

**INCORPORATED VILLAGE OF GREAT NECK
BUILDING DEPARTMENT**

Design and Construction Document Filing Procedures

Effective October 6th 2005

Applicants can now submit Design Drawings for Plan Check Review.

The following information will be required (but not limited to) all Design Drawings and Specifications:

1. **Copy of current Survey containing: dimensions, area computation by surveyor, topographic contour lines, dimensions of existing structures, setback dimensions from all property lines, trees and vegetation, retaining walls, driveways, walkways, sidewalks, curb cuts and all other hard surfaces, as required by the Building Department and Boards of Review.**
2. **Proposed Site Plan and Zoning Information with Calculations in accordance with VGN format. Site plan at a minimum 1"=20.00' scale to include roof pitch lines, existing trees, shrubs and retaining walls (existing to be removed, existing to remain and new), landscaping, lighting, driveways, walkways, stairs, grade changes, setbacks, property lines, dimensions, storm water drywell calculations.**
3. **Scaled drawing showing dimensions, locations and average front yard setbacks of other properties including the location of all adjacent driveways and curb cuts.**
4. **Floor plans of all existing and proposed floors including all windows, stairs, doors, dimensions, room titles and legend depicting existing and new construction at 1/4" scale.**
5. **A minimum of four exterior elevations with dimensions of all existing and proposed walls, roofs, exterior balconies, terraces, finishes, doors, windows, lighting, roofing, roof pitches etc. drawn at a 1/4" scale.**
6. **A minimum of one cross section with dimensions through entire structure depicting existing and proposed work drawn at 1/4" scale.**
7. **Photographs of all four existing exterior elevations.**

Note: On certain projects soil borings will be required and may limit the size and location of proposed improvements.

The following information shall be required (but not limited to) all Construction Drawings, Plans and Specifications:

1. **All information, drawings and specifications indicated above in "Design Drawings". Cover sheet to include NYS IRC Table R301.2(1) and a summary of all live and dead load design criteria.**

(cont'd)

2. **Foundation plan showing and describing all steel reinforcing, enlarged foundation wall and slab sections showing steel reinforcing, framing connections to floor and wall assemblies above, vapor barriers, insulation, and footing drainage.**
3. **Enlarged exterior wall, floor and roof sections and interior wall sections describing and showing all materials, framing connections and hurricane uplift resistant strapping.**
4. **Building cross sections showing and describing all structural members, R-values for all insulation, roof pitches, ceiling heights and vertical dimensions.**
5. **All plans, elevations and details must clearly identify all structural components including beams, headers, rafters, ridge beams and columns.**
6. **All framing members, connections, wall, floor and roof openings, frame notching, floor and roof overhangs and high wind resistant shearwalls shall be shown and specified so as to be in conformance with NYS IRC R301.2.1.1. High Wind Resistant Design and Section 3 of the Wood Frame Construction Manual. Provide lateral shear wall details and drawings for exterior walls which have large openings, multiple openings or openings near corners. Provide details and specifications for structural uplift, shear and overturning resistant design.**
7. **Provide a sheathing attachment diagram, diagrams of all framing connection fastening devices cross referenced to plans and a nailing schedule to conform with WFCM 110 mph wind Zone B schedules.**
8. **Provide venting details and drawings and for crawl spaces and roofs.**
9. **Provide sections through all new stairs showing riser and tread dimensions, handrails and guardrails, headroom clearances, stringer size, span and framing connections.**
10. **Provide NYS mec check area calculations, R-Value and U-factor approved summary sheet and Inspectors Check List sheets.**
11. **Plans must provide all electrical outlets and types, lighting, wall switch, smoke, heat and carbon Monoxide detector/alarms, plumbing fixtures and mechanical equipment and be specified in accordance with NEC and NYS codes.**
12. **Provide a Plumbing Riser Diagram showing all waste and vent lines, pipe sizes and material.**
13. **Provide location, size and calculations of all storm water site drainage including catch basins, roof leaders, drain pipes and drywells.**
14. **Provide location, size, decibel rating and specifications of all exterior AC equipment.**
15. **Fireplace details and drawings must include sizes of hearth openings, size of flue, fresh air intake details and door specifications. All details, sections, specifications and ratios shall be provided and be in conformance with Chapter 10 of the NYS IRC.**

Copies of the Great Neck Village Building, Construction and Zoning Codes may be purchased at Village Hall or obtained online at www.greatneckvillage.org.

Applicant acknowledges receipt of this form:

Signature and date: _____

