



August 13, 2025

PRE-APPROVED BACKYARD ANCILLARY DWELLING UNITS REQUEST FOR SUBMISSIONS (RFS) INTRODUCTION

This Request for Submissions is for architects, engineers, designers, and builders who are interested in submitting a backyard Ancillary Dwelling Unit (ADU) set of drawings for pre-approval by the NYC Department of Buildings (DOB). This effort supports the Mayor's Office's initiative for the City of Yes for Housing Opportunity and the "ADU for You" campaign by streamlining the permitting process and creating a library of replicable ADUs.

Representations of the accepted pre-approved drawing sets will be available in a public online library for homeowners. **The NYC Registered Design Professional (RDP) associated with the pre-approved designs retains ownership of their design and all associated intellectual property rights. Homeowners must enter into a separate contract with the RDP for use of the pre-approved drawing set.**

Industry professionals are encouraged to submit innovative and cost-effective designs. In addition to complying to NYC Zoning Regulations and Construction Codes, designs should consider:

- The needs of various homeowners to construct an ADU, such as accommodating older adults aging in place, supporting intergenerational living, or generating rental income
- High standards for environmental impact, such as designing for low embodied carbon, regional material sourcing, low energy consumption, or industry accreditation (e.g., Passive House Design, ENERGY STAR, etc.)
- Designs may also provide a range of Fixtures, Furniture and Equipment (FF&E) to accommodate various interested homeowners
- A concern for cost

Submission Process

1. Submitters are to review the Request for Submissions and submit questions (Request for Information) to preapprovedadu@buildings.nyc.gov by 5pm on 8/22/2025.
2. DOB will issue an addendum before or on 8/29/2025.
3. Submitters are to complete the application form, submit the application fee, and email the full submission package by 5pm on 9/26/2025.
4. DOB will review submissions, and the RDP will address any plan examination review objections.
5. If approved, DOB will issue a Pre-Approved Plan Number.

Please fully review Zoning Regulations, Construction Codes, local laws related to ancillary dwelling units including but not limited to:

- New York City Building Code 2022 Appendix U Ancillary Dwelling Units
- Zoning Resolution Article I General Provisions
- Zoning Resolution Article II Chapter 3
- Proposed Rule: [Interim Flood Risk Area Map – NYC Rules](#)
- Proposed Rule: [Proposed Rule – Rules relating to Ancillary Dwelling Units in 1 and 2 Family Dwellings – NYC Rules](#)
- Local Law No. 126
- Local Law No. 127
- Local Law No. 154

Key zoning regulations include:

- ADU does not exceed 800 square feet of floor area.
- For any ADU associated with a detached, zero lot line or semi-detached building, the height, at any level, shall be limited to one story, not to exceed 15 feet.
- If a parking space is provided below a portion of a building containing an ADU, the height of such building, and an associated ancillary dwelling unit, shall not exceed two stories or 25 feet.

By submitting a design to DOB for inclusion in the Pre-Approved ADU Plan Library, the submitting RDP agrees to the following terms and conditions:

Submission Requirements

- Submitters are limited to one submission for attached ADU designs and two submissions for detached ADU designs of different sizes (e.g., studio, one bedroom) with a maximum of three submissions per applicant.
- The fee for each submission is \$600.
- All submitted drawing sets must be stamped and signed by a New York State Licensed Architect or Engineer.
- The RDP must provide reasonably accurate quotations on the expected costs for additional professional design services in addition to expected construction cost estimates.
- ADU providers should be prepared to meet all industry standard insurance requirements if and when entering into an agreement with a homeowner.



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Design Questionnaire

The following questionnaire requests information about the designs submitted for inclusion in the city's Pre-Approved Plan Library. Clear descriptions and accurate categorization of submitted designs will allow homeowners to browse and filter the library based on their preferences and motivations for constructing an ADU.

Business Information

Business Name	
Business Designation if Applicable	
Business Location (City, State)	
Business Name of Registered Design Professional Associated with the Submission if Different than the Submitter	

ADU Type

Detached	<input type="checkbox"/>
Detached Above New Garage	<input type="checkbox"/>
Attached	<input type="checkbox"/>

Project Information

Provide a 50–100-word description of the ADU design to be used on the library website:	
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Building Shape	
Square	<input type="checkbox"/>
Rectangular	<input type="checkbox"/>
L-Shape	<input type="checkbox"/>
Other	<input type="checkbox"/>
Number of Bedrooms	
Studio	<input type="checkbox"/>
1	<input type="checkbox"/>
2	<input type="checkbox"/>
3	<input type="checkbox"/>
Number of Bathrooms	
1	<input type="checkbox"/>
1.5	<input type="checkbox"/>
2	<input type="checkbox"/>
Square Footage	sqft
Width (Maximum dimension of the building exterior)	ft
Length (Maximum dimension of the building exterior)	ft
Building Height (Maximum dimension including apex of any pitched roofs)	ft
Ceiling Height Living Space	ft
Ceiling Height Bathroom	ft
Ceiling Height Sleeping Space	ft
Project Components	
Appliances	



