



Drawing Submission Guidelines

All Certificate of Need (CON) **Schematic Design** and **Design Development** submissions for architectural and engineering review must be made through the NYS Electronic Certificate of Need (NYSE-CON) portal. Access to NYSE-CON is restricted to the applicant; design professionals are not permitted to access the site. Please refer to page 2 for a list of documents required for architectural and engineering review.

- Consult Schedule 6 for further submission requirements.
- Consult “DSG-01 Schematic Design and Design Development Drawings” which outlines the required information to be included on the drawings. Submit only drawings necessary for review; full construction document sets are not required and may delay the project’s review and approval.
- **Schematic Design Drawings**, submitted for Contingent Approval, must be uploaded to NYSE-CON under the “Application” tab, “Schedule 6” section. Alternatively, Design Development drawings may be provided at the initial submission to allow review for “Approval” instead of “Contingent Approval” and eliminate the need for future submissions.
- **Design Development Drawings** submitted to satisfy contingencies must be uploaded to the relevant contingency in NYSE-CON under the “Contingencies” tab.
- Incomplete submissions will trigger a Request for Additional Information (RFAI) from the bureau, potentially causing delays to the review and approval process. RFAI comments by the bureau and responses by the applicant are currently communicated through the ProjNet.org website. For an overview on how to access and utilize ProjNet, refer to page 3 of this document.
- Revised drawings addressing RFAI comments must be uploaded to NYSE-CON for record purposes. Only include drawings referenced or impacted by the RFAI comments. Bubble revisions on the drawings.
- **Final Construction Drawings**, as described in “DSG-05 Final Construction Drawings”, are required prior to the applicant’s start of construction. Currently, this submission cannot be made through NYSE-CON.

Instructions for the electronic submission of drawings:

1. All documents must be submitted in PDF format and created from the original electronic file. Zip files are not accepted. File access provided by the applicant through an internet-based file-sharing application is also not accepted.
2. The drawings must be submitted electronically as multi-page PDF files, as described below:
 - a) Convert drawings to flattened PDF files at full size and scale. Do not reduce sheet size. Scanned drawings are not accepted.
 - b) Optimize each PDF for fast web viewing at a 300-dpi resolution.
 - c) Bookmark each page with the drawing number and name.
 - d) Enable searchable text within the PDFs.
 - e) Submit each design discipline (e.g., site, architectural, mechanical, electrical, plumbing) as a single multi-page PDF file containing no more than 100 pages. If a discipline exceeds more than 100 pages, divide the drawings into multiple files. Collate drawings to match the Drawing List. Do not submit drawings as individual files.
 - f) All drawings must indicate the drawing scale, with a minimum scale of 1/8" = 1'-0" for floor plans.
 - g) Include a cover page, drawing list, and abbreviation legends with the submission.
3. Images and documents of low quality or resolution will not be accepted. Legacy documents available only in paper format must be scanned at a resolution that ensures legibility on both computer screens and when printed. Scanning should optimize for both clarity and file size.
4. Minimum required drawing sheet size is 11"x17". All other documents should be submitted as minimum size of 8-1/2"x11".

5. Drawing page names and numbers should remain constant throughout the project. Changes to page names and numbers may delay drawing review.
6. Structural, Hazardous Materials, Energy Code, Audio Visual, or IT drawings are not required.
7. Specifications are not required.

Drawings to be provided and required file names:

Schematic Drawings

Document Type	File Name
Architectural Drawing set: <ul style="list-style-type: none"> • Article 28 Space/Non-Article 28 Space Plans* • Site Plans* • Life Safety Code Plans showing NFPA 101 compliance • Architectural Floor Plans (existing, demo, new) • Roof Plans* • Reflected Ceiling Plans 	Schematic Dwgs.pdf

Design Development Drawings

Document Type	File Name
Design Development Architectural Drawing set: <ul style="list-style-type: none"> • Life Safety Code Plans showing NFPA 101 compliance • Architectural Floor Plans (existing, demo, new) • Roof Plans* • Exterior Elevations and Building Sections* • Vertical Circulation* • Reflected Ceiling Plans and Details • Wall Sections and Details • Interior Elevations, Enlarged Plans and Details • Door Schedules • Partition Types with UL Design Numbers 	Arch DD.pdf
Design Development Engineering Drawing sets: <ul style="list-style-type: none"> • Mechanical drawings • Electrical drawings • Plumbing drawings • Fire Protection drawings • Fire Alarm drawings 	Mech DD.pdf Elec DD.pdf Plumb DD.pdf FP.pdf FA.pdf

* Provide when applicable to the project.

ProjNet/Dr.Checks

ProjNet, or Dr.Checks, is a web-based design review and checking application. DOH and DASNY reviewers communicate with the applicant's authorized users to address design issues through posted RFAI comments, backcheck evaluation of applicant responses, and acknowledgement of accepted responses (closed comments). RFAI comments will be provided if information is missing, incorrect, or requires further clarification.

Instructions for applicants responding to DOH and DASNY review comments:

1. The applicant will be notified through NYSE-CON when review comments have been entered into ProjNet. The initial notification will request contact information (i.e., name, company, email address) for individuals needing access to ProjNet. DOH will grant access to ProjNet and send passwords to those individuals via email.
2. Please note that while access to ProjNet can be granted to anyone, access to NYSE-CON is limited to the applicant only.
3. The applicant or applicant's designated representative will login to ProjNet at www.projnet.org to begin reviewing and responding to the comments.
4. Email BAER@health.ny.gov for technical issues related to the use of ProjNet.

- i. Select "NYSDOH", in the drop-down menu provided as the Managing Agency.
- ii. Enter your e-mail address.
- iii. Enter the password assigned to you by BAER. Keep password in safe location.
- iv. Key Access is not applicable.
- v. Check the security box to agree to the "Privacy and Security Notice." You will not be able to log-in if the box isn't checked.
- vi. Click on "Sign In".

5. Upon logging in, click on the project name located under the "Project Name" heading.
6. The "Select App" screen will be displayed. Click the number under the "Pend" subheading in the "Evaluate" section. This number indicates the quantity of open comments that require a response.
7. The "Evaluate Pending" screen will appear and the first open review comment will be displayed along with a space for your response (a.k.a. Evaluation). If necessary, you may filter the comments using the options at the top of the page (e.g., Keyword, Discipline, Submitter (Reviewer), and DocType).
8. Under "Add Evaluation" select the appropriate status for your response.
9. Enter a detailed response to the comment. Responses of "will comply" or "will revise and submit during DD submission" are unacceptable and will delay the completion of the review.
10. Attach any relevant documents to clarify your response, if applicable.
11. Click Add Evaluation. ProjNet will then advance to the next open comment.

12. Once all responses in ProjNet are submitted, the applicant must notify the reviewer in NSYE-CON via the Correspondence Tab regarding the completed responses, as the reviewer will not receive automatic notifications from ProjNet alone.
13. DOH or DASNY will review the responses to the comments.
 - a. The reviewer will either close-out the comments individually or keep all the comments open until they are all resolved.
 - b. If the response(s) do not adequately address the request for information, the reviewer will inform the applicant through NYSE-CON that the outstanding comment(s) need to be resolved.
14. Each time a reviewer evaluates the open comments in ProjNet and they are not resolved, the reviewer will notify the applicant that open comments remain, via the NSYECON “Correspondence” tab (for schematic review) or “Contingency” tab (for design development review).
15. For project review to progress, all comments must be closed. Only DOH or DASNY can close out the comments.