



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

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

Effective immediately, the Bureau of Architectural & Engineering Review (BAER) is revising the drawing review requirements per 10 NYCRR (New York State Hospital Code) as described below. These changes are intended to facilitate the timeliness of mandatory drawing submittal and review for Article 28 projects by identifying the specific components necessary for review. Rather than a full set of construction documents, this protocol seeks a “focused” submittal based on definitive Article 28 requirements.

State Hospital Code (SHC) Drawings shall be submitted during the construction document phase (100% completion) to provide the opportunity to accommodate any document review comments into the final project documents.

**Submission Requirements for Final Construction Documents**

- i) **An electronic copy, on CD of the complete set of Construction Documents for record purposes.**
  - (1) Drawings submitted in electronic format must be submitted on CD and be readable by a readily available image viewing program. These include Portable Document Format (Adobe Acrobat), Drawing Web Format (AutoCAD), and Tagged Image File. Images should be published in original document size to maintain clarity and scalability, with a graphic scale incorporated in each image.
  - (2) CD media shall be submitted according to generally accepted industry standards, readable on any computer.
  - (3) CD and the cover of its standard sized jewel case must be labeled with the following:
    - a. CON number and Name of the facility,
    - b. County the facility is located within,
    - c. Brief description of the project,
    - d. Name of architectural firm and phone number,
    - e. State Hospital Code (SHC) Drawings or Final Construction Document submission.
  - (4) The edge of the standard sized jewel case must be labeled with the following:
    - a. CON number
    - b. Name of the facility.
- ii) **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), that the drawings are:**
  - (1) Consistent with submitted State Hospital Code (SHC) Drawings and, if not, the affidavit shall identify the changes and reasons for such changes; and
  - (2) In compliance with all applicable provisions of 10 NYCRR and all applicable local codes, referenced standards, statutes and regulations.