PP1. CONSTRUCTION PERMIT REQUEST PROCEDURES

A. GENERAL

1. Code compliance review must begin early in the project so that any conflicts with applicable codes can be resolved before they become difficult or expensive to correct. The code review process begins during the Program Phase and continues throughout the projects development. Code compliance reviews are refined by the Project Manager (PM) as the project progresses through each design phase.

2. A Preliminary Code Summary may be submitted to the Department of Code Administration at the program report phase. It must contain basic information such as occupancy classification, minimum construction requirements, exiting materials requirements and potential code-related design issues. Discussion of code related design issues will include recommendations for resolving each of the issues, identified by the architect and PM for example, through design modifications, interpretations or by seeking a code variance.

3. SUNY and SUCF are defined as a Construction Permitting Agency by Title 19 (NYCRR), Chapter XXXII, Part 1204.3(e). www.dos.state.ny.us/code/Title19.htm and is therefore responsible for administration and enforcement of the New York State Uniform Fire Prevention & Building Code (NYSUFP&BC) as it applies to all projects. Bill Dosch is designated as the principal campus Code Compliance Manager by SUCF, secondary Code Compliance Manager is Karl Kilt and the administration of the above requirements is by the department of Code Administration. With the exception of acceptable safeguards that meet stricter standards, all buildings and accessory structures (including equipment and mechanical systems) shall be constructed in compliance with the requirements in the current releases of the required codes. As the authority having jurisdiction, the Department of Code Administration will determine the applicability of the Codes.

4. Design Professionals are required to prepare, seal and certify that their completed construction documents meet or exceed the NYSUFP&BC. Additionally the Design Professional must check their documents for code compliance. A Code Compliance Checklist has been developed for Architectural, Structural, Mechanical, Gas, Electrical and Plumbing reviews and is integrated in the application form.
B. REQUIRED CODES & STANDARDS

1. Under the NYSUFP&BC, all building Projects must meet or exceed the following codes and applicable reference standards identified:

* Building Code of New York State
* Fire Code of New York State
* New York State Energy Conservation Construction Code
* Mechanical Code of New York State
* Plumbing Code of New York State
* Fuel Gas Code of New York State
* Residential Code of New York State
* ADA: ICC/ANSI A117.1 (as referenced in the codes above.)
* National Electric Code NFPA 70, as referenced in the codes above.
* Local and County Health and Fire Safety Mandates
* Executive Orders, Trustees Resolution and other Mandates

When State facilities are dependent upon local fire department services, it is good practice to have a preliminary review of the design documents with the local fire department so that any potential compliance concerns can be resolved before they impact the design, schedule and budget. This review may include: accessibility of fire equipment, fire hydrant locations and connections, siamese connection types and locations, water flows and pressures, standpipes, etc. Coordinate this review through the Code Compliance Manager.

C. CODE INTERPRETATION

As the Authority Having Jurisdiction (AHJ), the Department of Code Administration will provide local interpretation of the Codes on projects permitted by the University at Albany. The Code Compliance Manager (CCM) will provide interpretation assistance as requested. Designers should review code issues with the project manager prior to bringing the question of interpretation to the CCM for concurrence/assistance.

D. SUBMISSION GUIDELINES

For construction and alteration projects exceeding $200,000 or for a change of occupancy, a preliminary code analysis including Occupancy and Construction Classification, Fire Separation Distance, Fire Areas and Building Accessibility and a list of noteworthy code concerns should be addressed with possible solutions in the Program Report. The CCM requires the following to be completed as
indicated. A construction permit request must be included with the preliminary code analysis.

1. Final Submittals will include:
   
   i. Completed Statement of Required Special Inspections (form DCA-06 to be included)
   
   ii. Two sets of Construction drawings that include the following information:
       a. Occupancy Classification
       b. Construction Classification
       c. Building Areas and Fire Areas
       d. Sprinkler Status: Required by Fire Area or Occupancy
       e. Key Plan with building sides accessible and setbacks
       f. Room Use Designations
       g. Room Square Footages
       h. Room Occupancy Loads
       i. Room Exit & Corridor exit width Calculations
       j. Exit Travel Distances incl. Common Path
       k. Stair & Exit Door exit width Calculations
       l. Accessibility for New and Existing Building Areas
       m. Corridor/Exit Enclosures - Hourly Ratings
       n. Hardware descriptions
       o. Equipment Schedules
       p. All Structural Design Loads: floor and roof live loads, ground snow loads, basic wind speed, miles per hour and wind exposure, seismic design category and site class, floor live load, roof snow load, wind load, earthquake design data, flood load, special loads, soil classification & design load bearing capacity

   iii. Energy Code Analysis
   iv. Owners Certificate per NFPA13 Chapter 22

**E. PERMITS**

1. Construction permits are required for erection, construction, enlargement, alteration, improvement, relocation, removal, or demolition of any building or structure.
2. Construction permits for ?Demolition? work requires compliance with the following:
   - Chapter 33 of the Building Code of New York State
   - Chapter 14 of the Fire Code of New York State

