

Retail Laundry Facilities



RETAIL LAUNDRY FACILITIES

A typical retail laundry has 1,500 to 6,000 SF of space and is usually accessed directly from the street. It may be located in a retail strip mall, street level spaces of an existing building or may be a free standing structure with other retail spaces nearby. It usually requires a storefront exposure and is open to the public. (Laundry facilities provided exclusively for building tenants or industrial laundry facilities are not covered in this Code Note.)

New York City Administrative Code and Building Code

The NYC Administrative Code (AC) outlines the requirements for work applications, including alterations and new buildings. Structural design, fire protection, means of egress, and accessibility are among the essential elements regulated by the NYC Building Code (BC). Building systems such as HVAC and plumbing are further regulated by the NYC Mechanical Code, NYC Plumbing Code and NYC Fuel Gas Code.

New York City Zoning Resolution

The Zoning Resolution (ZR) governs use and bulk of buildings and structures, and its regulations vary according to zoning districts. In addition to permitted uses, these regulations govern floor area, open space, density, yards, height, setbacks and parking.

New York City Fire Code

Alterations that include mechanical unit installations related to laundry facilities must maintain rooftop access for firefighting operations.

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New York City Energy Conservation Code

Any alteration to a building's envelope, lighting, heating or mechanical systems must comply with the New York City Energy Conservation Code (Energy Code or NYCECC). Progress inspections must be clearly designated.

This publication is a general overview of the requirements for this type of work. There may be additional, applicable Zoning Resolution, Construction Code, Multiple Dwelling Law or Energy Code requirements.

FIRST STEPS

- Review PW1 to verify scope of work
- Zoning district, site designations (special purpose districts, waterfront area or block, flood hazard area, fire district, landmark district, little 'e' DEP designated block, wetlands, 200' within MTA infrastructure)
- Lot diagram (dimensions of lot, building, yards, distance to corner street intersection, street names, zoning use group, building occupancy group, construction classification, multiple dwelling classification)
- Existing legal use and configuration – [TPPN #14/88](#)
- For existing buildings, determine which code to elect for application review and where mandatory 2014 Code compliance applies – BC [28-101.4.3](#)
- Construction code determination (CCD1), if necessary

ADMINISTRATIVE

DOB Forms

- [PW1](#) – Plan/Work Approval Application (Verify gross floor area including cellar)
- [PW1B](#) – If plumbing or sprinkler work involved

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- **PW3** – Verify estimated construction cost on PW3 to match the proposed work
- **PW4** – For new mechanical equipment greater than 36,000 Btu
- **TR1** – Indicates structural stability, sprinkler systems, and all applicable special inspections for proposed work
- **ZD1**– Used if there is an enlargement; includes diagrams for site plans and other projections (3D or Axonometric as required) describing vertical dimensions

Technical Documents (where applicable)

- Zoning exhibits
- Restrictive declaration
- Easements (for enlargements only)
- ACP5 Asbestos Report
- House Connection: approval from NYC Department of Environmental Protection for house connection proposal
- Site connection: Approval from NYC Department of Environmental Protection for all other connection proposals (other than house)

Related Applications

- Construction fence application
- Sprinkler and/or Standpipe application (SP and/or SD)
- Alteration Type 1: No work/ legalization
- Boiler (BL)
- Plumbing (PL)

BIS Required Items

- Check current Department memos and service notices

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ZONING

- Retail laundry establishments, whether hand or automatic self-service, as permitted use in commercial districts (Use Group 6) – ZR 32-15
- Confirm floor area, bulk, parking and other requirements by zoning district (Residential, Commercial, Manufacturing or Special Purpose)

FIRE CODE

- Compliance with required rooftop access and rooftop obstructions for buildings under 100' high and less than 20 degree in slope – FC 504.4

BUILDING CODE

General

- For prior code buildings, optional use of 1968 Building Code with exceptions to conform with 2014 Building Code – AC [28-101.4.3](#), Exceptions 1 through 19

