

## Building Systems: Preliminary and Final Review Checklist

Project Name:

Submission Date:

Please provide one of each item, unless otherwise noted.

- Email** from PDC staff confirming that the scope of work qualifies as a limited scope project
- Application** signed by the Commissioner or designated City agency representative
- Description** of scope of work
- Location plans or aerial image**, borough level and neighborhood level (400' radius from site)
- Six (6) 8 1/2" x 11" site photographs with key plan**, include photograph(s) of building facade, call out location of proposed work
- Two (2) sets of Construction Drawings, at least 50% complete**
  - 11" x 17" or 18" x 24" (half-size) legible drawings
  - If scope includes rooftop equipment, drawing set should include the following:
    - Section** showing sight lines from the sidewalk to rooftop equipment, to demonstrate level of visibility from the sidewalk
    - Roof plan** with surrounding street names and dimensions from the parapet to equipment location
- Materials List and Catalog cut sheets**
  - Name of the manufacturer, color, and finish
  - Cut sheets of proposed equipment, acoustical barriers, and louvers
- Disc** with all of the above as PDF