



250 Broadway, 29th Floor  
New York, New York 10007  
Phone: (212) 386-0009  
Fax: (646) 500-6271  
[www.nyc.gov/bsa](http://www.nyc.gov/bsa)

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**Margery Perlmutter**  
Chairperson/Commissioner

## **GUIDELINES FOR DRAWINGS**

The Board of Standards and Appeals has established standard information and notes that should be placed on drawings submitted with applications. This letter attempts to address most application types. However, during the course of examination or public hearing, the Board may require that additional notes or information not listed below be placed on drawings. For fire safety notes, the Fire Department reserves the right to require modifications as it sees appropriate.

Generally, all drawings shall be legible both in print and digital form and on appropriate size paper (11" by 17"), clearly indicating the full scope of work through plans, elevations and sections. Construction drawings with elaborate notes, detailed dimensions, door and window sizes, exit units, etc. are generally not acceptable.

A zoning analysis sheet shall be included with all plan sets that conforms to the drawing Z-001 as required by the Department of Buildings.

For all submissions, drawings shall be clearly dated with the production or revision date of the most recent drawing. For revisions, provide a set of drawings with all changes highlighted or bubbled and a clean set of drawings without highlights or bubbles.

**Certain notes and information are required for applications as follows:**

### **All Buildings and Uses**

All elevations shall be shown in NAVD 88.

For all buildings (other than one- to three-family residences and residential portions of mixed-use buildings), show occupant loads per space and per floor.

For all floors, show complete interior layouts with exit corridors and stairs (as necessary) with the following notes on each floor plan:

- "All work and site conditions shall substantially conform to drawings filed at BSA."
- "All partitions and exits shall be as approved by DOB."
- "DOB shall ensure compliance with all other applicable provisions of the Zoning Resolution, the Administrative Code and any other relevant laws under its jurisdiction irrespective of the plan(s)/configuration(s) not related to the relief granted."

**Community Facilities, Houses of Worship and Public Assembly Spaces**

For all floors, show complete interior layouts, show occupant loads per floor and provide the following notes:

- “Interior layout as shown shall substantially conform to drawings filed at BSA, and all exits shall be as approved by DOB.”
- “Maximum occupant load per floor and per space shall be as approved by DOB.”
- Show calculations of occupant load per floor and per space as is required by BC § 1004.1\* consistent with example below:

TABLE 1004.1 Occupant Load Requirements (2014 Building Code)				
Occupancy	Area	Floor area per occupant	Maximum # of occupants permitted	Proposed # of occupants
Space in building (e.g., sanctuary)	# net sq. ft.	# net sq. ft.	Area/floor area per occupant= # of occupants	# persons

**Physical Culture Establishments (PCEs)**

In addition to the above notes, plans for PCEs shall reflect the following information and notes:

- “Minimum 3’-0” wide exit pathways shall be provided leading to the required exits. Pathways shall always be maintained unobstructed, including from any gymnasium equipment.”

Clearly identify on the plans the 3’-0” wide exit pathway.

- “Accessibility shall be provided pursuant to the standards set forth in applicable accessibility laws, including but not limited to Chapter 11 of the NYC Building Code, the 2009 American National Standards Institute (ANSI) A117.1 and Title III of the Americans with Disabilities Act.”
- “Proposed signage will comply with applicable zoning regulations and shall be as approved by DOB.”

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\* Or other applicable code.

Identify the location and type of equipment on the floor plans.

If the PCE has noise or vibration producing equipment or instruction techniques (including but not limited to bicycles, rowing machines, treadmills, heavy bags, free weights and medicine balls), provide sound attenuation details and key them to the plans.

### **Fire Department Compliance for PCEs:**

(Select the appropriate note based on building conditions.)

If the occupancy load of the PCE is below grade, a determination will be made by the Fire Department for requirements of a fire alarm and sprinkler system.

If the occupancy load of the PCE is **less than 300 persons**:

- **And the building has a fire alarm system:**
  - Note: “The subject building is equipped with an approved fire alarm system (Application No. \_\_\_\_\_), accordingly, a fire alarm system shall be provided in the PCE space as required by 2014 BC Section 901.6.2 and the New York City Fire Code and shall be monitored by a central supervising station in accordance with Fire Code Section 907.14.”
- **And the building has a sprinkler system:**
  - Note: “The subject building is fully sprinklered (Application No. \_\_\_\_\_), accordingly, the sprinkler system shall be extended into the PCE space, or, if a sprinkler system is already installed in the PCE space, such sprinkler shall be maintained (i.e., reconfigured for PCE occupancy) and comply with the applicable construction code.”
- **And the building does *not* have a fire alarm system or sprinkler system:**
  - [No requirement for the installation of a fire alarm or sprinkler system.]

