

## Building Department Plan - Checklist Architectural

Project: \_\_\_\_\_ Date: \_\_\_\_\_

Review by: \_\_\_\_\_

**The preliminary review of your plans, indicates the following items are missing:**

### *Architectural*

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- Title Block - use DOB title block plan identification and revision numbers.
- Plot Plan - show lot dimensions, height of building, distances from corners, street names
- Zoning data: Block, Lot, Zoning map, Zoning district
- Transit Authority Property - need approval
- Little E - Compliance - OER need approval
- Special District
- SRO Property - Anti Harassment Checklist Required
- Landmarks Property - need approval
- Rent Controlled - DHCR Notification
- Code Classification: Construction Classification of Building
- List occupancy group and use group
- Building Department Notes: include general description of application
- Tenant Protection Notes and Plan -2014 with Means and Methods
- Housing Maintenance Notes
- Multiple Dwelling Notes
- 2014 Smoke Alarm Notes / Carbon Monoxide notes - show locations on plan
- Energy Conservation Construction Code of NYC or ASHRAE 90.1
- Provide Energy Analysis Chart & Statement
- Special/Progress Inspections - list only those covered in application (from TR1)
- Energy Code Progress Inspections - list only those covered in application (from TR8)
- 2014 Accessibility Notes - Handicap compliance Notes and applicable diagrams
- ANSI 117.1 2009 Handicap diagrams - show for each condition included in application.
- "No Change to Use, Egress, Use, Occupancy" - statement
- Legend - clearly showing new and existing work, and all partition types
- Partition types - list BSA, MEA, or GA numbers for rated partitions
- Show exit signs on plan
- Show all door sizes, label FPSC doors with ratings
- Fully dimensioned plans - showing overall dimensions
- Show Blocking on the plans for HC Compliance
- Gas Riser Diagram - one riser, one meter (verify location of meter)
- Plumbing Riser Diagram - label new, relocate, replace, remove fixtures
- Key Plan of floor showing signs and egress
- Mechanical, Plumbing and Sprinkler must comply with 2014 Code - provide 2014 Notes