

OFFICE OF BUILDINGS AND CODES

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Director Office of Buildings and Codes

BUILDING PERMIT APPLICATION SUBMITTAL CHECKLIST

Effective Codes

2020 Building Code of New York State	2020 Residential Code of New York State
2020 Fire Code of New York State	2020 Energy Conservation Construction Code of New York State
2020 Mechanical Code of New York State	2020 Plumbing Code of New York State
2020 Fuel Gas Code of New York State	2020 Existing Building Code of New York State
2020 Property Maintenance Code of New York State	All applicable reference standards associated with the listed codes

Items 1-16 are the absolute minimum submittal documents required for an application submission and plan review per NYS Title 19 NYCRR Part 1203, NYS Uniform Code, and Chapter 23 of the Laws of Rockland County. Items 17-24 are required to be submitted prior to the issuance of a building permit. Applicants will receive a response within 20 business days of submittal. If additional documentation is requested, the applicant will have 14 business days to reply to the response. If additional documentation is requested, applicants will receive a response within 10 business days and the applicant will have 14 business days to reply to the response. Once the application has been approved and the required PDF documents are received by OBC, plan review will begin within 3 business days. Initial plan review responses will be provided within 35 business days of submittal and any subsequent re-review responses will be provided within 30 days of re-submittal. All documents must be submitted as an original hard copy and PDF files must be emailed to obcplans@co.rockland.ny.us once the application has been verified as complete. Building permit applications will not be processed if any code violations exist on the parcel except where the building permit application is to remediate those code violations.

SUBMITTAL DOCUMENTS REQUIRED FOR PLAN REVIEW

Address and SBL:	OBC#		
	Y	N	N/A
1. Completed building permit application. All sections must be completed and signed. (1 set)			
2. Any application indicating that the applicant is other than the deeded owner, documentation is required to indicate that the applicant is connected to the owner and that the owner has granted permission for this construction project. (1 set)			
3. Detailed construction plan (scope of work) narrative. (1 set)			
4. Signed resolution and decision letters from all Zoning, Planning and Village Boards. (1 set)			
5. Lot line disclaimer for any merged parcels. (1 set)			
6. Copy of the Site Plan used in the application process of any Zoning, Planning and Village Board variance procedures. (1 set)			

	Y	N	N/A
7. County of Rockland NYS GML review documentation. (1 set)			
8. Site plan signed and sealed by a NYS design professional. (2 sets) Site plan must show the following: a) Paper size 12" x 18" minimum, 24" x 36" maximum b) Scale 1" = 10' or 1" = 20' c) Section block and lot number with property address (multiple lots must be disclaimed/merged prior to submittal) d) Applicant and deeded owner information e) North arrow f) Vicinity map g) Legend / key h) Original creation date and all subsequent revision dates i) Established street grades and the proposed finished grades j) Flood hazard areas, floodways, and design flood elevations k) Vicinity map indicating the lot location relative to the surrounding lots l) Locations of utilities; gas, electric, sewer, domestic and fire service water lines with all pipe sizes and material details m) Landscaping and lighting n) All set-back distances to lot-lines for all proposed and/or existing buildings, driveway, sidewalks, curbs, walkways, decks, porches, stairs, fences, garbage enclosures o) Bulk table measurements complying with the requirements of the Code of the Village of Spring Valley Chapters 255-16 through 255-22 p) Floor Area Ratio (FAR) calculations complying with the requirements of the Code of the Village of Spring Valley Table of General Bulk Requirements q) Total stories and the exact height of the building r) Parking calculations complying with the requirements of the Code of the Village of Spring Valley Table of General Use Requirements s) Gross square footage totals for the entire structure t) Fire apparatus / aerial fire apparatus access, fire zone signs and fire lane striping, hydrant locations and distances to structure, dead ends and turnarounds, security gates u) Storm water management, including footings and roof drains discharge locations and runoff directions v) All building floor elevations, above and below grade, including			

<p>any cellar, basement, sub-basement.</p> <p>w) Locations of any fence, wall, hedge or other structure or planting complying with the requirements of the Code of the Village of Spring Valley Chapter 255-22</p> <p>x) Any additional requirements set forth by conditions imposed by the Village of Spring Valley Zoning, Planning and Village Boards</p> <p>y) Construction debris dumpster location</p> <p>z) Temporary fencing for securing the property during construction</p>			
	Y	N	N/A
9. Erosion and sediment control plan. (2 sets)			
10. Signed Site Plan (if Village of Spring Valley Planning Board approvals were received). (2 sets)			
<p>11. Construction documents, signed and sealed by a NYS design professional. (2 sets) Construction documents must show the following:</p> <p>a) Paper size: 24"x36" minimum, 30" x 42" maximum</p> <p>b) Scale ¼" = 1' or 3/16" = 1'</p> <p>c) Address and parcel section block and lot number</p> <p>d) Original creation date and all subsequent revision dates</p> <p>e) Description of project with its intended use</p> <p>f) Occupancy classification and occupant load calculations</p> <p>g) Index of pages</p> <p>h) Legend / key</p> <p>i) Effective codes and local ordinance reference with specifications and paths to compliance</p> <p>j) Construction type</p> <p>k) Climate, geographical and seismic calculations</p> <p>l) Gross, net and Floor Area Ratio calculations per floor and unit</p> <p>m) Elevations of all sides</p> <p>n) Details of the thermal envelope</p> <p>o) Footings and foundation</p> <p>p) Floor plan and layout</p> <p>q) Roof plan</p> <p>r) Braced wall details and method</p> <p>s) Size, location and design loads of structural members</p> <p>t) Truss drawings with manufacturer details, specifications and load calculations</p> <p>u) Electrical plan and light fixture schedule</p> <p>v) Window and door schedule</p>			

w) Plumbing plan x) Mechanical plan y) Egress plan and distances			
	Y	N	N/A
12. Fire alarm system shop drawings. (2 sets)			
13. Fire sprinkler system shop drawings with hydraulic calculations. (2 sets)			
14. Cooking hood and fire suppression system shop drawings. (2 sets)			
15. Alternative fire suppression and detection system shop drawings. (2 sets)			
16. Energy Code calculations with path of compliance (res-check, com-check, prescriptive). (2 sets)			
17. License and insurance certificates for all contractors NOT expiring within 30 days and with certificate of additional insured indicating the Office of Buildings and Codes. Insurance certificates for liability, disability and workman's compensation. Acceptable forms: C-105.2, U26.3, CE-200, DB-120.1, DB-201.2 & DB-155. (1 set)			
18. Drainage Agency permit. (1 set)			
19. Floodplain development permit. (1 set)			
20. Department of Health Permit for Mosquito Control. (1 set)			
21. Soil inspection report or letter indicating that one will be provided at the time of excavation. (1 set)			
22. Certificate of occupancy for any existing structure on the parcel. (1 set)			
23. Demolition permit			
24. Any other documentation required by the Authority Having Jurisdiction			

SUBMITTAL DOCUMENTS REQUIRED FOR PLAN RE-REVIEW

	Y	N	N/A
25. Plan review document with associated design professional narrative of responses. (1 set)			
26. All construction documents affected by the plan review responses with corrections marked by clouds, deltas and revision date. (2 sets)			
27. Any other documents requested in the plan review comments. (1 set)			