If the occupancy load of the PCE is **300 persons or more**:

- **And the building has a fire alarm:**
  - Note: “The subject building is equipped with an approved fire alarm system (Application No. \_\_\_\_\_), accordingly, a fire alarm system shall be provided in the PCE space as required by 2014 BC Section 901.6.2 and the New York City Fire Code and shall be monitored by a central supervising station in accordance with Fire Code Section 907.14.”
- **And the building does *not* have a fire alarm:**

- [No requirement for the installation of a fire alarm.]
- **And the building has a sprinkler system:**
  - Note: “The subject building is fully sprinklered (Application No. \_\_\_\_\_), accordingly, the sprinkler system shall be extended into the PCE space, or, if a sprinkler system is already installed in the PCE space, such sprinkler shall be maintained (i.e., reconfigured for PCE occupancy) and comply with the applicable construction code.”
- **And the building does *not* have a sprinkler:**
  - Note: “The PCE space shall be fully sprinklered.”

### **Special Permit Enlargements for One- and Two-Family Residences**

All Zoning Resolution § 73-622 applications shall include a demolition plan, consistent with the template provided on the Board’s website, showing the exterior walls to remain and the walls to be removed. Note that a minimum of 50 percent of existing exterior walls on the perimeter shall be retained on the perimeter of the building and that 50 percent of existing floor joists shall be retained.

General note for plans filed with a Zoning Resolution § 73-622 application:

- “Removal of more than 50% of existing exterior walls and/or more than 50% of existing floor joists in excess of that shown on the BSA Approved Floor Plans will void this Special Permit.”

An attic floor plan (as applicable) shall identify floor space counting as zoning floor area with a graphic element (such as crosshatching) and provide a note reading:

- “Floor layout and maximum attic floor area of [insert number] sq. ft. shall be as approved by DOB.”

### **Parking**

#### **Self Parking**

Plans shall show stalls that are a minimum 8’-6” wide and 18’-0” deep, with aisle widths corresponding to the angle of parking stalls as required by recognized national standards for parking lots and garages (for example, the standard minimum aisle width for 90° parking stalls is 24’-0”).

End stalls parallel to walls or fences shall be a minimum 10’-0” wide.

Parallel parking shall have a minimum aisle width of 10'-0" and minimum parking space dimensions of 8'-6" by 24'-0".

### **Attended Parking**

Show parking stackers on elevations, and provide details where applicable.

All parking plans shall provide the following note:

- "Number of spaces approved by BSA shall not be reduced or exceeded; layout is subject to DOB approval."

### **General City Law Applications**

On the site plan, provide the following note:

- "Proposed development or enlargement shall comply with all New York City zoning and building laws, as approved by DOB."

### **Schools and Day Care Centers**

- "An approved interior fire alarm system shall be installed in the entire School/Day Care space; the system shall comply with Chapter 9 of the 2014 New York City Building Code and New York City Fire Code and special inspection requirements of Chapter 17 of the New York City Building Code."
- "Entire space shall have an automatic sprinkler system that complies with Chapter 9 of the New York City Building Code and New York City Fire Code. Space shall be monitored by a central supervising station in accordance with Chapter 9 of the New York City Building Code."

### **Landscaping and Fencing**

If landscaping is existing, proposed or required by a previous Board grant, provide a landscaping plan sheet showing the location of in-ground planting and fencing. The landscaping plan shall follow the below guidelines:

- Show the location and dimensions of in-ground planting beds and tree pits.
- Planting bed and tree pit details shall show depth and concrete curbs.
- Distance between plantings shall be dimensioned with a label indicating the plant type. This shall be keyed to a chart that identifies plant species name, height, width and quantity to be planted.

- Identify the type of fencing and its height.

### **Lighting**

Where there is outdoor lighting existing, proposed or required, provide a lumen spread diagram.

### **Sites in Flood Zones**

Provide a plan sheet showing a vignette of the most recent FIRM Maps released by the Federal Emergency Management Agency (FEMA) after October 28, 2012, with the proposed plan set indicating the subject property location. FIRM Map can be located here: <https://msc.fema.gov/portal/search>.

Note required on plans:

- “Flood Regulations, including Article 6, Chapter 4, of the Zoning Resolution and Appendix G of the New York City Building Code, as applicable, shall be complied with as reviewed and approved by the Department of Buildings.”

**Any questions about these guidelines may be directed to the Board’s Executive Director at (212) 386-0068.**