



ISSUANCE # 411

DEPARTMENT OF BUILDINGS  
EXECUTIVE OFFICES  
60 HUDSON STREET, NEW YORK, N.Y. 10013  
RUDOLPH J. RINALDI, Commissioner  
312-8100

---

TECHNICAL  
POLICY AND PROCEDURE NOTICE # 7/93

---

TO: Distribution

FROM: Richard C. Visconti, A.I.A. *Richard Visconti*  
Deputy Commissioner

DATE: July 21, 1993

SUBJECT: FIRE ALARM CODE INTERPRETATION ADVISORY COMMITTEE

-----

**EFFECTIVE:** Immediately

**PURPOSE:** The Fire Alarm Code Interpretation Advisory Committee is established to provide guidance to the Commissioner of the Department of Buildings in the process of responding to inquiries regarding the interpretation of Title 27 of the Administrative Code requirements for fire alarm systems and related matters.

The recommendations and commentaries of the committee made to inquiries submitted to the Commissioner are advisory only and shall not be construed as department policy.

**MEMBERSHIP:** The committee is composed of design professionals, industry representatives, and appropriate staff of the Fire and Building Departments.

The committee will be co-chaired by the Chief of Fire Prevention, John J. Hodgins of the Fire Department or a designated representative, and the Deputy Commissioner, Technical Affairs, Richard C. Visconti or a designated representative.

SPECIFICS:

1. Meetings of the Advisory Committee will be held on a monthly basis on the second Wednesday, of each month at 8:30 A.M., alternating between the Department of Buildings at 60 Hudson Street, Manhattan, and the Fire Department at 250 Livingston Street, Brooklyn.
2. All inquiries shall be submitted to the Deputy Commissioner, Technical Affairs, utilizing the attached form. Inquiries shall only be made in such a manner to elicit a yes or no response. Inquiries not meeting these requirements shall be returned to the inquirer.
3. The Building Department will prepare an agenda of inquiries and will forward copies of all inquiries on the agenda to the Chief of Fire Prevention, and to all other committee members at least two weeks prior to the scheduled meeting date. All committee members shall be prepared to discuss these inquiries at the time of the meeting.
4. The committee shall reach a consensus in making a recommendation regarding each inquiry which shall be recorded in the minutes of the meeting. However, the minutes will also reflect any dissenting opinion(s). Upon adjournment of the meeting, the representative of the Fire Department shall report to the Chief of Fire Prevention the discussion and recommendations of the committee for further review by the Fire Department.
5. The Fire Department shall submit its recommendations, including the basis for their recommendation in writing for each inquiry to the Deputy Commissioner, Technical Affairs, at least ten (10) days prior to the next regularly scheduled meeting.
6. After receipt of the Fire Department's recommendations regarding the prior meeting inquiries, the Department of Buildings will render a code interpretation for each inquiry no later than the next regularly scheduled meeting.
7. The minutes of the prior meeting will be amended to include the recommendations of the Fire Department and the final interpretations by the Department of Buildings. These amended minutes shall be distributed to recognized professional and trade organizations involved in the design, manufacturing, installation and inspection of fire alarm systems and related matters.