



TECHNOLOGY MANAGEMENT AND ENGINEERING UNITS

NEW YORK CITY FIRE DEPARTMENT –BUREAU OF FIRE PREVENTION
9 METROTECH CENTER – BROOKLYN, NY 11201



TECHNOLOGY MANAGEMENT BULLETIN # 3-2/2010

**Professional Certification of Fire Alarm Systems pursuant to
Fire Code section FC 104.2.1 & 3RCNY§104-02.**

The submission must include the following:

- 1) Completed Professional Certification application TM-3 including supplement #1.
- 2) Approved plans (11x17 size, both riser and floor plans).
- 3) As-built plans (11x17 size - riser only stating “As Built”, signed and sealed by the engineer of record) that includes: an I/O matrix indicating the function of the devices and a statement from PE, RA, master electrician or licensed installer stating as follows:

“I, (name, title, license/reg. #) certify that the fire alarm system filed under PW1#.....has been installed as per approved plans. A functional test has been conducted of the added/modified devices and the system operates as designed and is in compliance with the base building fire alarm system sequence of operations.”

Sign & Seal

Date:

- 4) Copy of PW1 application.
- 5) Core/base building Letter of Approval.
- 6) A non-refundable application fee of \$210.

The above documents shall be enclosed in an envelope, sealed and labeled “Professional Certification of fire alarm systems” and mail to:

**NYC Fire Department
Room 101, Fire Alarm Plan Examination Unit
Technology Management- Bureau of Fire Prevention
9 MetroTech Center, Brooklyn, NY 11201.**

-OR-

Submit in person at Window #8 (fee must be paid at the time of submission).

Procedure Notes:

- The application and documents will be reviewed.
- If the application package is complete, Letter of Approval (LOA) is issued.
- LOA will be sent to the owner of the building.
- If the application package is incomplete, applicant will be notified.
- Applicant will be notified also if the application is denied.



TECHNOLOGY MANAGEMENT AND ENGINEERING UNITS

NEW YORK CITY FIRE DEPARTMENT –BUREAU OF FIRE PREVENTION
9 METROTECH CENTER – BROOKLYN, NY 11201



TECHNOLOGY MANAGEMENT BULLETIN # 3-2/2010

(continued)

Fire alarm sign off

(A) For installations where Letter of Approval was issued prior to December 1, 2009 and the application is not yet signed off at Department of Buildings, the following must be submitted to FDNY:

1. Submit completed TM-1 application with job description stating:
“E-submission to DOB for sign off”.
2. \$210 review fee.
3. As built riser diagram in 11x17 format stating “As Built”, signed and sealed by the engineer of record, indicating DOB PW1 application #.
4. Letter of approval.
5. Approved plan.
6. Copy of PW1 application.

All documents must be submitted as one package through Window #8, 1st Floor, FDNY headquarters.

All submitted documents will be returned to the applicant once e-submission is complete.

(B) Fire Alarm installations after Dec. 1, 2009

For all new installations a Letter of Approval will be issued only after As Built drawings signed and sealed by the engineer of record are submitted.