

INSTRUCTION SHEET

All applications must be filed using DOB official forms. These include but are not limited to PW1, TR1, Alt1.

Plans for OT-BPP will be filed under the term "architectural" on the PW1.

For those applications filed as an Alt-3, the applicant must note in the job description or comments section the job number of the corresponding NB or Alt-1 application.

The job description must indicate the length and location of the Builder's Pavement information.

* OT-BPP may not be filed as a Directive 14 on the Alt-3.

Registered Landscape Architects (RLA) and Licensed Surveyors (LS) may file an OT-BPP as an Alt-3 worktype. An RLA and LS, however, cannot file an OT-BPP as a subsequent filing on the NB or Alt-1.

OT-BPP applications must be microfilmed in accordance with the Department's microfilm policy.

Any applications filed for Seepage Basins, Catch Basins, and Manholes will only be accepted when required.

A filing for OT-BPP may be self-certified. In accordance with PPN 2/95, if the application is being self-certified all worktypes and documents on a particular job must be self-certified. If, therefore, the applicant filing the OT-BPP wishes to professionally certify while the applicant filing the NB or alt-1 (or vice versa) does not wish to professionally certify, the OT-BPP worktype cannot be filed as a subsequent document on the NB or Alt-1 but must be filed separately as an Alt-3.

When self-certifying OT-BPP, the applicant must complete the Required Items Checklist (form PC-1) for OT-BPP in accordance with PPN 2/95.

An OT-BPP filing will proceed through the normal DOB process - Prefiling, Application Processing, DEAR and plan examination through approval. When filed as a subsequent document on the NB or Alt-1 application, the OT-BPP document will remain as approved and show as permitted once the entire job has been approved. For those applications where the OT-BPP is filed as an Alt-3, the application will immediately show as permitted once approved. No permit will be issued by DOB for OT-BPP.

If an applicant files the OT-BPP in a fully developed area on an Alt-3, he may opt not to film plans, but must file the BPP checklist (BPP-1) instead.

For all applications filed under this new procedure a "highway letter" will no longer be required. All inspections will be performed under the supervision of the construction division in the local office.

Until the PW1 form is updated the applicant should "X" off the OT box and note "BPP" on line next to it.



Builders Pavement Plan - Checklist for Alt-3 in lieu of plans

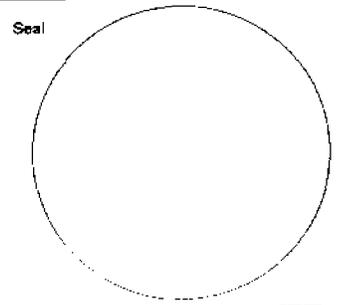
1 Job Number

2 Location		
Borough	Block	Lot(s)
House No(s)	Street Name	
Total extent of public roadway frontage (measured along lot lines)		LF

3 Existing Conditions	
	All blocks that project is fronting on have:
	<input type="checkbox"/> Existing curbs, both sides of street, full extent of block
	<input type="checkbox"/> Existing sidewalks, both sides, full extent
	<input type="checkbox"/> Full roadway pavement, curb to curb, full extent
	Sidewalk: Cross slope > 1% at every surveying station IFO site
	Gutter slope > 0.5% between any adjacent two surveying stations IFO site
	Drainage: Existing facility or proper sewer available at low points
	Sidewalk: Existing slopes have no abrupt grade breaks
	Small projects only (100 feet total frontage or less):
	<input type="checkbox"/> Existing adjacent curb and sidewalk on both sides of project
	<input type="checkbox"/> Roadway fully paved IFO the project

