



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

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Office of Facilities Planning  
Room 1060 Education Building Annex  
89 Washington Ave.  
Albany, NY 12234  
Tel: (518) 474-3906  
Email: [emscfp@nysed.gov](mailto:emscfp@nysed.gov)  
Website: [www.nysed.gov/facplan](http://www.nysed.gov/facplan)

# BUILDING PERMIT

ISSUED PURSUANT TO APPROVAL OF PLANS AND  
SPECIFICATIONS FOR THE PROJECT BELOW:

**PERMIT NO.:** 21-0329                      **DATE ISSUED:** 05/18/22

**DISTRICT:** South Huntington UFSD

**BUILDING:** Birchwood Intermediate

**ADDRESS:** 121 Wolf Hill Road  
Huntington Station, N.Y. 11746

(POST IN CONSPICUOUS PLACE ON PREMISES OF WORKSITE)



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May 19, 2022

Dr. David P. Bennardo  
Superintendent  
South Huntington UFSD  
60 Weston Street  
Huntington Station, N.Y. 11746

### CERTIFICATE OF APPROVAL OF PLANS AND SPECIFICATIONS

Building: Birchwood Intermediate

Facilities Planning Project Control Number

5	8	0	4	1	3	0	3	0	0	0	1	0	2	8	2	1	0	3	2	9	0	5	1	8	2	2
District BEDS Code							Facility Code				Project No.				Review Number				Approval Date							

Plans and specifications for the project listed above have been duly reviewed by the Office of Facilities Planning and are hereby approved. The district may bid these plans and specifications as approved or as modified by any addenda subsequently approved by Facilities Planning for this project. Approved Plans and Specifications are retained by the Office of Facilities Planning for three (3) years. The school district must obtain a duplicate set of plans and specifications, including all addenda, from their architect or engineer of record for permanent retention with this approval letter.

Commissioner's approval signifies only that plans and specifications meet the requirements of Sections 408 and 409 of the Education Law, and Commissioner's Regulations and Education Department policies and procedures relating to educational requirements, heating, ventilation and health, and fire and accident protection, and that the site meets the minimum requirements of Section 408. It does not signify approval of architectural or structural design, nor choice of building materials, nor of any contracts which may be awarded or executed, nor of any features which go beyond the aforesaid minimum requirements, nor does this certificate give assurance that this project qualifies for State aid for education, in accordance with the provisions of Section 3602 of the Education Law.

Please note that courts have held that schools are not wholly immune or fully exempt from all municipal zoning regulations. As such, it is suggested that schools consult with their attorneys and with local municipalities to address any potential local zoning issues.

**During Construction** - Supervision by the architect or engineer (A/E) during construction is required by Subdivision 3 of Section 7209 of the Education Law and includes ensuring that construction work is in accordance with the construction contract documents. Detailed Supervision Guidelines describing the elements of this on-site supervision are available on the Office of Facilities

Planning web site.

**Construction Inspections** – Title 19 (NYCRR) Chapter 32, Part 1203, paragraph 1203.3b mandates construction inspections at such times as will permit the observation of the foundation, and building elements and utilities prior to final inspection. The purpose of such inspections is to ensure work in accordance with the construction contract documents and compliance with the Building Code of New York State. Therefore, it is incumbent on the A/E to make such periodic observations as are necessary for the A/E to execute the Certification of Substantial Completion Form (see below).

To assist in developing essential records of the construction inspection activities, two different forms are attached: #1, a Capital Project Inspection Report for each individual inspection (reproduce necessary additional copies) and #2, a Capital Project Summary of Inspections. These forms (or something essentially equivalent) shall be delivered by the A/E to the school district at the time of Substantial Completion and shall be retained by the district as part of the official project record, available for review by the Commissioner on request.

**Certification of Substantial Completion** - When the construction work is nearing completion, the Architect/Engineer (A/E) (who is supervising the construction work pursuant to the provisions of Subdivision 3 of Section 7209 of the Education Law) must execute a "Partial Certification of Substantial Completion", form FP-PCSC, or a "Final Certification of Substantial Completion", form FP-FCSC, when it is appropriate to do so. A copy of each form is enclosed. Carefully retain these documents for future use.

Note that "Substantial Completion" is a specific condition at a specific time. Definitions of the American Institute of Architects (AIA), The National Society of Professional Engineers, The American Consulting Engineers Council, and the Construction Specification Institute are essentially the same. The AIA definition is, "The date of substantial completion of work or designated portion thereof is the date certified by the architect when construction is sufficiently complete, in accordance with the contract documents, so the owner can occupy or utilize the work or designated portion thereof for the use for which it is intended."

