

**SUBMISSION GUIDE FOR ARCHITECTS**

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**TAB 6 - SUBMISSION REQUIREMENTS FOR LIHTC DEVELOPMENTS  
NOT RECEIVING OR ASSUMING A PHFA LOAN**

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**SECTION 6.01**  
**SUBMISSION REQUIREMENTS FOR LIHTC DEVELOPMENTS NOT RECEIVING**  
**AN AGENCY LOAN**

**6.01.1 Submission Process**

At least 60 days prior to the construction closing, all LIHTC developments that are not receiving PHFA loan funds shall submit 2 sets of drawings and specifications for review by the Technical Services Division of PHFA (Exception - only one copy of the Phase I Environmental Site Assessment is required). Civil engineering, architectural, structural, HVAC, plumbing, and electrical drawings and specifications shall be submitted, as applicable. Hard copies of all documents shall be submitted, except for the Phase I Environmental Site Assessment, which may be submitted electronically. Drawings shall be a minimum of 24" x 36" and a maximum of 30" x 42". Dwelling unit plans should include room dimensions for all spaces as well as furniture layouts.

All submissions shall be sent to the Development Officer or Tax Credit Officer assigned to the project at least 2 months prior to the construction closing. If PHFA's review of the submitted documents finds conditions that are not in compliance with these requirements, written comments will be forwarded to the sponsor identifying the deficiencies. Revised documents addressing these comments along with written responses to the comments must be submitted to PHFA. When all of the documents are found to be in compliance, an approval letter from the Technical Services Division of PHFA will be issued. When submitting documents for 10% Test for the Carryover Agreement, a copy of the approval letter must be included.

**6.01.2 Criteria Requiring Review**

The documents submitted are not required to be 100% complete, but shall be of sufficient completeness that following Items can be reviewed, as applicable:

- A. Accessibility, Adaptability & Visitability features and clearances (clearances at doors, fixtures and appliances shall be indicated on the drawings)
- B. Required dwelling unit and community room areas (provide dimensions)
- C. Threshold Requirements: Laundry facilities, Management office, Community room, Window treatment, Green building criteria
- D. Energy Efficiency Requirements: Insulation levels, Energy Star labeled equipment and products, Preliminary HERS index, REScheck/COMcheck certificates, Window efficiency, Air sealing requirements
- E. Renewable energy documentation to verify percentages certified in the application (the submitted drawings must show locations and layout of all components)
- F. Green building/Sustainability documentation to verify materials, products, and percentages certified in the application

- G. Mechanical equipment and systems (locations of ductwork and piping must be clearly identified)
- H. Availability of utilities
- I. Full Phase I Environmental Site Assessment report
- J. Minimum development standards checklist (Section 6.02)

**SECTION 6.02**  
**MINIMUM DESIGN STANDARDS CHECKLIST**

**Development Name:** \_\_\_\_\_ **PHFA No.:** \_\_\_\_\_

The undersigned certifies that all items checked have been provided in the drawings and/or the specifications.

**Design Architect (Print or type):** \_\_\_\_\_

**Design Architect (Signature):** \_\_\_\_\_

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

**Check the appropriate line if the development conforms to the requirement. Note N/A if it is not applicable. The Architect must submit a written request to PHFA for any waiver of the PHFA Design Requirements or for any items that are neither checked nor indicated as not applicable. This checklist must be submitted with the drawing/specification submission.**

**6.02.1 Minimum Development Standards**

Minimum Development Standards are applicable to New Construction and Rehabilitation Developments (Preservation developments shall comply to the extent possible):

**A. Minimum room areas and dimensions:**

- \_\_\_\_ 1. Living Room: 150 sq. ft., minimum dimension 11'-0" (dining area shall be in addition to this area if a combination living/dining room is proposed)
- \_\_\_\_ 2. Primary bedroom: 120 sq. ft., minimum dimension 10'-0"
- \_\_\_\_ 3. Additional Bedrooms: 90 sq. ft., minimum dimension 9'-0"
- \_\_\_\_ 4. **Ceiling Height: 7'-6" minimum, except that 7'-0" ceiling height is allowable in bathroom, storage rooms, mechanical room, corridors and closets. A maximum of 15% of any other room may have a ceiling height of 7'-0" to allow fir soffits and bulkheads.**

**Note:** Minimum room areas do not include unusable alcove space at doors. Accessible rooms may require additional area in order to provide an accessible route and maneuverability clearances. Waivers may be granted for room sizes and minimum dimensions in rehabilitation developments based on the submission of acceptable furnishability plans.

**B. Minimum closet sizes:**

- \_\_\_ 1. Primary bedroom: 5 linear feet minimum x 24" minimum depth
- \_\_\_ 2. Additional bedrooms: 3 linear feet minimum x 24" minimum depth
- \_\_\_ 3. Coat closet: 2 linear feet minimum x 24" minimum depth
- \_\_\_ 4. Miscellaneous: 6 sq. ft. minimum

\_\_\_ **C. Natural light and ventilation:** Must be provided in all living rooms and bedrooms. Skylights will not be accepted as meeting this requirement.

\_\_\_ **D. Sound Transmission:** Dwelling unit separation assemblies must meet the following minimums.

