

Construction Permit Request**INSTRUCTIONS****Building Permit Procedures for construction work conducted on University at Albany property**

Building Permits are issued to show that all pre-construction and construction requirements applying to University property have been met.

WORK THAT REQUIRES A CONSTRUCTION PERMIT

- ? Are walls or doors being installed or removed?
- ? Are any structures being built on University at Albany property?
- ? Is there a contract for doing construction work?
- ? Are any changes being made to life safety systems?
- ? Road or Sidewalk construction?

PROJECT MANAGERS SUBMIT PERMIT REQUESTS

The Project Manager (PM) is responsible for submitting a construction permit application to the Department of Code Administration. Project Managers are designated by the University at Albany and must be registered design professionals or the officer in charge of the facility. The application code checklist should be completed by a NYS registered designer or PM qualified for design:

PERMIT REQUEST SUBMITTAL REQUIREMENTS – The permit request shall include the following information:

- ◆ Permit Request Form (use the most current Construction-Permit Request.dot template as standard)
- ◆ Two copies (minimum) of signed and stamped drawings providing the complete structural, mechanical, plumbing and electrical design and specifications.
- ◆ Additional environmental pre-permit requirements shall be met, include SEQRA declaration, SPDES permit and Storm water plan if required.
- ◆ **Workers Comp.Law form WC/DB-100, WC/DB-101, C-105.2, U 26.3 (Fund), SI-12 or GSI-12, not ACORD. WC Board: (518) 486-6307. See http://www.wcb.state.ny.us/content/main/Small_Business/busPermits.jsp#sec1 or http://www.albany.edu/ehs/code_WCI.pdf**

Demolition & Construction cannot start until a permit has been issued by the Department of Code Administration. If a permit has been issued directly by SUCF, SUNY or the Dormitory Authority, construction can not begin until a copy of the permit has been filed with this office.

The Department of Code Administration is a gatekeeper, for Executive Orders, Trustees Resolutions & Mandates that the university has adopted as a construction requirement. A partial list of requirements beyond the NY State Building Code suite is:

- Governor's Executive Order 111 Specific conservation measures for new construction and alterations affecting design, construction, commissioning, operations and maintenance. Conditionally requires US GBC Leed certification. For OGS design guide, see <http://www.ogs.state.ny.us/dnc/generalinfo/designmanual/09050GreenCleanBuildings.doc>
- SUNY Trustees Resolution - The CAL 133 standard for flame resistance of upholstered furniture has been adopted by the Governor's Task Force on Campus Fire Safety and the Dormitory Authority of the State of New York. Verification of compliance with this standard shall be a laboratory test report, to be submitted to the Office of Environmental Health & Safety at Chemistry B73
- The State Environmental Quality Review Act may apply to this construction and is required per 6NYCRR Part 617
- SUNY Trustees Resolution – Fire Alarm systems in existing residences must meet a more stringent standard than NFPA 72.
- Environmental Standards – A guide is available from <http://www.dec.state.ny.us/website/dcs/index.html>
- Laboratory Standards – OSHA references Lab Prudent Practices as generally accepted lab standards.
- Workers Comp Law requires proof of WCI and Disability prior to issuance of a permit. <http://www.wcb.state.ny.us/>
- GLOBAL WARMING – What is the CO2 impact of your construction?

Construction Permit Process - Checklist

Ø SEQRA Determination

All action which may affect the environment is subject to review under SEQRA. See NYS DEC SEQRA Handbook for details on the SEQRA process.

Ø Stormwater permit from DEC and Storm Water Pollution Prevention Plan if required. Effective silt control is a requirement for design and construction even if DEC permit is not needed.

Ø Building Permit Application must be completed and submitted by University at Albany designated representative.

Ø Adequate (stamped) Construction Documents to permit a determination that the intended work is in accordance with the requirements of the New York State Uniform Fire Prevention and Building Code. Drawings must be signed by the Vice President's designees to confirm acceptance by the University. Security system designs must qualify licensed contractors only.