3. Work that requires a construction permit
   - Are walls or doors being installed or removed

Rev. Date January 30, 2009
• 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

4. Permit Requests must include the following information:
   • Description of the site upon which the proposed work is to be done.
   • Description of the use or occupancy of all parts of the land and of the proposed building or structure.
   • Where work is proposed for an existing structure, a description of the current use or occupancy of the structure.
   • Description of the work proposed to be undertaken.
   • Verification that the University at Albany has custody of the structure during construction and after the project is completed.
   • Two Completed and signed set of plans and specifications for the proposed project. Plans must be accepted by the Vice President for Finance and Business or her designees.

5. The University at Albany Project Manager must notify the Department of Code Administration if the information contained on the permit application changes. Permit will not be issued if the proposed work does not comply with the NYSUFP&BC. The permit and referenced documents define all conditions required for issuance of a Compliance Certificate. Occupancy/use of facilities is contingent on receipt of a Compliance Certificate.

6. Construction permits may be rescinded if the work does not proceed in conformance with the applicable codes or attached conditions or if errors are discovered in the permit application.

7. The Project Manager is responsible for obtaining all required inspections for projects permitted before a Compliance Certificate will be issued.
**PP 2. AUTHORIZING SIGNATURES - PROCEDURES FOR PERMIT REQUIREMENTS**

Date: March 14, 2007

To: Randall Olocki, Vincent Franconere, Kerry Csontos, Tom Yurkewecz, Bob Segura

From: Kathryn Lowery, Vice President of Finance & Business

Subject: University Policy regarding Authorized Signatures for Construction Projects

New York State Education Law (Section 376) and SUNY Administrative Procedure 530.10 give design and construction oversight at the University at Albany to the Vice President of Finance and Business. 530.10 states:

“The campus administration and by inference, the Physical Plant Administrative Office or similar office, has functional responsibility for initiating all design and construction contracts at the campus. It is absolutely essential that all plans, regardless of the source of funds, for modification of spaces on the campus be reviewed and approved by this entity.”

In order to implement these guidelines, I require that campus modifications are properly reviewed and authorized by specific campus officials that will technically and practically verify that proposed alterations are consistent with the intended regulations. This authorization also verifies that the campus administration is both aware of, and in agreement with changes being made to state property. The authorizing signatures that I require for work on the Uptown, Downtown and College of Nanotechnology Science & Engineering are as indicated in the table below. The Assistant Vice President of Facilities Operations or I may sign, or I may accept an alternate for signing if any of the designees below are not available.

<table>
<thead>
<tr>
<th>Review Criteria</th>
<th>Uptown Campus</th>
<th>Downtown C</th>
<th>CNSE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Health &amp; Safety</strong></td>
<td>Director EHS, (Vincent T. Franconere)</td>
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<td>Director EHS, (Robert Segura)</td>
</tr>
<tr>
<td><strong>Design / Construction</strong></td>
<td>Director AECM (Randall Olocki)</td>
<td>Director AECM (Randall Olocki)</td>
<td>Director of Programs, CNSE (Tom Yurkewecz)</td>
</tr>
<tr>
<td><strong>Physical Plant</strong></td>
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<td>Director of Programs, CNSE (Tom Yurkewecz)</td>
</tr>
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In order to be reviewed and approved, each construction project is required to meet the following criteria:

- **Health & Safety**: Confirm compliance with State & Federal regulations including, but not necessarily limited to OSHA, EPA and NY State Environmental Conservation Law (ECL).
- **Design / Construction**: Confirm adherence with existing University at Albany construction standards and compatibility with existing University at Albany infrastructure.
- **Physical Plant**: Confirm consistency with maintenance and operational practices considering available resources. No negative impact on O & M scheduling.
- **Physical Plant**: Confirm work is properly planned and coordinated to assure minimal disruption of existing operations during implementation.

