



**Mayor Mike Spano**

**CITY OF YONKERS**

Vincent Pici, P.E., M.P.A.  
Commissioner

**DEPARTMENT OF HOUSING AND BUILDINGS**

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Fax 914.377.6496

### **Third-Party Plan Review Program**

In an effort to expedite the plan review process the department is now offering applicants a voluntary option of using an approved third-party plan review consultant for all size projects. **Please note the department reserves the right to require ANY application to be submitted for pre-review based on staffing and/or the lack of completeness of submitted drawings. New buildings, changes in use, and major renovation/addition projects with an estimated cost of work over \$250,000, typically will require pre-review by an approved third-party plan review consultant before being reviewed for building code compliance by this office.**

Permit applicants choosing voluntarily submit, or required by the department to use an approved third-party plan review consultant must first submit their building permit application and pay the required permit filing fee to the Department of Housing Building. The Building Department will assign an application number when the appropriate application filing fee is paid. Third-party firms will not accept the plans if this are not done first. The applicant will need the assigned permit number so the third-party firm can use it to identify the project on all documents and correspondence.

At the time of their initial submittal the applicant must indicate if and which approved third-party plan review consultant they intend to use. A list of approved third-party plan review consultants is attached and is also available on the Department's web site. The applicant will be required to provide a copy of a signed consultant agreement with the building permit application.

Prior to releasing a building permit submission for code review and authorizing the applicant to forward the plans to a third party consultant, in-house plan review staff will determine if any Zoning Board or Planning Board approvals are required. If required in-house zoning review will be conducted and the applicant will be referred to the appropriate review board for approval. Submission to the third party plan review consultant will be deferred until resolution of local planning and zoning determinations.

Once approved for release the applicant is will be required to submit two complete sets of the proposed plans directly to the plan review consultant. **The fees paid to the consultant are strictly between the applicant and the consultant. Such fees paid to the consultant shall not be applied towards any fee otherwise due to the Building Department.** The applicant will be responsible for all correspondence and corrections to plans with the third-party firm during the plan check process.

All plans reviewed for compliance by the consultant must include all phases and all elements. Partial plan checks (i.e. "structural only" or "non-structural only") are not acceptable. Plan reviews shall include all applicable provisions of all relevant codes including the NYS Building Code, Residential Code, Existing Building Code, Fire Code, Plumbing Code, Mechanical Code, Fuel Gas Code, Energy Code, Uniform Code Supplement, National Electrical Code and Chapters 55 through 59 of the City of Yonkers Code.

Once the plans have been approved by the consultant, they are to be submitted to the department along with copies of the consultant's comments, applicant's responses to those comments, and the consultants re-review of the revised corrected plans, and the consultant's approval letter. Once received the approved plans, and the associated correspondence will be reviewed by the Departments Plan Examiners for completeness, verify the square footage and estimated cost, compute the fees, etc. This process can take from 10 to 15 working days for most projects, possibly longer for larger more complicated projects. If a structural correction to the plans is necessary, the plans may have to be returned to the third-party firm for additional review of any changes. Please note the Building Department reserves the right to reject approvals and/or require additional corrections to plans when proper codes have not been adequately or properly addressed.

If you have any questions regarding this procedure please contact one of the departments plan review engineers at (914) 377-6500.

### **APPROVED THIRD PARTY PLAN REVIEW CONSULTANTS**

#### **ICC Plan Review Services**

#### **International Code Council**

David S. Hunter

Technical Services, Eastern Regional Office

900 Montclair Road

Birmingham, AL 35213

888.ICC.SAFE (422-7233) ext. 5577

[dhunter@iccsafe.org](mailto:dhunter@iccsafe.org)

[www.iccsafe.org](http://www.iccsafe.org)

#### **The Chazen Companies**

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Building Code & Life Safety Services

Project Coordinator

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## Third-Party Plan Review Procedure

- **Submit completed building permit application and pay the required permit filing fee to the Department of Housing Building.**

*The Building Department will assign an application number when the appropriate application fee is paid. (The applicant will need the assigned permit number so the third-party firm can use it to identify the project on all documents and correspondence.)*

*In-house plan review staff will determine if any Zoning Board or Planning Board approvals are required. If so an in-house zoning review will be conducted and the applicant will be referred to the appropriate review board for approval.*

- **Indicate which approved third-party plan review consultant intended to be used. (Provide a copy of a signed consultant agreement with the building permit application.)**

*The fees paid to the consultant are strictly between the applicant and the consultant. Such fees paid to the consultant shall not be applied towards any fee otherwise due to the Building Department.*

- **When authorized by the department submit two complete sets of the proposed plans directly to the plan review consultant.**

*The applicant will be responsible for all correspondence and corrections to plans with the third-party firm during the plan check process. All plans reviewed and approved by the consultant must include all phases and all elements. Partial plan checks (i.e. “structural only” or “non-structural only”) are not acceptable. Plan reviews shall include all applicable provisions of all relevant codes including the NYS Building Code, Residential Code, Existing Building Code, Fire Code, Plumbing Code, Mechanical Code, Fuel Gas Code, Energy Code, Uniform Code Supplement, National Electrical Code and Chapters 55 through 59 of the City of Yonkers Code.*

- **Once the plans have been approved by the consultant, they are to be submitted along with copies of the consultant’s comments, applicant’s responses to those comments, and the consultants re-review of the revised corrected plans, and the consultant’s approval letter.**

*Once received the approved plans, and the associated correspondence will be reviewed by the Departments Plan Examiners for completeness, verify the square footage and estimated cost, compute the fees, etc. This process can take from 5 to 10 working days for most projects, possibly longer for larger more complicated projects.*

*If a structural correction to the plans is necessary, the plans may have to be returned to the third-party firm for additional review of any changes. Please note the Building Department reserves the right to reject approvals and/or require additional corrections to plans when proper codes have not been adequately or properly addressed.*

If you have any questions regarding this procedure please contact one of the departments plan review engineers (914) 377-6500.