Village of Elmsford

BUILDING DEPARTMENT
15 SOUTH STONE AVENUE, ELMSFORD, NY 10523
TELEPHONE (914) 345-1553

MINIMUM BUILDING PLAN REQUIREMENTS

The following requirements are general for all building plans submitted for a permit. See specific occupancy/use checklists for additional information required.

(A) General Requirements

(1) All plans, specifications, calculations, and other documentation shall be submitted in three (3) copies. Each sheet shall bear the signature and seal of a New York State registered architect or of a professional engineer licensed to practice in New York State.

(2) All documents submitted shall be identified to indicate the Licensed Design Professional's name and location.

(3) A minimum 2 1/2"x 3 1/2" clear box must be provided on all sheets of plans near the title box for the stamp(s) of approval. The area must not have any type of border or any text associated with it.

(4) Drawings shall be dated and identified, and include an index which can be used to determine that the package is complete.

(5) Documents shall provide or show, occupancy or use; area, height, and number of stories; type of construction; and loads (wind, floor, snow, and seismic).

(6) The drawings shall show the location of utility connections to the building. Include, but not be limited to, electrical, water, fire suppression, waste, and fuel connections.

(7) Identify interface of exits and egress path(s) leading through existing buildings.

(B) Required Construction Details

Documents for buildings or components shall provide or show, as appropriate, the details listed below.

(1) General Building/Architectural

(a) Floor plan(s) and elevation(s) with dimensions and notations to satisfy space requirements including but not limited to: minimum room areas, minimum horizontal dimensions, location of space in regard to adjacent finished grade level, minimum ceiling height, and allowable areas to be considered under sloping roof areas.

(b) Cross sections necessary to identify all major building components and details of connections at existing construction.

(c) Details of flashing, such as at openings and at penetrations through roofs and subcomponent connections. Indicate flashing material and gauge to be used.

(d) Attic access and attic ventilation, when required by the code. Where attic access is provided, indicate attic floor loading criteria. Demonstrate compliance with natural ventilation requirements and where attic fans are provided, indicate safety controls for attic fans.

(e) Exterior wall, roof, and soffit material including, any required rated assemblies.

(f) Interior wall and floor/ceiling material including any required rated assemblies.

(g) Accessibility provisions, where applicable.

(h) Sizes, locations, and types of doors and windows. Indicate location, minimum clear opening and operation specifications for Emergency Escape and Rescue Openings. Provide light and ventilation schedule, demonstrating that minimum requirements for each space are satisfied. Include thermal performance specifications for use in energy calculations.

(i) Foundation plans, vents, and underfloor access.

(2) Fire Safety

(a) Details of fire rated assemblies, including reference listing or test report for all stairway enclosures, doors, walls, floors, ceiling, partitions, columns, roof, and other enclosures.

(b) Means of egress, including details of aisles, exits, corridors, passageways, and stairway enclosures. Provide calculations for exit requirements.

(c) Flame spread and smoke developed classification of interior materials.

(d) Location of required draftstops, firestops and fire blocking.

(e) Details of opening protectives in fire resistance rated systems and assemblies. Including reference listings for required door, frame, hardware, borrowed light, or window to complete opening protective specification.

(f) Drawings of fire suppression systems, standpipes, fire alarms, and detection systems, when required. Provide design calculations for fire suppression systems. Provide riser diagrams for suppression systems, fire and smoke detection systems, and fire alarm systems. Provide model information and reference listing for pre-engineered fire suppression systems.

(3) Structural Detail Requirements

(a) Show all structural members and connections in compliance with applicable codes. Show all load paths, grade, species, and specifications of materials..

(b) Details of structural elements, including framing details, spacing, size, connections and fasteners.

(c) Schedule of roof, floor, wind, and seismic loads upon which design is based.

(d) Column loads and column schedule.

(e) Typical foundation plans, details, and design soil bearing value.

(4) Mechanical Detail Requirements

(a) Location, size, and material specifications for all equipment and components including but not limited to: electric heating systems; hydronic heating systems; all air heating, ventilating and air-conditioning systems; and appliances.

(b) Indicate input/output rating and manufacturer's listings requirements of all equipment and appliances, as appropriate.

(c) Method of providing combustion air if required.

(d) Method for providing ventilation air if required, with quantities identified.

(e) Method of providing make-up air if required.

(f) Location of flues, vents, and chimneys; and clearances from air intakes, combustible materials, and other vents and flues.

(g) Demonstrate code compliance for installation of fuel burning equipment, including fireplaces, in confined and non-confined spaces and identify required clearances consistent with the listing. Provide details when necessary.

(5) Plumbing Detail Requirements

(a) Schematic drawing of the plumbing layout, including, but not limited to, size of piping; fittings; traps and vents; cleanouts and valves; for gas, water, and drainage systems. Not required for R-3 Occupancies (1 and 2 family dwellings).

(b) Plumbing materials and location of all equipment, appliances, and safety controls to be used. Indicate the rating and capacity of equipment and appliances. List or schedule of plumbing materials indicating appropriate compliance standard.

(c) Provide floor plan showing fixtures, equipment, and connecting piping. R-3 Occupancies (1 and 2 family dwellings) require only floor plan showing fixtures and equipment.

(6) Electrical Detail Requirements

(a) Method of grounding service equipment. Not required for R-3 Occupancies (1 and 2 family dwellings).

(b) Load calculations for service and feeders. Not required for R-3 Occupancies (1 and 2 family dwellings).

(c) Sizes of branch circuit conductors. Not required for R-3 Occupancies (1 and 2 family dwellings).

(d) Size, rating, and location of main disconnect and over current protective devices. Not required for R-3 Occupancies (1 and 2 family dwellings).

(e) Location of outlets, junction boxes, fixtures, and appliances. Indicate all required locations of GFCI protected circuitry, and waterproof circuitry. Show compliance with appropriate reference standard for minimum dedicated circuits at kitchen appliance locations and circuitry serving all appliance/motor locations. Show GFCI protected circuitry, and waterproof circuitry for R-3 Occupancies (1 and 2 family dwellings).

(f) A single line diagram of the entire electrical installation. Not required for R-3 Occupancies (1 and 2 family dwellings).

(g) Indicate all exterior and interior lighting locations. Not required for R-3 Occupancies (1 and 2 family dwellings).

(h) Indicate all required smoke and carbon monoxide detecting alarm device locations and circuitry.

(i) Indicate provisions for emergency power generation and connection to required circuitry, where applicable.

(7) Energy Conservation Requirements

(a) Provide methodology of compliance, or tables and calculations that demonstrate compliance.

(b) Provide details of materials and assemblies for compliance with envelope requirements.

(c) Provide equipment efficiencies and control methods.

(d) Provide electronic file of model where computer documentation of compliance is provided.

(C) Site Plans sealed by surveyor and/or engineer, identifying <u>all</u> Existing <u>and</u> Proposed Improvements.

(1) Show dimensions of all property lines.

(2) Identify scale used. North direction identified.

(3) Easements for utilities including overhead.

(4) Name of all adjacent roads and driveway location. Vehicle parking areas identified.

(5) Section, Sheet, Block, and Lot.

(6) Property owner's name.

(7) All existing structures on subject property and adjacent properties (including pools) shown and labeled as to their use and the distance from the proposed structure and property lines.

(8) Distance from the proposed structure to ALL property lines and to the centerline of all adjacent roads.

(9) Location of any stream, lake or body of water within 100 feet of the property line. State or Federal designated wetlands.

(10) Utility service locations and connection details including backflow prevention.

(11) Stormwater Management System plan, calculations and details.

(12) Erosion control plan.