


THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK

Office of Facilities Planning, 89 Washington Avenue, Room 1060 Education Building Annex, Albany, NY 12234

Tel. (518) 474-3906

Website: <http://www.p12.nysed.gov/facplan/>

APPLICATION FOR USE – NON-INSTRUCTIONAL BUILDING

SED Project #:

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8 digit district BEDS Code

4 digit building number

3 digit project number

INSTRUCTIONS

- For an entirely non-instructional building (e.g. Administration-only; shed; storage container, etc.) use this form. This form is NOT to be used for any type of Instructional building; for instructional facilities please use Application for Use - Instructional Building (FP-AU (INSTR)).
- No space shall be used by a School District, BOCES or Charter School until a valid CERTIFICATE OF OCCUPANCY (CO) is issued by the Commissioner of Education. To obtain a CO for a facility that does not have a CO pursuant to the annual fire/safety inspection, execute and submit this form together with other required exhibits detailed below to the Office of Facilities Planning. Telephone: (518) 474-3906.
- After the initial approval, annual approval is required through the issuance of a Certificate of Occupancy (CO), based on the annual fire inspection mandated by Section 807-a of the Education Law.

Name of School District, BOCES or Charter School:		Date Submitted:
		Date to Occupy:
1. Building Name:		Approx. Year of Construction:
2. Building Address:		
3a. Superintendent / CEO:		Telephone No.:
		Email:
3b. Architect/Engineer:		Telephone No.:
		Email:
3c. Local Code Enforcement Official: (for leased property only)		Telephone No.:
		Email:

4. Submission Requirements

To properly assess whether a leased or purchased school facility meets the requirements of the NYS Codes, the Regulations of the Commissioner of Education, and the MPS, we strongly recommend that a New York State-licensed professional architect and/or engineer prepare plans that, at a minimum, clearly demonstrate the following, as applicable:

(Indicate by checks in the boxes below any and all that apply)

a. Site plans showing building location and:

- ☐ Survey map showing property boundaries
- ☐ Fire department access roads and fire hydrants
- ☐ Parking (including accessible parking)
- ☐ Accessible routes to the building

b. Architectural and Code Compliance Plans Addressing:

- ☐ Classification of construction work (new construction; addition; change of occupancy; etc.)
- ☐ Building construction type (e.g., 2B)
- ☐ Label each room's program use and area (in sf)
- ☐ Occupant load calculations and means of egress travel distances
- ☐ Door egress capacities and swing direction; corridors; stairs; elevators; accessible routes
- ☐ All fire rated wall and floor/ceiling assemblies; Fire Areas; Building Areas; smoke zones/compartments

c. HVAC:

1. ☐ Existing buildings: provide a survey of HVAC equipment (e.g., boilers; mechanical cooling; air handling units and rooftop units; terminal units – such as unit ventilators; VAV boxes; heat pumps).
2. ☐ New construction: provide HVAC equipment schedules and specifications; HVAC controls and sequence of operations.

d. Plumbing and Fire Suppression:

1. ☐ Plumbing fixture count – number of fixtures required by code and number provided – include water closets and urinals; lavatories; drinking fountains.
2. ☐ Sprinkler system – provide plans showing area of coverage.

e. Electrical:

1. ☐ Engineering drawings showing lighting; lighting controls; emergency lighting (describe emergency power source, such as battery integral to the fixture; generator; central inverter battery); continuous lighting required; exit signs (face(s); chevron direction)
2. ☐ Fire alarm system – provide plan(s) showing all pull stations; automatic smoke; heat; carbon monoxide area detectors; notification appliances i.e. horns; voice speakers; strobes; fire alarm control panel (FACP); remote annunciator panel; HVAC equipment; smoke dampers; fire shutters; etc. Pay attention to sources of combustion products and carbon monoxide detection and alarm required.

5. Other Exhibits that are required to complete review and issuance of SED Certificate of occupancy:

- a. ☐ A completed Asbestos Management Plan Pursuant to AHERA, 40 CFR, Part 763.93
- b. ☐ A Copy of the current Certificate of Occupancy indicating the applicable intended occupancy issued by the local code enforcement agency. If owned by a public school district or Charter School, certification by a NYS licensed architect or engineer that the whole building as well as the space being used complies with applicable provisions of the NYS Codes. (NOTE: Shipping containers and manufactured sheds of a maximum 200 square feet will not require certification by an Architect or Engineer)
- c. ☐ Fire safety report – conducted by a certified school fire safety inspector.

6. Exhibits that are the responsibility of the building owner:

- a. ☐ State Historic Preservation Office review and approval where applicable (SHPO)
- b. ☐ State Environmental Quality Review Act determination and associate action (SEQRA)
- c. ☐ Local Authority Having Jurisdiction building permit (for leased projects involving construction only)

Signature of Superintendent or Chief Executive Officer

Date