4 Proposed Work	
	<input type="checkbox"/> Retain existing curb and/or sidewalk – repair as required
	<input type="checkbox"/> Install new sidewalk (none existing)
	<input type="checkbox"/> Install new curb (none existing)
	<input type="checkbox"/> Replace existing sidewalk and/or curb – same grades
	<input type="checkbox"/> Replace existing sidewalk and/or curb – different grades or alignment
	<input type="checkbox"/> Install a nonstandard sidewalk material or scoring pattern
	<input type="checkbox"/> Provide flush handicapped access to building entry-way (none existing)
	<input type="checkbox"/> Adjust TA grades
	<input type="checkbox"/> Install new corner quadrant
	<input type="checkbox"/> Install new driveways
	<input type="checkbox"/> Adjust existing roadway grades
	<input type="checkbox"/> Install new roadway pavement (none existing)
	<input type="checkbox"/> Install or modify drainage facilities
	<input type="checkbox"/> Remove existing mature tree
	<input type="checkbox"/> Install new tree
	<input type="checkbox"/> Install or relocate UP or LP
	<input type="checkbox"/> Install or relocate fire hydrant
	<input type="checkbox"/> Install sidewalk encroachment
	<input type="checkbox"/> Other (describe):

5 P.E./R.A./L.S./R.L.A. Applicant Data						
Last Name	First Name	M.I.				
Business Name	Business Phone ()					
Address						
City	State			ZIP		
PE	R.A.	L.S.	R.L.A.	License No		
PE/RA/LS/RLA Signature				Date		





THE CITY OF
NEW YORK

DEPARTMENT OF BUILDINGS

Required Items Checklist

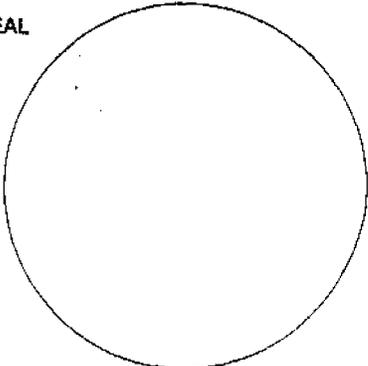
Both sides must be filled out. Check yes or no (y/n) for each and every item.