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3. DESIGN DELEGATION - PROCEDURES FOR PERMIT REQUIREMENTS

SED Office of Professions put out a guideline for design delegation and I am basing my procedure largely on what is acceptable to them. The link to their guideline at [http://www.op.nysed.gov/archguide-b7.htm](http://www.op.nysed.gov/archguide-b7.htm)

Per the Rules of the Board of Regents (Section 29), design delegation is acceptable for permit requirements. The following conditions must be met prior to issuance of the construction permit:

- The Principal Design firm should convey the full scope and nature of the project and those elements being delegated for design by another licensee.

- Delegated design has to be fully specified by the principal architect (designer) including all parameters which the design must satisfy.

- Specifications for delegated design should state clearly that those design functions shall be met by NY licenced design professionals, requiring their stamp and signature.

- Project designer must sign and certify that the design meets the criteria established by the specification and provide that certification as part of the Compliance Certificate requirements.
PP4 Physical Plant Requirement for Submission of Work Orders for Facilities Alterations and Improvements *

Most types of facilities alterations and improvement work planned by various Departments and Schools at the University at Albany must be properly coordinated with the Office of University Facilities Management through a submission of a “work order request”. Such coordination is essential for compliance with stringent health and safety regulations and to ensure proper adherence to building and facilities maintenance and preservation programs.

“University at Albany facilities”, for the purpose of this policy, includes all academic and residential spaces on the Uptown Campus (1400 Washington Avenue, excluding MSC and UAB); all spaces on the Downtown Campus (135 Western Avenue); the President’s Residence; all spaces on Alumni Quad, Freedom Quad, and Empire Commons. It does not include the East Campus or the Fuller Road facilities (with the exception of Freedom Quad).

Work order requests may be submitted on-line through the http://www.albany.edu/facilities/ website and questions regarding the work orders or process can be directed to the Customer Service Center at 442-3480.

Planned alterations and improvements requiring a work order generally include, but are not limited to, the following:

- Adding, replacing, modifying, relocating, removing or painting of doors, walls, windows, built-in casework, ceilings, shelving, or flooring;
- Removal, installation or replacement of floor and wall coverings;
- Altering access to spaces through new or modified locksets, doors, hardware, keypads, and/or operators;
- Alteration or penetration of corridors or ceilings;
- Reconfiguration of existing space;
- Installation of fixed equipment directly tied to building plumbing, heating, ventilating, electrical or structural systems, for example, various laboratory equipment items and fume hoods;
- Work on any building utility system, including electrical, plumbing, ventilation, air conditioning, control systems, fire alarms, fire sprinklers, security systems, laboratory fume hoods, and telecommunication equipment;
- Any site or grounds improvements such as additions or changes to landscaping, sidewalks and pavement installation; and
- Certain alterations of furniture, equipment items, bookshelves, casework that may potentially impede required egress, fire safety systems, and/or relocation and access to existing electrical and communications outlets.

Departments that violate this policy and proceed to do their own work – whether with paid staff, volunteers, or through an outside contractor – will be responsible for all costs associated with having work brought into compliance with University standards.

Moreover, any fees, fines or penalties which are assessed for violations of public codes/requirements will also be the responsibility of the department.
* A work order is required in order to request a Construction Permit. The Plant or AECM will request permits on behalf of the client.
October 27, 2008

Dear Government Official:

Workers’ compensation law (WCL) requires the heads of all municipal and state entities to ensure that businesses applying for permits, licenses, or contracts have appropriate workers’ compensation and disability benefits insurance coverage. This requirement applies to both original issuances and renewals, whether the governmental agency is having the work done or is simply issuing the permit, license or contract.

An instruction manual that will further clarify the requirements, including instructions for a new CE-200 exemption form that becomes effective on Dec. 1, 2008, is available to download at the Workers’ Compensation Board’s website, www.wcb.state.ny.us. Once you are on the website, click on Employers/Businesses, then Business Permits/Licenses/Contracts; from there, click on Instruction Manual for Businesses Obtaining Permits/Licenses/Contracts.

Government officials without access to the web may call (518) 486-6307 to have a copy of this instruction manual mailed to them. I encourage you to obtain one for your records.

Also included in the instruction manual is a copy of General Municipal Law Section 125 that requires all applicants to provide proof of workers’ compensation compliance when applying for a Building Permit.

