All indoor automated parking garage systems are evaluated by OTCR on a site-specific basis. The evaluation process and submittal requirements are listed below.

### Project Timeline

- Submit construction documents to Borough office
- Approval of construction documents*
- Work permit issued
- Project Sign-off

### OTCR Evaluation Process

- Submit OTCR2 Application Form and required documents
- Obtain OTCR Conditional Acceptance Letter**
- Install, inspect and certify per OTCR Conditional Acceptance letter and FDNY LNO
- Obtain OTCR Final Acceptance letter

*Including approved zoning analysis and FDNY approved fire protection plan.

**FDNY Letter of No Objection (LNO) is required for OTCR Conditional Acceptance Letter.

### Submittal Requirements

- Submit the OTCR2 Application Form with the $600.00 processing fee made payable to the NYC Department of Buildings

- Required Documents:
  - General information:
    - Address
    - DOB Job#
  - Project narrative:
    - Filing Information – project type (NB or Alteration); installation floors (i.e., cellar, 5th thru 8th floors, stairway, etc.)
    - Building Information – building Owner and operator; main building description (construction type, occupancy classification), parking floor description (construction type, occupancy classification); fire protection info (suppression, alarm, smoke detection, mechanical ventilation); CO detection; floodplain installation
- Automated Parking System Information: System type (e.g. pallet, rack and rail, stacker…); attendant/non-attendant; capacity of parking garage; process for parking and retrieval; safety measures for protecting and separating the public from the active parking system (gates, sensors, etc.)

- Proposed plans:
  - Site plan
  - Parking plan (include layout on all floors)
  - Building section detailing parking floors. Details for stacker systems must include racking arrangement
  - Fire protection plan

- Manufacturer's literature
- Manufacturer's published maintenance plan
- List of equipment and material used in the automated parking garage system (i.e., electronic processing system, structural frame materials, elevator/lift, retrieval/parking system, etc.)
- Structural calculations signed and sealed by NYS P.E.
- Copy of FDNY Letter of No Objection

- Submit **OTCR2 Application Form** and required documents to:

  NYC Department of Buildings  
  Office of Technical Certification and Research  
  280 Broadway, 7th Floor  
  New York, NY 10007