



Town of North Hempstead

Department of Building Safety, Inspection & Enforcement



210 Plandome Road, Manhasset, NY 11030-2326
www.northhempsteadny.gov

Commercial Plan Review Checklist

This checklist is provided as an aid to help you through the process of plan review and receiving an approval so permits/certificates can be issued. It includes the most common omissions from commercial permit applications submitted to the Building Department. Completing it will assist in expediting your application. Since every application differs, use this Checklist as a guide. If any of the following items listed do not apply to your project, simply do not place a check next to them. To receive a "Zoning Only" review on an application requiring a variance, the first 10 items MUST be completed.

PLEASE NOTE: The current code utilized is the 2020 Building Code of New York State

Historic folder review completed. The following items have been addressed:

- ___ Open permits requiring renewal or issuance of Certificates.
- ___ Site plan indicates fencing that does not have permits – gates set back 18'.
- ___ Site plan indicates structures not permitted (sheds, trailers).
- ___ BZA Decisions requiring renewal.
- ___ Prior BZA Decisions have been reviewed. Are all Conditions required by the BZA in compliance? (Parking layout, landscaping, fencing, buffer zones, garbage lockers, etc.).

(NOTE: The historic review is limited to the space where the proposed work is contemplated. If the work area is a tenant space located a large office building or shopping center a historic review of the entire building or property is not required.)

The following information **MUST** be provided on the FIRST page of the plan set, this information is required for the preparations and issuance of the final certificates:

- ___ State the construction classification of the building as per §602 of the 2020 B.C. of N.Y.S.
- ___ State the occupancy classification of the tenant space as per §302 of the 2020 B.C. of N.Y.S.
- ___ State if the building has a fire sprinkler system. If so, is it required by code?
- ___ State if the building has a fire alarm and type (manual or automatic). If so, is it required by code?

If there is a change in tenancy you **MUST** indicate on the plans whether the application is a Change of Occupancy Classification OR Change of USE (NO Change of Classification or Group) per §1001.2.1 & §1001.2.2 of the 2020 Existing Building Code of New York State.

For Alteration applications you **MUST** indicate the Alteration Level (Level 1, 2, 3 and/or Change of Occupancy, etc.) as specified in Chapter 6 of the 2020 Existing Building Code of N.Y.S.

If the application involves a Level 2 Alteration or greater you **MUST** provide Occupant Load calculations based on §1004 of the 2020 Building Code of N.Y.S.

Plans specifically state the nature of the business in space, not just "retail" (E.g., Clothing store, real estate office, deli). If the name of the business is known, please provide on plans.



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- Site plan provided indicating the location of the work being performed in the building/tenant space.
- Parking layout provided indicating all spaces with their typical dimension and H.C. Accessible parking.
- Parking calculations provided that indicate the previous tenant requirements and indicate new tenant requirements (calculations MUST include parking requirement **for all tenants in the entire building**).
- Submit property survey that shows all current existing site conditions.
- Indicate on the plans carbon monoxide alarms/detectors in accordance with §915 of the 2020 Fire Code of New York State.
- If the plans indicate the relocation of existing and/or the installation of new Fire Sprinkler heads, this requires the filing of a Fire Sprinkler Permit application and plans with the T.o.N.H. Building Department (relocations require plans to the town) AND the filing a Fire Sprinkler application with the Nassau County Fire Marshal.
- Submit either Nassau County Fire Marshal filing receipt or other proof of filing with the Nassau County Fire Marshal for a Fire Sprinkler application.
- If the plans indicate the modification of an existing and/or the installation of a new Fire Alarm System, this requires the filing of a Fire Alarm application with the Nassau County Fire Marshal.
- Submit either Nassau County Fire Marshal filing receipt or other proof of filing with the Nassau County Fire Marshal for a Fire Alarm application.
- Plans indicate the size, type & location of all required portable fire extinguisher in compliance with §906 of the 2020 Building Code of N.Y.S.
- Plans demonstrate compliance with the means of egress requirements of Chapter 10 of the 2020 Building Code of N.Y.S. Provide a life safety plan indicating the egress route from the most remote point to the protected exit, demonstrating compliance with the maximum distance for a common path of egress along with total maximum distance to a protected exit.
- Provided a Reflected Ceiling plan that indicates all ceiling heights along with all ceiling mounted objects, both existing and new (existing egress lighting, HVAC registers, exit and emergency lighting, sprinkler heads, etc.). For the lighting, HVAC diffusers, sprinkler heads and other ceiling mounted objects, please indicate them as: N – New, R – Relocated, or E – Existing.
- Plans demonstrate compliance with the lighting requirements of the code, including space lighting per §1204 of the 2020 Building Code of N.Y.S., means of egress lighting per §1008.2 including exterior discharge lighting per §1008.2.3, emergency egress illumination per §1008.3, and exit signage per §1013.
- Plans demonstrate compliance with the accessibility requirements of Chapter 11 of the 2020 Building Code of N.Y.S. and ICC/ANSI A117.1-2009.