**Assurances** - Various assurances are printed on the reverse side of Form FP-CSC. The A/E shall sign those assurances relating to change orders; supervision pursuant to Education Law, Section 7209 and the contract with the school district; and construction inspections pursuant to Title 19 (NYCRR) Chapter 32, Part 1203, paragraph 1203.3b.

The Superintendent of Schools shall sign those assurances relating to proper monitoring of the project by a Construction Manager (if any); and a Clerk of the Works (if any) pursuant to contracts with the school district, (the usual duties of a Construction Manager and Clerk of the Works are included in the detailed Supervision Guidelines referenced above); and (if applicable) acknowledgement of the need of a Certificate of Occupancy prior to occupancy of any new building or addition (if applicable). In the case of reconstruction projects, Final Certification of Substantial Completion, form FP-FCSC, should not be submitted until the entire project is substantially complete (i.e., there should be no qualifications on the form). In the case of a new building or an addition, where parts of a project may be occupied initially, use Partial Certification of Substantial Completion, form FP-PCSC and designate which portions of the project are not substantially complete. Subsequently occupied portions shall be certified when substantially complete. Final Certification of Substantial Completion, form FP-FCSC must be submitted when the entire project is substantially complete.

**Fire Safety Inspection and Report** - A fire safety inspection and report thereof is required for new buildings and additions. Immediately subsequent to the determination by the A/E that the work is substantially complete for the use of which it is intended, the school district shall cause a fire/safety inspection to be made of the whole occupied portion of the building. This inspection shall use the Fire Safety Report form. The Fire Safety Report form is available on the Office of Facilities Planning web site. If you have questions about completing this form please call the Fire/Safety Unit at (518) 474-3906. Carefully retain the form until needed at the time of substantial completion. See "Occupancy", below.

**Occupancy** - No building or portion thereof shall be occupied unless a valid Certificate of Occupancy (CO) has been issued by the Commissioner (Commissioner's Regulation 155.8(e)). To obtain a CO, send either a Partial Certification of Substantial Completion (form FP-PCSC) if a portion of the new space is being occupied, or a Final Certification of Substantial Completion (form FP-FCSC) if the entire new space is being occupied, together with the Fire/Safety Report form, to the Office of Facilities Planning. Upon submission of a satisfactory Fire/Safety Report, a Certificate of Occupancy will be issued which will "bridge" to the date of the regular annual fire/safety inspection process. In the case of occupancy of an addition, if the "Building Project" Fire Safety Report and the annual Fire Safety Report are due at essentially the same time, contact your project manager.

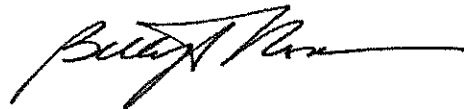
**Final Building Project Report** - A Final Building Project Report is required for every project for which a building permit is issued.

A copy of the Final Building Project Report form is available on the Office of Facilities Planning web site at [www.p12.nysed.gov/facplan/](http://www.p12.nysed.gov/facplan/) under Finance/QZAB/QSCB, Final Cost Report Workbook. All sources of funds and expenditures, regardless of cost, shall be reported, however, the report must not be filed until all bills are paid and the capital account has been closed.

Record the Project Control Number on the top of the form and return it directly to the State Aid Office soon after the construction work is complete and paid for.

If this project involves both additions and alterations, expenses must be submitted under each of these categories. Building aid eligibility, as determined pursuant to Section 3602 of the Education Law, is calculated separately for additions and for alterations. Careful attention to submitting the report with proper breakdown will eliminate much delay and confusion in processing building aid applications and will assure that the district receives proper allocation of building aid.

Sincerely,



Betty A. Rosa  
Commissioner of Education



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FP-CSC  
2003

### CERTIFICATION OF SUBSTANTIAL COMPLETION

A school district capital construction project approved by the Commissioner of Education shall be constructed in accordance with plans and specifications which incorporate applicable provisions of the New York State Uniform Fire Prevention and Building Code, the New York State Energy Conservation Construction Code, and Education Department construction standards.

At the time of Substantial Completion of a project, the architect or engineer and superintendent of schools shall execute three (3) copies of this form including the assurances on the reverse side. Distribution: Facilities Planning, School District, Architect or Engineer.

1. Name of District: South Huntington UFSD
2. County of District: Suffolk
3. Name of Building: Birchwood Intermediate

#### Facilities Planning Project Control Number

5	8	0	4	1	3	0	3	0	0	0	1	0	2	8	2	1	0	3	2	9	0	5	1	8	2	2
District BEDS Code					Facility Code					Project No.					Review Number					Approval Date						

I, the undersigned [Architect] [Engineer] certify on the basis of an inspection \_\_\_\_\_ [date] that work performed on this project, except portions thereof designated below, has been reviewed and found to be substantially complete, and that the Date of Substantial Completion of the Project, as defined below, is \_\_\_\_\_.