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Dishwasher	<input type="checkbox"/>
Washer/Dryer	<input type="checkbox"/>
Refrigerator	<input type="checkbox"/>
Garbage Disposal	<input type="checkbox"/>
Other	
Construction Type	
Pre-fabricated	<input type="checkbox"/>
Stick-built	<input type="checkbox"/>
Other	
Materials and Finishes	
Primary Structural System Material	<input type="checkbox"/> Steel <input type="checkbox"/> Lumber <input type="checkbox"/> CTL <input type="checkbox"/> Masonry Other:
Façade Material(s) (Ex. Fiber Cement, Wood)	
Kitchen Flooring (Ex. Tile, Carpeted, Wood, Vinal)	
Bathroom Flooring (Ex. Tile, Carpeted, Wood, Vinal)	
General Flooring (Ex. Tile, Carpeted, Wood, Vinal)	
Architectural Features	
Covered Porch	<input type="checkbox"/>
Outdoor Deck	<input type="checkbox"/>
Other	
Style	
Traditional	<input type="checkbox"/>
Contemporary	<input type="checkbox"/>
Ranch	<input type="checkbox"/>
Craftsman	<input type="checkbox"/>
Other	
Accessibility	

Is the ADU designed with architectural barriers such as steps at the entrance or between rooms?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the ADU designed with assistive railings (grab bars) installed in the bathroom?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the ADU designed to accommodate a wheelchair users?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sustainability Features and Certifications Criteria for energy efficient mechanical systems, building envelope, material sourcing, and material circularity are met when the ADU design exceeds sustainability standards established by New York City, federal agency, and industry standards. For sustainable design practices, please refer to existing city guidelines and standards such as: <ul style="list-style-type: none"> • “HPD Design Guidelines for New Construction” • “New York City, Environmentally Preferable Purchasing (EPP), Minimum Standards for Construction • “Clean and Circular: Design and Construction Guidelines” NYCEDC 	
Mechanical Systems & Building Envelope	
Is the ADU designed to incorporate a heat pump that operates with higher-than-minimum equipment efficiencies according to HPDs Electric Heating Policy?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the ADU designed to incorporate drain-water or wastewater heat recovery?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the ADUs insulation exceed the minimum requirements for New York City Energy Conservation Code (NYCECC)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the ADU designed to harvest, treat, and reuse greywater to meet a portion of the project’s non-potable water needs?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the ADU designed with windows with a U-Factor of ≤ 0.27 ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the ADU designed with windows with a Solar Heat Gain Coefficient (SHGC) of ≤ 0.4 ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What is the Window to Wall Ratio (WWR) of the ADU?	
Material Sourcing and Circularity	



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Is the ADU design specified to use building materials or products have been extracted, harvested or recovered, as well as manufactured within a 500-mile radius of the project site?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
If the ADU is designed to use wood as a construction material, is it designed to use wood from a sustainable forest?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
If the ADU is designed to use concrete as a construction material, is it designed to use low-carbon concrete?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
If the ADU is designed to use steel as a construction material, is it designed to use recycled steel and/or steel from electric arc furnaces (EAFs)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Certifications Industry certifications such as LEED certification, Passive House Certification, and a Zero Energy Ready Home (ZERH) are acquired after building construction. By checking the boxes below, the applicant certifies to the best of their knowledge that the submitted design is compatible with the following standards:	
LEED v4.1 Residential: Single Family Certification	<input type="checkbox"/>
Passive House Design	<input type="checkbox"/>
Zero Energy Ready Home (ZERH)	<input type="checkbox"/>
ENERGY STAR (75 or higher on EPA's 1 – 100 scale)	<input type="checkbox"/>
Other	
Estimated Cost Estimates should be rounded to the nearest \$10,000 and include building construction, architecture blueprints, engineering blueprints (if applicable), contractor coordination, and city coordination. This estimate does not include costs associated with establishing site connections or any anticipated site-specific costs.	
What is the current lowest total estimated construction cost of the ADU?	
What is the current highest total estimated construction cost of the ADU?	

REPRESENTATION REQUIREMENTS FOR PRE-APPROVED PLAN LIBRARY

Additional documents are required for inclusion in the Pre-Approved Plan Library that will not be reviewed by DOB for pre-approval. These documents must reflect the pre-approved drawing set and be updated in response to any changes specified by DOB for the drawing set undergoing review. These additional drawings do not need to comply with DOB Graphic Standards. Representational materials will be used to visualize ADU design intent in a recognizable format for homeowners browsing the Pre-Approved Plan Library website.

Required Materials Include:

- Exterior Rendering
 - Renderings shall capture a sense of materiality, possible context, entry, and additional features unique to the design
- Diagrammatic Floor Plan(s)
 - Plans shall be black and white
 - Labels, furniture, hatches and dimensions can be included to assist homeowners to understand plan intent and spatial layouts
 - Wall volumes shall be shown as poche
 - Means of egress out of the ADU shall be clearly labeled
- A Digital 3D Object of Building Mass
 - Models shall be simplified building masses
 - Models can include slope and simply articulated massing moves
 - The ADU's entry shall be implied to help orient models on site footprints
- Completed Design Questionnaire

Optional Materials:

- A maximum of one additional exterior rendering
- A maximum of one plan perspective rendering or
- A maximum of one axonometric drawing
- A maximum of two interior perspective rendering(s)

The submission of optional images is not guaranteed to be featured on the pre-approved plan library and inclusion is at the discretion of the library content managers.

