



**BUREAU OF FIRE PREVENTION  
FIRE ALARM INSPECTION UNIT**



**INFORMATION BULLETIN  
No. 09-02-11**

Supersedes: Electrical Unit Information Bulletin No. 1-98  
Issuer: Alex Spektor, Director, Fire Alarm Inspection Unit  
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Purpose: Extension of the Letter of Defect and Violation Order.  
Related Code FC 901.5, 907.17, 913.5.1;  
Sections: BC 901.5, 907.16

This bulletin is a citation from the Standard Operating Procedure No. 09-01-11 detailing the Fire Alarm Inspection Unit general guidelines upon extension of a Letter of Defect or a Violation Order.

**EXTENSION OF A LETTER OF DEFECT OR A VIOLATION ORDER**

1. An extension of a Letter of Defect to the 90-day compliance or a Violation Order to the 30-day compliance may be authorized only by the Chief of Fire Prevention, the Assistant Chief of Fire Prevention, the Chief of Technology Management or the Director of the Fire Alarm Inspection Unit.
2. A written request for an extension of time for correction of the Letter of Defect (Form FA-10) shall be submitted to the Director of the Fire Alarm Inspection Unit.
3. The request shall be submitted 15 days before the compliance date specified and must set forth the work accomplished, the work remaining, the reason why an extension of time is necessary and the date by which all work will be completed.
4. On determining that the request includes sufficient information to show that the violation cannot be corrected within the specified time frame, the Director of the Fire Alarm Inspection Unit may extend the time limit as is reasonably necessary to allow timely correction of the violation, up to, but not exceeding 30 days.
5. A written request for any extension over 30 days shall be forwarded to the Chief of Technology Management.
6. An extension of an Amended Letter of Defect or a forthwith Violation Order shall not be permitted.

A handwritten signature in black ink, appearing to read "Alex Spektor".

Alex Spektor  
Director  
Fire Alarm Inspection Unit