Definition: Date of Substantial Completion of the Project, is the date certified by the architect or engineer when the construction is substantially complete in accordance with the Contract Documents so the school district can occupy or utilize the project, except designated portions thereof, for the use for which it is intended.

[Architect]                       [Engineer]

Signature \_\_\_\_\_

Firm \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_ Phone \_\_\_\_\_

Seal of Architect or Engineer

In the case of a new building or addition(s) use space below to designate specific portions of the project which are NOT included in this certification. Submit subsequent certification(s) when any of these portions are adjudged to be substantially complete.

-OVER-



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**Assurances by Architect or Engineer**

The undersigned architect or engineer makes the following assurances:

- 1) This public works project has been supervised pursuant to Subdivision 3 of Section 7209 of the Education Law and pursuant to contract with the school district for professional services.
- 2) Construction inspections pursuant to 19NYCRR444.3d have been performed on this project. Records for each individual inspection and a complete report of all individual inspections have been delivered to the school district.
- 3) All change orders on this project have been submitted to the Commissioner for review.

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

Signature: \_\_\_\_\_

Architect

Engineer

.....

**Assurances of Superintendent of Schools**

The undersigned superintendent of schools makes the following assurances:

- 1) In the case of the project having a Clerk of the Works, the Clerk of the Works (Name) \_\_\_\_\_, has properly monitored the project pursuant to contract with the school district for services.
- 2) In the case of the project having a Construction Manager, the Construction Manager (Name) \_\_\_\_\_, has properly monitored the project pursuant to contract with the school district for services.
- 3) In the case of a new building or addition, the need of a Certificate of Occupancy prior to occupancy or used is acknowledged.
- 4) If none of the above are applicable, check here:

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

Signature: \_\_\_\_\_



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**REQUEST FOR REVISION OF FINANCIAL  
 INFORMATION (Use This Form to Revise SA-4)**

- ◆ Use this form when it is necessary to request a revision of the financial information previously submitted to Facilities Planning on the Application for Examination and Approval of Final Plans and Specifications (Form FP-F), such as immediately after construction contracts are signed or when the Final Building Expenditure Report for the project is filed.
- ◆ Each request that increases the total amount allocated to a particular project must be accompanied by proof of authorization of funding for that project.
- ◆ Please read the instructions on the back of this form before completing it.

1. Name of District: South Huntington UFSD 2. County of District: Suffolk  
 3. Name (or type) of building: Birchwood Intermediate  
 4. Facilities Planning Project Control Number

5	8	0	4	1	3	0	3	0	0	0	1	0	2	8	2	1	0	3	2	9	0	5	1	8	2	2
District BEDS Code					Facility Code					Project No.					Review Number					Approval Date						

Amounts of larger bond issue or line item: 0 Bonds 0 Budget Appropriation 06/01/20 Date of Orig. Authorization

0 Capital Reserve 0 Other \_\_\_\_\_ Date of Supplemental Authorization

METHOD OF FINANCING	COLUMN A	COLUMN B	COLUMN C
1. Bonds/BANS/Capital Notes	0		
2. Budgetary Appropriation	0		
3. Capital Reserve Fund	0		
4a. Other (specify) ENR P C	1,671,927		
4b. Other (specify)	0		
4c. Other (specify)	0		
<b>TOTAL FINANCING (Total of Items 1-4)</b>	<b>1,671,927</b>		

PROJECT COSTS	COLUMN A	COLUMN B	COLUMN C
5. Construction (New Building/Addition)	0		
6. Construction (Alteration/Reconstruction)	1,640,007		
7. Incidental (New Building/Addition)	0		
8. Incidental (Alteration/Reconstruction)	31,920		
9. Total (New Building/Addition)	0		
10. Total (Alteration/Reconstruction)	1,671,927		
<b>TOTAL PROJECT (Total of Items 5-10)</b>	<b>1,671,927</b>		

5. \_\_\_\_\_ ( ) \_\_\_\_\_  
 Contact person for Question Regarding this Form (PLEASE PRINT) Phone Number

6. **PRINT:** President, Board of Education \_\_\_\_\_ Signature of Board President \_\_\_\_\_ Date

7. **PRINT:** Superintendent of Schools \_\_\_\_\_ Signature of Superintendent \_\_\_\_\_ Date

**FOR EDUCATION DEPARTMENT USE ONLY:**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_



## **Instructions**

### **A. General**

Two copies of this form, properly executed, shall be submitted to the Facilities Planning when the total of approved sources of funds must be increased to be equal to, or greater than, expenditures for the project.

This circumstance may not occur at all, but could occur on a maximum of two occasions: 1) When Form SA-139 is submitted to the Division of Finance immediately subsequent to signing construction contracts, and/or 2) When the Final Building Project Report is sent to Facilities Planning.