Submission Requirements and Format

All two-dimensional representational images shall be submitted in PNG format at 1440x1080 px, 500KB maximum per image.

Three-dimensional digital models shall be submitted as .obj or .3dm files, 5MB maximum per model. Models shall be exported in imperial units.

Examples of acceptable forms of representation for each of the previously listed deliverables can be found on the following pages.

Sample image for Exterior Rendering



Image source: United Dwelling



Image source: Drake Architecture and Design

Sample Image for Diagrammatic Floor Plan(s)



Image source: Villa Homes ADU

Sample Resolution of Building Mass

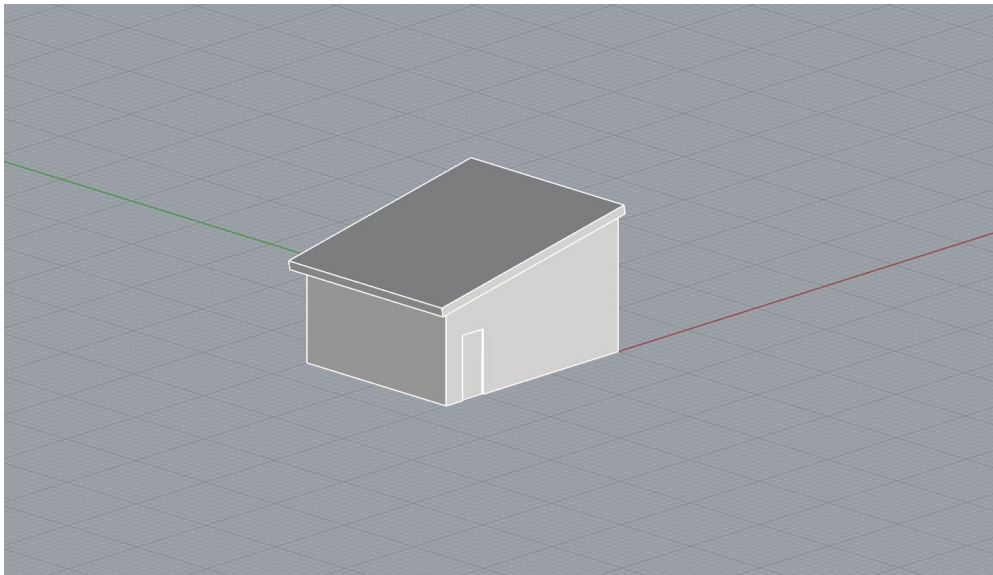


Image source: WXY Studio

Sample Image for Plan Perspective Rendering



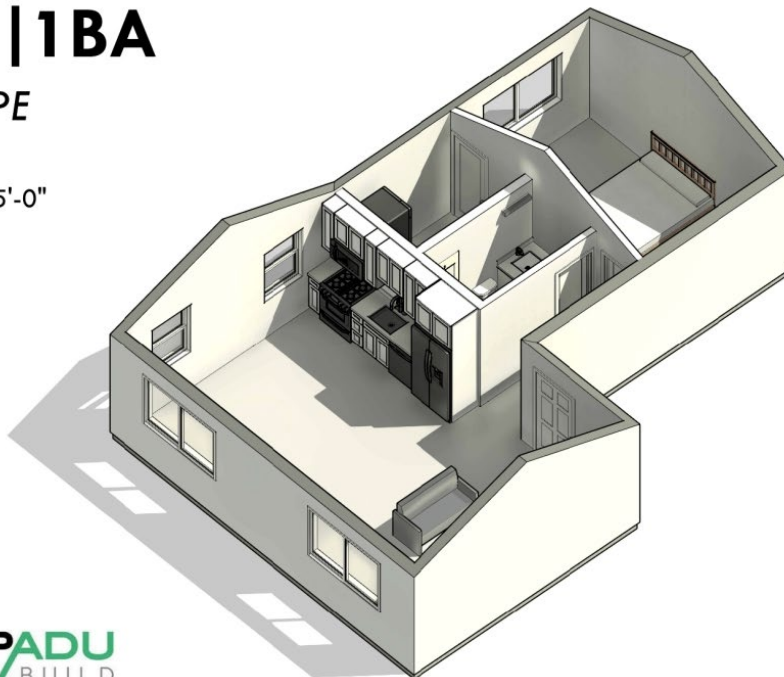
Image source: Samara

Sample Image for Axonometric Drawing

1BR | 1BA

L-SHAPE

749 SQFT
36'-6" X 25'-0"



SNAPADU
DESIGN BUILD

Image source: SnapADU

Sample Image for Interior Perspective Rendering



Image source: Cottage



Image source: United Dwelling



PRE-APPROVED ADU RFS GUIDELINES

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The New York City Department of Buildings Pre-Approved Ancillary Dwelling Unit (ADU) Program

This document provides guidance for the public and industry professionals on how to submit an Ancillary Dwelling Unit (ADU) design for pre-approval by the NYC Department of Buildings (DOB) Office of Technical Certification and Research (OTCR). The effort is part of the Mayor's Office of Policy and Planning (MOPP) initiative to increase safe and code-compliant housing options across the five boroughs.

