



FDNY Bureau of Fire Prevention

Transfer of plan approval from
NYC DOB to FDNY

Local Law 195
Effective June 2, 2019

May 2019

NYC

Bill de Blasio
Mayor

FDNY

Daniel A. Nigro
Commissioner

Agenda



1. Summary

Deputy Assistant Chief, Kevin Brennan

2. Plan Intake

Executive Director of Licensing, Steve Ertrachter

3. Fire Protection Plan

Emergency Planning & Preparedness, Captain Joseph Carey

4. Technology Management Group

Tech Mgmt. , Winnie Lei, P.E. Assistant Deputy Director

5. Business Solution

Solution Lead, William Coco

Summary

Deputy Assistant Chief Kevin Brennan



- ❑ Effective June 2, 2019, customers no longer need to apply with DOB for the following plans:
 - ❖ Fire Alarm Systems
 - ❖ Fire Protection Plans
 - ❖ Fire Suppression Systems
 - ✓ Rangehood
 - ✓ Alternative (Non-Water)
- ❑ Benefits: One-stop-shop for plan submissions & plan reviews; consolidated services at FDNY; reduced fees
- ❑ Future Goals:
 - ❖ FDNY Bureau of Technology Development Services are working diligently to offer online submittal and plan review in the near future

Intake Unit

Steve Ertrachter



Benefits of New Intake Unit

- ❑ New and improved forms to expedite the submission & review process.
- ❑ Dedicated and trained staff of four (4) for Plan Intake Unit
- ❑ Improved Customer Service:
 - ❖ Reduced waiting time
 - ❖ In September 2019, online appointments will be available for customers.
- ❑ Plans can be submitted:
 - ❑ By mail except Fire Alarm Plans (fee – check only)
 - ❑ Or in-person (fee – check or credit card only)

Fire Protection Plan

Mina Soliman, P.E.



□ As of June 2, 2019

Changes to Fire Protection Plan filing:

- **New (Initial) Application will be filed at FDNY:**
 - ❖ **TM-1E Form**
 - ❖ **Required Highlighted Section**
 - ✓ DOB: Primary Application #, Schedule A or C of O
 - ✓ Narrative Section
 - ✓ 1 set of plans
 - ❖ **Fee will include**
 - ✓ plan examination fee (\$420)
 - ✓ document processing fee (\$165)
 - ❖ **After filing with FDNY, keep your receipt of filing, as you need to provide it to DOB for NB, Alt 1, & Alt 2 jobs.**



Fire Protection Plan

- Plan examination process:
 - ❖ FDNY Plan Examiner will review plan
 - ✓ Letter of Approval will be emailed to filing rep. (Formerly known as Letter of No Objection)
 - ✓ Letter of Disapproval will be emailed to filing rep.

Technology Management

Winnie Lei, P.E. Assistant Deputy Director



□ Overview of changes with:

- ❖ Fire Alarm Systems
- ❖ Fire Suppression Systems
 - ✓ Rangehood
 - ✓ Alternative (Non-Water)
- ❖ Introduction of Project Authorization Document
 - ✓ If application is approved “Project Authorization Document” will be issued and required to be kept with approved plans on site.

Technology Management

Fire Alarm Plan



□ As of June 2, 2019

Changes to Fire Alarm Plan filing :

- **New (Initial) Application will be filed at FDNY:**
 - ❖ No DOB Job Number, FDNY FPIMS Number will be project number used for tracking. Use the same FPIMS Number for FDNY PAAs.
 - ❖ TM-1 form is updated to include the following requirements:
 - ✓ Asbestos abatement compliance
 - ✓ Landmark
 - ✓ Flood hazard area
 - ✓ Owner Signature
 - ❖ Fee will include
 - ✓ plan examination fee (\$420)
 - ✓ document processing fee (\$165)

Asbestos Abatement Compliance



- ❑ The scope of work requires related asbestos abatement as defined in the rules of the NYC Department of Environmental Protection (DEP). (ACP-7 & ACP-21 Required.)
- ❑ The scope of work is not an asbestos abatement as defined in the rules of the NYC DEP. DEP Control # is required. DEP ACP-5 Control No. (Attach DEP ACP-5 document)
- ❑ The scope of work exempt from the asbestos requirement as defined in the rules promulgated by the NYC DEP (15 RCNY 1-23 (b)) or is an alteration to a building constructed pursuant to plans submitted for approval on or after April 1, 1987, in accordance with Admin Code 28-106.1. (Certificate of Occupancy Required.)

