



FIRE DEPARTMENT BUREAU OF FIRE PREVENTION

9 METROTECH CENTER, BROOKLYN, N.Y. 11201-3857

FIRE ALARM PLAN EXAMINATION EMAIL RESUBMISSION INSTRUCTIONS

The Fire alarm plans shall be submitted to the intake unit with the following configurations/requirements.

1. Provide the submission with a Plan Examination transmittal form.

2. The fire alarm documents and plans must be legible, including any text intended to be supplemental to the review of the plans s. (i.e. the room use labels, specifications/notes shall be legible)

Note: The scan resolution must be at least 300dpi.

3. The TM-1, supplemental documents, FA plans and "FIRE ALARM PLAN EXAMINATION RESUBMISSION FORM" must be provided in separate PDF formatted files.

4. FA plans must be consolidated into a single PDF file, unless restricted by file size constraints or for purpose which may facilitate plan review. In the case of the aforementioned the FA plans PDF may be divided into the following PDF files: FA riser, FA floor plans and FA specifications

5. The individual documents which are included in each file must be listed in the section labeled "Fire Alarm list" of the transmittal form. The files must be named and arranged consistent with the directions below:

File Name: "Objection Letter -issuance date"

- This file shall include the latest Objection Letter issued by the Plan Examiner (The issuance date shall be the date indicated on the bottom right corner of the document, **not** the top left initial review date)

File Name: "Premise Address – TM-1" (e.g. file shall be named "123 Main Street– TM-1"):

- Completed Application for Plan Examination (TM-1)
- Completed Application from DOB (PW-1) (if applicable)

File Name: "Premise Address – Supporting Documents" (e.g. file shall be named "123 Main Street – Supporting Documents")

- Copy of Letter of Approval (LOA) for base/core building fire alarm system
- Copy of Certificate of Occupancy or approved Schedule "A" DOB application
- FD/DOB Variance Letters
- Mechanical Approval from Technology Management for fire suppression/medical gas system

File Name: "Premise Address – FA plans" (or if divided into 3 parts) "Premise Address – FA riser diagram", "Premise Address – FA floor plans" and "Premise Address – FA Specifications"

- FA riser diagram
- FA floor plans
- FA I/O Matrix, symbols legend, specifications, other FA plans

Note: Each resubmission using this transmittal form must contain the TM-1 application document, FA plans and all required supplemental documents

6. The following are a list of required documents for a FA application resubmission.
 - a. Completed TM-1 application
 - b. Copy of PW-1 application (*if applicable*)
 - c. Copy of Certificate of Occupancy/Approved Schedule A
 - d. Letter of Approval for the fire alarm system being modified (*if applicable*)
 - e. Asbestos Abatement Compliance forms (ACP5/ACP7/ACP21), (*if applicable based on building construction prior to April 1, 1987 as verified by the Certificate of Occupancy/Approved Schedule A*)
 - f. Landmark Building/Flood Hazard Area compliances (*if applicable, may be a part of FA plans*)
 - g. FA plans (riser diagram, floor plans, I/O matrix)

Note: This only accommodates for the minimum required documents, any documentations (e.g. FD/DOB variance letters, Technology Management Mechanical Approvals etc.) may be requested by plan examiners as required by application specific conditions.

7. The digital seal/signature provided on the FA plans must meet the guidelines set forth by <http://www.op.nysed.gov/prof/pels/peguide3-seals.htm> to be deemed acceptable.