

# Town of Montgomery

## CODE ENFORCEMENT OFFICE

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### **Design Professional's Guidelines for Plans Submission**

- I. Outline of Plans & Specifications To Be Included In The Presentation To The Building Department For Building Permit As Pertinent To The Size, scope & Complexity Of The Project

A. Site Plan (to scale)

The site plan should comply with the local zoning ordinance and should be based on a certified survey map prepared by a licensed surveyor. Plans and specifications should indicate the following information, if pertinent to the specific project:

1. Curb cuts accompanied by necessary permits from State, County or Municipal Department of Transportation
2. Access roads & driveways
3. Parking & turning areas with dimensions and turning radius
4. Drainage study for storm water runoff from source to disposal method
5. Walkways, sidewalks & handicapped accessibility
6. Site lighting
7. Planting, screening and/or fencing on site and between site and adjacent parcels
8. Signage indicating materials, supporting structure, size, color, graphics and lighting
9. Patios, decks, gardens & other exterior areas related to the project
10. Utilities from source to building & associated installation specifications
11. Traffic sturdy, if pertinent to the size and scope of the project
12. Impact on surrounding property owners and uses
13. Water supply system
14. Erosion control during construction, especially on sites with steep grades
15. Waste disposal system
16. Retaining walls, location, materials & methods of construction
17. Seeded areas, mulched areas & other features of landscaping design
18. Culverts, swales & blind ditches for drainage ways of water on the property
19. Location and identification of streams or other bodies of water on the property
20. Location and use of accessory buildings and storage areas
21. North Arrow
22. Area location map

B. Floor Plans (1/8", 3/16", 1/4" or 1/2" scale)

Floor plans should describe the layout of the proposed work and indicate compliance with the minimum standards of the New York State Uniform Fire Prevention and Building Code. The plans and specifications should address the following information if

pertinent to the project:

1. General description of building occupancy classification and construction type as per the New York State Building Code
2. Location and description of use for each floor and room or area in building
3. Dimensions
4. Location and specifications of various kinds of equipment and appliances to be installed
5. Fire separation specifications between occupancies and uses as required by the Building Code
6. Location and specifications for installation of solid fuel burning appliances (ANSI-NFPA 211), i.e., fireplaces, wood stoves, coal stoves
7. Location and specifications for all windows and doors (Could be in the form of a door and window schedule)
8. Fire ratings, self closure devices, panic hardware for specific doors (Could be in the form of a door and window schedule)
9. Floor, wall and ceiling finishing materials (Could be in the form of a finishing schedule)
10. Handicapped accessibility
11. Decks and patios directly adjacent to the building
12. Stairs from floor to floor, including rise and run specifications, type of material, nosing and non-slip applications
13. Steps and ramps from building to exterior areas and/or grade
14. Guardrails and handrails, where required
15. Egress requirements (required exits, passageways, doors and windows)
16. Location and specifications for hot water heater and water treatment devices
17. Location, specifications and impact of adjoining accessory buildings or structures such as the following:
  - a. Garage or carport
  - b. Storage areas
  - c. Shop
  - d. Home occupation
  - e. Gazebo
  - f. Screened areas
  - g. Pool and required enclosure
  - h. Tennis court
18. Provision of required natural light and ventilation for habitable spaces or mechanical ventilation for occupied space.

C. Elevations (same scale as floor plans)

Elevations should depict all four (4) sides of the building: front, rear and both sides. Elevations should be oriented to Compass North. Drawings and specifications should include the following information as pertinent to the project:

1. From footing to roof, true height delineation of all parts of structure, as follows:
  - a. Bottom of footing to top of sill plate
  - b. 1<sup>st</sup> floor structure to top of subfloor
  - c. 1<sup>st</sup> floor wall height
  - d. 2<sup>nd</sup> floor wall height
  - e. Top of wall to top of ridge

This information will address frost depth, minimum required ceiling

heights in habitable and occupied spaces as well as total building height compliance with local zoning requirements.