Program Overview and Purpose of the Request for Submissions (RFS)

As part of the City's initiative to promote safe, code compliant ADUs, the NYC Department of Housing Preservation (HPD) and the Economic Development Corporation (EDC) together with DOB is establishing an online Pre-Approved ADU Plan Library, to be hosted on HPD's website.

This library will feature standardized architectural plans developed by each respective NYS Registered Design Professional (RDP) that have been reviewed and approved by DOB for general code compliance. These plans can only be reused by the same RDP in future site-specific filings to DOB, streamlining the approval process for eligible homeowners.

A Pre-Approved ADU Plan is a site-agnostic architectural design that meets NYC Construction Codes and applicable Zoning Regulations. It must be signed, sealed and filed by the same RDP who submitted it for pre-approval when used in future construction document filings for site-specific installations subject to compliance with all applicable code and zoning requirements not addressed by the pre-approved review.

Eligibility and Submission Requirements

Only RDPs—architects or engineers licensed in the State of New York— are eligible to submit plans for pre-approval. The submitting RDP must also be the RDP of record for future filings with DOB using the approved design. The RDP retains ownership and control over the use of their plan. There is a limit of three submissions for pre-approvals per RDP.

To be eligible for pre-approval, the proposed ADU must:

- Comply with all applicable NYC Construction Codes and Zoning Regulations,*
- Be a detached ADU unit or an ADU separated from the main residence by a code-compliant firewall; and*
- Be either constructed onsite or a US Department of Housing and Urban Development (HUD) or NYS-certified manufactured home.*

Submission Instructions

1. OTCR1 Application and Payment

- Completed OTCR1 Application Form*
- Pay the required \$600 fee per ADU design submission by check payable to "NYC Department of Buildings"*



PRE-APPROVED ADU RFS GUIDELINES

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Mail application and check to:
NYC Department of Buildings
Office of Technical Certification and Research (OTCR)
280 Broadway, 7th Floor
New York, NY 10007
Phone: (212) 393-2626

2. Submission of Application Package

- PDF of completed OTCR1 Application
- All required drawings (see submission & drawing guidance document) and supporting documents
- Submit all electronic files (drawings, documents, application form) via email to: preapprovedadu@buildings.nyc.gov

○ Review Process

- Submissions will be reviewed by DOB.
- The RDP must respond to any objections raised during review in a timely manner.
- Upon approval, the design will receive a Pre-Approved Plan Number, which will also be posted on DOB's website and on HPD's website.

Inclusion in the Online Library

Such Pre-Approved designs will be posted on HPD's Pre-Approved ADU Plan Library, where the public can browse the library and get contact information to engage the respective RDP to use their pre-approved design for a site-specific filing with DOB.

Using a Pre-Approved Plan for a Specific Project

- The original RDP files a standard job application with DOB for construction document approval.
- The application must reference the assigned Pre-Approved Plan Number.
- Site-specific conditions such as zoning compliance, and NYC Construction Code compliance including foundation design, exterior walls, and site utility connections must be addressed.
- Plan exam review will focus on those site-specific elements, streamlining the overall review process.

Key Contacts & Forms

Submissions & Inquiries: preapprovedadu@buildings.nyc.gov

OTCR Application Fee: \$600 per ADU design submission

Application Form: [OTCR 1 Form - Rev. 12/14](#)

Form Instructions: [OTCR 1 Instructions](#)

Additional Information

1. Limitation of Approval

- DOB's OTCR pre-approval confirms compliance with applicable NYC Construction Codes and Zoning Regulations at the time of review.
- e-approval does not constitute authorization to construct nor guarantee a future site-specific construction document approval. Site-specific construction document plan filings must still be submitted, reviewed, and approved through standard DOB approval and permitting processes.

2. Restrictions on Use

- Pre-approved plans may only be used by the original RDP who submitted the plans to OTCR and obtained OTCR approval. Transfer of pre-approval status to another registered design professional is not permitted.
- Each pre-approved plan may only be used on properties that meet all applicable zoning and code requirements. Deviations from the pre-approved design require separate DOB review and may revoke the pre-approval following notice.

3. Responsibility for Future Filings

- The RDP is solely responsible for ensuring that site-specific filings using their pre-approved design are adapted appropriately to site conditions and remain code and zoning compliant.
- DOB may revoke a plan's pre-approved status with notice if repeated misuse, code violations, or professional misconduct is associated with its use.