### **B. Relating to filing Form SA-139, Request for Building Data, with the General Aids and Services Office:**

- 1) This Request for Revision of Financial Information shall be submitted prior to submitting form SA-139:
  - a) If the total project cost to be reported on the SA-139 exceeds the sum of lines 1-4, which are reported on the form SA-4, and/or
  - b) If there is any change in the method(s) or amount(s) of financing as reported on form SA-4.
- 2) The total project costs cannot legally exceed the approved authorization. Any additional funds required must be properly authorized by the voters of a non-city district or the board of education of a city district.

Each necessary additional authorization shall be properly documented. This documentation shall be a copy of the board resolution if a city district, or, if a non-city district, a copy of the actual language of the resolution which was placed before the voters at a special referendum; or a copy of the Popular Budget, and a copy of the SBM-1, if the approval occurred at the annual meeting.

### **C. Relating to filing the Final Building Project Report to Facilities Planning at the completion of the work.**

- 1) A Request for Revision of Financial Information shall be submitted together with the Final Building Project Report:
  - a) If the Grand Total of revenues (line "v" of page 21 of the Final Building Project Report) is less than the Grand Total of expenses (line "u" of page 22), and/or
  - b) If there is any change in the method(s) or amount(s) of financing as reported on form SA-4 (See A, above).
- 2) Each necessary additional authorization shall be properly documented. This documentation shall be a copy of the board of resolution if a city district; or, if a non-city district, a copy of the actual language of the resolution which was placed before the voters at a special referendum; or a copy of the Popular Budget, and a copy of the SBM-1, if the approval occurred at the annual meeting.

### **D. Instructions for Completing Items #1 through #6 and Column A, B, and C: (Copy the information exactly as it appeared on the SA-4, which was sent to the district at the beginning of the project).**

- |            |    |   |
|------------|----|---|
| #1, #2, #3 | -- | Record the district's popular name, county of location, and name of building being reported.  |
| #4         | -- | Enter the 27-digit number which appears as item #4 on forms SA-4.   |
| Column A   | -- | Record the amounts on lines #1 - #12 exactly as they appear on the SA-4.  |
| Column B   | -- | Items #1 - 5: Report new and/or additional methods of financing by entering the appropriate dollar amounts which are being <u>added</u> . |
|            | -- | Items #6 - 12: Report new project costs by entering the appropriate dollar amounts which are being <u>added</u> .                         |
| Column C   | -- | Items #1 - 12: Enter the new totals obtained by adding the figures in Column A and Column B.  |
| #5         | -- | Enter the name and telephone number of the person in the district that should be contacted concerning questions about this project.       |
| #6         | -- | The President of the Board of Education and Superintendent of Schools must sign and date this form  |



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### CAPITAL PROJECT SUMMARY OF INSPECTION

Facilities Planning Project Control Number

5	8	0	4	1	3	0	3	0	0	0	1	0	2	8	2	1	0	3	2	9	0	5	1	8	2	2
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District BEDS Code

Facility Code

Project No.

Review Number

Approval Date

School District: South Huntington UFSD

Project Name: Birchwood Intermediate, Reconstruction

List the dates of each individual inspection below.

Retain this report on file as part of the official project record, and available for review by the Commissioner on request.

foundations --- dates: \_\_\_\_\_  
\_\_\_\_\_

structural elements -- dates: \_\_\_\_\_  
\_\_\_\_\_

electrical inspections -- dates: \_\_\_\_\_  
\_\_\_\_\_

heating, ventilation and air conditions systems -- dates: \_\_\_\_\_  
\_\_\_\_\_

plumbing systems -- dates: \_\_\_\_\_  
\_\_\_\_\_

fire protection and detection systems -- dates: \_\_\_\_\_  
\_\_\_\_\_

exiting features -- dates: \_\_\_\_\_  
\_\_\_\_\_

other (describe) -- dates: \_\_\_\_\_

other (describe) -- dates: \_\_\_\_\_

other (describe) -- dates: \_\_\_\_\_



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### CAPITAL PROJECT INSPECTION REPORT

Facilities Planning Project Control Number

5	8	0	4	1	3	0	3	0	0	0	1	0	2	8	2	1	0	3	2	9	0	5	1	8	2	2
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District BEDS Code

Facility Code

Project No.

Review Number

Approval Date

School District: South Huntington UFSD

Project Name: Birchwood Intermediate, Reconstruction

Date of Inspection:

Retain this report on file as part of the official project record, and available for review by the Commissioner on request.

Type(s) of Inspection (check all that apply):

- foundations
- plumbing systems
- structural elements
- fire protection and detection
- electrical systems
- exiting features
- heating, ventilation, air conditioning systems
- other

Comments: Note all discrepancies or nonconformances to code. Also note final disposition of each.

Name and Title of Inspector:

Signature of Inspector:

Date: