



Drawing Submission Guidelines: DSG-05 for 100% Construction Documents

Regulation 10 NYCRR 710 of the State Hospital Code (SHC) requires the applicant to submit final construction documents (100% completion) prior to the start of construction. This requirement is often listed as a condition in the approval letter provided to the applicant once all reviews and contingencies have been deemed acceptable by the Department.

The 100% construction drawings for architectural, mechanical, electrical, plumbing, and fire protection must be consistent with all previous approvals from the schematic and design development submissions and incorporate all final construction details.

Submission Requirements for Final Construction Documents:

- 1. An electronic copy, on CD or flash drive, of the complete set of 100% Construction Documents for record purposes. Project specifications are not required.**
 - (a) Provide drawings in electronic format on CD or flash drive and readable by a readily available image viewing program in PDF format.
 - (b) Drawings must be published in original document size to maintain clarity and scalability.
 - (c) CD or flash drive must include a label and transmittal with the following information:
 - Final Construction Document submission
 - CON number and facility name
 - County the facility is located within
 - Brief description of the project
 - Name of architectural firm and phone number
- 2. An affidavit, signed by the applicant's architect or engineer (including his/her professional New York State license number, business address, date and CON number), stating that the drawings are:**
 - (a) Consistent with prior approved State Hospital Code (SHC) Drawings and, if not, the affidavit shall identify the changes and reasons for such changes; and
 - (b) In compliance with all applicable provisions of 10 NYCRR State Hospital Code regulations, and all applicable codes and referenced standards.
- 3. Submission must be mailed; at this time, there is no location in NYSE-CON to upload final construction documents.**

Mail to: New York State Department of Health
Bureau of Architecture and Engineering Review
Room 1861, Corning Tower Empire State Plaza
Albany, NY 12237