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- COMcheck, MECcheck, or other means of demonstrating compliance with the energy efficiency requirements of Chapter 13 of the 2020 Building Code of N.Y.S. and the Commercial provisions of the 2020 Energy Conservation Code of N.Y.S.
- If a statement of special inspections has been provided by the Design Professional ensure all content required by §1704.3 of the 2020 Building Code of N.Y.S. has been included and provide the special inspectors name and qualifications of this special inspector demonstrating their competence to perform inspections as per §1704.2.1.
- Plans indicate all required plumbing fixtures and demonstrate compliance with all aspects of the applicable sections of Chapter 4 & Table 403.1 of the 2020 Plumbing Code of N.Y.S.
- If the plans indicate the installation of new plumbing fixtures, this requires the submission of a Plumbing Permit Application with a Plumbing Riser diagram.
- If the plans indicate the installation of new gas appliances and/or gas piping, this requires the submission of a Gas Permit Application with a Gas Riser diagram.
- Plans demonstrate compliance with the mechanical and/or natural ventilation requirements of §1202 of the 2020 Building Code of N.Y.S. and Chapter 4 of the 2020 Mechanical Code of N.Y.S.
- If the plans indicate the relocation of existing and/or installation of new HVAC equipment and/or ductwork/ registers, this requires the submission of an HVAC Permit Application inclusive of mechanical system drawings.
If any new HVAC units are proposed, do the plans indicate the method of support? (Roof curbs, dunnage). If steel dunnage is utilized, has the dunnage been indicated on the plans? You MUST submit an ORIGINAL Certification Letter from a N.Y.S. Licensed Design professional indicating that he/she has personally inspected the conditions on site and that the roof structure/curb/dunnage is able to support the additional load of the HVAC unit(s).
- If the application is a Maintain, has an ORIGINAL Electrical Inspection Certificate been submitted?
- If the application is a Maintain, has the Design Professional submitted an ORIGINAL Maintain Certification Letter?
- If Commercial cooking equipment indicated, the plans must indicate the commercial exhaust hood and fire suppression system. The applicant must also submit an HVAC/Mechanical Permit Application and provide a copy of the approval for this system from the Nassau County Fire Marshal.
- If any signage will be installed as part of the proposed construction, you must file a Sign Permit Application for each sign being proposed.
If the project is for any new or alteration to an assembly space, you MUST submit a Public Assembly Application. Be aware that this includes all occupancies under the Town Code definition beyond those deemed an Assembly use classification in the Building Code of N.Y.S., inclusive of all places to be occupied for amusement, athletic, civic, dining, educational, entertainment, patriotic, political, recreational, religious, social or similar purposes.

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Licensed Design Professional

Business / Corporation: _____

Name: Last: _____ First: _____ M.I. _____

License Number: _____

Email Address: _____

Address: Street: _____ City: _____

State: _____ Zip: _____

Phone: _____ Fax: _____

Licensed Design Professional's Stamp and
Original Signature must appear here