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BUILDINGS NEWS

Special Edition

Revised B-SCAN Enhancements



To ensure Buildings Department documents remain accessible, on March 16, 2009 we are [enhancing](#) the Department's B-SCAN system to scan, capture and electronically store approved building plans. Effective March 23, 2009, all building plans must conform to specific guidelines or the plans will not be approved. This announcement revises the prior version.

- **Design professionals must adopt Buildings Department title block plan identification and revision numbers.**
- **Architects and engineers are permitted to use their organization's title block plan; however, the DOB identification number must be located on the lower right hand side of each drawing sheet.**
- **Discipline designators must comport with national CAD standards or be specific to DOB application work types.**
- **Unless a specific discipline designator is listed as mandatory, the design professional may choose the appropriate discipline designator.**

Requirements for Approval & Scanning

Plans will no longer be perforated or microfilmed, and the plan examiner/professional certification stamp and signature will indicate that the plan is approved/accepted. These scanned images will replace the Department's microfilm archiving system. The plans will not be approved if following guidelines are not met:

- One side of each drawing sheet must be 36" or less.
- All drawing sheets must have a B-SCAN job sticker.
- All drawing sheets must contain a page number.
- All drawing sheets must be submitted in black and white.
- Final submitted prints must not have staples or bindings of any kind.
- The PW1 filed for a PAA (or AI1, filed for minor changes) must list the plans that are superseded, omitted and amended in the Comments section.

Building Plan Identification: Standardization Requirements

- A discipline designator must be used to designate each submitted drawing.
- Each drawing must contain a Drawing Reference Number with a Revision Decimal Number. Initial sets of drawings should be revision .00, and subsequent amendments should be .01, .02, etc.
- The Drawing Title must identify the floor or floors, if applicable.
- Note: The DOB identification number must be clearly labeled "NYC DOB Number" and be located on the lower right side of each drawing sheet.

The diagram shows a drawing sheet with several callout boxes pointing to specific fields:

- Red box:** The Drawing Title must identify the floor, or floors, if applicable. (Points to "11TH TO 22ND FLOOR EAST REFLECTED CLG. PLAN")
- Green box:** The Revision Decimal is a two digit numeric decimal indicating a change, or changes, to an approved document (Points to ".00" in "A-411.00")
- Yellow box:** The Drawing Reference Number is a 3 digit number (000-999). (Points to "411" in "A-411.00")
- Orange box:** Each submitted drawing must contain a discipline designator. (Points to "A" in "A-411.00")
- Blue box:** All drawing plans must contain a page number (1 of X, 2 of X). (Points to "1 of 20")

The drawing sheet itself contains the following information:

PROJECT
**BPC - SITE 3
New York, New York**

**11TH TO 22ND FLOOR EAST
REFLECTED CLG. PLAN**

SEAL & SIGNATURE

DATE: 3-6-06
PROJECT No.: 2006-48
DRAWING BY:
CHK. BY:
DWG No.: **A-411.00**

CADD FILE No: 1 of 20
J: BPC SITE 3 (2006 - 48)

Discipline Designators

*A:	Architectural	*EN:	Energy Analysis	*P:	Plumbing
ANT:	<u>Antenna</u>	*G:	<u>General</u>	*T:	<u>Title/Coversheet</u>
*C:	<u>Civil</u>	*H:	<u>Hazardous Materials</u>		
*E:	<u>Electrical</u>	*M:	<u>Mechanical</u>		

*B:	<u>Borings/Geotechnical</u> : Includes subsurface investigations and soil tests filed with NB, Alt 1 and Alt 2 applications.
BPP:	<u>Builders Pavement Plans</u> : Mandatory designation when paving plans are filed separately from all other work.
CC:	<u>Curb Cut</u> : Mandatory designation when curb cuts are filed separately from all other work.
DM:	<u>Demolition</u> : Mandatory designation for plans showing full or partial demolition work.
EQ:	<u>Construction Related Equipment</u> : Includes sidewalk sheds, fences and scaffolds. Mandatory when filing for construction equipment permits.
*F:	<u>Fire Suppression Systems</u> : Mandatory designation when filing Fire Suppression System applications.
FA:	<u>Fire Alarms</u> : Mandatory designation for all fire alarm applications.
FO:	<u>Foundation</u> : Mandatory designation whenever foundation work is filed.
FPP:	<u>Fire Protection Plan</u> : Mandatory designation when Code requires a fire protection plan.
PA:	<u>Place of Assembly</u> : Mandatory designation when filing separately for Place of Assembly Certificates of Operation.
*S:	<u>Structural</u> : Drawings submitted for foundation work must use the designator FO. See FO designator.
SD:	<u>Standpipe</u> : Mandatory designation if standpipe equipment/work is filed separately from other fire protection work.
SG:	<u>Signs</u> : This designation must be used when work is being filed separately for a sign permit.
SOE:	<u>Excavation</u> : Includes: excavation, fill, underpinning, sheeting, shoring, bracing, piling, etc. Mandatory designation when filing construction documents with support of adjoining properties & structures during construction.
SP:	<u>Sprinkler</u> : Mandatory designation if sprinkler work is filed separately from other fire protection work.
SSP:	<u>Site Safety Plan</u> : Mandatory designation when a site safety plan is required and filed with BEST.
*X:	<u>Other Disciplines</u> : Mandatory designation when filing work in undesignated disciplines. Type of work must be identified in the sheet title block.
Z:	<u>Zoning</u> : Mandatory designation must be used for all zoning information and analyses.

Unless specifically mandated above, the design professional may select the appropriate discipline designator.

** Designations with an * are national CAD standards.*