

## HPD BLDS Substantial/Gut Rehabilitation Design & CD Review Submission Checklist

HPD PROJECT ID \_\_\_\_\_  
PROJECT NAME \_\_\_\_\_  
PROJECT ADDRESS(ES) \_\_\_\_\_  
SCOPE TRIGGERS SECTION 504? \_\_\_\_\_  
REHAB CLASSIFICATION \_\_\_\_\_  
REVIEW PATHWAY \_\_\_\_\_

All project teams must submit through the eBLDS process, following a Design Consultation with HPD and determination of review track (below). Project teams are expected to submit for their applicable track within the timeframe discussed at the Design Consultation.

1. Design Docs (DD) Review Only Track: Submit checklist items under the “Design (DD) Review Submission” section. DDs are expected to be 100% complete at the time of submission.
2. Construction Docs (CD) Review Only Track (for MEP/Fire/Structural): Submit checklist items under the “Construction Docs (CD) Review Submission” section. CDs are expected to be 75% complete at the time of submission.
3. Full Design Review Track: Submit both 1 and 2 above, *sequentially*. Do not submit for CD Review until BLDS has issued an acceptance for the DD Review, or until layouts have been finalized; CD submission ideally occurs within 2 weeks of DD acceptance. Files submitted for CD Review should be the most updated versions, reflecting all feedback from BLDS from the DD Review.

NOTE: Projects that contain a mix of both Mod and Sub/Gut Rehab buildings should refer to this checklist if selected for further review.

For more information and resources on the Preservation Design Guidelines, [see here](#).

### DESIGN (DD) REVIEW SUBMISSION

Compress all submission items into a zip file named [ProjectName]\_[HPDProjectID]\_DD\_[Date] and submit for “Substantial Rehab Design Review” in eBLDS. There should be a total of 5 files 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. *\*Required if* there have been changes since the Design Consultation submission.  
File Name: [borough]\_[block]\_[project name]\_IPNA.xlsx
- Supplemental Engineering/Structural Report(s)**, *if referenced in the IPNA*, 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. Include quantities and locations where applicable (e.g., joist replacements). Submission will be considered incomplete if such report(s) is not provided where referenced. *\*Required for* all Gut and unoccupied Sub Rehabs and if there have been changes since the Design Consultation submission.  
File Name: [borough]\_[block]\_[project name]\_IPNAPlus.xlsx/pdf (if applicable)

- 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).
  - [Pre-Construction Accessibility Statement](#)** confirming that the project complies with the applicable accessibility requirements.
  - 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.
  - Area Plan** depicting the site and context, including blocks, lots, building outlines, nearby amenities, notable landmarks, five block transit stop radii, and direction of traffic.
  - Tax Map** using the DOF tax map as a base, depicting how proposed actions affect the tax lots within and surrounding the Project Area and Development Site (see DCP document description online).
  - FEMA Base Flood Elevation Map** identifying and delineating Special Flood Hazard Area by Zone. This must be the most current published map.
  - 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.
  - Section 504 Unit Designation Table** identifying and locating units that comply with the requirements of Section 504 of the *Rehabilitation Act of 1973*. \*Required if scope triggers 504 work beyond fixture/equipment replacements only.
  - 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.
  - Enlarged Detail Plans for Section 504-Designated Units**, \*required if scope triggers 504 work beyond fixture/equipment replacements only.
  - Accessibility Detail Drawings** for all kitchens, bathrooms, single-user toilets, multi-user toilet rooms, elevators, mailboxes, common/public laundry rooms, trash/recycling rooms, locker rooms, including plans, elevations, and door schedules, all of which demonstrate compliance with Chapter 11 of *New York City Building Code*, the federal *Fair Housing Act*, and Section 504 of the *Rehabilitation Act of 1973*. \*Required if scope triggers 504 work beyond fixture/equipment replacements only.
  - 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.

- [Scope\(s\) of Work](#), using the Master Guide Scope of Work for Sub/Gut Rehabs, for each building.
- Inclusionary Projects must include the following additional charts:**
  - Chart A – Vertical Unit Distribution
  - Chart B – Horizontal Unit Distribution (VIH only)
  - Chart C – Unit Bedroom Mix
  - Chart D – Unit Size
  - Chart E – Average Unit Size (MIH Hybrid only)

*Inclusionary Projects proposing both inclusionary and market rate buildings should include all buildings in the site plan (including all proposed building entries) and in project renderings.*

- Documents** combined into a single pdf, in the order provided below.  
File Name: [borough]\_[block]\_[project name]\_DOCS.pdf
  - Architect Written Response** from Design Consultation/previous BLDS review.
  - Photographs** of building conditions (exterior and interior conditions, structural issues, mechanical systems) and of interior units.
  - [Aging in Place \(AIP\)](#) Resident [Survey](#) results for Sub/Gut Rehab projects.
  - Geotechnical Report & Preliminary Boring Logs** (if applicable, e.g., additions to existing buildings or new retaining walls)

## CONSTRUCTION DOCS (CD) REVIEW SUBMISSION

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File Name: [borough]\_[block]\_[project name]\_IPNA.xlsx
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File Name: [borough]\_[block]\_[project name]\_DWGS.pdf
  - Submission Checklist** (this document, filled-out).

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- 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.

- Documents** combined into a single pdf, in the order provided below.

File Name: [borough]\_[block]\_[project name]\_DOCS.pdf

- 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.
- MEP 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.
- Existing Field Conditions Report** describing locations and conditions of existing structures, potential sources of contamination, rock outcroppings, and additional salient site information.

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** (in accordance with industry design standards, if specifying new equipment)
- Pre-Existing Emergency MEP Waivers**, approved by HPD and explicitly stating the Emergency Waiver scope (if applicable)
- EGC Design Waivers** (If applicable)