Homeownership Design Standards – Appendix A

Construction Document Submission Requirements

Submission of complete construction document drawings and project manuals with specifications shall be provided for review by the HCR Design, Construction and Environmental Unit. Drawings shall be limited to a maximum of 24 inches by 36 inches, whenever possible.

The construction document submission shall include, at a minimum, the following documents and information. Buildings subject to the NYS Residential Code are only required to submit documents/information noted with an asterisk (*) below, as applicable.

1. **Site Plan(s)**
   a. Indicate topography, all drainage structures, and utilities.
   b. Indicate Accessible Routes, Accessible parking, curb cuts, parking area striping, etc.
   c. Provide details of all new construction including sidewalks, paving, retaining walls, landscaping and plantings, utilities, fences, etc.*
   d. Indicate stormwater management criteria.
   e. Indicate boundaries of flood plains, wetlands, easements, and other land restrictions. *
   f. If public utilities are not available and a well and/or leach field are proposed, provide a test well report showing gallons per minute (GPM), potability, local authority review and approval, and a soils percolation test report. *

2. **Architectural Floor Plan(s)**
   a. Indicate all existing areas, demolition and new construction work in sufficient detail or with references to detailed plans provided elsewhere in the drawing set. *
   b. Indicate all approach and maneuvering clearances in accordance with applicable Accessibility requirements.

3. **Roof Plan(s) and Details**
   a. Indicate all roof structures. Note their material, type, and fire rating classification. *
   b. Indicate roof drains, hatches, smoke vents, parapets, vent pipes, ventilators, intake/exhaust shafts, chimneys, skylights, etc. *
   c. Indicate roof pitch or slope. *
   d. Detail roof components including all roof surfaces, flashing details of roof system components. *

4. **Exterior Elevations**
   a. Indicate all proposed grade elevations at building lines. *
   b. Indicate foundation walls and footings below grade. *
   c. Indicate window operation (if operable). *

d. Indicate all light fixtures, service connections, HVAC louvers or fan units and hydrants.

5. Building Sections/Wall Sections

a. Indicate all wall, floor, ceiling, foundation, and roof components including structural members, fire-rated assemblies. *
b. Indicate all plumbing, HVAC, and specialty equipment.
c. Indicate all dimensional heights indicating floor heights, ceiling heights, window and door openings, wall component dimensions, etc. *
d. Indicate the R values of all insulation materials, methods of air sealing, etc. *
e. Notate methods for integrated pest management. *

6. Stair Plan(s), Sections, and Details

a. Provide a detailed section through the stair shaft showing all wall assemblies, floor assemblies, and roof assembly.
b. Provide details of stair landings, risers, treads, handrails, etc.; dimensions of overall floor to floor heights, stair landings, risers, treads, handrails, etc.; notations of all materials; and fire ratings of all assemblies and smoke vent(s).

7. Interior Elevations

a. Indicate all major components, including cabinets, soffits, sinks, appliances, countertops, lighting, and any special features.
b. Provide dimensions for all critical heights.
c. Indicate special details, such as Accessibility requirements.

8. Door Schedule, Type, and Details

a. Provide a door schedule(s) that is coordinated with a hardware schedule(s). *
b. Indicate door height, width, thickness, material, door type, louvers, glazing, frame type, frame material and fire rating, as applicable. *
c. Indicate door types, dimensioning all locations of louvers and/or glass panels.
d. Detail all door type conditions at head, jamb, and sill. *

9. Window Schedule, Types, and Details

a. Provide sufficient detailing to indicate window types, heights, unit dimensions and rough opening/masonry opening dimensions. *
b. Provide details of all window type conditions at heads, jambs, and sills. *
c. Indicate minimum opening dimensions for emergency escape and rescue openings. *
d. Indicate window opening fall protection and window opening control devices where applicable. *

10. Finish Schedule

Provide a finish schedule of spaces to indicate:

a. Base material and floor finish material. *
b. Wall material and finish. *
c. Ceiling material, finish and height. *

11. **Miscellaneous Details**
    Provide all details, notations, reference standards, etc. required to sufficiently direct the construction of the project.

12. **Structural Plans and Details**
    (* information may be included as notes in Architectural Set for single family, TH and Duplex buildings)
    a. Provide structural plans/layout for all building levels and foundation.*
    b. Provide details of all connections at wall assemblies, floor assemblies and roof assemblies. Include notations of materials, dimensions, etc.*
    c. Indicate loading and performance standards required for the project including seismic, wind loads, live and dead loads, snow loads, soil bearing capacity, etc.*

13. **Heating, Ventilating and Air Conditional (HVAC)**
    (* information may be included as notes in Architectural Set for single family, TH and Duplex buildings)
    a. Provide floor plans to indicate locations of all HVAC equipment including exhaust fans, grilles, registers, furnace/boilers, heating and air conditioning elements, ducts, piping, fire dampers, valves, tanks, service connections, etc. Identify and coordinate all components with a drawing symbols legend. *
    b. Provide schedules of HVAC equipment. *
    c. Provide riser diagrams for heat system piping.
    d. Provide ductwork layouts and detailing. Indicate performance standards for the project.

14. **Plumbing**
    (* information may be included as notes in Architectural Set for single family, TH and Duplex buildings)
    a. Provide floor plans to indicate locations of all plumbing equipment including plumbing fixtures, supply and return piping, valves, gates, tanks, heaters, connections to service mains, etc. Identify and coordinate all components with a drawing symbols legend. *
    b. Provide riser diagram(s) as necessary to show all piping connections, vent pipes, water and sewer connections, fixture connections, traps, valves, etc.
    c. Provide plumbing fixture schedules. *
    d. Provide plans, detail notations and performance standards for fire suppression systems. Drawings may be included within the plumbing series or in a separate Fire Protection drawing series. *

15. **Electrical**
    (* information may be included as notes in Architectural Set for single family, TH and Duplex buildings)
    a. Provide floor plans to indicate locations of lighting, power, wiring connections, panel boxes, telephone and data connections, transformers, etc. Identify and coordinate all components in a symbols legend. *
    b. Provide site plans that indicate locations of all exterior lighting, outside outlets, pad mounted or buried transformers, generators, pull boxes, wiring, connections to existing utilities, etc. *
    c. Provide equipment and lighting schedules. *
    d. Provide plans, details, notations and performance standards for fire detection and alarm systems. Drawings may be included within the electrical series or in a separate Fire Alarm drawing series. *