2. Location of adjoining structures or decks, etc.
3. Stairs and steps to grade and into building
4. Guardrails and handrails
5. Exterior lighting
6. Exterior doors and windows
7. Exterior finish of walls
8. Roofing and venting of roof
9. Location and specifications of fireplace and heating equipment vents. Must meet minimum height above adjacent roof areas.
10. Location and specifications of gutters, downspouts and leaders
11. Location and slope of finished grade

D. Footing & Foundation Plan, Basement Plan, 1<sup>st</sup> Floor Framing Plan and/or Floor Slab Construction (same scale as floor plans)

These plans should describe all aspects of the support system for the structure and should include the following information as pertinent to the project:

1. Footing and foundation locations, sizes and type
  - a. Continuous footings or strip footings
  - b. Spread footings for point loads such as piers or columns
  - c. Pilings (driven)
2. Description of and minimum standards for soil bearing under footings as well as limitations for footings set on fill or rock. No footings should be allowed on fill or rock without additional specification from the Architect or Engineer certifying the drawings
3. Crawl space or slab on grade specifications
4. Rat slab or vapor barrier, if provided in crawl space
5. Foundation wall specifications
  - a. Block
  - b. Poured
  - c. Prefabricated systems
6. Minimum concrete specifications for footings, slabs and walls
7. Reinforcing for footings, slabs and walls
8. Floating slabs with integral reinforcing specifications
9. Frost walls or other means of frost protection
10. Venting for crawl spaces
11. Basement habitable or occupied spaces
12. Natural light and ventilation
13. Egress requirements from basement space
14. Stair specifications
15. Location of mechanical equipment in crawl space or basement
16. Location and specifications of supporting beams, columns, piers, and/or posts
17. Size, spacing and direction of span of 1<sup>st</sup> floor framing joists
18. Bridging or blocking
19. Specifications for wood species. Should be free of checks and splits. Minimum required strength in bending to assure proper support of load over span.
20. Pockets and other specific points of support of foundation walls
21. Anchoring of footings to rock, if applicable
22. Anchoring of framing to foundation wall

23. Headers (lintels) over openings supporting structure above
24. Built-up beams, plywood and steel flitch plates
25. Framing around openings in floor
26. Flush framing
27. Cantilevered construction
28. Steel construction, structural shapes, open web joists
29. Alternate wood construction: plywood joists, flat truss, T.J.I. joists, composite joists
30. Reinforced concrete construction
31. Sub-floor sheathing keyed to load and span
32. Fire-stopping: horizontal / 20', vertical / 8'
33. Design loads (live loads and dead loads)
34. Key dimensions and keying of details to overall plans

E. 2<sup>nd</sup> Floor Framing Plan & Additional Floor Plans (same scale as floor plans)

This plan should describe all aspects of the 2<sup>nd</sup> floor framing system and should include the following information as pertinent to the project:

1. Supporting beams, columns and posts
2. Points of support to foundation below, bearing walls and concentrated loads
3. Size, spacing and direction of span of floor framing and framing specifications
4. Framing around openings in floor
5. Minimum bearing capacity of wood species allowable
6. Bridging or blocking in floor (minimum 8'0" un-braced in wood framing)
7. Flush framing
8. Cantilevered construction
9. Built-up beams
10. Steel construction
11. Alternate wood construction
12. Reinforced concrete construction
13. Sub-floor sheathing
14. Fire-stopping

F. Roof Framing Plan (same scale as floor plans)

Roof framing plan should describe all aspects of the roof support system and should include the following information as pertinent to the project:

1. Supporting ridge, other beams, columns and posts
2. Points of support to foundation below, bearing walls and concentrated loads
3. Size, spacing, and direction of span of floor framing and framing specifications
4. Framing around openings in roof
5. Minimum bearing capacity of wood species
6. Bridging or blocking
7. Flush framing of rafters to supporting members
8. Specifications for roof construction type:
  - a. Dimensional wood frame
  - b. Plank and beam
  - c. Truss systems
  - d. Rafter, or truss plus purlin
9. Built-up beams
10. Steel construction

11. Reinforced concrete construction
12. Roof sheathing
13. Fire-stopping
14. Design loads (live loads and dead loads)
15. Roof venting system
16. Attic storage spaces and fire separation to occupancies below, if applicable
17. Attic access
18. Key dimensions and keyed details