Ensuring that businesses receiving permits, licenses or contracts from municipal and state agencies comply with the WCL protects both injured workers and employers. In addition, such oversight helps to level the playing field, by strictly enforcing the requirement that all businesses maintain mandatory insurance coverage. Municipal and state agency cooperation is a critical component of encouraging business compliance.

Please note that ACORD forms are NOT acceptable proof of New York State workers’ compensation or disability benefits insurance coverage.

Form WC/DB-100 Will Be Retired

Form WC/DB-100, currently used to demonstrate exemption from workers’ compensation and/or disability benefits insurance, will be retired on Dec. 1, 2008. Accordingly, a WC/DB-100 stamped prior to Dec. 1, 2008 cannot be used as proof of exemption for new or renewed permits, licenses or contracts issued by government agencies after that date. Instead, Form CE-200, which replaces Form WC/DB-100, must be used for applicants seeking exemptions starting on Dec. 1, 2008.

New Form CE-200

Form CE-200 reflects a new process for granting exemptions from workers’ compensation and disability benefits insurance coverage requirements. Historically, the WC/DB-100 exemption forms were valid for multiple permits, licenses or contracts where the applicant applied, had to be notarized, and had to be stamped by the New York State Workers’ Compensation Board.
Effective Dec. 1, 2008, this process will change. Exemptions will no longer be valid for multiple permits, licenses or contracts for which the applicant applied. Further, exemptions no longer have to be notarized, nor do they have to be stamped by the NYS Workers’ Compensation Board. (Government agencies may continue to use insurance and self-insurance certificates for multiple permits, licenses or contracts issued to a specific legal entity during the coverage period listed on insurance/self-insurance related certificates).

Starting Dec. 1, 2008, only applicants eligible for exemptions must file a new CE-200 for each and every new or renewed permit, license or contract issued by a government agency. Each CE-200 will specifically list the issuing government agency and the specific type of permit, license or contract requested by the applicant. Applicants for building permits will also need to supply additional information including identifying the specific job location and the estimated cost of the project.

Please ensure that Form CE-200 is signed and dated by the applicant. Each CE-200 will have a certificate number printed on it. You can verify if the CE-200 provided to you by the applicant was actually issued by the Workers’ Compensation Board by checking on the Board’s website.

The majority of these forms will be processed electronically. Applicants will be able to fill out the CE-200 on-line and upon completion, print out a copy of the CE-200 that they will then submit. Computers with internet access are available for CE-200 electronic application processing at Customer Service Centers located in Workers’ Compensation Board District Offices across the state. Applicants without access to a computer may obtain a paper application by writing or visiting any Workers’ Compensation Board district office.

Please see page 12 of the instruction manual for a description of the process related to the CE-200. A sample copy of the new Form CE-200 is enclosed.

Other Important Highlights

Form BP-1 is the only form that municipal and state agencies may now reproduce themselves and distribute as part of this process. The instruction manual will identify where applicants may obtain the other forms used to enforce these sections of the Workers’ Compensation Law. Please ensure that the legal entity name and the Federal Employer Identification Number (FEIN) on certificates of insurance, self-insurance, or attestation for exemption exactly matches the legal entity name and FEIN of the applicant applying for the permit, license or contract that you are issuing.

Please notify the permit-issuing, license-issuing and contract-making agencies or departments within your jurisdiction of these requirements so that they may comply with the Workers’ Compensation Law. If you have any questions or require additional information, please call Steve Carbone of the NYS Workers’ Compensation Board, Bureau of Compliance at (518) 486-6307.

Thank you for your continued support of the Board.

Sincerely,

Zachary Weiss
Chair

document

Scope:

All construction projects requiring a Building Permit.

Purpose:

To protect portable fire extinguishers against accidental and intentional damage.

Policy:

New installations of portable fire extinguishers shall be housed in approved fire extinguisher cabinets.

Cabinets and installations shall comply with NFPA 10 Standard for Standard Fire Extinguishers and the Fire Code of New York State.

Exceptions:

Requests for variance from this policy shall be directed to the Office of Environmental Health & Safety – Code Administration during the plan review phase of the project.

References:


Effective Date:

April 29, 2009
506.1  Scope

Purpose:

506.1.1  This policy shall affect new construction projects at the University at Albany.

(1) To provide reasonable access to structures for local fire departments.

(2) To comply with the Fire Code of New York State as directed by the University at Albany Office of Environmental Health & Safety - Code Administration.

506.1.2  All new construction projects that include proprietary locks on doors or gates shall be provided with a fire department key box.