4. Plan Updates

- It is the responsibility of the RDP to remain informed of applicable regulatory changes and to ensure that the use of any pre-approved plan remains compliant with applicable laws and rules at the time of filing for site-specific construction document approval.
- Pre-approved plans are not grandfathered or vested. The RDP must verify that the pre-approved plan complies with all applicable regulations at the time of filing for site-specific construction document approval.
- RDPs may submit revisions or updated designs for review as a new pre-approval submission to OTCR at any time, subject to the payment of the required fee and process.

5. Revocation or Removal

- DOB reserves the right to revoke or remove a plan from the pre-approved plan list at any time for cause, including but not limited to:
 - Evidence of non-compliance with applicable codes;
 - Misrepresentation during submission; or
 - Failure to follow terms of this program
- The RDP may be notified in writing if their plan is subject to revocation or removal.

6. Program Modifications

- DOB reserves the right to modify, suspend, or discontinue the OTCR Pre-Approved ADU Program at its discretion. In such cases, affected parties will be informed accordingly.

PRE-APPROVED ANCILLARY DWELLING UNITS REQUEST FOR SUBMISSIONS GUIDELINES

The following information is criteria for Request for Submission (RFS) of Pre-Approved Ancillary Dwelling Unit (ADU) Construction Drawings for free-standing and attached rear yard ADUs to an existing one- or two-family dwelling unit. The RFS program accepts proposals that include stick-built new buildings and modular manufactured homes¹. These documents are not intended for use as part of a NYC Department of Buildings (DOB) full or complete Standard Plan Examination for a specific site location in NYC. A site-specific plan examination for compliance with required regulations, including but not limited to zoning, foundation, infrastructure, site connections, fire separation distances and verification that the site is not within any Flood Hazard Area (FHA), will be required when using a pre-approved design for a future site-specific permit application filing.

Minimum Requirement for Review of Design Drawings: Information and details required for a complete submission will vary by project. Not every project will require all the items in these guidelines and some projects may require additional items not specifically identified herewith.

NYC Department of Buildings Construction Drawings

All drawings shall be electronically drawn and submitted in pdf format.

Drawing Set Hierarchy:

All applicable building code and zoning regulation information required for this set of drawings, including but not limited to project descriptions such as a zoning lot location, building code classification statements, energy analyses, special and progress inspections, generic lot diagrams, zoning information and analyses, shall be located on the title sheet of the construction documents or on the sheet(s) immediately following the title sheet.

Drawing Sets for New Buildings:

Drawing sets shall include a full multidisciplinary set of construction documents, including but not limited to complete and coordinated architectural, structural, plumbing (including sprinkler system), mechanical and energy analyses plans.

Drawing Set Standards—All Drawing Sets Shall Include the Following Information:

- An Index to all drawings sorted by discipline: all sheet titles and numbers in the Drawing Index shall match the individual drawing sheet title and numbers.
- A Symbol Legend: a Symbol Legend showing all identification symbols (e.g. symbols for values etc.), line type symbols (e.g. property lines, center lines, dimension lines etc.), and drawing reference symbols (e.g. detail indicators, structural grid lines, section cut and elevation indicators, partition and window types, door numbers, interior finish schedule etc.) used on the drawings.
- A Material Symbol Legend: a Material Symbol Legend showing all material symbols used in the drawings.
- A List of Abbreviations for all design disciplines used in the set of drawings.

Drawing Sheet Standards:

- Sheet Size 24" x 36"

¹ To qualify as a Pre-Approved ADU, a US Department of Housing and Urban Development (HUD) approved modular ADUs must be "permanently affixed to the land" per NYC Zoning Resolution (ZR) 12-10 "Definitions" Building. Typical detail(s) of how the HUD modular ADU is permanently affixed to the land shall be submitted as part of this Request for Submissions. Method(s) of delivering a Modular ADU to a rear yard site that may only have a minimum required 5' wide side yard access shall be part of the submission.

- All Drawings must be drawn to scale. Each scale used shall be represented in both written and graphic formats.
Exceptions: Drawings used only for illustrative purposes (e.g. Exterior and Interior Renderings, riser diagrams, floor area breakdowns etc.) and shall include the “Not-To-Scale” notation—NTS.
- Drawings shall include all appropriate dimension (i.e. sets of dimensions) that are required to demonstrate building code and zoning regulation compliances.
- Generic Lot Plans shall include a North Arrow. All plans, including key plans, shall be oriented so all drawings match orientation.
- All Interior and Exterior Space shall be clearly identified.
- All drawings must clearly distinguish between new/proposed and existing construction
- When printed, all lettering and dimensioning shall be a minimum of 3/32” tall.
- Work shown that is not in this submission’s Scope of Work (SOW) shall be indicated by notes and graphic representation in such a way so that it is clear which work in the set of drawings is not part of the RFS Scope Of Work (SOW).
- All Drawing Sheets shall include a Title Block.

Title Block Standards:

- All drawing sheets must include a Title Block that minimally includes:
- The DOB Plan Identification Number located on the lower right of each sheet, which includes a design discipline designator, a drawing sheet reference number, and a revision decimal number (e.g. A-111.01, A-111.02).
- For each drawing sheet a Page Number located on the lower right side of each sheet, (e.g. 2 of 11)
- A Drawing Sheet Title that clearly describes the drawing.

