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## NYSDOH AND DASNY ELECTRONIC DRAWINGS SUBMISSION GUIDANCE FOR CON REVIEWS

All certificate of Need (CON) Schematic Design and Design Development submissions for architectural and engineering reviews shall be submitted as PDF files in accordance with the appropriate Design Guideline Submission Requirements as indicated on the NYSDOH website unless otherwise noted.

- Provide only the drawings necessary for review. Incomplete information may require Requests for Additional Information (RFI's), which may delay the review and recommendation of the project and or rejection of the submission.
- Complete construction documents are not required and may be rejected.
- Hard copy drawings will no longer be required and will not be accepted unless requested by DOH or DASNY under exceptional circumstances.

### Instructions for the electronic submission of drawings

1. Refer to Schedule 6 for a listing of all materials required for review.
2. All digital documents shall be submitted in PDF format and must be compatible with Adobe Acrobat Version 7.0 or greater. All other formats will be rejected. (Word, Excel, DWG, DXF, etc.)
3. **Size of each file is limited to 100 MB.** Multiple files can be uploaded in the event the information exceeds the file size limit. Zip files are not acceptable.
4. Low quality/resolution images will not be accepted.
  - Documents available only on paper shall be scanned at a resolution that ensures pages are legible both on a computer screen and when printed. Scanning should optimize legibility and file size.
  - Scanned plans must contain a scale for measurement verification. Plans submitted in an unacceptable or unreadable format will be rejected.
5. Initial drawings shall be assembled or combined to create a PDF "Binder." This allows the individual sheets to be bookmarked for reference to facilitate the review process. Drawings submitted as several individual PDF's may be rejected.
  - Label the submission as either schematic design or design development.
  - If the applicant is providing revised drawings in response to an RFI, the drawings shall be uploaded into NYSECON and the file name shall be labeled as such.
  - If the responses to an RFI are limited, the affected area can be uploaded into Dr. Checks to satisfy the RFI.
  - Entire documents, or multiple drawings cannot be uploaded into Dr. Checks.
  - All sheets must be oriented so that the top of the page is always at the top of the computer monitor.
  - Minimum required drawings plan sheet size is 11"x17" and must be a scaled drawing. All other documentation should be submitted on a minimum size of 8-1/2"x11".

- All plan sheets must contain the appropriate scale information. Minimum 1/8" = 1'-0" scale is required. Site plans may be less.
  - Font size shall be a minimum of 10 points. Drawing Text size shall be a minimum 3/32" in height.
  - Specifications are not required.
  - To facilitate the review of drawing files, drawings will be required to be submitted according to the appropriate trades and disciplines. Refer to DSG's for submission requirements for Schematic Design and Design Development.
  - Drawings must be named appropriately and a description of each drawing must be provided. PDF Page names cannot be longer than 10 characters and/or numbers, including spaces, in length. Page names longer than 10 characters and/or numbers will be rejected for processing as they exceed the maximum number of characters allowed. Additionally, page names must remain constant throughout the project. Any changes to page names will delay plan review.
  - The design professional will not be required to change drafting and naming conventions. Drawings will still be required to be properly labeled.
  - Structural Drawings are not required.
6. Schematic Design/Contingent Approval Phase drawings shall be uploaded in NYSECON under the "APPLICATION" Tab.
7. Record drawings complying with DSG-05 will be required as indicated in contingencies and conditions in the approval letter issued by NYSDOH.

The files to which drawings are saved must be in the following "Title of the Attachment and Attachment File Folder Names" format.

<b>CONTINGENT APPROVAL REQUIRED ATTACHMENT TABLE</b>	
<b>Title of Attachment</b>	<b>Attachment File Name in PDF format</b>
Architectural/Engineering Narrative	A/E Narrative.PDF
Architect/Engineer Certification Form	A/E Cert Form. PDF
FEMA BFE Certificate	FEMA BFE Certificate.PDF
Article 28 Space/Non-Article 28 Space Plans	CON100.PDF
Site Plans	SP100.PDF
Life Safety Code Plans (Floor plans and reflected ceiling plans.)	LSC100.PDF
Architectural Floor Plans and Roof Plans	A100.PDF
Exterior Elevations and Building Sections	A200.PDF
Vertical Circulation	A300.PDF
Reflected Ceiling Plans and Details	A400.PDF
Wall Sections and Details	A500.PDF
Interior Elevations, Enlarged Plans and Details	A600.PDF

8. Design Development/Contingency Satisfaction Phase drawings shall be uploaded in NYSECON under the "CONTINGENCIES" tab.

