

## HPD BLDS Construction Docs (MEP, Fire, Structural) Review Submission Checklist

HPD PROJECT ID \_\_\_\_\_

PROJECT NAME \_\_\_\_\_

PROJECT ADDRESS \_\_\_\_\_

All projects are expected to have gone through a Design Consultation with HPD. Projects that have been selected for *Full Design Review* or *Targeted Construction Docs (“CD”) Review* must submit the documents in this checklist through the eBLDS process. For *Full Design Review*, a separate submission for [Design Review](#) (DD) must indicate finalized layouts or have received final DD acceptance prior to the start of the CD review.

Note: projects that contain a mix of both Mod and Sub/Gut Rehab buildings should follow the Sub/Gut Rehab process and refer to this checklist if selected for further review.

### CONSTRUCTION DOCS (CD) REVIEW SUBMISSION

Compress all submission items into a zip file named [ProjectName]\_[HPDProjectID]\_CD\_Date and submit for “Design Consultation” in eBLDS; there should be a total of 4 documents in the zip file.

- [HPD Preservation Design Guidelines Workbook](#), filled out according to instructions for Milestone 3 (Design Review). If applicable, Design Waiver tab must be signed by HPD, indicating approval.  
File Name: [borough]\_[block]\_[project name]\_DGW-Pres\_#.xlsx
- IPNA Report** including LL97 and Resiliency tabs, in Excel format. Gut Rehabs may substitute with a **Building Inspection Report** describing existing conditions and estimated life expectancy of Architectural, Structural, Mechanical, Electrical, Plumbing, Fire Alarm, and Sprinkler Systems; and identifying the overall conditions of Fixtures, Finishes, and Equipment. Include results of investigative probes and photographs with descriptions of deteriorated conditions and make recommendations.  
File Name: [borough]\_[block]\_[project name]\_IPNA/BIR.xlsx (BIR may be any format)
- Drawings** combined into a single pdf, in the order provided below.  
File Name: [borough]\_[block]\_[project name]\_DWGS.pdf
  - Submission Checklist** (this document, filled-out).
  - Site Plan** indicating the context of the development within nearest street intersection(s), including site boundaries & restrictions, buildings, access points, adjacent structures, roads, sidewalks, parking, driveways, elevation grades, hard and soft surfaces, tree locations, landscaping, fences, gates, lighting, easements, and encroachments.
  - Zoning Analysis** locating the project on a zoning map, citing all pertinent sections of the zoning resolution, and including permitted and proposed uses, unit density, FAR, bulk, lot coverage, height, setbacks, vehicle and bicycle parking, etc.
  - Building Code Summary** indicating project strategy for compliance with building code highlighting questions and/or conflicts for discussion, including for projects defined as “flood-prone” per the Design Guidelines. Note that projects subject to Appendix G have additional compliance requirements based on HPD’s Design Guidelines. Projects seeking Waivers from this requirement will be required to submit a Design Waiver demonstrating why compliance is infeasible.
  - Architectural Drawings** representing all floors of the proposed development (cellar/basement, street level, typical floor, upper floors, and roof plan, etc.); clear labeling of all community and common spaces; clear labeling of all rooms with names, dimensions,

and area; large-scale plans for every unit type; and clear labeling of each unit with a unique name and total net area. Building elevations, cross sections, all applicable material schedules, interior elevations, reflected ceiling plans, etc. Elevation Drawings representing all exterior elevations of the proposed development; indicating finishes, materials, ceiling heights, floor elevation levels, and total building height; labeling all elements; and indicating existing adjacent and proximate buildings to illustrate the context.

