



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, modified 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 that require utility modifications

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 must represent the University at Albany as owner of the property answering to the Vice president of Finance and Business. PM's must be under the direct supervision of a registered design professional or the officer in charge of the facility. The application code checklist should be completed by a NYS registered designer.

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

- ◆ The MOST CURRENT Permit Request DCA401
- ◆ Signed and stamped drawings providing the complete structural, mechanical, plumbing and electrical design and specifications.
- ◆ Additional environmental pre-permit requirements include SEQRA declaration, SPDES permit, SWPPP NOI.
- ◆ **WCBoard filings: Either CE-200, C-105.2, U26.3 or SI-12 along with either CE-200 or DB120.1 or DB155.**
<http://www.wcb.state.ny.us/content/main/Employers/IM.pdf>
on-line applic. for CE-200:
http://www.wcb.state.ny.us/content/ebiz/wc_db_exemptions/reques
[tExemptionOverview.jsp](http://www.wcb.state.ny.us/content/ebiz/wc_db_exemptions/reques)

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 – Guidance is available from <http://www.dec.ny.gov/65.html>
- Laboratory Standards – OSHA references Lab Prudent Practices as generally accepted lab standards.
- Labor Law OSHA 10 hour Safety Training mandate for state projects over \$250,000;
- GLOBAL WARMING – What is the CO2 impact of your construction?

Construction Permit Process

- √ SEQRA Determination - All action which may affect the environment is subject to review under SEQR. See NYS DEC SEQR Handbook for details on the SEQR process.
 - √ Stormwater Notice of Intent and Storm Water Pollution Prevention Plan if required. Silt control is a requirement for design and construction even if DEC permit is not needed.
 - √ Building Permit Application/checklist must be completed and submitted by University at Albany designated representative.
 - √ 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.
 - √ Provide verification of a short circuit study determining fault levels and coordination with over-current protective devices per NFPA70 110.9-10 for new electrical distribution.
 - √ 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 2 weeks.**

Occupancy and use during construction is prohibited

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.
- Compliance Certificate 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: Chemistry B74, 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

DATE _____

This request must be fully completed by a UA project manager and forwarded to the University at Albany Code Compliance Manager. Applications can not be reviewed and processed until all supporting 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. UA PROJECT MANAGER: _____ Signature _____

INITIAL/PRELIMINARY SUBMITTAL RESUBMITTAL OF REQUEST # R- _____

2. CONTRACTOR NAME _____ **BUSINESS ADDRESS** _____

GC'S FEDERAL ID _____

3. INDICATE OWNERSHIP OF PROPERTY WHERE CONSTRUCTION IS LOCATED:

- Owned by University at Albany
- OGS Lease (to coordinate w/OGS)
- Private Lease – UA 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.

4. PROJECT INFORMATION:

PROJECT/WORK ORDER NUMBER:

PROJECT DESCRIPTION:

PROJECT ESTIMATE:

CLIENT:

THE OFFICIAL BCI BUILDING NO.'s:

THE ACTUAL PSI ROOM NO.'s:

DATE OF DRAWING SET:

NUMBER OF SHEETS:

\$					

5. INCLUDE SET of final drawings sealed and signed by NYS registered architect or engineer, include code analysis - **Full scope drawings must include campus signatures.**

6. PROOF OF WORKERS COMPENSATION & DISABILITY INSURANCE (Workers WCBoard filings: Either CE-200 or C-105.2, U26.2 or SI-12 **PLUS** CE-200 or DB120.1or DB155, not ACORD. WC Board: (518) 486-6307)

7. ATTACHED BUILDING PERMIT CHECKLIST; completed & signed by registered design professional and UA Director of Architecture, Engineering & Construction Management. Note that we will review a preliminary code analysis if only the PART 1 section is submitted with this request. A preliminary review is recommended for change of occupancy and projects exceeding \$250,000 in value. – (note that the checklist references 2007 NY BC).



This CONSTRUCTION PERMIT CHECKLIST provides 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.