The files to which drawings are saved must be in the following "Title of the Attachment and Attachment File Folder Names" format.

<b>CONTINGENCY APPROVAL REQUIRED ATTACHMENT TABLE</b>	
<b>Title of Attachment</b>	<b>Attachment File Name in PDF format</b>
Architectural/Engineering Narrative	A/E Narrative.PDF
Architect/Engineer Certification Form	A/E Cert Form. PDF
FEMA BFE Certificate	FEMA BFE Certificate.PDF
Article 28 Space/Non-Article 28 Space Plans	CON100.PDF
Site Plans	SP100.PDF
Life Safety Code Plans (Floor plans and reflected ceiling plans.)	LSC100.PDF
Architectural Floor Plans and Roof Plans	A100.PDF
Exterior Elevations and Building Sections	A200.PDF
Vertical Circulation	A300.PDF
Reflected Ceiling Plans and Details	A400.PDF
Wall Sections and Details	A500.PDF
Interior Elevations, Enlarged Plans and Details	A600.PDF
Fire Protection	FP100.PDF
Mechanical Systems	M100.PDF
Electrical Systems	E100.PDF
Plumbing Systems	P100.PDF
Physicist's Report, respective drawings and supporting information	X100.PDF

**DrChecksSM INSTRUCTIONS FOR APPLICANTS RESPONDING TO NYSDOH AND DASNY CON REVIEW COMMENTS IN DrChecksSM**

1. The applicant will receive notification via NYSECON that the review has started and comments have been entered in DrChecksSM.

2. The applicant or designated representative will log in to DrChecks<sup>SM</sup> at [www.projnet.org](http://www.projnet.org), to start reviewing and responding to the comments.
  - a. A Call Center is available to resolve any technical issues related to the use of DrChecks<sup>SM</sup>

**The DrChecks<sup>SM</sup> call center contact info is:**

**E-mail:** [staff@projnet.info](mailto:staff@projnet.info)

**Phone:** [800-428-4357](tel:800-428-4357) & [217-367-3273](tel:217-367-3273)

**Hours:** Monday-Friday, 8am-5pm, Central U.S.

- i. The Managing Agency is “NYSDOH”.
- ii. Select “NYSDOH”, in the drop-down menu provided.
- iii. Enter your e-mail address. (Your e-mail address is based on the information provided in NYSECON.
- iv. Enter Password that will be assigned to you by BAER. Keep password in safe location.
- v. Key Access is not applicable.
- vi. Check security box to agree to the “Privacy and Security Notice.” You will not be able to log-in if the box isn’t checked.
- vii. Click on the “Sign In”

3. When displayed, click on the Project Name.
  - a. If the Project Name is not displayed, change the search criteria to My Office.
  - b. The Select Review screen will appear, click the Pending number under the Evaluate heading.
4. At the top of the Evaluate Pending screen, there are several options to narrow the search for comments to respond to (e.g., by keyword, discipline, reviewer (a.k.a. Submitter), and document type). Select and click Search.
5. At the Evaluate Pending screen, the NYSDOH review comment is displayed along with an area for your response (a.k.a. Evaluation).
6. Select appropriate status.
7. Provide a detailed response to each comment. Responses of "will comply" or “will revise and submit” during SHC submission are unacceptable and may delay the completion of the review.
8. Select appropriate response
9. Provide attachment, if appropriate to comment.
10. Click Add Evaluation.
11. When done entering responses, log out of DrChecks<sup>SM</sup>

12. BAER or DASNY reviewer will review the responses to the comments. In the event the responses did not satisfy the request for information, the BAER or DASNY reviewer will notify the applicant via NYSECON that the open comments require resolution.
13. When done with all responses in DrChecks<sup>SM</sup> for a given discipline.
  - In NYSECON, respond to the correspondence to alert the reviewer you have responded to the comments in DrChecks<sup>SM</sup>.
  - The reviewer will either close-out the comments individually or keep all the comments open until they are all resolved.
  - Each time a reviewer evaluates the open comments in DrChecks<sup>SM</sup> and they are not resolved, the reviewer will notify the applicant via the correspondence tab in NYSECON.
14. For the project to progress, all comments must be closed. Only BAER or DASNY can close out the comments.
15. After all comments are closed-out, BAER or DASNY will follow internal DOH policies and procedures to communicate the status of the review.