

# FDNY LABORATORY PERMIT DOCUMENT CHECKLIST

Project Location: \_\_\_\_\_

Date: \_\_\_\_\_

Project Manager Name: \_\_\_\_\_

Laboratory Permit Documents	Document Source	Task	When?	Completed
<b>Basis of Design Report:</b> Provide a copy of the report indicating design air changes per hour.	Architect / Engineer	PM collects the required air change information.	Schematic Design approval	<input type="checkbox"/>
<b>Architectural Floor Plans:</b> Copy of DOB approved floor plans, with DOB barcode and stamp* indicating fire rating of walls, partitions and doors.	Architect / Expeditor	PM collects the required A/MEP/FP set.	Prior to start of construction.	<input type="checkbox"/>
<b>Fire Protection Plans:</b> Copy of DOB approved and stamped * fire suppression system (i.e., sprinkler) diagram.	Engineer / Expeditor			<input type="checkbox"/>
<b>Mechanical Plans:</b> Copy of DOB approved plans with barcode and stamp indicating fume hood duct systems.	Engineer / Expeditor			<input type="checkbox"/>
<b>Compressed Gas Manifold:</b> Evidence from manufacturer that manifold headers are capable of withstanding 3000 PSIG (e.g., manufacturer's specifications or product literature).	Contractor	PM collects manifold performance criteria.	Construction Submittal Phase	<input type="checkbox"/>
<b>Compressed Gas Distribution:</b> Notarized affidavit/statement from NYC licensed plumber that piping from manifold header has been tested at 1½ times working pressure, but not less than 100psi. No drop in pressure for 30 minutes. Must state building and room numbers on affidavit.	Cx	1. PM includes test requirement in project spec. 2. Contractor issues report A/E for review and approval, Cx for review and comment. 3. Cx provides a copy to PM.	Project Closeout	<input type="checkbox"/>

<p><b>Blackout and Laser Curtains:</b> Flame Resistant (if installed). Documentation or affidavit from the manufacturer stating such curtains are Inherently Flame Resistant as per NFPA 701 Curtains must be tested, and documentation issued by FDNY Certificate of Fitness holder (C-15). Notarized Affidavit must also state building and room number (s) where curtains are installed.</p>	Curtain Vendor	PM collects document	Construction Submittal Phase	<input type="checkbox"/>
				(N/A) <input type="checkbox"/>
<p><b>ASHRAE110:</b> Test report for all chemical fume hoods, stamped by certifier.</p>	Cx	<ol style="list-style-type: none"> <li>1. PM includes test requirement in project spec.</li> <li>2. Contractor issues report to A/E for review and approval, Cx for review and comment.</li> <li>3. Cx provides a copy to PM.</li> </ol>	Project Closeout	<input type="checkbox"/>
<p><b>Testing and Balancing Report:</b> Copy of room air balance report stamped, showing the calculated Air Changes per Hour.</p>	Cx			<input type="checkbox"/>
<p><b>Fume Hood Face Velocity Certification:</b> Upon successful ASHRAE 110.</p>	EH&S	PM collects certificate from EH&S	Project Closeout	<input type="checkbox"/>

# CHEMICAL WASTE STORAGE ROOM PERMIT DOCUMENT CHECKLIST (in addition to all items above)

Chemical (Waste) Storage Room Permit	Document Source	Task	When?	Completed
<p><b>Fire Alarm Drawings:</b> Copy of DOB and FDNY Tech Management barcode approved plans with copy of FDNY Tech. Mgmt. Approval Letter.</p> <p>Note: Chemical Storage Room plans must be submitted in triplicate, along with fee and TM-1 &amp; PW-1 application (link below) to FDNY Tech Management prior to FDNY inspection.</p>	Expeditor	PM collects drawings and letter.	Prior to Start of Construction.	<input type="checkbox"/>
<p><b>Electrical Approval:</b> Notarized affidavit/statement from NYC licensed electrician on company letterhead stating that all electrical equipment has been installed in accordance with the NYC Electrical Code. Affidavit must include building and room number, and statement "...were installed in compliance with 3RCNY 2706.01(C)(1) in accordance with NYC Electrical Code and complies with the requirements for Class 1, Group D, Division 2 locations."</p>	Expeditor	PM collects letter.	Project Closeout	<input type="checkbox"/>

NOTE – Effective 2020, for chemical storage rooms accessory to laboratories all required documents are to be submitted directly to the FDNY Laboratory Unit (and not via form TM-1 application to Technology Management Unit). Project Managers should prepare all requisite documentation in an electronic packet for delivery to EH&S and subsequent submission to FDNY