Designator - Sheet Number:	Sheet Description:
T-001.00	Title Sheet, Site Plan, Drawing Index, General Notes, anticipated special/progress inspections list**, zoning analysis, and Legends
A-100.00	Proposed Floor Plans
A-200.00	Proposed Reflected Ceiling Plans
A-300.00	Enlarged Proposed Floor Plans
A-301.00	Proposed Interior Elevations and Details
A-400.00	Proposed Elevations
A-401.00	Proposed Cross Sections
S-100.00	Structural Plans and Details
P-100.00	Floor Plans - Plumbing
P-101.00	Plumbing Riser Diagram
P-102.00	Plumbing Details
SP-100.00	Sprinkler Floor Plan – if applicable
SP-101.00	Sprinkler Riser Diagram and Details – if applicable
M-100.00	Mechanical System Equipment and Schedules
M-101.00	Reflected Ceiling Plan for Mechanical System
EN-100.00	Energy Code Analysis

** NYC DOB Office of Technical Certification and Research (OTCR) Quality Assurance Program for Fabricated Items including modular construction per NYC §28-101.5 and *Building Bulletin 2014-003*

- The Project Name
- Provide a placeholder for the Owner’s Name and Address
- The Registered Design Professional’s (RDP) Name, Business Name and Address.
- The signature and stamped seal of the RDP’s NYS professional Architecture or Engineering License in blue or black color.
- The Business Name and Address of all design discipline RDPs included in the Set of Drawings.

- A minimum of two (2) 3" x 3" Designated DOB Reviewer's Stamp and Signature Spaces on each sheet of the Set of Drawings: one for approval of the Pre-Approved ADU submission and one for the approved DOB site-specific application.
- All required information of the Title Block shall be consistently shown in the same location of each title block and in the same location on each drawing sheet in the set of drawings.

Application Submission for Construction Projects.

The Request for ADU Submission Set of Construction Documents shall comply with NYC DOB 2022 Administrative Code (AC) Article 104, Construction Documents, especially §28-104.7 "Submittal of construction documents," and the NYC DOB 2022 Building Code (BC), Section BC 107, Construction Documents.

The Set of Drawings shall include as needed, but not necessarily be limited to:

1. Per BC 107.1 Compliance with AC Chapter 1 etc.
2. Per BC 107.2.1 Composite Plans
3. Per BC 107.3 Lot Diagram—from the information provided on the generic zoning lot, submit required zoning analyses, citing relevant Zoning Resolution text entries.
4. Per BC 107.4 Building Classification Statement Items #1 through #9
5. Per BC 107.5 Means of Egress
6. Per BC 107.6 Architectural Plans
7. Per BC 107.7 Structural Plans
 - Per BC 107.7.1 Foundation Plans
8. Per BC 107.9 Fire Protection Plans, specifically Per BC 107.9.1 Sprinkler Systems
9. Per BC 107.11 Provide volume calculations for Discharge of Sewage and Discharge and/or Management of Stormwater Runoff
10. Per BC 107.13 Energy Efficiency Plans
11. Per BC 107.14 Mechanical Plans
12. Per BC 107.15 Plumbing Plans

Minimum Requirement for Review of Design Drawings

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SECTION 1: APPLICATION SUBMISSION FOR CONSTRUCTION PROJECTS

The administrative provisions in Chapter 1 of Title 28 of the NYC Administrative Code (Admin. Code) that govern the NYC Construction Codes including the NYC Building Code (BC) require that construction documents must be complete when a project application is submitted by the applicant. Chapter 1 of Title 28 of the Administrative Code states that “Construction documents shall be complete and of sufficient clarity to indicate the location and entire nature and extent of work proposed and shall show in detail that they conform to the provisions of this code and other applicable laws and rules...” (Admin Code §28-104.7; See also BC 107).

SECTION 1.1: PURPOSE OF THESE GUIDELINES

The purpose of this document is to outline the minimum information requirements that must be met before the department’s examiners will review the construction documents for compliance with applicable code and zoning requirements. In general, the type of construction plans required will depend on the size and type of the project for which the application is being submitted. For example, new building project requirements may vary significantly from requirements for applications submitted for alteration work on existing buildings. Items listed in this document are a summary of the minimum requirements as applicable* and must be included when applying.

For new building and alteration work projects, plans must show all of the intended work and have enough detail to clearly convey the entire scope of work and thereby have the information needed to support the construction process.

Compliance with relevant NYC Building Code, Zoning and all other applicable Federal, New York State and City requirements must also be addressed. Final approval of these documents is contingent on a complete set of drawings demonstrating full compliance with Code, Zoning, and all other applicable laws and rules, whether or not such information is identified in this document.

**Information and details required for a complete submission will vary by project. Not every project will require all the items outlined in the guidelines and some projects may require additional items not specifically identified here.*

SECTION 2: DRAWING REQUIREMENTS FOR CONSTRUCTION PROJECTS

Complete drawings (also referred to as “plans”) are required with every application for approval and building permit. The purpose of minimum required information, including scope, details, calculations, zoning and code references, etc. is to ensure that pertinent information is shown on the drawings prior to the commencement of formal plan examination.

