via the public portal by any registered user. It is up to the design professional and condominium association to decide who will pay the fees. A portal account is required to pay fees, if you do not have one you must register and activate an account using an active email address.

Applications can be located using the Application Search option under the building department icon on the portal using the application reference number or property address. The initial Milestone Fee of \$300 must be paid prior to the Milestone Contact Sheet and Milestone Report.

For assistance making payments please review the Making a Fee Payment User Guide on the [Portal Help](#) web page.

The condominium association or cooperative association is responsible for all costs associated with the milestone inspection attributable to the portions of a building which the association is responsible to maintain under the governing documents of the association.

Submitting Reports

Milestone Reports and the Milestone Inspection Report Form (EB-18-204) must be uploaded by the licensed engineer or architect who performed the inspection.

In order to be added to the application to allow for upload on the portal the design professional must provide a Milestone Inspection Contact Sheet and the fee must be paid.

Supporting Documents

- [Milestone Inspection Contact Sheet 113.56 KB](#)