Ø The next step is review by this office and issuance of the Building Permit.

Plan ahead, the average time for reviewing a complete application is 3 weeks.

Occupancy and use during construction is prohibited during construction unless otherwise specified on the permit. A certificate of compliance or occupancy finalizes the permit process. Feel free to involve us in early design review; the review time can be improved greatly.

Requirements for Code Compliance Certificate:

- Follow-up tests and inspections as specified on the permit may include abatement/demolition, underground utilities, mechanical, electrical, plumbing, fire systems, structural and silt control.
- Substantial Completion Certificate – acceptance by the licensed designer and acceptance documentation.
- Certificate of Compliance is issued by the Code Compliance Coordinator.
- New SUCF or DA construction should first be inspected by Dept. of State Office of Fire Prevention and Control.

Submit Requests and ALL INFORMATION to:
Tonia Gross at SBA 107. 437-3667

Contacts:

Bill Dosch, 442-3436, wdosch@uamail.albany.edu

Karl Kilts, 442-3495, kkilts@uamail.albany.edu

More Information

http://www.albany.edu/ehs/fire_codeadmin.html



CONSTRUCTION PERMIT REQUEST

This request must be fully completed by a university project manager and forwarded to the Code Compliance Manager for the University at Albany. The request can be transmitted electronically to wdosch@uamail.albany.edu, but a hardcopy must accompany all of the required attachments.

Applications can not be reviewed and processed until all of the information has been provided.

THE CONSTRUCTION PERMIT PROCESS IS IN ACCORDANCE WITH THE RULES GOVERNING THE ADMINISTRATION AND ENFORCEMENT OF THE UNIFORM FIRE PREVENTION AND BUILDING CODE (PART 1204 OF TITLE 19 NYCRR). THE PERMIT IS VALID ONLY FOR THE PREMISES AND WORK DESCRIBED HEREIN AND MAY BE REVOKED SUBJECT TO REVIEW BY THE CODE COMPLIANCE MANAGER.

- 1. UNIVERSITY PROJECT MANAGER
PM SIGNATURE
PHONE
DATE OF REQUEST
ARCHITECT / ENGINEER

- GENERAL CONTRACTOR
GC's BUSINESS ADDRESS

GC'S FEDERAL ID

2. INDICATE OWNERSHIP OF PROPERTY WHERE CONSTRUCTION IS LOCATED:

OWNERSHIP: University at Albany

Leased – complete the following:

- OGS Lease (to coordinate w/OGS)
- Private Lease¹ (UA will issue and notify local authority)

Is this project being developed using New York State funds? yes no

Signature: _____
Director of AECM

1. University at Albany will maintain rights of entry, rights to make improvements or repairs to the building, have nearly total discretion with regard to use or alteration of the building, or be obligated for taxation or payments in lieu of taxes.

3. Provide the following information:

PROJECT/WORK ORDER NUMBER:

PROJECT DESCRIPTION:

CLIENT:

THE OFFICIAL BCI BUILDING NO.'s:

THE ACTUAL PSI ROOM NO's:

PROJECT ESTIMATE: \$

DATE OF DRAWING SET:

NUMBER OF SHEETS:

- 4. **INCLUDE 2 SETS** of final drawings sealed and signed by NYS registered architect or engineer, include code analysis. **Full scope drawings must include campus signatures.**
- 5. **PROOF OF WORKERS COMPENSATION INSURANCE** (Workers Compens.Law form: WC/DB-100, WC/DB-101, C-105.2, U 26.3 (Fund), SI-12 or GSI-12, not ACORD. WC Board: (518) 486-6307)
- 6. **ATTACHED BUILDING PERMIT CHECKLIST; completed & signed by qualified designer**

Construction Permit Request



This **BUILDING PERMIT CHECKLIST** is to be used for providing supporting information for all issues relating to the Building Code of New York State and refers to work described on page 1 of this permit application form.

