



BOARD OF STANDARDS AND APPEALS

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Chairperson/Commissioner

STANDARD NOTES FOR DRAWINGS

The Board has established standard information and notes that should be placed on drawings submitted with various types of applications. This letter attempts to address most application types. However, during the course of examination or public hearing, the BSA may require that additional notes or information not listed below be placed on drawings.

Generally, all drawings must be legible and on appropriate size paper (11" by 17"), clearly indicating the full scope of work through plans, elevations, and sections. Construction drawings with elaborate notes, detailed dimensions, door/window sizes, exit units, etc. are generally not acceptable. A basic zoning analysis should be placed on the site plan.

Certain notes and/or information are required for specific types of applications:

Special Permit Enlargements for One/Two Family Homes

For cellars and attics, show open floor plans and include the following notes:

- Cellars: "All interior partitions shall be as approved by DOB."
- Attic: "Floor layout and maximum attic floor area of -----sq. ft. shall be as approved by DOB."

Multiple Dwellings (New, Alternations, Conversions)

- For cellars: "All cellar level partitions and exits shall be as approved by DOB."
- For other floors, show apartment outlines and exits from each floor with a note stating:
- "Interior layout of apartments and all exits shall be as approved by DOB."

Community Facilities/Houses of Worship

For all floors, show complete interior layouts and the following notes.

- “Interior layout as shown shall be substantially complied with, and all exits shall be as approved by DOB.”
- “Maximum occupant load per floor/space shall be as approved by DOB.”

All Other Buildings/Uses:

For all floors, show layouts with exit corridors and stairs (as necessary), with the following notes on each floor plan:

- “All partitions and exits shall be as approved by DOB.”

PCEs

In addition to the above notes, plans for PCEs should reflect the following information/notes:

- “Minimum 3’0” wide exit pathways shall be provided leading to the required exits. Pathways shall always be maintained unobstructed, including from any gymnasium equipment.”
- “An approved interior fire alarm system shall be installed in the entire PCE space; the system will include the following items:
 - Area smoke detectors.
 - Manual pull stations at each required exit.
 - Local audible and visual alarms.
 - Connection of the interior fire alarm to a FDNY approved central station.”
- “Local Law 58/87 shall be complied with as approved by DOB

Parking

Self Parking

Plans should show stalls that are a minimum 8’-6” wide and 18’-0” deep, with aisle widths corresponding to the angle of parking stalls as required by recognized national standards for parking lots/garages, (for example, the standard minimum aisle width for 90° parking stalls is 24’-0”).

End stalls parallel to walls or fences shall be a minimum 10’-0” wide.

Parallel parking shall have a minimum aisle width of 10’-0” and parking space dimensions of 8’-6” x 24’-0”.

Plans shall note: “All exits shall be as approved by DOB”.

Attended Parking:

The number of maximum permissible parking spaces shall be arrived at by dividing NET floor area available for parking by 200 sq. ft.

All parking plans shall note that “Maximum number of spaces approved by BSA shall not be exceeded; layout is subject to DOB approval”.

Transient Parking Spaces:

If the application is to just designate spaces from approved accessory parking for a residential building, the above notes shall not be necessary.

Buildings in the Bed of a Mapped Street; GCL, Section 35 Applications:

On the site plan, provide the following notes:

- “Proposed development or enlargement shall comply with all New York City Zoning and Building laws, as approved by DOB.”
- “The Septic System shall be as approved by DOB” [if such a system is proposed]

Any questions about these guidelines may be directed to Board’s Executive Director (212)-788-8805.