

## **FORMAT AND CONTENT OF ARCHITECTURAL REPORT FOR PRE-OPENINGS**

The purpose of the requirement for a Certificate of Occupancy or an architect's report is to document building compliance with the applicable building code pursuant to 14NYCRR Part 635-7. In addition, the signoff by the architect or engineer should address the following as-built conditions as applicable. (NOTE: there are no regulatory requirements for a report or letter of this type. It has been our experience that if an architect provides such a letter, the pre-opening process goes much more smoothly. Please feel free to provide this information to providers considering developing facilities. )

1. The construction type of the building
2. The occupancy classification of the building
3. Compliance with the applicable sections of the New York State Building Code or the NYC building code.
4. Compliance with the appropriate Life Safety Code under which the facility was designed (e.g. NFPA 2000 Life Safety Code Chapter 18/19 Health Care or Chapter 32/33 Board and Care Occupancy Prompt, Slow or Impractical).
5. Compliance with OMRDD Part 635 regulations.
6. Alarm and detection systems meet NFP A 72.
7. Sprinkler system meets NFPA 13, 13R or 13D. (Contractor's Materials and Test Certificate is preferred)
8. HV AC system meets NFP A 90A or 90B as applicable.
9. Interior wall finish is Class A, B, or C as appropriate.
10. Interior floor finish Class I, II, as appropriate.
11. Electrical underwriters sign-off.
12. State pollution discharge elimination system permit for wastewater treatment (SPDES) as applicable.
13. New well information - type of well, depth, yield, etc. - with well and septic location and bacteriological and chemical test results as required in ADM 96-02.

In addition, the individual sub-contractors should provide a letter to the agency or the architect that the work which they have performed meets the appropriate standard or regulation and that the systems that they have installed have been tested and are fully operational.