506.1.3  All construction projects that include a new or renovated elevator shall be equipped with a fire department key box.

506.2  Reference

506.2.1  The provisions of this policy comply with Section 506 of the Fire Code of New York State, 2007 edition.

506.3  Location

506.3.1  Fire department key boxes shall be located at the fire alarm system annunciator panel.

506.4  Key Box

506.4.1  Key box shall be a Knox Box model 3204 black surface mounted with lift-off door and tamper switch.

506.4.2  Tamper switch shall be connected as a point in the fire alarm system.

506.5  Keys

506.5.1  All proprietary keys to doors and/or gates shall be provided to the UAlbany Office of Environmental Health and Safety for inclusion in the fire department key box.
506.5.2 Elevator keys

506.5.2.1 Two sets of elevator keys shall be provided to the UAlbany Office of Environmental Health and Safety for inclusion in the fire department key box. Elevator key sets shall include each of the following: Elevator machine room key; Fireman’s service key; Door access hole key; Drop key or door release key.

506.6 Application

506.6.1 Applications for fire department key boxes are available from the UAlbany Office of Environmental Health and Safety.
To: Whom it may concern

From: Bill Dosch, P.E., MBA C.E.O., Director of Code Administration

Date: September 13, 2007

Subject: Permitting for partially shelled commercial construction on University at Albany property

I currently allow the issuance of partial permits to allow construction to begin at the risk of the owner/applicant that a complete building permit will be justified and issued in the future. The NY DOS and other jurisdictions have specific recommendations for the treatment of shelled spaces (see attachments). I propose the following process for the sequenced issuance of a Construction Permit/Compliance Certificate for Shelled buildings as follows:

A partial Construction Permit will be issued for a building shell justified on a complete document submittal for the following systems at a minimum:

- Site preparation
- Structural Systems for anticipated use
- Complete envelope system
- Egress Plan for anticipated use
- Life Safety systems, Fire Alarm System and Sprinkler System, up to shelled space sized for anticipated use
- Heating, Plumbing and Electrical Systems up to shelled space sized for anticipated use
- Documentation showing conformance to Energy Code and Governor’s Mandates
- For specific cases I may require other nonsense

Complete fit-out Construction Permits must be requested for each shell space that is being fitted to tenant requirements. Construction Permit requests will include all of the remaining construction detail for the shell space needed to show conformance with the NYS Building Code. A fit-out permit may stipulate construction in other shell spaces within the building if they are required by the NYS Building Code. As an example, Section 903.2.6 of the BCNYS requires an automatic sprinkler system throughout buildings containing a Group M occupancy under certain conditions. If any of these conditions are present for a proposed M-occupancy, then the automatic sprinkler system should be required throughout the entire building.

A Compliance Certificate will be issued only for spaces that are complete and code conforming per the Building Code and building permit requirements. A Compliance Certificate will not be issued for a shell until it has met the submitted design criteria for the fit-out permit and has received the specified inspections and approvals conditioned on the Construction Permit. Note that Shell Space cannot be occupied until it has received a Compliance Certificate for Occupancy.
TECHNICAL BULLETIN

Code Effective Date: January 1, 2008

Source Documents:

19NYCRR 1221 - Building Code of New York State (BCNYS)
19NYCRR 1203 - Uniform Code: Minimum Standards for Administration and Enforcement

Topic: Shell Buildings

Introduction

This document provides information regarding the application of the Building Code of New York State (BCNYS) as it pertains to partially constructed and unoccupied buildings often referred to as shell or speculative (spec) buildings. Common examples of spec buildings include strip malls and office buildings or industrial buildings. It specifically discusses administration and enforcement of the code for buildings that are developed for unknown future occupant(s) without all interior elements necessary for a complete building.

Discussion

Developers often seek to construct spec buildings without knowing the exact needs of future potential tenants. A typical example may be a strip mall where the developer may know the building will be marketed as a combination of M (mercantile), B (business), or A (assembly) occupancies but may not know the size, location, configuration, or other specific demands of the yet to be determined tenant(s). Therefore a large enclosed building may be constructed without interior tenant partitions, toilet rooms, plumbing fixtures, HVAC, and other elements necessary in a completed building. The building or portions thereof are completed after specific tenants and their needs are identified.