Location			
Borough	Block	Lot(s)	Job No.
House No(s).	Street Name		

Y	N		Y	N		Y	N	
		PRIOR TO APPROVAL			ITEMS REQUIRED PRIOR TO PERMIT			CONTROLLED INSPECTIONS (TR-1) REQUIRED PRIOR TO PERMIT
		SSA/CPC VARIANCE			SITE SAFETY PLAN			BORING/TEST PITTS (§27-720)
		LANDMARKS APPROVAL			DEMOLITION APPLICATION			POLLING (§27-721)
		LANDMARKS SIGNOFF			FIVE-DAY NOTICE OF EXCAVATION			SUBGRADE (§27-723)
		DEP: SD1,2,3			COST AFFIDAVIT			CONTROLLED FILL (§27-879(A))
		HPO: SRO EXEMPTION			SIDEWALK SHED APPLICATION & PERMIT			UNDERPINNING (§27-724)
		HPO: CERTIFICATION OF NO HARASSMENT			TEMPORARY FENCE APPLICATION & PERMIT			SOIL BEARING PRESSURE (§27-878)
		HPO: CLINTON DISTRICT CERTIFICATION			SCAFFOLD APPLICATION & PERMIT			WELDING (§27-816)
		NYS DEPT. OF ENVIRONMENTAL CONSERVATION			ELEVATOR SCHEDULE			ALUMINUM (TABLE 10-2)
		US ARMY CORPS OF ENGINEERS			MICROFILM			LAMINATED WOOD (TABLE 10-2)
		DOT: APPLICATION FOR STREET IMPROVEMENTS			WORKERS' COMPENSATION INSURANCE			HIGH STRENGTH BOLTS (TABLE 10-2)
		DOT: WAIVER OF GRADES			WAIVER/AFFIDAVIT OF COMPENSATION INSURANCE			CABLE FITTINGS (TABLE 10-2(840))
		DCH: PRIVATE WATER SUPPLY/SWIMMING POOL			LIABILITY INSURANCE			SMOKE TEST (§27-868)
		TA APPROVAL			STREET OBSTRUCTION BOND			FIRE STOPS (§27-346)
		ASBESTOS ASB4			DISABILITY INSURANCE			ENGINESTALLER VENTILATION CERTIFICATION (§27-779)
		ASBESTOS ACP5/7 REQUIRED (circle one)			ZONING DECLARATION I			FUEL BURNING/STORAGE (§27-794)
		OFFICE OF MIDTOWN ENFORCEMENT			ZONING DECLARATION II			NOISE CONTROL TESTS (§27-768, 769, 770)
		FIRE ALARM APPLICATION APPROVED BY FDNY			ZONING DECLARATION III			REFRIGERATION SYSTEM (§27-781)
		FLOOR SLAB ON FILL-NOTE ON FORM PW-1			ZONING DECLARATION IV			SOIL PERCOLATION TEST-DRY WELL (§RS16-P113)
		SITE SURVEY			ZONING DECLARATION V			SOIL PERCOLATION TEST-SEPTIC (§RS16-P113.5)
		TENANT PROTECTION PLAN			FSC CL A or CL B LIC-FIRE SUPPRESSION SYSTEM			CURTAIN/PANEL WALL (§R & REG 9/29/83)
		EASEMENT			FSC CL A or CL C LIC-FIRE SUPPRESSION SYSTEM			SHORING (§27-1010)
		DEED RESTRICTION			TR-1 FSC INSTALLER			STRUCTURAL STABILITY (§R & REG 10/16/92)
		TR-1 FOR STRUCTURAL STABILITY			DIR-14 ID OF RESPONSIBILITY (TR-1)			SPRAY ON FIREPROOFING (§27-324)
		LEGALIZATION: PAY EXPRESS CASHIER			EMERGENCY GENERATORS (§27-784)			REINFORCED MASONRY (TABLE 10-12)
		FOUNDATION PLANS REQUIRED			OTHER:			MASONRY UNITS (§RS 10-3 3.2)
		COMPLIANCE REQUIRED-WATERFRONT ZONING						CONCRETE (§27-803)
		SITE SUITABILITY FOR SEPTIC BY DEP						CONCRETE - PRECAST (§27-807)
		US STATE DEPT. LETTER OF NO OBJECTION-Foreign GOVT PROPERTY						CONCRETE - PRESTRESSED (§27-807)
		HOUSE NUMBER VERIFICATION						CONCRETE DESIGN MIX (§27-805)
		TAX LOT VERIFICATION BY RPAD						CONCRETE TEST CYLINDERS (§27-807A(1))
		STREET STATUS VERIFICATION BY BORO PRESIDENT						SPRINKLER TEST (§27-887)
		APPLICATION FILED IN CONJUNCTION WITH _____ (job #)						STANDPIPE TEST (§27-951)
		BPP: NOTES REQUIRED ON PLAN						FIRE ALARM TEST (§27-977)
		BPP: TOPOGRAPHIC SURVEY						FINAL INSPECTION D-14 (DIRECTIVE 14)
		BPP: PHOTOS						CHIMNEYS (§27-856)
		BPP: INFRASTRUCTURE AND SITE SKETCH						EMERGENCY GENERATORS (§27-794)
		BPP: SITE PLAN-NEW R.O.W. INSTALLATION						HIGH PRESSURE GAS (§RS 16-P115.8N)
		BPP: GRADE STUDY						HEAT SYSTEM/BOILERS (§27-793)
		BPP: STREET SEEPAGE DRAINAGE APPLICATION						TENANT PROTECTION PLAN (§RS & REG 1/8/94)
		BPP: DISTINCTIVE SIDEWALK-LEGAL AGREEMENT						VENTILATION/AIR CONDITIONING
		BPP: DISTINCTIVE SIDEWALK-STONE TEST REPORT						LAMINATED I BEAM NOTIFICATION TO FDNY
		BPP: TRAFFIC ENG STDY-CC IN INTERSECTION						SEPTIC SYSTEM INSTALLATION (§RS16-P113.3)
		BPP: CONTRACTOR BOND- INSTALL ROADWAY						DRYWELL INSTALLATION (§RS16-P110.13)
		BPP: WAIVER OF GRADES FILING						OTHER:
		BPP: CATCH BASIN/MANHOLE COVER REQUIRED						
		BPP: FIELD VISIT RESULTS NEEDED						
		BPP: CHECKLIST IN LIEU OF PLANS - ALT-3						
		BPP: DEP: NON-STD DRAINAGE STRUCTURE						
		BPP: TA: RELOCATE BUS STOP						
		BPP: PARKS: REMOVE MATURE TREE						
		BPP: NYS DEC: DRAIN STREET TO WETLAND						
		BPP: UTILITY APPROVAL TO RELOCATE POLE						
		OTHER:						