BUILDING CODE OF NEW YORK STATE - CODE CHECKLIST

Project Type: *(Check all that apply.)*

- New Building
 Repair
 Alteration LVL1
 Alter. LVL2
 Alter. LVL3
 Change of Occupancy
 Addition
 Historic Building
 Existing Building Code – Chapter 12 Compliance Alternatives *(include with this review.)*

CODE CHECKLIST – PART 1 (TO BE COMPLETED AT PROGRAM PHASE FOR CAPITAL PROJECTS)

LEGEND: NA: Not Applicable; NR: Not Required, NP: Not Permitted FC: Fire Code; PC: Plumbing Code; MC: Mechanical Code; FGC: Fuel Gas Code, ECCC: Energy Conservation Construction Code; BC: Building Code; EBC: Existing Building Code; EO: Executive Order			
Subject	Code	Description	Comment
New Construction or Alteration	NYBC or NYEBC		
Classification of Alteration	EBC Chapter 2		
Occupancy Classification	Section 302		
Mixed Occupancies	Section 302.3		
Construction Classification	Section 602		
Sprinkler System Installed	Section 903		
Completed Owner's Sprinkler Certificate	NFPA 13, Ch.22	Use NFPA form or http://www.albany.edu/ehs/Owner's%20information%20Certificate.pdf	
Height of Building (in stories)	Section 503		
Allowable Floor Area (sq. ft.)	Section 506.1		
Largest Floor Area	Section 503		
Egress & Travel Distance	BC 1003 & 1015.1		
10 %Less Energy vs. NY Bldg Code	EO 111, Existing		
20 % Less Energy vs. NY Bldg Code	EO 111, New		
Special Inspections are Needed	BCNYS 1704.1.1 for all structural work		Special Inspection Form DCA 601 is required
LEED Certified	EO 111, New		
SEQR Declaration	6NYCRR Part 617		
SWPPP Storm Water Pollution Prev. Plan	Plan, NOI, DEC ackn.		

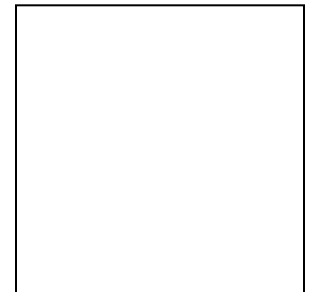
DESIGNER'S CERTIFICATION

I, the undersigned do hereby certify that to the best of my knowledge and belief the information shown on these drawings and specifications bearing my seal complies with the applicable requirements of the NYS Uniform Fire Prevention and Building Code. A state Code Board of Review variance is attached, if applicable.

Licensed Professional Name: _____

Signature: _____ Lic. No. _____

NYS Seal



UNIVERSITY REVIEW & RECOMMENDATION

The referenced drawings, specifications, code analysis and special inspection requirements have been reviewed by direction of University at Albany Department of Architecture Engineering & Construction Management or the College of Nanoscale Science & Engineering as part of the permit application and I request the Code Compliance Manager issue a Construction Permit in accordance with NYCRR 19 Part 1204.

Director of AECM or CNSE Planning: _____

Signature: _____ Date: _____

CNSE Only - Include Camera Use Permit: Stephen R Janack (sign) _____



CODE CHECKLIST – PART 2

No.	Topic	Building Code Section <i>(unless otherwise noted)</i>	Required/ Allowed	Actual	Comment
1	Fire Apparatus Access Road	FC503.1			
2	Incidental Use Areas	BC302.1.1			
3	Mixed Occupancies:	BC302.3			Attach analysis.
	Non-separated Uses	BC302.3.1			
	Separated Uses (Ratio ≤ 1)	BC302.3.2			
4	High Rise Buildings	BC403			
	Sprinkler Protection	BC403.2			
	Fire Alarm	BC403.5- 403.8			
	Standby Power	BC403.10			
	Emergency Power	BC403.11			
5	Atriums	BC404			
	Sprinkler Protection	BC404.3			
	Smoke Control	BC404.4			
	Enclosures	BC404.5			
	Standby Power	BC404.6			
6	Control Areas	BC414.2			Provide additional information indicating number, size, materials stored, and quantity of each material.
7	Building Areas and Heights	BC501, Table 503			Provide additional information in Worksheet B below.
8	Exterior Wall Fire-Resistance Rating	BC602.1 Table 602			
	Exterior Fire Separation Distance	BC602.1 Table 602			
9	Fire Resistive Construction	BC701.1			
	Exterior Wall: Allowable Area of Openings Unprotected	BC704.8			Attach analysis.
	Protected	BC704.8			
	Exterior Wall: Vertical Separation of Openings	BC704.9			
	Parapets	BC704.11			
	Fire Walls	BC705			
	Fire Barriers	BC706			
	Shaft Enclosures	BC707			
	Fire Partitions	BC708			
	Smoke Barriers	BC709			
	Fire Stopping	BC712			
	Joint Systems	BC713			
	Opening Protectives	BC715			
	Concealed Spaces	BC717			
10	Interior Finishes	BC801.1			
	Wall and Ceiling: Exits	BC803.5			
	Wall and Ceiling: Exit Access	BC803.5			
	Wall and Ceiling: Rooms	BC803.5			
	Floors	BC804			
11	Fire Protection: General	BC901.1			



No.	Topic	Building Code Section (unless otherwise noted)	Required/ Allowed	Actual	Comment
11 cont.	Sprinkler System	BC903			
	Alt. Fire Extinguishing System	BC904			
	Standpipe System	BC905			
	Portable Fire Extinguishers	BC906			
	Fire Alarm System	BC907			
	Smoke Detection System	BC907			
	Emergency Voice	BC907			
	Smoke Control	BC909			
	Smokeproof Enclosure / Stair Pressurization	BC909.20			
	Fire Command Center	BC911			
12	Exits	BC1001.1			Also provide additional information below.
	Exit Lights	BC1011			
	Emergency Lighting	BC1006			
	Accessible Means of Egress	BC1007			
	Area of Refuge	BC1007.6			
	Access-Controlled Egress Doors	BC1008.1.3.4			
	Interior Stairs	BC1009.3			
	Handrails	BC1009.11			
	Panic Hardware	BC1008.1.9			
	Ramps	BC1010.1			
	Exit Doorway Arrangement	BC1014.2.1			
	Common Path of Travel	BC1013.3			
	Corridor Fire Rating	BC1016.1			
	Corridor Width	BC1016.2			
	Dead End Corridor	BC1016.3			
	Building with One Exit	BC1018.2			
	Exit Fire Rating	BC1019.1			
	Smoke-proof Enclosure	BC1019.8			
	Horizontal Exit	BC1021			
	Exterior Stairs	BC1022			
Assembly	BC1024				
13	Accessibility	BC1101 ICC/A117.1(2006)			
	Accessible Route	BC1104			
	Accessible Entrance	BC1105			
	Parking	BC1106			
	Group R-2	BC1107.6.2			
	Toilet Rooms	BC1109.2			
	Signage	BC1110			
14	Ceiling Heights	BC1208.2			
	Light: Natural / Artificial	BC1205.2 / 1205.3			
15	Ventilation	BC1203			
	Energy Conservation	BC1301/ECCC			Included in Worksheet A below..



No.	Topic	Building Code Section (unless otherwise noted)	Required/ Allowed	Actual	Comment
17	Roof Assembly Fire Classification	BC1505			
	Roof Covering	BC1507			
18	Structural Requirements	BC1601.1			Provide additional information below.
19	Foundation	BC1801			Provide additional information below.
20	Safety Glazing	BC2406.1			
21	Electrical	BC2701			
	Emergency and Standby Power	BC2702			
	Smoke Control Systems	BC2702.2.2			
	Exit Signs	BC2702.2.3			
	Means of Egress	BC2702.2.4			
	Elevator	BC2702.2.5/2702.2.18			
	High Rise Building	BC2702.2.14			
	Smokeproof Enclosures	BC2702.2.19			
22	Mechanical Systems	BC2801.1			
	Fire and Smoke Dampers	BC716			Refer to BC716.5 for specific requirements.
	Fan Shutdown	BCMC606.4			
	Combustion Air	MC701.1 & FGC304.1			
	Chimneys, Flues and Gasvents	MC801.1 & FGC501.1			Provide diameter of chimney/gasvents.
23	Plumbing	BC2901.1			
No.	Topic	Building Code Section (unless otherwise noted)	Required/ Allowed	Actual	Comment
	Fixture Count	BC2902.1, PC403			
	Maximum Consumption	PC604.4			
	Available Street Water Pressure				
	Fixture Units	PC709.1			
	House Traps	PC1002.6			
	Water Supply Materials	Labor Law Art. 10-A			See Labor Law Art. 10-A for piping materials.
24	Elevator Emergency Operation	BC3003.2			
	Elevator Hoistway Venting	BC3004			
25	Identification of truss type construction	FC505.3			See Title 19 NYCRR, Part 1264 at http://www.dos.state.ny.us/code/trussID.htm
26	Historic	(101.4.3)			



WORKSHEET (A)

Energy Code Compliance (Note: citations refer to the Energy Conservation Construction Code (ECCC).

Compliance Method				
Residential (101.4.1) _____ Yes (If yes, indicate compliance method below). _____ No				
Energy Conservation Construction Code of New York State, Chapter 4 Residential, one and two family dwelling with glazing area <15% ≥15%				
Commercial (101.5) _____ Yes (If yes, indicate compliance method below.) _____ No				
Energy Conservation Construction Code of New York State, Chapter 8				
Exempt Building? (101.5) _____ Yes (If yes, describe exemption type below). _____ No				
Heating and cooling load calculations:		Attach calculations for all systems.		
Equipment: (Fill in values below as applicable.)				
Equipment Type	Fuel	Rating/Size	Efficiency	Type
Water Heaters	_____	_____	_____	
Storage Tanks	_____	_____	_____	
Boilers	_____	_____	_____	Steam Hot Water
Furnaces	_____	_____	_____	
Chillers	_____	_____	_____	
Condensers	_____	_____	_____	
Cooling Towers	_____	_____	_____	
Air Conditioners	_____	_____	_____	Air Cooled Water Cooled
Heat Pumps	_____	_____	_____	Air Cooled Water Cooled Ground Water Ground Source
Package units	_____	_____	_____	Heating Cooling
Unit heaters	_____	_____	_____	
Transformers	_____	_____	_____	
Lighting W/ft²:				
Building: _____		Tenant Areas: (List all that apply.)		


WORKSHEET B. Allowable Area, Height and Exits(BC503, BC506, BC1003-BC1022)

STORY NO.	BLDG. AREA PER STORY (ACTUAL)	TABLE 503 AREA	AREA FOR OPEN SPACE INCREASE ¹	AREA FOR SPRINKLER INCREASE ²	ALLOWABLE AREA

¹ Open space area increases from BC Section 506.2 are computed thus:

- a. Perimeter which fronts a public way or open space having 20 feet minimum width = ___ (F)
- b. Total Building Perimeter = ___ (P)
- c. Ratio (F/P) = ___ (F/P)
- d. W = Minimum width of public way = ___ (W)
- e. Percent of frontage increase $I_f = 100 [F/P - 0.25] \times W/30 = \underline{\hspace{1cm}} (\%)$

² The sprinkler increase per BC Section 506.3 is as follows:

- a. Multi-story building $I_s = 200$ percent
- b. Single story building $I_s = 300$ percent

MAXIMUM BUILDING AREA¹ (BC503, BC506)

Maximum Building Area = number of stories in the building times max allowable floor area (A) but not greater than 3 x A.

ACTUAL:	ALLOWABLE:
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ALLOWABLE HEIGHT (BC503, BC504)

	ACTUAL	ALLOWABLE (TABLE 503)	INCREASE FOR SPRINKLERS
Building Height in Feet		Feet:	Feet = H + 20' =
Building Height in Stories		Stories:	Stories + 1 =

NUMBER AND ARRANGEMENT OF EXITS (BC1003-BC1022)

FLOOR, ROOM OR SPACE DESIGNATION	MINIMUM NUMBER OF EXITS		TRAVEL DISTANCE		ARRANGEMENT MEANS OF EGRESS (1014.2)	
	REQUIRED	ACTUAL	ALLOWABLE	ACTUAL	REQUIRED DISTANCE BETWEEN EXIT DOORS	ACTUAL DISTANCE SHOWN ON PLANS

