

§ 406-01 Residential Buildings with Non-Sequential or Non-Standard Floor Numbering.

- a) *Scope.* This section sets forth standards, requirements and procedures for the identification and documentation of buildings classified in Occupancy Group R-2 that are 125 feet or more in height and have non-sequential or non-standard floor numbering.
- b) *General Provisions.* Owners of buildings or parts thereof classified in Occupancy Group R-2 that are 125 feet or more in height and have non-sequential or non-standard floor numbering shall prepare and electronically submit to the Department a building information card complying with the requirements of this section.
- c) *Floor Numbering Building Information Card Requirements.*
 - 1) *Form and content.* The building information card shall be 11" x 17" in size, and shall contain a color-coded plot plan and elevation of the building detailing bordering streets, entrances, floor numbers, stairs, elevators, shafts, standpipes, and mechanical equipment room locations, in substantially the form set forth in Appendix B-2 of 3 RCNY § [404-01](#). The elevation diagram depicting the building shall be clearly marked with the designated floor number or letter for each floor above and below grade level. The building information card shall include in the bottom right hand portion of the card a statement indicating the non-sequential or non-standard nature of the floor numbering.
 - 2) *Filing.* The building information card shall be filed electronically with the Department in the following manner, or such other manner as may be prescribed by the Department:
 - a. The building information card shall be in JPEG or other approved format.
 - b. The building information card shall be uploaded to the Department's website (www.nyc.gov/fdny) or other website designated by the Department.
 - 3) *Time for submission.*
 - a. The owner of a building for which a certificate of occupancy or temporary certificate of occupancy has been issued by the Department of Buildings prior to July 1, 2009, or which was otherwise occupied before such date, shall file a building information card with the Department by July 1, 2009.
 - b. The owner of a building for which a certificate of occupancy or temporary certificate of occupancy has been issued by the Department of Buildings on or after July 1, 2009, or which is otherwise occupied after such date, shall file a building information card with the Department prior to occupancy of the building.