

THE CITY OF NEW YORK
DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

DATE: December 22, 1983

TO: Borough Superintendents

FROM: Robert Esnard, R.A., Commissioner *(Signature)*

SUBJECT: Procedures for Enforcing Local Law # 5/73 Requirements for a Mini Class E Fire Alarm and Communication System in Low Rise Office Buildings (Directive 14-75)

All applications for the Mini Class E Fire Alarm and Communication System shall be filed on a Miscellaneous (Misc.) Application by a Registered Architect or a Professional Engineer, and shall be accepted and the permit issued under the procedures of Directive # 14/1975. The application shall include 3 sets of floor plans, riser diagrams and a narrative of operation, and 4 completed application forms, including Form 23C. The application shall be subject to normal microfilm procedures.

All applications shall be stamped "Mini Class E Systems" and filed in numerical sequence in the miscellaneous files.

One stamped, accepted application and permit shall be transmitted to the Executive Offices, Attention: Director, Local Law 5/73 Administration Unit, for tracking and enforcement purposes, and one complete accepted set, including plans, shall be transmitted to the Bureau of Fire Prevention at the Fire Department.

All reconsiderations, including challenges to occupancy loads and existence of sprinklers with flow alarms and central office communication shall be forwarded to the Executive Offices, Attention: Director, Local Law 5/73 Administration Unit, for review by the Local Law #5 Task Force.

Sign-off of the application shall be by submission of 4 copies of B Form 23D containing the seal and signature of the applicant and the corporate seal and signature of the licensed electrical contractor who performed the work and tested the system (copies attached). Again, the forms shall be stamped "Mini Class E System," with copies forwarded to the Executive Offices, Attention: Director, Local Law 5/73 Administration Unit," and to the Bureau of Fire Prevention. One copy shall be filed in the miscellaneous application file.

This system is not subject to the review, approval, inspection or sign off procedures of the Bureau of Fire Prevention of the NYC Fire Department.

An inventory of buildings subject to the law has been deve-

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loped and a computer file created that will track compliance and enforcement. Violations for failure to install these systems will be issued and mailed by the Systems Planning Division with a copy returned to your Borough Office Manager for entry onto the index cards. Since enforcement is based on information held in the computer, it is essential that all information on filings and sign-offs be forwarded carefully and promptly to the Executive Offices, Attention: Director, Local Law 5/73 Administration Unit, for the coordination of computer input.

MJW:cs

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