Occupancy Group

- Where the occupancy group is altered or inconsistent with the Certificate of Occupancy (CO), a new or amended CO is required – AC [28-118](#)

Egress

- Occupant load, number of exits, egress capacity and travel distances – BC [Chapter 10](#)

Accessibility

- Door widths and clearances, ramps, and handrails as well as laundry equipment – BC [Chapter 11](#) and ANSI A117.1, 2009

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- Compliance for entire building required where a change is made in the main use or occupancy group. Where the use or occupancy of a space is changed, such space, including entrance to, shall comply with accessibility requirements – BC [1101.3.1](#)
- Compliance for entire building required where the alteration cost is greater than 50% of the value of the existing building. Where the alteration cost is equal to or less than 50%, such alteration work shall comply with accessibility requirements – BC [1101.3.2](#)

Fire Protection

- Height and area limitations – BC [Table 503](#)
- Fire separation of separate occupancies and tenancies – BC [Table 508.4](#)
- Fire wall, fire barrier, fire partition construction details – BC [706](#), BC [707](#), BC [709](#)
- Fire wall opening size restrictions and protectives – BC [706.8](#)
- Fire dampers for duct penetrations in fire rated walls and ceilings – BC [716.3](#)
- Automatic sprinkler system shall be installed in spaces in which two or more clothes drying machines are installed – BC [903.2.11.13](#)
- See Code Notes on Sprinklers
- Fire alarm and detection, smoke detectors – BC [907](#), BC [909](#)

Site Safety during Construction

- Tenant protection plan – AC [28-104.8.4](#)
- Protection of public right of way – BC [Chapter 33](#)
- Construction fence (for new buildings) – BC [3307.7](#)

MECHANICAL CODE

- Minimum mechanical ventilation rates – MC [Table 403.3](#) Intake openings located minimum 10' away from lot lines/buildings and 20' from contaminant sources – MC [401.4](#)

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- Intake openings exceeding 144 sf and have fire and smoke dampers – MC [401.4.1](#)
- Exhaust openings located minimum 10' away from lot lines/buildings/windows and minimum 10' above sidewalk – MC [501.2](#)
- Clothes dryer exhaust – MC [504](#)

PLUMBING CODE

- Backflow preventer for new domestic water service – PC [608.1](#)
- Plumbing and gas riser diagrams – PC [106.5](#)
- Floor drains for coin-operated laundry facilities – PC [412.4](#)
- Laundry trays and waste outlets – PC [415](#)
- Water supply and distribution – PC [Chapter 6](#)
- Water sub-meters – PC [606.7](#)
- Laundry waste interceptor – PC [1003.6](#)
- Boiler Work Type (BL) filed for commercial boilers and greater than 6-family residential
- Plumbing work type (PL) filed for mechanical heating via gas
- See Code Notes on Sprinklers

FUEL GAS CODE

- Clothes dryer exhaust – FGC [613](#)
- Clothes dryer exhaust system – FGC [614](#)
- Location of gas meter and new gas piping – FGC [404](#)

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ENERGY CODE

- See [Code Notes](#) Energy Code

APPLICABLE BULLETINS, DIRECTIVES, PPNS, MEMOS

- [Buildings Bulletin 2009-025](#) – Limited changes of occupancy between Mercantile (M) and Business (B) for less than 74 persons may be permitted without amending CO
- [Directive 14 of 1975](#) (and all subsequent amendments) – See Code Notes on Directive 14
- [TPPN 14/88](#) – Documentation of Existing Legal Use

OTHER AGENCY APPROVALS

- Board of Standards and Appeals: For enlargement or structural alteration to existing non-conforming use
- NYC Department of Environmental Protection: Hydrant Flow Test Letter required for new sprinkler installation
- Landmarks Preservation Commission: Approval if in landmark district