As mentioned earlier, the amount of information and detail required for a complete submission will vary by project, and not every project will require all the items outlined in this document. The

applicant must clearly show enough detail to allow an effective assessment of the proposed work before the examiner can consider the application complete. After it is complete, only then can the examiner properly conduct a review.

The drawings submitted must include the information outlined in the following sections of this document.

SECTION 2.1: APPLICABLE TO ALL DRAWINGS

The following must be included on all drawings:

- Compliance with DOB *Graphic Standards**
- Title Block, discipline designators and revision numbers as per DOB requirements*
- Scale of each drawing or detail
- North Arrow on plans per the generic site plans that have been provided
- Dimensions – related to scope and area of work
- Drawing Title
- Notes and details – only pertaining to the scope of work
- Clear description of the proposed scope of work, include construction and/or demolition work
- All drawings submitted to support the architectural plans must be in accordance with NYC Code and must be signed and sealed by a design professional.

In addition, notes, details and code analysis shown on the drawings must be clear, legible, and specific to the proposed construction project. All unrelated and unnecessary “boilerplate” notes, details and code analysis must be deleted from the templates used prior to submitting drawings to the Department. Notes and schedules shown on the drawings must be relevant to the plans, and details be properly referenced to the plan drawings, cross sections, etc. For example, to avoid clutter and confusion, general construction notes, specifications, code compliance analysis, progress inspections, or schedules, critical to the construction process and completion of the project, must be shown separately on the General Notes drawing(s).

* Available online: *Graphic Standards* www.nyc.gov/html/dob/downloads/pdf/drawing_standards_08132010.pdf

SECTION 2.2: ZONING: RESERVED

SECTION 2.3: SITE PLANS

Minimum information required for site plans based on the generic site plan drawing(provided), shall include, but is not limited to, the following:

Building Related Information

- Building footprint (dimensioned), with upper story projections(if any), entrance, existing and proposed should be indicated (porches, balconies, etc.)
- Required distance to property lines for fire separation purposes on the generic site plan drawing.
- All existing buildings and structures (indicating bulk and overall dimensions) per the generic site plan.
- Building Code designation: occupancy group, code compliance and construction classification
- Height and number of stories per Building Code

- Proposed area of work showing new construction
- Air conditioning unit locations, with required dimensions, maximum or minimum distance to property lines.

SECTION 2.4: ARCHITECTURAL DRAWINGS

SECTION 2.4.1: FLOOR PLANS

Floor plans provide a snapshot of the different floor levels of the project. They show scaled dimensions of the project, and include rooms, spaces and other features. Walls and partitions shall be shown at the appropriate width for the scale used (single line wall and partition drawings are not acceptable).

Minimum information required for floor plans include, but are not limited to, the following:

General

- Floor level plans for areas of work – including roof plans
- Standard legend to distinguish proposed work from existing
- Exterior, interior and partition wall layouts
- Door / window sizes, locations and schedules
- Legend indicating existing and proposed work

Egress

- Room names and proposed uses, square foot area
- Fixed furnishing and equipment layouts
- Stair plans and details, including stair sections, handrail steps, and guard details
- Roof Plans, including HVAC equipment, skylights, tanks, roof appurtenances, etc.

Fire safety / Code Analysis

- Fire-resistance ratings of building components (walls, roofs, floors, doors, etc.)
- CO and smoke detectors and/or alarms.

Miscellaneous Code Items

- Sample signage if ADU's main entrance is in the rear of the primary dwelling.
- Minor structural components, including all headers / lintels.
- Plumbing fixture locations proposed - show water service distribution, drain and vent piping sizes, water service meter location(s), all fixtures, water heaters, clothes washers, laundry sinks, etc.
- Locations and sizes of vertical shafts(if any) and chases through the floor; include fire-rating details.
- All major structural components, including floor/ceiling joists, rafters, beams, columns, wall construction, foundation / footings, etc.

SECTION 2.4.2: BUILDING ELEVATIONS

A building elevation drawing shows the exterior views of the building, for each building face. The drawings show height relationships and exterior finish information. A building elevation drawing is required for each building face.

Minimum information required for building elevations include, but are not limited to, the following:

- All grades and elevations
- Top of Plate, top of Ridge
- Mean curb level or base plane established
- Grade elevation, first floor elevation
- Floor-to-Ceiling height dimensions, building total height
- Top of floor/roof elevations
- Exterior finishes and materials designation
- Exterior stairs
- Roof slope/pitch
- Exterior building components (walls, roof, doors, window location types, openings, projections etc.)
- Exterior Facades, balconies, awnings and dimensions
- Attachment/relationship of existing buildings, location of firewall (where applicable)
- FDNY Code required access on-grade

SECTION 2.4.3: BUILDING SECTIONS

Building section drawings, longitudinal and/or cross sections, show a view along an imaginary line cut through the building, indicating its structural and construction elements. These drawings expose and identify the construction elements of the roof, walls, floors, and foundations.

