



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

FSP Industry Notice # 4
9/28/09
Floor Plan requirements

Ref: FC 404.3

The new Fire Code outlines the requirements for floor plan and associated drawings that accompany a fire safety and evacuation plan submittal. Effective immediately, any new or amended fire safety and evacuation plan being submitted for approval must adhere to these requirements.

Below is a sample of the Instructions for preparation:

The following information should be used while preparing or revising a Fire Safety Plan:

Prepare Fire Safety Plan exactly as set by the guidelines with all information as requested.

Attach to the Fire Safety Plan:

1. Copy of the most recent Certificate of Occupancy or Temporary Certificate of Occupancy or Schedule A if building is under construction.
2. Copies of the representative floor plans including basement(s) meeting criteria as listed below.
3. Copy of riser diagram for standpipe and/or sprinkler system for the building (see requirements on p.2)
4. Copies of any other supporting documents like request for variance(s).

The following are the requirements for the acceptable representative floor plans:

Submit **architectural** type of representative floor plans including basement and sub-basement **not larger** than 11x17. Plans must be of good print quality and show the entire floor areas. (If color drawings are being submitted than 2 sets are required)

Include a site plan of the building. Indicate northerly direction along with surrounding buildings and streets, cross streets and F.D. apparatus access roads. Additionally, indicate the premise foot print and Standpipe and Sprinkler Siamese Connection locations and location of building occupant assembly areas (If more than one block away a list with the location address and brief description of the area to be used is permissible).

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Locate the following on floor plans:

- a. Exits.
- b. Evacuation routes (the route must be shown by displaying the permanent partitions which create the corridors* used for exit access**. Additionally, provide hatching or a red line throughout the route.)
- c. Fire barriers***
- d. Areas of refuge****
- e. Stairs with letter designation.
- f. Access and convenience stairways
- g. Elevator bank letter and car number designations same as listed in Building Information Form.
- h. Fire Command Station.
- i. Fire warden phones.
- j. Manual fire alarm boxes (pull stations)
- k. Standpipe hose outlets.
- l. Sprinkler and standpipe system control valves.
- m. Any part of the building not protected by sprinkler system.
- n. Emergency power generator and fuel supply
- o. Show legend for all symbols and abbreviations used.
- p. Indicate Northerly direction.
- q. In-Building Relocation Areas: where applicable (optional)

* New 2008 NYC Building Code Sec. BC 1002 Definitions.

** New 2008 NYC Building Code Sec. BC 1002 Definitions.

*** New 2008 NYC Building Code sec. BC 706.

**** New 2008 NYC Building Code Sec. BC 1002 Definitions.

FDNY

Emergency Planning and Preparedness Group