G. Building Section, Typical Wall Sections & Details (scale will vary depending on type of drawing from 1/8" = 1'0" to 3" = 1'0")

Drawings should indicate composite building construction and insulation envelope surrounding building and should include the following information as pertinent to the project:

1. Soil bearing requirements
2. Footing size, reinforcing and concrete specifications
3. Cove or key construction
4. Footing drains
5. Foundation wall and reinforcing
6. Foundation insulation
7. Rat slab
8. Slab floor
9. Insulation and vapor barrier under slab
10. Porous backfill or other systems designed to allow ground water to reach footing drains
11. Rough grading and finish grading
12. Waterproofing of foundation wall
13. Specifications for frost protection
14. Separation between floor framing and grade for protection of wood framing from moisture saturation
15. Pressure treated sill plate and sill sealer
16. Anchor bolts and concrete fill
17. Box beams and 1<sup>st</sup> floor framing and sub-floor sheathing
18. Insulation between floors
19. Exterior wall framing system
20. Sheathing and/or bracing in exterior walls
21. Stress skin panels
22. Building paper or plastic house wrap
23. Exterior siding or finish
24. Fire-stopping
25. Location, installation and material specifications for exterior and interior rigid insulation
26. Vapor barrier on warm side
27. Interior wall finish
28. 2<sup>nd</sup> floor box, floor framing and sub-floor sheathing
29. 2<sup>nd</sup> floor wall and insulation
30. Roof frame, soffit and fascia
31. Roof sheathing and roofing
32. Insulation of roof or attic space
33. Vapor barrier

H. Electrical & Lighting Plan (same scale as floor plans)

Drawing should describe the building's electrical service and lighting system and should include the following information as pertinent to the project:

1. Meter location and service into building to location of panel box
2. Type and size of service
3. Standard outlet locations
4. G.F.I. outlets
5. Exterior outlets, G.F.I. to be in waterproof box
6. Switches (2 way and 3 way)
7. Electrical outlets
8. Electric baseboard heat
9. Smoke detectors
10. Lighting fixtures:
  - a. Recessed
  - b. Surface mounted
  - c. Exterior
  - d. Closet
  - e. Over shower or tub- protection from water vapor or bulb expansion
  - f. In food preparation area-covered to protect glass from entering food
  - g. Type of luminaire
  - h. Encourage use of new energy efficient fluorescent bulbs
11. Integrated smoke/fire detection and alarm systems
12. Monitored burglar alarm systems
13. Emergency exits and lighting systems
14. Direct wiring for special equipment

I. Plumbing Diagrams (same scale as floor plans)

Plumbing diagrams should describe water supply and waste piping from source to fixture to sewer system and should include information presented in two drawings: (1) Water supply riser diagram and, (2) Waste water piping and venting. For simple structures, these two items might be combined into one drawing.

1. Riser Diagram should include the following:

- a. Water supply to pressure tank, holding tank and/or hot water heater
  - b. Water meter
  - c. Water treatment system
  - d. Fixture locations
  - e. Size and type of piping
    - 1). Supply
    - 2). Branch
    - 3). Fixture
  - f. Drain down locations
  - g. Shut-offs and valve locations
  - h. Solder specifications
  - i. Pressure testing requirement prior to closing walls and ceilings
2. Waste Piping Diagram should include the following:
- a. Size and type of piping
  - b. Size and location of venting
  - c. Minimum pitch for piping (interior and exterior)

- d. Connection to sewer system
- e. Location of fixture traps
- f. House trap

J. Mechanical Plans ( same scale as floor plans)

Mechanical plans should describe heating, venting, air conditioning systems. Information should be provided regarding the location and specifications for producing, distributing and venting of HVAC systems. Minimum specifications may be provided by the Owner, Contractor, Architect or Engineer. Please note that fire dampers for hot air systems must have auto fan shut down for buildings of public use.

K. Specifications

Specifications should describe the minimum requirements for materials and methods or techniques to be used in construction of the project.

L. Energy Audit

Insulation levels in building must comply with the NYS Energy Conservation Code requirements

M. Handicapped Accessibility

Handicapped use, accessibility and accessible route must be addressed in buildings for public use in accordance with the requirements of the NYS Uniformed Fire Prevention and Building Code