Location	<u>Normal</u>		<u>High Noise</u>		STC: Sound Transmission Class IIC: Impact Insulation Class N/A – Not Applicable
	STC	IIC	STC	IIC	
Walls	50	N/A	55	N/A	
Floor/Ceiling	50	50	55	55	

Normal – Assemblies separating living units from other living units or common areas

High Noise –Assemblies separating living units from high noise areas (mechanical, emergency generator, trash compactor, elevator equipment and laundry rooms, trash chutes, elevators, maintenance areas, garages, etc.)

**E. Energy efficiency:**

- \_\_\_ 1. All roof trusses with insulation located along the bottom chord shall be “energy” or “raised heel” trusses which allow for full depth (uncompressed) insulation to extend to the exterior face of the wall insulation.
- \_\_\_ 2. Interior wall insulation at all below grade walls shall be foil-faced rigid foam insulation board rated for an exposed installation (in storage or mechanical rooms) or rigid foam insulation board covered with a code approved material (in all finished areas). All joints in the insulation board shall be air sealed. Fiberglass or cellulose insulation will not be allowed.
- \_\_\_ 3. Rim joists in buildings with basements or crawl spaces shall be air sealed and insulated with unfaced rigid foam insulation and/or spray foam insulation.
- \_\_\_ 4. The foundation insulation at all slab-on-grade construction shall begin at the top of the slab and extend the code required depth below grade.

\_\_\_ **F. Pipe and duct locations:** All piping and heating/cooling ductwork shall be located within the conditioned space (on the living unit side of the air barrier required on the interior side of the building envelope).

\_\_\_ **G. Mechanical equipment servicing:** In mechanical rooms or closets containing multiple pieces of equipment, it must be possible to service and replace each piece of equipment without removing any other equipment.

\_\_\_ **H. Electric resistance heat restriction:** Electric resistance heating is not allowed as the primary heating source.

**I. Elderly Housing:**

- \_\_\_\_ 1. Handrails must be installed on both sides of all common area corridors. Handrail ends must return to the wall.
- \_\_\_\_ 2. An emergency call system must be installed in all units with actuating devices in all bedrooms and bathrooms.

**J. Accessible Dwelling Units:**

- \_\_\_\_ 1. A minimum of 5%, but at least one, of the dwelling units shall be accessible. An additional 2%, but at least one, of the units shall be equipped for the hearing and vision impaired. **Accessible units shall be dispersed throughout the development and provided in a range of unit sizes comparable to those available to a non-disabled individual.**
- 2. All accessible units shall meet the requirements of ICC/ANSI A117.1-2009 Section 1003 "Type A Units" with the following additional provisions:
  - \_\_\_\_ a) All required grab bars shall be installed
  - \_\_\_\_ b) The 30" minimum width kitchen work surface must be located adjacent to the oven.
  - \_\_\_\_ c) Protection on drain and water piping beneath kitchen sinks and bathroom lavatories must be installed, even if removable cabinets are installed at these locations.
  - \_\_\_\_ d) Where removable base cabinets are provided, wall and floor finishes to match the remainder of the room must be installed before the removable cabinets are installed. Any adjacent base cabinets must have the exposed ends finished.
  - \_\_\_\_ e) A minimum of 50% of the accessible units shall include a bathroom with an accessible shower with a curb height of ½". The shower shall include a built-in folding seat, shower controls and an adjustable height hand-held shower head within reach of the seat, and a collapsible dam at the shower entrance.
  - \_\_\_\_ f) All bathrooms with ½" **curbed** showers shall have a floor drain provided in the bathroom floor outside of the shower.
  - \_\_\_\_ g) All bedrooms in accessible units shall be accessible. Each shall have a 32" wide aisle on both sides and the foot of the bed. The primary bedroom must accommodate a full size bed. All other bedrooms shall accommodate a twin bed. Beds shall be shown on the drawings.
  - \_\_\_\_ h) Visual signaling devices installed for the hearing impaired shall be visible in all rooms of the dwelling unit including the bathroom **and powder rooms.**

- \_\_\_\_ J. **Radon Protection:** A passive sub-slab de-pressurization system, vented through the roof is required in all newly constructed buildings to reduce the levels of radon gas (see EPA publication EPA/402-K-01-002). Provisions for an in-line fan, including electrical power, or a conduit with a pull string run to a power source, shall be made in the vent pipe above the highest floor level, along with a conduit to a junction box mounted in an occupied portion of the unit or building. All of the dwelling units on the lowest level of each portion of the building and all ground level or sub-grade level community spaces shall be tested for radon in new construction and rehabilitation developments and found to have levels below 4.0

picocuries/liter (pCi/L) prior to occupancy. If radon levels above 4 pCi/L are found an exhaust fan shall be installed on the system and the unit(s) or areas retested and/or the system modified until satisfactory results are obtained. Although rehabilitation projects are required to test for radon prior to submitting an application, developers should be aware that most buildings are more air-tight after rehab than before, and a building with acceptable pre-construction levels may have higher radon levels after construction. Therefore venting systems in rehab developments should be considered to avoid costly retrofit installations later if high levels of radon are found.

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