Enforcement of the Uniform Code for shell buildings may pose some challenges to the code enforcement official because permit applications do not provide the information necessary before the building can be completed or occupied. As an example, without the knowledge of the occupancy classification or use, many important decisions cannot be made with regard to allowable building area, construction type, live loads, importance factors, fire protection equipment, plumbing fixtures, etc. In addition, a code review on the final interior configuration and related construction elements is delayed.

Despite these challenges, neither the Uniform Code nor the minimum enforcement regulations (NYCRR Part 1203) prohibit issuing a building permit for a partially completed building provided that construction documents demonstrate that the intended work complies with the Uniform Code insofar as the work is
proposed. Therefore, certain information is essential before issuing a building permit for the first phase of construction. Future permits and information will be required to ensure that any remaining work necessary to complete the building can be accomplished without significant removal or disassembly of the completed construction.

The proposed occupancy classification(s) and/or uses of a spec building should be identified before the first permit is issued so that the construction type, structural importance factors, and design live loads can be established. In addition, the design occupant load should also be available so that the water service to the building is of sufficient size to accommodate future plumbing fixtures or sprinkler system if required. Although this information may be modified by the applicant on future permit applications, it is necessary to ensure that the current work conforms to code. After all work identified in the building permit is completed, a certificate of compliance may be issued to close out this part of the project. Since the building is not complete, a certificate of occupancy should not be issued until the building or the portion intended to be occupied conforms to all the requirements of the Uniform Code.

Additional building permits should be required for any future work that leads to the completion or occupancy of the building. Final construction documents should identify the configuration of space, fire protection systems, means of egress, mechanical/plumbing/HVAC systems, and all other elements necessary to conform to the code. A building permit may be issued to complete a portion of the building for use by one or more tenants without completing the entire building. However, in some cases the Uniform Code may require additional work in other parts of the building that will remain unoccupied. As an example, Section 903.2.6 of the BCNYS requires an automatic sprinkler system throughout buildings containing a Group M occupancy under certain conditions. If any of these conditions are present for a proposed M-occupancy, then the automatic sprinkler system should be required throughout the entire building. Although a required automatic sprinkler system may have to undergo alterations to accommodate future tenant partitioning, the system must be installed to provide required coverage in unoccupied spaces. In addition, these spaces may require heat or other alternatives to maintain the system.

It is also important to note that buildings that have not been provided with a certificate of occupancy must be completed in accordance with the BCNYS. They are not permitted to be completed in accordance with Existing Building Code of New York State (EBCNYS), Section 101.2 (Scope), states that EBCNYS cannot be used for buildings or portions thereof that have never been occupied.

In summary, the Uniform Code and the minimum standards for administration and enforcement of the Uniform Code do not prohibit issuing building permits or certificates of occupancy to allow partial construction or occupancy of buildings. However, administration and enforcement of the code continues to be within the jurisdiction of the local authority and their regulations.

Ronald E. Piester, AIA, Director
Division of Code Enforcement and Administration
9. PERMIT PROCEDURES - SPDES PERMIT REQUEST

The renewed SPDES (State Pollutant Discharge Elimination System) General Permit for Stormwater Discharges from Construction Activity (Now the GP-0-10-001) went into effect on January 29, 2010 and will be effective until January 28, 2015.

A copy of the final permit, the new forms required by DEC and a comprehensive Fact Sheet are on the DEC web site: http://www.dec.ny.gov/chemical/43133.html

In order for your construction project to be covered under GP-0-10-001 you must still develop a Stormwater Pollution Prevention Plan (SWPPP) and submit a Notice of Intent (NOI) to the NYDEC. The new requirement for your NOI to also include an “MS4 SWPPP Acceptance Form signed by the MS4” does not apply to work on the University at Albany properties because UA is considered a non-traditional land use MS4.

Your Notice of Intent (NOI) should reflect this status by indicating “NO” on line 38, and line 39 should be left blank.

Submit a copy of the final SWPPP, the executed NOI and the DEC letter of Acknowledgement to this office as early as possible because they are prerequisites to issuance of a building permit. An early submittal will help prevent delays. We also need to receive copies of the periodic inspection reports as the project proceeds and ask that you notify us upon completion by forwarding a copy of the Notice of Termination (NOT).

Information should be forwarded to Tonia Gross, SWPPP Program, Department of Code Administration, Chemistry B75.

Phone Tonia Gross  518-437-3667
Bill Dosch  518-442-3436

SWPPP and Best Management Practices must be consistent with the current New York State Stormwater Management Design Manual.

Rev. Date March 2, 2010