



FIRE DEPARTMENT
9 METROTECH CENTER BROOKLYN, N.Y. 11201-3857
BUREAU OF FIRE PREVENTION

FSP Industry Notice # 3
1/29/09
Application for Registration
of
Filing Processor (expeditor)

Ref: FC116 - 116.7
R116-01
Takes effect 7/1/09

The new Fire Code requires the registration of any person and their company that is engaged in the submission, filing, requesting, negotiating or otherwise seeking approval of *applications* for issuance of *permits* or approvals, including approvals of design and installation documents. The new code refers to this as expeditor registration but the application is titled a more inclusive Application for Registration of Filing Processor (expeditor)

Exemptions:

Any person or entity representative making an application on their own behalf are exempt from registering. Also exempt are fire safety and/or emergency action plan directors when the application relates to the fire safety and evacuation plan or emergency action plan of the building (s) at which they hold a valid Certificate of Fitness. Additional exemptions include, but are not limited to, registered architects, professional engineers and attorneys admitted to practice in N.Y. State.

Applications will be available by March 1st, 2009 on the FDNY's Website under Bureau of Fire Prevention, Licensing and Certification. The effective date for registration is July 1st, 2009. Filing Processor (expeditors) must register at least two (2) weeks prior to engaging in expediting activities regulated by FC116.

FDNY

Emergency Planning and Preparedness Group