

Building Systems: Preliminary and Final Review Checklist

Project Name:

Submission Date:

Please provide one of each item, unless otherwise noted.

- Email from PDC Staff** confirming that the scope of work qualifies as a limited scope project
- Application** signed by the Commissioner or designated City agency representative
- Description of Scope of Work**
- Location Plans or Aerial Image**, borough level and neighborhood level (400' radius from site)
- Six (6) 8 1/2" x 11" site photographs with key plan**, include photograph(s) of building facade, call out location of proposed work
- Two (2) Sets of Construction Drawings, at least 90% complete**
 - 11" x 17" or 18" x 24" (half-size) legible drawings
 - If scope includes rooftop equipment, drawing set should include the following:
 - Section showing sight lines from the sidewalk to rooftop equipment, to demonstrate level of visibility from the sidewalk
 - Roof plan with surrounding street names and dimensions from the parapet to equipment location
- Materials List and Catalog Cut Sheets**
 - Name of the manufacturer, color, and finish
 - Cut sheets of proposed equipment, acoustical barriers, and louvers
- Digital Submission**, including each of the documents noted above, saved as separate .pdf files, and sent to PDC through the agency liaison
 - Please use the following naming format for both .pdfs and project folders, and keep names as short as possible: Agency Acronym-level of review-Project Name-document
 - For example: DPR-p-Morton Playground-app.pdf
 - Please do not include dates, Job numbers, or "PDC Submission" in the title

*Please note that it is the submitting agency's responsibility to coordinate any necessary reviews with the Community Board(s).