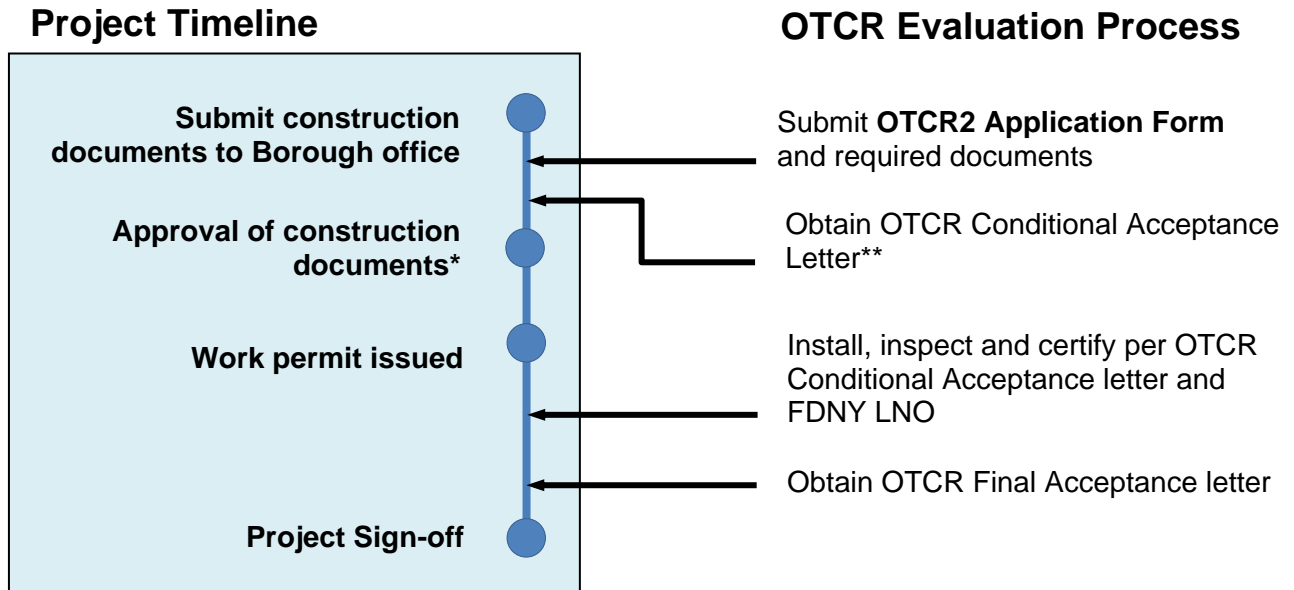


All indoor automated parking garage systems are evaluated by OTCR on a site-specific basis. The evaluation process and submittal requirements are listed below.



**Including approved zoning analysis and FDNY approved fire protection plan.*

***FDNY Letter of No Objection (LNO) is required for OTCR Conditional Acceptance Letter.*

Submittal Requirements

- Submit the **OTCR2 Application Form** with the **\$600.00** processing fee made payable to the **NYC Department of Buildings**
- Required Documents:
 - General information:
 - Address
 - DOB Job#
 - Project narrative:
 - Filing Information – project type (NB or Alteration); installation floors (i.e., cellar, 5th thru 8th floors, stairway, etc.)
 - Building Information – building Owner and operator; main building description (construction type, occupancy classification), parking floor description (construction type, occupancy classification); fire protection info (suppression, alarm, smoke detection, mechanical ventilation); CO detection; floodplain installation

- Automated Parking System Information: System type (e.g. pallet, rack and rail, stacker...); attendant/non-attendant; capacity of parking garage; process for parking and retrieval; safety measures for protecting and separating the public from the active parking system (gates, sensors, etc.)
- Proposed plans:
 - Site plan
 - Parking plan (include layout on all floors)
 - Building section detailing parking floors. Details for stacker systems must include racking arrangement
 - Fire protection plan
- Manufacturer's literature
- Manufacturer's published maintenance plan
- List of equipment and material used in the automated parking garage system (i.e., electronic processing system, structural frame materials, elevator/lift, retrieval/parking system, etc.)
- Structural calculations signed and sealed by NYS P.E.
- Copy of FDNY Letter of No Objection
- Submit **OTCR2 Application Form** and required documents to:
NYC Department of Buildings
Office of Technical Certification and Research
280 Broadway, 7th Floor
New York, NY 10007