- Structural Drawings** representing all elements of the structural system, including foundation work; with dimensions indicating spans and spacing of elements; labeling all elements; locating and describing site work related to structural construction (e.g. extent of excavation, shoring, underpinning, etc.)
- HVAC Drawings** representing all equipment information (including but not limited to space heating and domestic hot water units, heat pumps, ventilation systems, pumps, etc.), riser diagram(s), equipment schedules, controls, equipment sequence of operation, piping distribution, ductwork layouts, equipment clearance requirements, and sizes. Incorporate Enterprise Green Communities criteria & associated NYC overlay scope as required on plans.
- Plumbing Drawings** representing piping layout and sizes, all equipment information (including but not limited to domestic booster pumps, backflow preventers, etc.), riser diagram(s), gas piping, stormwater management system and service entry locations. Separate out if included in Architectural Drawings. Incorporate Enterprise Green Communities criteria & associated NYC overlay scope as required on plans.
- Electrical Drawings** representing electrical device locations based on National Electrical Code and service entry locations. Incorporate Enterprise Green Communities criteria & associated NYC overlay scope as required on plans. If electrical work is included in Architectural Drawings, please separate. Should include but not limited to single line diagram and wire sizes.
- Fire Suppression Drawings** (sprinkler and standpipe) representing piping layout, all equipment (including but not limited to sprinkler booster pump, pump controller, heads, hose cabinets, etc.) sprinkler head locations and service entry locations. If seeking exemption from fire suppression scope, justification must be provided via applicable provisions in Chapter 9 of *the New York City Building Code*. If the value of the proposed alteration exceeds 50% of the value of the existing building, then the entire building must comply with fire protection requirements.
- Fire Alarm Drawings** representing device locations and types. Provide justification via relevant code section(s) if seeking exemption from scope for substantial rehabilitation projects.
- Boring Drawings**, if applicable.
- Existing/Proposed Floor Plans** representing all floors of the proposed development (cellar/basement, street level, typical floor, upper floors, and roof plan, etc.); clear labeling of all community and common spaces; clear labeling of all rooms with names, dimensions, and area, and of each unit with a unique name and total net area.
- Existing/Proposed Elevation Drawings** representing all exterior elevations of the proposed development; indicating materials, ceiling heights, floor elevation levels, and total building height; labeling all elements, and indicating existing adjacent and proximate buildings to illustrate the context.

- Reference & Other Documents** combined into a single pdf, in the order provided below.  
File Name: [borough]\_[block]\_[project name]\_DOCS.pdf
  - Project Narrative** summarizing proposed work and goals for the project, based on the IPNA and Architect's/Engineer's site inspections, and demonstrating a basic understanding of the applicable [HPD Design Guidelines for Preservation](#). Not to exceed 2 pages.
  - Architect/Engineer Written Response** from Design Consultation/previous BLDS CD review round.
  - Project Specifications** for all construction materials and processes.
  - Scope(s) of Work**, using the Master Guide Scope of Work for Sub/Gut Rehabs, for each building.
  - Cut Sheets** for 1) Appliances from apartment kitchen and public use kitchen or pantry including refrigerators, dishwashers, ranges, range hoods, microwaves, and sinks; 2) bathroom, half bath, and public toilet fixtures including bath tubs, showers, water closets, urinals, and lavatory/vanities, baby changing stations, toilet paper holders, toilet seat cover dispensers, soap dispensers, hand dryers, garbage disposal units; 3) washers & dryers in dwelling units and common/public laundry, laundry-product vending machines, laundry sinks; 4) HVAC items; and 5) drinking fountains, mailboxes, recycling bins in trash/recycling rooms.
  - Geotechnical Report** including **Existing Field Conditions Report** describing locations and conditions of existing structures, potential sources of contamination, rock outcroppings, and additional salient site information.
  - Cut Sheets/Submittal** with performance parameters of MEP equipment shown on plans and schedule. Include boilers, fans, air separators, pumps, hot water heaters, storage tanks, backflow prevention devices, sprinkler heads, domestic booster, and sprinkler pumps.

**INCLUDE AS PART OF THE "DOCS" FILE IF APPLICABLE:**

- Hydrant Flow Test** (required if not indicated on plans)
- Sprinkler Hydraulic Design Calculations** (required if not indicated on plans)
- Mechanical System Design Load Calculations & Equipment Sizing Criteria** (in accordance with NYCECC 403.2 if specifying new equipment)
- NEC Electrical Design Load Calculations** (required if not indicated on plans)
- Domestic Hot Water Load Calculations & Equipment Sizing Criteria**
- Pre-Existing Emergency MEP Waivers**
- EGC Design Waivers**