



City of Albany
Division of Building & Codes
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REQUIREMENTS FOR GENERAL CONSTRUCTION PROJECTS

While it is realized that general requirements such as this cannot, by its very nature, take into account every eventuality which may be encountered on specific jobs, it is intended that this document provide general rules for all jobs.

I. Plans and Specifications

The Education Law of the State of New York requires, with certain, limited exceptions that such plans and specifications have the original seal and signature of either a Registered Architect or Licensed Professional Engineer.

Plans for the purpose of this office, may be defined as complete drawings of the proposed work, including, but not necessarily limited to, foundation plans, floor plans, elevations, sections, electrical, plumbing, heating and ventilation plans and supporting engineering calculations, and flood proofing plans, if the project is located in a flood prone area.

Specifications may be in the form of a separate, sealed and signed document or may, if appropriate, appear on the plans.

In addition to demonstrating conformity with the *Uniform Code*, the plans and specifications must demonstrate compliance with the *State Energy Conservation Construction Code* and separate documentation, in the form of a letter from the designer, must also be furnished.

II. Working or "Shop" Drawings & Specifications

The submission to this office of all shop drawings to be employed on the job site is required. These may include, but are not necessarily limited to:

- A. Reinforcing steel drawings;
- B. Structural steel drawings;
- C. Sprinkler and Standpipe diagrams;

- D. Stair drawings;

- E. H.V.A.C. drawings;
- F. Elevator drawings;
- G. Flood Proofing plans;

The submission to this office should take place after review and approval of these drawings by the responsible architect or engineer.

In addition, these drawings which have been signed and sealed by the individual responsible for the design will be required for pre-engineered systems such as wood trusses and glue-laminated beams.

III. Logs and Construction Documents

- A. If meeting minutes are kept and distributed at regularly scheduled job meetings on major jobs their submission is required whether a representative was in attendance or not.
- B. All change orders are required to be filed with this office.
- C. Logs of all specialty operations are required to be filed with this office. These may include, but are not limited to:
 - 1. **Soil Bearing Logs** - in any instance where soil bearings are taken;
 - 2. **Pile Drawing Logs** - when piles are employed;
 - 3. **Post-tension Logs** - in such applications as lift-slab construction; other post tensioned concrete applications.

IV. Testing

The testing of various materials and components of the building and structures are an essential element in determining that it is being constructed as it was planned. The following testing and submission of test results is required:

- A. **Soil Loading Tests** - In an instance where a presumptive soil bearing value cannot be agreed upon by the designer and this office, or where such tests were performed for any reason.
- B. **Compaction Tests** - In any instance when fill is to be utilized for bearing.
- C. **Concrete** - In any instance when a project is proposed to employ an amount in excess of fifty yards of concrete in total.

- D. **Welding & Bolted Steel** - In any structural steel framed building. In addition, proof that the welders were certified will be required to be submitted.
- E. **Sprinkler and Standpipe** - In any instance involving installation of such system.
- F. **Elevator** - In any instance involving such an installation.
- G. **Smoke/Heating Detecting and Fire Alarm** - In any instance involving installation of such system.
- H. **Asbestos** - Building asbestos survey as required by industrial code rule 56 and final air clearance reports.

In addition, supervising architect, or engineer, will witness tests on the water, drainage and vent systems to be performed in accordance with Part 907 of the *Uniform Fire Prevention and Building Code*.

All test results must be furnished by an accredited testing agency, or supervising architect, or engineer.

V. **Inspections**

Inspections by the Division of Building & Codes are required at the following schedule. You must call for inspections **24 hours in advance**.

- A. Footings before pouring concrete.
- B. Foundations before backfill.
- C. Submit Surveyor's location of foundation to the Office of Code Enforcement for zoning approval before framing is started.
- D. Plumbing, Heating, Framing and Electrical inspections before closing in of the frame work.
- E. Insulation Inspection.
- F. When work is completed, a final inspection is required by the Division of Building & Codes, an approved Electrical Inspection Agency and the Water and Sewer departments having jurisdiction. **No occupancy of a building/structure is permitted without a Certificate of Occupancy issued by this office.**

VI. **Materials to be submitted prior to issuance of a Certificate of Occupancy**

- A. A written certification from the supervising architect, or engineer, that a project was built in accordance with the approved project documents and the *NYS Fire Prevention and Building Code* is required, including flood proofing if such was required.
- B.** A final, “as built” drawing, prepared by a Licensed Professional, is required. These “as built” plans must depict **all** elements shown on the approved plans, including but not limited to, site (this plan must include finished floor elevations of the lowest floor if the project is located in a flood prone area), architectural, mechanical, electrical, fire protection, structural, etc. ***These must be provided in an AutoCAD readable format file (.dwg or .dxf).***
- C. In addition, and prior, to certification by this office, the following certifications will be required in nearly every case:
1. Certification of final approval of electrical installation;
 2. Certification of final approval of plumbing systems, including sprinklers, standpipes, and HVAC installations;
 3. Certification of final approval of elevator installation.
 4. Certification for Fire Alarm/Detection installation.
- D. Certifications from the following *may* be required in certain instances:
1. Albany County Department of Health - in any instance where this agency is required to grant a permit (i.e. restaurant, day-care center, etc.)
 2. City of Albany Department of Fire, Emergency and Building Services – Fire Prevention Unit.