Information Compiled By: _ _ _ _ _ Date: _ _ _ _ _

NYS Registration No.: _ _ _ _ _

Building Code of New York State Partial Checklist
University at Albany Code Administration contact: Bill Dosch, 518-442-3436, wdosch@uamail.albany.edu

Date Submitted	
Project Title	
Description & Location	

Mandate	Reference	Information Provided
10 % Energy Reduction vs. NY Bldg Code	Exec. Order 111, Existing	
20 % Energy Reduction vs. NY Bldg Code	Exec. Order 111, New Constr.	
LEED Certified	Exec. Order 111, New Constr.	<input type="checkbox"/> Certified, <input type="checkbox"/> Silver, <input type="checkbox"/> Gold or <input type="checkbox"/> Platinum
SEQR Declaration	6NYCRR Part 617	
SWPPP Storm Water Pollution Prev. Plan	Plan plus DEC NOI if applic.	

Building Code Requirement	Reference	Information Provided
§ 106.1 Seal & Signature		
Campus Signatures	Plant, AECM, EHS	
§ 601/602 Type of construction		
Site Accessibility	Fire Code § 504	
Provided - Floor Plan, Code Analysis	19NYCRR Part 617	
Structural Loading Documented	§ 1603.1	
Sprinklered / Unsprinklered Facility	§ 903.2.4.2	
Property Setback		
Occupancy Classification	§ 301.7	
Ceiling Height	§ 1207.2	
General Means of Egress	§1003 General Means of Egress	
No. of Occupants	§ 1003.2.2	
Corridor Width	§ 1003.2.3	
Handrails	§ 1003.3.3	
Exit Access	§ 1004	
Exits	§1005 Exits	
Number of exits	§ 1005.2.1	
Exit Discharge	§1006 Exit Discharge	
other egress		
Assembly egress	§1008 Assembly	
Physically Handicapped Facil	§ 1101	
Design Loads – Snow, wind, floor, roof, seismic, etc...	§ 1600 through § 1623	
Roof assemblies	Roofs §1500	

Construction Permit Request



Foundation	§ 1810	
Fire Separation (Mixed Occ.)	§ 503.1.2 & 3	
Firestopping	§ 711	
Finishes		
Interior	§ 1201	
Exterior	§ 1401 & 1501	
Fire Safety		
Fire Protection Equipment	NFPA 13,	
Fire Flow – Required Water Supply	§ F508, Local Jurisd., ISO	
Fire Alarm System – detail provided	§ F907	
Plan with device locations, control eqt., annunciation, power connections, battery calculations, conductor sizing, voltage drop calculations, mfg. model numbers	§ F907	
Fire & Smoke Det. System	NFPA 72	
Coordinated Fire Safety	§ 403	
Electrical, Mechanical, Plumbing		
Electrical, General	§ 2700 General	
Mechanical Systems	§ 2800 & NYS Mcode	
Ventilation	§ 2800 & NYS Mcode, ch4	
Exhaust Systems	§ 2800 & NYS Mcode, ch5	
Duct Systems	§ 2800 & NYS Mcode, ch6	
Combustion Air	§ 2800 & NYS Mcode, ch7	
Chimneys and Vents	§ 2800 & NYS Mcode, ch8	
Specific Appliances, Fireplaces and Solid Fuel-Burning Equipment	§ 2800 & NYS Mcode, ch9	
Boilers, Water Heaters and Pressure Vessels	§ 2800 & NYS Mcode, ch10	
Plumbing	§ 2900 & NYS Pcode	
Minimum Fixtures	§ 2900 & NYS Pcode, ch2	
Accessible Fixtures	§ 2900 & NYS Pcode, ch3	
Electrical		
Emergency Power		
Exit Lights	§ 1003.2.10	
Energy Code Commercial	Chapter E7 & E8 Commercial	
Special Areas		
Control Areas Defined	Special areas	
Hazardous Materials Used	Special areas	
Conformance to Table 307.7(1), Hazardous Material per Control Area (provide quantities to be used).	Special areas	