

# Construction Documents Requirements

**Construction documents shall be prepared by a registered design professional and shall include the drawings and certifications requested below. These items are neither an option nor a choice from the design professional. No review shall proceed if any of the requested items is omitted or incompletely submitted.**

**1. SITE PLAN OR PLOT PLAN AND KEY PLAN:**

- Topographical site plan: for new buildings, additions, decks and site work- retaining walls, driveways, etc... **to be submitted in addition to the topographical survey.**
- Plot plan and key plan: for work on an existing structure that does not require any site work or erection of new structures. The plot plan shall specify the dimensions of the lot lines, the distance to nearest street corner, and locate the existing structures and north arrow. The key plan shall locate the area of work within the building.

**2. CODE COMPLIANCE:**

- Codes and standards to be complied with shall be listed by name- i.e. NYS Residential Code, NYS Mechanical Code, Mount Vernon Zoning Code, NFPA 13, etc... Statements such as: “the work shall comply with the municipality building and zoning codes” are **not acceptable.**
- Signed certification that the proposed work complies with the New York State Energy Conservation Construction Code. Compliance shall be demonstrated by one of the methods approved by code.
- Building Code analysis, listing the required and proposed items: construction type, occupancy group, building height and area, fire separation, interior finishes, means of egress, fire detection, fire prevention, handicapped accessibility, structural design criteria- including soil class, seismic design category calculations and design loads.
- List of special inspections.
- List of separate permits to be obtained from the Building Department or other state, county or city agencies.
- Means of egress plan and travel distance dimensions.
- For work that is permitted to comply with the New York State Residential Code, the geographical and climatic design criteria shall be listed on the plans, in addition to the structural design criteria- DL, LL, snow loads.

**CLIMATIC AND GEOGRAPHICAL DESIGN CRITERIA:**

Ground snow load	Wind Speed (mph)	Seismic Design Category	Subject to Damage From				Winter Design Temp.	Ice Shield Underlay-ment	Flood Hazard
			Weather- ing	Frost Line	Termite	Decay			
45 psf	110	C	Severe	42”	Moderate to heavy	Slight to moderate	7°F	Req’d	

**3. DRAWINGS:**

Drawings, 18”x24” minimum and 30”x40” maximum, shall include plans, elevations, sections, details, materials and equipment specifications, notes, list of symbols and separate structural, plumbing and electrical plans. Plans shall be drawn in accordance with generally accepted architectural graphic standards.

Each page of the set shall bear the address, block and lot numbers of the project, the name, address and telephone number of the registered design professional, the drawing title, the scale and the date of each submission.

Approvals and conditions from city, county or state boards and agencies shall be recorded on the plans.

For fire damage repairs: pictures of the damaged building and a signed and sealed report, assessing the structural, mechanical, plumbing, electrical, insulation and cosmetic work required to repair the building.

**4. AS-BUILT CERTIFICATION:**

The design professional shall reproduce on the first page of the construction documents the following certification.

*I, design professional name, certify that these construction documents are a true representation of the project as it has been built, and that, to the best of my knowledge and belief, the work complies with the codes and specifications listed in these documents.*

\_\_\_\_\_  
*Signature and Seal*

\_\_\_\_\_  
*Date*

Upon completion of the construction, the registered design professional shall sign and seal the certification if the inspections that he/she conducted during the construction warrant it. No building permit can be closed otherwise. The approved plans, bearing the signed and sealed certification and amended as required, shall constitute the as-built plans.

**Changes from the approved plans, made during construction, must be approved as an amendment. See amendment application for instructions.**

SAMPLE ONLY

Obtain filing application from  
Bldg. Dept. - City Hall