

Site Safety Plans: Electronic Submission Process

Effective August 10th, 2015, applicants can submit the Site Safety Plan (SSP) and coversheet electronically to the BEST Squad via email attachment. Drop off and pick up will no longer be necessary.

SSPs must be submitted as PDF email attachments. An email with attachments must be sent to bestplanexam@buildings.nyc.gov. Each application must be accompanied by a [cover sheet](#) and all necessary supporting documents.

Application Submissions

1. The application package must be submitted as a zipped PDF file. All attachments must not exceed 15 MBs.
2. New application submissions must adhere to the following zip file naming convention:
YYYY-MM-DD-Bldg. Number-Street Name/Avenue-Job Number
E.g. 2014-08-10-280-Reade Street-123468789 or 2014-08-10-280-New York Avenue-123468789
3. The email subject line on new application submission must adhere to the following naming convention:
Building Number-Street Name-Job Number
E.g. 280-Reade Street-123468789 or 280-New York Avenue-123468789
4. All applications must include a Digital Cover Sheet as a separate file attachment.
5. Applications may be submitted as a “Complete Site Safety Package” or as a “Phased Site Safety Package”. A Complete Site Safety Package encompasses the entire project from Support of Excavation (SOE) through Superstructure while a Phased Site Safety Package divides the safety related logistics review into four distinct portions of the project.

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Submission Types:

Complete Site Safety Package (CSSP)

A CSSP addresses all safety related logistics of a project from support of excavation through project sign off as required under the Administrative Code. Drawings submitted under a CSSP review are identified as “SS-700 Series” drawings. All drawings within this series must adhere to the following file naming convention:

- **SS-700:** General (symbols, legends, notes, etc.)
- **SS-701:** Plans (horizontal views)
- **SS-702:** Elevations (vertical views)
- **SS-703:** Sections
- **SS-704:** Details

Phased Site Safety Package (PSSP)

A PSSP addresses the safety related logistics of four individually manageable portions of a project known as Phase 1 through Phase 4.

- **Phase 1 - Site Preparation/Mobilization**
- **Phase 2 - SOE/Excavation/Foundation**
- **Phase 3 - Site Safety below 75 feet**
- **Phase 4 - Site Safety above 75 feet**

A. Phase 1

Site Preparation/Mobilization: This phase is limited to work involving the securing, clearing, grading, and mobilization of equipment on the site for construction operations. Drawings submitted under a Phase 1 review are identified as “SS-100 Series” drawings. All drawings within this series must adhere to the following file naming convention:

- **SS-100:** General (symbols, legends, notes, etc.)
- **SS-101:** Plans (horizontal views)
- **SS-102:** Elevations (vertical views)
- **SS-103:** Sections
- **SS-104:** Details

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B. Phase 2:

SOE/Excavation/Foundation: This phase addresses the implementation of all safety related measures involved with the Support of Excavation, Excavation and Foundation installation of the project. Drawings being submitted under a Phase 2 review are identified as “SS-200 Series” drawings. All drawings within this series must adhere to the following file naming convention:

- **SS-200:** General (symbols, legends, notes, etc.)
- **SS-201:** Plans (horizontal views)
- **SS-202:** Elevations (vertical views)
- **SS-203:** Sections
- **SS-204:** Details

C. Phase 3:

Site Safety below 75 feet: This phase addresses the implementation of all safety related measures associated with the Superstructure below 75 feet on the project. This includes but is not limited to leading edge protection, adjacent property protection, pedestrian and vehicular safeguards (nets, sheds, street/lane closures), hoist locations, egress, ingress, staging areas, crane locations, barricades, barriers, gates etc. Drawings being submitted under a Phase 3 review are identified as “SS-300 Series” drawings. All drawings within this series must adhere to the following file naming convention:

- **SS-300:** General (symbols, legends, notes, etc.)
- **SS-301:** Plans (horizontal views)
- **SS-302:** Elevations (vertical views)
- **SS-303:** Sections
- **SS-304:** Details

D. Phase 4:

Site Safety above 75 feet: This phase addresses the implementation of all safety related measures associated with the Superstructure above 75 feet on the project through project closeout/sign off.

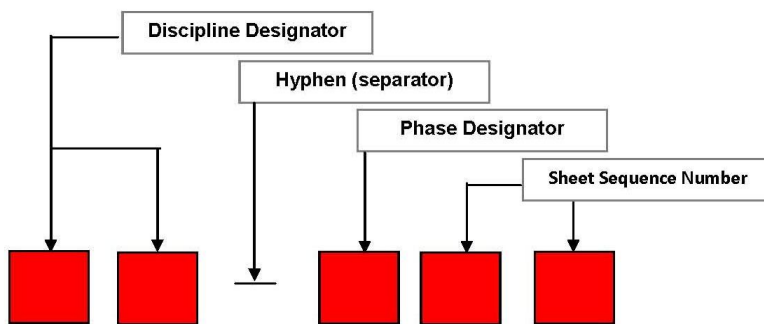
Those measures include all of which are listed under Phase 3 and any other safety measure(s) as

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required under Chapter 33 of the Administrative Code. Drawings being submitted under a Phase 4 review are identified as “SS-400 Series” drawings. All drawings within this series must adhere to the following file naming convention:

- **SS-400:** General (symbols, legends, notes, etc.)
- **SS-401:** Plans (horizontal views)
- **SS-402:** Elevations (vertical views)
- **SS-403:** Sections
- **SS-404:** Details

Fig. 1



Discipline Designator: “SS” letter identifier is an abbreviation for the type of plans being submitted i.e. Site Safety.

Hyphen (Separator): This is the symbol used to separate one designator from another

Phase Designator: This is a single number used to define the Site Safety Phase being submitted.

- Drawings being submitted for Phase 1 review and approval will begin with the designation: **SS-1**
- Drawings being submitted for Phase 2 review and approval will begin with the designation: **SS-2**.
- Drawings being submitted for Phase 3 review and approval will begin with the designation: **SS-3**.
- Drawings being submitted for Phase 4 review and approval will begin with the designation: **SS-4**.

Sheet Sequence Number: This two digit designation 00 through 99 is used for the sheets fitting the respective designator and sheet type as indicated below:

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- **00** General (symbols, legends, notes, etc.)
- **01** Plans (horizontal views)
 - **01.1, 01.2, 01.3**, etc. (multiple sheets containing Plans)
- **02** Elevations (vertical views)
 - **02.1, 02.2, 02.3**, etc. (multiple sheets containing Elevations)
- **03** Sections
 - **03.1, 03.2, 03.3**, etc. (multiple sheets containing Sections)
- **04** Details
 - **04.1, 04.2, 04.3**, etc. (multiple sheets containing plans)

Application Review:

Each application being submitted to the BEST Plan Examination Unit shall be subject to an “*Administrative Review*” followed by a “*Technical Review*”. An ***Administrative Review*** consists of an overall verification that all relevant and pertinent information has been included on the respective cover sheet and all file naming conventions are being adhered to. If an application fails to satisfy any of the requirements indicated above, an administrative disapproval (“AD”) shall be issued to the applicant via email. All administrative disapprovals must be re-submitted once all corrections have been made before the application can proceed to an examiner for Technical Review. Technical reviews will result in either an approval or technical review objections. Both approvals and objections will be issued via email to the applicant with the approved or marked up plans. Response to objections will follow the submission process outlined above.

All SSP content shall be in accordance with Administrative Code, Article 110, Sections 28-110.1 and 28-110.2