Minimum information required for building section drawings include, but are not limited to, the following:

- All grades and elevations
- Detail cut symbols – plans and sections must clearly reference each other
- Room names
- Top of finish grade elevation
- Height dimensions
- Top of floor/roof elevations
- Identification of materials – size and type
- Fire ratings of floors, walls, roof, etc.
- Bottom of footing elevation
- Roof slope/pitch
- Building components (walls, roof, floors, foundations, etc.)
- Stair sections and guardrail and handrail details for balconies, etc.

SECTION 2.4.4: DETAIL DRAWINGS

- Floor, wall and ceiling and roof assembly details, including R-Values for Energy Code compliance
- Firestopping details
- Energy Code compliance supporting documentation, including details, insulation R-values on building components

SECTION 2.5: STRUCTURAL DRAWINGS

Structural drawings show the structural support components and details of the proposed project, from the foundation to the rooftop.

Minimum information required for structural drawings include, but are not limited to, the following:

General:

- Indicate the location and extent of the structural work proposed
- Identify all structural materials proposed to be used
- Identification of special inspections

Subgrade and Foundations

- Foundation plans shall show footings, piers, foundation walls
- Slab-on-grade and slab plans, sections and details

Superstructure

- Floor and Roof framing plans, sections and details. Framing plans should include span direction, beam size, spacing of beams and location of cross or lateral bracing, and connection details for all components
- Design loads: Floor live load, roof live load, roof snow load, wind design data, earthquake design data, flood loads
- Load-bearing walls, pads, columns, beams, joists and lintels
- Top of slab or rough floor elevations

Notes

- A list of all Progress Inspections
- TR-2 and TR-3 Waiver statements, if applicable

Details

- Details of façade, roof, expansion joints and control joints.

SECTION 2.6: MECHANICAL/PLUMBING/SPRINKLER DRAWINGS

Mechanical drawings show the building systems that provide for the heating, ventilation, air conditioning, plumbing and fire protection needs for the proposed project.

Minimum information required for mechanical drawings include, but are not limited to, the following:

Mechanical

- Heating systems
- Ventilation systems
- Air conditioning systems
- Exhaust Air Systems, including Kitchen exhaust hoods and Fire suppression systems, etc.
- Piping layout, chase and shaft locations including duct insulation and construction details and supports
- Locations of return-air plenums
- Location and heights of exhaust and vents above roof

- Equipment schedules, including UL Numbers
- Equipment support(if any) on roof
- Fresh Air intakes and exhaust air termination locations
- Energy Code compliance supporting documentation

Plumbing

- Plumbing fixtures and piping (including material specifications)
- Plumbing riser diagrams
- Interceptor pits, sumps, drainage pit details
- Energy Code compliance supporting documentation
- Note: NYC Dept. of Environment requirements for water supply and drainage will be site specific.

Fire Protection: Automatic Sprinkler Systems

- Location and size of water supplies and size of all feed mains, valves and other essential features
- Location, spacing, number, and type of sprinkler heads to be used
- For hydraulically calculated systems, hydraulic data substantiating pipe sizes, as well as hydraulic reference points and areas
- Diagram showing the proposed sprinkler system in relation to principal construction features of the building (such as walls, columns, partitions) and other information as may be necessary for the evaluation of the system
- Location, number, and type of any electrical or automatic devices
- Location, number, and type of any alarms
- In buildings where a new separate fire sprinkler system is required, the available water pressure at the top and bottom floors of each zone (shown on riser diagram)
- For street pressure-fed systems, a statement from NYC DEP giving the minimum water pressure in the main serving the building

Fire Protection: Fire Alarm and Detection Systems

- Floor plan indicating the use of all rooms and location of all smoke / CO detectors.

SECTION 2.7: ELECTRICAL DRAWINGS

Electrical drawings show the materials, systems and equipment necessary to provide for the lighting, electrical power, fire alarm and electrical equipment needs for the proposed project.

Minimum information required for electrical drawings include, but are not limited to, the following:

- Light fixtures, fixture locations, and fixture schedules
- Reflective ceiling plan
- Energy Code compliance supporting documentation
- Photovoltaic installation

SECTION 2.8: THE NEW YORK CITY ENERGY CONSERVATION CODE

The New York City Energy Conservation Code (NYCECC) sets energy-efficiency standards for new construction and alterations to existing buildings. For more information see Energy Code Guidelines*. To demonstrate compliance with the NYCECC, all New Building and Alteration applications require the following:

- Professional Statement
- Energy Progress Inspection requirements (TR-8)
- Energy Analysis in EN drawings with clear references to supporting documentation found elsewhere in the application
- Supporting Documentation should be shown as applicable in the drawings stated above, or may be included in the EN Set

**Available online:*

Energy Code Guidelines

<http://www1.nyc.gov/site/buildings/codes/energy-conservation-code.page>

http://www1.nyc.gov/assets/buildings/pdf/energy_analysis_how2guide.pdf

http://www1.nyc.gov/assets/buildings/pdf/energy_code_tabular_analysis_all.pdf