



# FDNY

www.nyc.gov/fdny

Rev. June 2, 2020

## **Email Resubmission Instructions for Technology Management and Fire Alarm**

*Please keep in mind that an electronic submission/acceptance does not mean that your plan review will be expedited for review by Plan Review Unit.*

### **Resubmission of applications filed in person for:**

- Technology Management plans filed *prior to May 8<sup>th</sup>*
- Fire alarm plans filed *prior to May 22*

must be submitted by email to Plan Intake Unit at [Plan.Intake@fdny.nyc.gov](mailto:Plan.Intake@fdny.nyc.gov)

### **In-person or mailed resubmissions will no longer be accepted.**

Effective May 26, 2020, all *new* submissions MUST BE completed on [FDNY Business](#).

### **How to send resubmissions by email:**

1. Complete necessary documentation.

- **Tech Management Resubmissions** complete and attach the applicable TM Form and include a copy of the objection letter or objection email and related supporting documentation.
- **Fire Alarm Resubmissions** complete and attach both the TM-1 and the "FIRE ALARM TRANSMITTAL FORM FOR PLAN EXAMINATION EMAIL RESUBMISSION."  
*Detailed instructions can be found on the Fire Alarm Transmittal form.*

2. Scan/Email

Scan all Forms, Plans and Supporting Documents and send by email (PDF format only) to

[Plan.Intake@fdny.nyc.gov](mailto:Plan.Intake@fdny.nyc.gov)

### **Please note:**

Electronic plans must have a stamp and a signature. Only ink and digital signatures are accepted, typed signatures will not be accepted.

Email file size is limited to 20 MB. Files larger than 20MB must be separated and sent in separate emails. Please identify related emails in the subject line and file name with address and number of documents (*For example: 1 of 3, 2 of 3, 3 of 3, etc...*)

If you have any questions about resubmissions, please email [Plan.Intake@fdny.nyc.gov](mailto:Plan.Intake@fdny.nyc.gov)

Thank you.

**Fire Department, City of New York**

9 MetroTech Center, Brooklyn New York 11201-3857

**After 6 Months:**

Applications will be considered abandoned if no response is received 180 days after receipt of a:

- Letter of Defect
- Letter of Disapproval

Abandoned plans or plans which have not been approved may require full payment of filing fees to file online. All other in-progress applications that have not been approved by November 20th, 2020 will need to be refiled online, through FDNY Business.

Exceptions may be considered at Fire Alarm Plan Review's discretion, for applications:

- requiring minor updates
- applications submitted for final acceptance

**No other exceptions to this process will be made as paper-based filings are no longer accepted.**