

THE CITY OF NEW YORK
DEPARTMENT OF BUILDINGS
DIRECTIVE NO. 1 of 1981

DEPARTMENTAL MEMORANDUM

DATE: March 30, 1981

TO: Borough Superintendents

FROM: Irwin Fruchtman, P. E.

Commissioner
SUBJECT:

FIRE PROTECTION PLAN

This directive supersedes the memorandum concerning the above subject, issued December 8, 1980, by me.

Under the provisions of Section C26-108.2 of the Administrative Code, applications for the approval of plans filed with this department shall contain, among other requirements, ". . . such other pertinent information as the commissioner may require". Effective immediately, a Fire Protection Plan shall be required to be filed and accepted for new buildings and alterations to existing buildings for certain types of buildings as noted below.

1. A Fire Protection Plan is a technical report containing a description of the various life safety systems and evacuation procedures, both required and voluntary, which will be inherent and relate to the particular building under consideration upon completion of the work to be performed under the application with which it is filed.

The Fire Protection Plan shall be prepared by and filed by a Professional Engineer or Registered Architect whose seal and signature shall appear therein and shall contain a description of the following subjects as may be applicable:

a. A description of the building, i.e., address, block and lot number, number of stories in height, height in feet, type of construction, occupancy and use.

b. Key plans of all floors of the building indicating exits, corridors, rated walls serving as fire separations or fire divisions.

c. A description of the egress from the building, racking of enclosures, access to roof, stair pressurization, etc.

d. A description of life safety systems and evacuation procedures in the building.

- (1) Fire Safety Plan (evacuation)
- (2) Communication System
- (3) Elevator Recall System
- (4) Standpipe System
- (5) Standby Power, Lights and Emergency System.

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- (6) Fire Alarm System
- (7) Smoke Detection System
- (8) Fire Command Station Location
- (9) Type of furnishings
- (10) Places of Assembly
- (11) Fire Department access
- (12) Mechanical Ventilation and Air Conditioning System
- (13) Automatic Sprinkler Protection
- (14) Smoke Control Systems (Fire venting and pressurization)
- (15) Compartmentation (Separation of occupancies, etc.)
- (16) Any other system, required or voluntary, to enhance life safety requirements of the building

2. A Fire Protection Plan is required to be filed for the entire building when the height and/or area of the building or of a space for the occupancy noted exceeds the following:

Designation	Occupancy Group (Buildings or spaces)	When Fire Protection Plan is Required
A	High Hazard	Buildings exceeding 6 stories or 75 feet in height.
B	Storage	Buildings exceeding 6 stories or 75 feet in height.
C	Mercantile	Buildings exceeding 6 stories or 75 feet in height, or Buildings two or more stories in height with more than 20,000 sq. ft. per floor, or Buildings two or more stories in height with a total building area exceeding 50,000 sq. ft.
D	Industrial	
E	Business	Buildings exceeding 100 feet in height
F	Assembly	Buildings exceeding 6 stories or 75 feet in height, or Buildings with a space containing an assembly use whose occupancy exceeds 300 persons.

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Designation	Occupancy Group (Buildings or Spaces)	When Fire Protection Plan is Required
G	Educational	Buildings exceeding 6 stories or 75 feet in height, or Buildings two or more stories in height with more than 20,000 sq. ft. per floor, or Buildings two or more stories in height with a total building area exceeding 50,000 sq. st.
H	Institutional	Buildings exceeding 6 stories or 75 feet in height, or Buildings two or more stories in height containing sleeping accommodations for more than 50 persons.
J-1	Residential (Transient)	Buildings exceeding 6 stories or 75 ft. in height, or Buildings two or more stories in height containing sleeping accommodations for more than 50 persons.
J-2	Residential (Non-transient)	Buildings exceeding 6 stories or 75 feet in height, or Buildings containing more than 50 dwelling units with more than 10,000 sq. ft. of spaces used for mercantile (C), Business (E), Assembly (F), Educational (G) or institutional (H) uses.

Note: 1. All areas are gross areas

2. See Section C26-301.5 Admin. Code (Table 3-2 and Reference Standard RS 33) for a list of representative occupancies that shall be used as a basis for classifying building and spaces by occupancy.

a. All new buildings of the type listed above requires a Fire Protection Plan.

b. All alterations to existing buildings of a type listed above requires a Fire Protection Plan if:

- (1) The cost of alteration exceeds \$1,000,000, or
- (2) The building is being altered under the provisions of the new code (1968)

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c. All alterations to existing buildings which proposes a change of use to a building of a type listed above requires a Fire Protection Plan regardless of the cost of the alteration.

3. Procedure for filing and obtaining acceptance of the Fire Protection Plan.

a. After the date of the issuance of this directive, no application subject to this directive shall be approved until an amendment is filed by the Professional Engineer or Registered Architect responsible for the preparation of the Fire Protection Plan stating that three (3) copies of the completed Fire Protection Plan have been sent to the Director of Special Projects, Room 1513,

Department of Buildings
120 Wall Street
New York, N.Y., 10005
Tel: 248-8772

The amendment shall also state that the Professional Engineer or Registered Architect is aware that no final certificate of occupancy will be issued and no application will be signed off as complete by the Department of Buildings until the Fire Protection Plan is accepted. The application, if otherwise acceptable, may be approved and the permit issued.

b. A Fire Protection Plan shall be filed, when required by Item 2, for all open applications filed before the issuance of this directive. The plan shall be filed with and accepted by the Director of Special Projects.

c. The Fire Protection Plan shall be reviewed by the Director of Special Projects. Upon his acceptance of the Plan, he shall so indicate on the three copies. He shall retain one copy for transmittal to the Bureau of Fire Prevention of the Fire Department and two copies shall be returned to the Professional Engineer or Registered Architect.

d. Upon receipt of the two copies of the accepted Fire Protection Plan, the Professional Engineer or Registered Architect shall file one accepted copy with the application on a separate amendment and he may retain the third copy for his records.

4. No final certificate of occupancy shall be issued and no application shall be signed off as complete by this department until a Fire Protection Plan, when required, has been filed and accepted.


Irwin Fruchtmann, P. E.
Commissioner

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