

Avoid Unnecessary Plan Rejections

The following is a list of items that are most commonly missing from submitted plans. By insuring that they are included, you will minimize the possibility of having your plans rejected. Note that they are not in any particular order; however, the Zoning issues usually should be addressed first. Please be advised that applications must be in accordance with the latest Codes of New York State, NYCRR Title 19.

A. Survey Information:

1. Provide three copies of a survey, each signed and sealed.
2. Provide all setback dimensions.
3. Provide elevation of the street centerline.
4. Provide elevations of all floors, top of plate on top floor, and elevation of ridge.
5. Provide driveway slope and drainage.
6. Show utilities in street.
7. For new construction in the front yard setback, average alignment of adjacent buildings (refer to Zoning Ordinance paragraph 43-33.J).

B. Zoning Law Compliance:

1. Provide distances of new work to all property lines, for a check of compliance with the minimum setback dimensions.
2. Provide the height above grade of all retaining walls and fences. Note that the maximum height is 4 ft. in the front yard setback, and 6 ft. in the side yard and rear yard setbacks.
3. Provide height, in feet, above the centerline of the street.
4. Provide the height, in stories, calculated according to the Zoning Ordinance definitions.

C. Building Code Compliance:

Provide two sets of plans for the Buildings Department, and a third plan to send to the City Engineer's Office, for their approval. See the Engineering Department Plan Review Requirements list for further information.

1. Provide construction details of all retaining walls, including footings, which must be a minimum of 42" below grade. If a wall is on a property line, obtain written notarized permission of the owner to work on their property.
2. For all steps, inside and outside, provide the riser height, tread depth, nosing dimension, staircase width, and handrail height.
3. Provide the open space between the balusters.
4. Provide drywells for all gutters and leaders.
5. Provide window and door sizes, and light and ventilation calculations for all rooms that require it.
6. Provide material specifications, including wood, concrete, steel, and allowable soil bearing strength.
7. Provide mechanical ventilation for all bathrooms without windows.
8. Provide correct fire separation for boiler rooms.
9. Provide the height of the chimney above the roof.
10. Provide ventilation for boiler rooms, in accordance with NFPA 54, or NFPA 31, two ducts-one within 12" of the ceiling, and one within 12" of the floor.
11. Provide the manufacturer's brochure for any prefabricated fireplaces, and heating systems, showing

U.L. approval, and minimum clearances.

1. Specify lintels and headers over all doors and windows.
2. Provide the ceiling height in basements and attics.
3. Provide a certification that the work complies with the latest Energy Conservation Construction Code of New York State.