For all DEP ACP Forms, work on floor(s) must match the work on floor submitted in FDNY application. Description on DEP ACP form can be inclusive of proposed work on FDNY application.

Acceptable	Not Acceptable
DEP ACP Form: Major Alteration, Floors 1-30; FDNY Application: Fire Alarm modification, Floors 2-15	DEP ACP Form: Install antenna on roof, Floors: roof FDNY Application: Exterior Fire Alarm Bell , Floors: roof



Landmark Buildings

❑ Interior Landmarks:

- ❖ Provide Landmarks Approval

❑ Individual Landmarks & Buildings in Historic Districts:

- ❖ Provide following statement:

“Scope of work is under exemptions for Landmarks approval and the exterior will not be altered in any way.”

Statement can be on separate paper sealed and signed by P.E./R.A. OR on plans sealed and signed by P.E./R.A.

- ❖ If the exterior will be altered, provide Landmarks approval.



Flood Hazard Area

- ❑ If yes, provide statement on plans:
 - ❖ “Design is in compliance with NYC DOB Building Code Appendix G.”

Required for Fire Alarm applications only.

Fire Alarm Plan

New Plans



- ❖ **Plan examination process:**
 - **Examiner will review plan:**
 - ✓ Letter of Objection issued
Email to Applicant and filing rep: application status change
Filing rep to pick up Letter of Objection & objected plan after 2 business days from the email.
 - ✓ Approval issued
Email to Applicant and filing rep: application status change
Filing rep to pick up Project Authorization Document & approved stamped plan after 2 business days from the email.
 - **Resubmission Process:**
 - ✓ No changes, resubmit at the Intake Unit, 9 Metrotech Center, Brooklyn.
 - **Schedule Fire Alarm Inspection (No change)**
 - ✓ Inspection passed → Letter of Approval will be mailed and this will constitute as project sign off.



Tech Management

Fire Alarm Jobs in Progress

- Jobs in progress filed at NYC DOB prior June 2, 2019:
 - ❖ TM- 1 form
 - ❖ Fee will include:
 - ✓ plan examination fee required (\$420)
 - ✓ show proof of DOB/BIS filing date prior to June 2, 2019 (not pre-filed). Otherwise will be charged a document processing fee of \$165
 - ❖ Plan examination process:
 - ✓ Examiner will review plan
 - ✓ Letter of Objection issued, check DOB BIS for status change and can pick up letter of objection & plan after 2 business days of the status change.

Tech Management

Fire Alarm Jobs in Progress



- ❖ **Plan examination process:**
 - ✓ Approval issued, check DOB BIS for status change and can pick up approved stamped plan after 2 business days of the status change.
- ❖ **Resubmission Process:**
 - ✓ No changes, resubmit at the Intake Unit, 9 Metrotech Center, Brooklyn
- ❖ **Schedule Fire Alarm Inspection (No change)**
 - ✓ Inspection passed → Letter of approval will be mailed.
- ❖ **As Built Plan will be uploaded to DOB website and Applicant shall request project sign off from DOB.**

Tech Management

Rangehood Fire Suppression Plan



❑ As of June 2, 2019

Changes to Rangehood Fire Suppression Plan filing:

- **New Systems will be filed at FDNY:**

Any Mechanical ductwork or gas valve work must be filed at DOB by P.E. or R.A.

- ❖ TM-R2 form is updated to include the following requirement:
 - ✓ Asbestos Abatement Compliance
 - ✓ Signature of Business Owner
- ❖ Fee will include
 - ✓ plan examination fee required (\$210)
 - ✓ document processing fee (\$165)
- New Systems can be filed by a Licensed Master Fire Suppression Contractor; New Systems they do not have to be filed by a P.E. or R.A.
- P.E. or R.A. can still file for Rangehood Fire Suppression plans

Tech Management

Rangehood Fire Suppression System

New Plans



❖ Plan examination process:

- ✓ Examiner will review plan:
- ✓ If objected, a list of objections will be emailed to filing rep
- ✓ Approval issued, email sent to Applicant and filing rep of application status change.

Filing rep to pick up Project Authorization Document & approved stamped plan after 2 business days from the email.

- ✓ Pickup Window #17, hours will be increased from 3 days a week to 5 days a week, Monday to Friday 9:30am – 11:30am

❖ Schedule Rangehood FS Inspection (No change)

- ✓ Testing passed → Inspection approval will be issued on site. This will constituted as project sign off.
- ✓ Testing Failed → Violation will be issued on site.

