



# VILLAGE OF EAST HILLS

INCORPORATED JUNE 24, 1931

209 Harbor Hill Road, East Hills, New York 11576  
Telephone (516) 621-5600 • Fax (516) 625-8736

## DRAWING REQUIREMENTS

### Minimum requirements for construction drawings (Must be signed & sealed by a licensed Architect or Engineer)

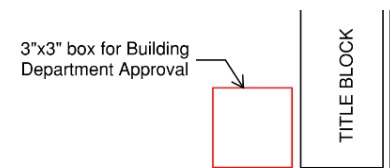
1. **Site plan** at 1"=20' scale:
  - a. Show the location and setbacks of the existing dwelling including attached porches and terraces/decks; detached accessory structures such as garages and sheds; all exterior equipment such as a/c units, generators, and barbeques; and all paved areas such as driveways and patios
  - b. Show the proposed location and setbacks of the addition, alteration, or other work including exterior equipment/structures
  - c. Clearly indicate all proposed drywells, septic systems or tree removals
2. **Zoning Data:**
  - a. Provide zoning district, owner information, property address, and Section, Block and Lot(s)
  - b. Provide zoning chart with all required setback, floor area, coverage, and height requirements
  - c. Provide calculation breakdown diagrams for floor area, lot coverage, rear yard coverage, and average grade (see sample diagrams)
  - d. Any deviations from any zoning requirements must be clearly shown and highlighted on the plans. Failure to comply may void any plan approval
3. **Architectural floor plans** (1/4" scale) of every affected/altered story including any foundation/basement
  - a. Show smoke detectors, carbon monoxide detectors, and heat detectors in all required locations on all plans
  - b. Specify all ceiling heights & label all spaces
  - c. Clearly distinguish any existing areas or rooms that will not be touched during construction, and any existing areas that will be replaced or altered in any way
4. **Elevations** (1/4" scale) of every side where the work is visible, including the following:
  - a. Provide an elevation baseline (ie. FFE, pre-existing average grade at house), clearly identify all elevation lines, and carry elevation lines across the entire elevation
  - b. Ridge height dimensioned from the pre-existing average grade at house
  - c. Demonstration of compliance with height setback ratio on all necessary elevations - to project from the average grade for each side (see sample: height setback ratio calculations)
  - d. Line thickness/weight should not be too heavy that it would prohibit verification of measurements
5. **Sections** (1/4" scale) **and details** necessary to communicate the full construction of the addition/alteration/etc.

### Required for final construction drawings/ permit issuance:

6. Structural framing plans of every affected/altered story including the attic/roof
7. Design Criteria Specifications; Climate/Geographic, Load/Deflection, Fastener schedule, Uplift resistance connection details
8. Electrical plans and plumbing riser diagrams
9. Plans must show insulation, and include a certification from the RA or PE that the work will comply with the New York State Energy Conservation Construction Code

**\*\*All aspects of the design should be consistent throughout all plans, elevations, sections, details, and specifications\*\***

All construction drawings must contain a box with 3 inch x 3 inch clear dimensions located in the exact same location on the lower right corner of every page to be used for building department approval stamps.



The full set of construction drawings must be contained within a single file for upload. **Individual separate page uploads will not be accepted.**