Y/N	ITEMS REQUIRED PRIOR TO C.O./SIGNOFF
	BSA/C PLANCE
	LANDMARK APPROVAL
	LANDMARKS SIGNOFF
	HPD: SRD EXEMPTION
	HPD: CERTIFICATE OF NO HARASSMENT
	HPD: CLINTON DISTRICT CERTIFICATION
	LETTER - NYS DEPT. OF ENVIRONMENTAL CONSERVATION
	LETTER - US ARMY CORPS OF ENGINEERS
	FDNY: FIRE SAFETY PLAN
	DOT: WAIVER OF GRADES
	DOH: PRIVATE WATER SUPPLY/SWIMMING POOL
	TA APPROVAL
	FIRE ALARM APPLICATION APPROVED BY FDNY
	APPROVAL FROM HPD FOR URBAN RENEWAL AREA
	HIGHWAY LETTER
	CERTIFICATE OF OCCUPANCY
	FIRE PROTECTION PLAN AMENDMENT
	PILES: FINAL PILE PLAN/CREOSOTE LETTER
	PA APPLICATION & SIGN-OFF
	SPRINKLER(SF) APPLICATION
	STANDPIPE(SD) APPLICATION
	ELEVATOR APPLICATION
	GASOLINE TANK APPLICATION
	MARQUEE PERMIT
	MECHANICAL (MH) APPLICATION/PLANS
	CURB CUT (CC) APPLICATION
	FIRE ALARM (FA) APPLICATION
	FIRE SUPPRESSION (FP) APPLICATION
	PLUMBING (PL) APPLICATION
	BOILER (BL) APPLICATION
	FUEL BURNING (FB) APPLICATION
	OTHER CONSTRUCTION (OT) APPLICATION
	FINAL COST AFFIDAVIT
	RE-MICROFILMING NECESSARY
	CERTIFICATION OF SMOKE DETECTOR INSTALLATION
	MULTIPLE DWELLING REGISTRATION
	FIRE RETARDATION TREATED WORK CERTIFICATION
	EQUIPMENT USE PERMITS
	FINAL SURVEY
	EASEMENT (C.O. TIME)
	DEED RESTRICTION
	DEFERRED FEES
	BPP: INSPECTION SIGNOFF REQUIRED
	BPP: FILING REQUIRED
	BPP: SIDEWALK & ROADWAY THICKNESS CORES
	BPP: SIDEWALK CONCRETE STRENGTH REPORT
	BPP: MAINTENANCE AGREEMENT-RETAINING WALL
	BPP: DEP: INSTALL/MODIFY DRAINAGE STRUCTURE
	BPP: DEP: INSTALL/RELOCATE FIRE HYDRANT
	BPP: DOT: SIDEWALK ENCROACHMENT
	BPP: DOT: RELOCATE STREET LIGHT
	BPP: DOT: SIDEWALK/CURB/ROAD WORK PERMITS
	BPP: TA: INSTALL SIDEWALK OVER STATION
	BPP: PARKS: PLANT NEW TREE
	BPP: ARTS COMM: DISTINCTIVE SIDEWALK
	OTHER:

Y/N	CONTROLLED INSPECTION: REQUIRED PRIOR TO C.O./SIGNOFF
	BORING/TEST PITTS (§27-720)
	POLING (§27-721)
	SUBGRADE (§27-723)
	CONTROLLED FILL (§27-879(A))
	UNDERPINNING (§27-724)
	SOIL BEARING PRESSURE (§27-878)
	WELDING (§27-816)
	ALUMINUM (TABLE 10-2)
	LAMINATED WOOD (TABLE 10-2)
	HIGH STRENGTH BOLTS (TABLE 10-2)
	CABLE FITTINGS (TABLE 10-2(640))
	SMOKE TEST (§27-888)
	FIRE STOPS (§27-345)
	ENG/INSTALLER VENTILATION CERTIFICATION (§27-778)
	FUEL BURNING/STORAGE (§27-794)
	NOISE CONTROL TESTS (§27-766, 769, 770)
	REFRIDGERATION SYSTEM (§27-781)
	SOIL PERCOLATION TEST-DRY WELL (§RS18-P113)
	SOIL PERCOLATION TEST-SEPTIC (§RS18-P113.3)
	CURTAIN/PANEL WALL (§R & REG 9/29/83)
	SHORING (§27-1010)
	STRUCTURAL STABILITY (§R & REG 10/16/92)
	SPRAY ON FIREPROOFING (§27-324)
	MASONRY UNITS (§RS 10-3.3.2)
	CONCRETE (§27-603)
	REINFORCED MASONRY (TABLE 10-12)
	CONCRETE - PRECAST (§27-607)
	CONCRETE - PRESTRESSED (§27-607)
	CONCRETE DESIGN MIX (§27-605)
	CONCRETE TEST CYLINDERS (§27-607A(1))
	SPRINKLER TEST (§27-967)
	STANOPPE TEST (§27-961)
	FIRE ALARM TEST (§27-977)
	FINAL INSPECTION D-14 (DIRECTIVE 14)
	CHIMNEYS (§27-856)
	EMERGENCY GENERATORS (§27-794)
	HIGH PRESSURE GAS (§RS 16-P115.8N)
	HEAT SYSTEM/BOILERS (§27-793)
	TENANT PROTECTION PLAN (§RS & REG 1/5/94)
	VENTILATION/AIR CONDITIONING
	LAMINATED I BEAM NOTIFICATION TO FDNY
	SEPTIC SYSTEM INSTALLATION (§RS18-P113.3)
	DRYWELL INSTALLATION (§RS18-P110.13)
	OTHER:

Applicant Signature	
Name	
Signature	
Date	
SEAL	
	



**Authorization to the Department of Transportation
for the issuance of construction permits for the installation of curbs,
sidewalks and roadway paving in connection with an application
of Certificate of Occupancy**

1 Department of Buildings Job Number:	
Block _____	Lots _____
Street Address _____	

3 Work proposed under the Builders Pavement application:	
Street No. 1: _____	
between _____	and _____
Install new curb _____	LF total length _____
install new concrete walk _____	LF total length _____
Install new roadway paving (_____	LF total length by _____ FT wide)/9 = _____ SY
Street No. 2: _____	
between _____	and _____
Install new curb _____	LF total length _____
install new concrete walk _____	LF total length _____
Install new roadway paving (_____	LF total length by _____ FT wide)/9 = _____ SY
Street No. 3: _____	
between _____	and _____
Install new curb _____	LF total length _____
install new concrete walk _____	LF total length _____
Install new roadway paving (_____	LF total length by _____ FT wide)/9 = _____ SY

4 Signed for the Department of Buildings by	
Name of Plan Examiner (print) _____	_____
Signature _____	Date _____