



Battalion Chief Thomas J. Pigott - Chief of Technology Management
Office of Technology Management
Bureau of Fire Prevention



9 METROTECH CENTER – BROOKLYN, NY 11201

TECHNOLOGY MANAGEMENT BULLETIN # 10/2009

(Revised 05/31/2014)

FIRE ALARM PLAN SUBMISSION AND PROCEDURES AT FDNY

All Fire Alarm Plan Examinations are conducted at FDNY headquarters, 9 MetroTech Center, Brooklyn (started December 1, 2009). The application filing procedure for **FIRE ALARM PLAN SUBMISSION** is outlined below:

- Documents shall be filed at Department of Buildings (DOB), obtain PW1 job number for the application. Submit plans (*one set in 24x36 size and the 2nd set formatted to 11x17 size*) with the DOB job number and applicable documents to FDNY through Window #8 on the first floor,

9 MetroTech Center (use Flatbush Ave entrance), Brooklyn.

- The following jobs shall be filed under work type “FA” in PW1 application:

- All fire alarm applications

- Automatic detection/ alarm portion of all alternative fire- extinguishing systems (e.g. clean agent, foam, carbon dioxide and water-mist, etc.)

Note: Mechanical portion shall be filed (PW1 work type “FP”) and approved by Technology Management prior to submitting to fire alarm plan examination.

- Medical gas systems, flammable gas systems and all other emergency alarm systems as required by Building Code section BC 908 and Fire Code section FC 908

- A non-refundable \$420.00 Plan examination fee must be paid at the time of submission.

- The submission must include the following:

- Completed Fire Department TM-1 application form.

- Two sets of plans (floor plans and riser diagrams, one set in 24x36 and 2nd set formatted to 11x17 size).

- Copy of DOB PW1 application.

- DOB approved schedule A (PW1A) or copy of building certificate of occupancy

- Core/base building fire alarm system “Letter of Approval” for all additions and modifications applications

Note: TM-1, both sets of plans must have the PW1 sticker.

- Applications may be submitted between the hours of 9:00 AM to 3:00 PM at Window #8.

- Status of your plan submission will be updated in DOB Building Information System (BIS) after the examiner review.

- Approved/disapproved plans and documents will be returned to the applicant after the examiner review.

- Approved/disapproved plans and documents shall be picked up from Monday through Friday 9:30 AM to 12:00 Noon (**use Window #16 on the 1st Floor.**)



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(Revised 05/31/2014 and continued)

- Only applicant, owner, or expeditor (with FDNY registration certificate) may pick up the plans and documents.
- Approved plans (**both floor plans and riser diagram formatted in 11x17 size**) will be scanned into the FDNY system before returning to the applicant.

A prior appointment is necessary to see the plan examiner. Appointments are available on Tuesdays, Wednesdays or Thursdays, 1:30 PM to 3:30 PM (1/2hr. appointment maximum).

Note: Appointments shall be made for technical objection reviews only. Applicant shall be present at the time of appointment. All documents including the latest objection letter issued by the plan examiner shall be presented at the time of appointment.

You may contact:

- 718-999-1965 - **to make an appointment**
- 718-999-1969 - **inquiries about plan submission**
- 718-999-1975 - **plan resubmission/pick up**
- Resubmissions may be mailed in or submitted through **window #16 between the hours of 9:30 AM and 12 Noon (Monday thru Friday).**
- **All resubmissions must include the latest objection letter issued by the plan examiner.**
- No fee is required for resubmissions made within 6 months of original application and/or last review.
- **As-built riser must be submitted to FDNY Fire Alarm Inspection Unit at the time of inspection as required by 3RCNY §105-01.**
- As-built riser and Letter of Approval will be scanned into the system and electronically submitted to DOB for sign off.
- **Letter of Approval will be posted in DOB Building Information System (BIS) “Virtual Job Folder” and/or “Items Required” as “FA-FDNY Approval: FD-FAA**

THE COMMENCEMENT OF THE ABOVE REVISED FIRE ALARM PLAN SUBMISSION AND REVIEW PROCEDURES EFFECTIVE DATE IS: May 31, 2014

Signed,



Thomas J. Pigott,
Chief of Technology Management