



KATHY HOCHUL  
Governor

Department  
of Health

JAMES V. McDONALD, M.D., M.P.H.  
Acting Commissioner

MEGAN E. BALDWIN  
Acting Executive Deputy Commissioner

## **Division of Health Facility Planning Bureau of Architectural & Engineering Review**

### **Design Guidelines Submission Requirements**

Effective immediately, the Bureau of Architectural & Engineering Review (BAER) is revising the drawing review requirements per 10 NYCRR (New York State Hospital Code) as indicated below. The revisions are intended to facilitate the timeliness of the mandatory drawing reviews, reduce the number of drawings submitted, and provide a definitive review for Article 28 projects by identifying the specific components necessary for review.

There are multiple components for submitting proper materials for review to BAER for contingent approval and contingency satisfaction recommendations.

The Design Submission Guidelines occur in three separate and distinct components for review and comment.

- A. Drawing Requirements DSG-1.0 Schematic Design & Development is for minimal submission drawing materials for review.
- B. Life Safety design submission requirements, based NFPA 101, 2012 edition.
- C. Programmatic design submission requirements, based on FGI, 2014 edition.

Refer to the table at the end of this document for selecting the proper DSG's for the applicable submission.

### **Current Regulatory Submission Requirements for Approval of Schematic Drawings (Contingent Approval)**

- A. Final Schematic Design is 30% completion of the construction documents as a minimum.
- B. The following information where applicable, shall be provided per NYSDOH Regulation 710.2-Application; project scope and concept:
  - 710.2 (b)(10)(i)(a) schematic architectural and engineering design drawings, including site plan, room-by-room layouts of each floor in an appropriate scale, showing the relationship of the various departments or services to each other. The major exit corridors, exit stair locations and pedestrian and service circulation patterns shall be indicated along with existing buildings, if additions or alterations are part of the project. In addition, applications shall include typical sections and elevations, single-line diagrams of proposed building systems if applicable, or outline descriptions of heating, ventilation and air conditioning, electrical power, lighting and communications systems, plumbing, fire protection, materials handling and transportation systems, dietary, water supply and sewage systems and preliminary layouts of mechanical equipment rooms and riser diagrams and outline specifications; and
  - (b) a functional stack diagram which includes square footages, type of construction and



estimated cost of equipment for each functional area displayed and, where appropriate, the relative cost of each area as well as the total construction cost for each discrete physical structure involved and a set of single-line freehand sketches of each floor in an appropriate scale, showing the relationship of the various departments or services to each other. The major exit corridors, exit stair locations and pedestrian and service circulation patterns shall be indicated, along with existing buildings if additions or alterations are part of the project;

C. Prescriptive Standards

- a) Prescriptive limitations (such as exact minimum dimensions or quantities), when given, describe a condition that is commonly recognized as a practical standard and shall be clearly indicated on the submission drawings and documents.
- D. Confirm that the schematic drawings submitted are complete per 710.2 (b)(10)(i)(a) and consistent with the CON project title, the architectural certification and the architectural narrative.
- E. The requirements listed below are the minimum amount of information required for a successful review. The design guideline requirements are meant to supplement the regulations and pertinent technical standards.

**Current Regulatory Submission Requirements for Approval of State Hospital Code (SHC) Drawings (Contingency Satisfaction)**

- A. The following documents shall be submitted to the BAER for review during the design development phase (60% completion) when required for approval.
  - B. The drawings shall identify all pertinent code references and technical standards utilized for project design.
- C. Prescriptive Standards
- a. Prescriptive limitations (such as exact minimum dimensions or quantities), when given, describe a condition that is recognized as a standard. Shall be clearly indicated on the submission drawings and supporting documents.

**Submission Format Requirements for Schematic Design Drawings and State Hospital Code (SHC) Drawings**

- A. Provide one hard copy legible full-sized set of architectural/engineering drawings to scale.
  - a. Complete with title block information.
  - b. CON Number provided in the title block with SHC submission indicated as the phase of the project.
  - c. Minimum 1/8" scale for the areas of work general areas of work. Enlarged plans shall be minimum 1/4" scale.
  - d. Overall building plans may be sized to fit the sheet.



<b>Design Guideline Submission Requirements</b>		
<b>General Submission Requirements</b>	<b>DSG</b>	<b>Name</b>
Drawing Submission Requirements for Schematic Design and Design Development for all Facility Types	1.0	Drawing Requirements
<b>Facility Types</b>		
<b>Hospitals</b>		
Life Safety Code Design Guideline Submission Requirements	18.0	Healthcare
	20.0	Ambulatory Healthcare
	38.0	Business
General Hospitals(FGI) Programmatic Design Submission Requirements	2.2.2	Nursing Units
	2.2.3	Diagnostic and Treatment Facilities
	2.2.4	Patient Support Facilities
	2.2.5	General Support Facilities
Critical Access Hospitals	2.4.0	
Psychiatric Hospitals	2.5.0	
Rehabilitation Hospitals & Other Facilities	2.6.0	
Children's Hospitals	2.7.0	
<b>Outpatient Facilities</b>		
Life Safety Code Design Guideline Submission Requirements	20.0	Ambulatory Healthcare*
	38.0	Business
Outpatient Facilities(FGI) Programmatic Design Submission Requirements	3.2.0	Primary Care Facilities
	3.3.0	Freestanding Outpatient Diagnostic and Treatment Facilities**
	3.4.0	Freestanding Birth Centers
	3.5.0	Freestanding Urgent Care Facilities
	3.6.0	Freestanding Cancer Treatment Facilities
	3.7.0	Outpatient Surgical Facilities*
	3.8.0	Reserved
	3.9.0	Endoscopy Facilities*
	3.10.0	Renal Dialysis Centers
	3.11.0	Outpatient Psychiatric Centers
	3.12.0	Outpatient Rehabilitation Therapy Facilities
	3.13.0	Mobile, Transportable, and Relocatable Units
	3.14.0	Dental Facilities
<b>Long Term Care</b>		
Life Safety Code Design Guideline Submission Requirements	18.0	Healthcare
Residential Health, Care and Support Facilities(FGI) Programmatic Design Submission Requirements	4.2.0	Nursing Homes
	4.3.0	Hospice