❖ Resubmission Process:

- ✓ No changes, resubmit at the Intake Unit, 9 Metrotech Center

Tech Management Rangehood FS Plan Jobs in Progress



- Existing Application filed at DOB/NBAT SBS:
 - ❖ TM-R2 form
 - ❖ Fee will includes
 - ✓ plan examination fee required \$210
 - ❖ Plan examination process:
 - ✓ Examiner will review plan
 - ✓ Disapproval Issued: FDNY examiner at SBS will email disapproval and plans will be available for pick-up
 - ✓ Approval Issued:
 - Any professionally certified jobs will be available for pick-up at SBS
 - Any jobs requiring DOB plan review will be submitted to DOB examiner at SBS for review and available for pickup when complete.

Rangehood plan exam materials will be available for pickup at SBS until Friday, June 21. Any disapproved plans will be returned to FDNY HQ and approved plans will be mailed.

Tech Management

Rangehood FS Plan Job in Progress



❖ Schedule Rangehood FS Inspection (No change)

- ✓ Testing passed → Approval will be issued on site.
- ✓ Testing failed → Violation will be issued on site.
- ✓ Sign off at DOB including PAA's.

Tech Management

Non –Water Fire Suppression Plan



❑ As of June 2, 2019

Changes to Non-Water Fire Suppression Plan filing:

- New (Initial) Application will be filed at FDNY:
 - ❖ TM-1 form is updated to include following requirements:
 - ✓ Asbestos Abatement Compliance
 - ✓ Landmark
 - ✓ Property Owner Statement & Signature
 - ❖ Fees will include
 - ❖ plan examination fee required (\$420)
 - ❖ document processing fee (\$165)
 - ❖ Provide prepaid self-addressed (10”x13” or larger) envelope with tracking stamp for approved plans to be mailed.

Tech Management

Non-Water Fire Suppression

New Plan



❖ Plan examination process:

- ✓ Examiner will review plan
- ✓ Letter of Objection will be issued and will be emailed to applicant.
- ✓ Approval will issued & notification will be emailed to applicant.
- ✓ Project Authorization Document, approved letter & approved stamped plan will be mailed

❖ Resubmission Process:

- ✓ No changes, resubmit to the Intake Unit , 9 MetroTech Center, Brooklyn.

❖ Schedule Non-Water FS Inspection (No change)

- ✓ Testing & Inspection passed → Approval will be emailed. This will constituted as project sign off.
- ✓ Testing Failed → Violation will be issued onsite.



Tech Management

Non-Water Fire Suppression Plan

Jobs in Progress

Application filed at DOB prior to 6-2-19:

- ❖ TM-1 form
- ❖ Fee will include
 - ✓ plan examination fee required \$420
 - ✓ Show proof of DOB/BIS filing date prior to 6-2-19 (not pre filed) at Intake unit. Otherwise will be charged a document processing fee of \$165.
- ❖ Plan examination process:
 - ✓ Examiner will review plan
 - ✓ Letter of Objection will be issued and emailed to applicant
 - ✓ Approval will be issued and notification will be emailed to applicant. Approval letter and stamped plans will be mailed to applicant.

Tech Management

Non –Water Fire Suppression Plan

Projects in Progress



- ❖ Scheduling Non-Water FS Inspection (No change)
 - ✓ Inspection passed → Inspection of approval will be issued and emailed.
 - ✓ Sign off at DOB.



Plan Status Updates

Bureau of Technology Development Systems

FDNY Plan Status

- ❑ Updates of plan status can be accessed via [nyc.gov/business](https://www1.nyc.gov/nycbusiness/status/licenses-permits), click link below:

<https://www1.nyc.gov/nycbusiness/status/licenses-permits>

- ❖ Status (Application received, Review in progress, Plan approved or Objection issued) will be updated weekly.
- ❖ Can be searched by FPIMS account number or by address

Type	Location	Status
Fire Department Permit	1601 Broadway, Manhattan, 10019	Review in progress

- ❑ Updates for jobs in progress that were in “D” status in BIS by May 31 at 4 pm can be checked in BIS.

Business Solutions



Customer Service Center Supervisor, Pamela St. Francis

- ❑ How to reach Customer Service Center
 - ❖ Call 311 and ask for FDNY Customer Service Center
 - ❖ Email FDNY.BusinessSupport@fdny.nyc.gov
- ❑ Benefit of contacting us:
 - ❖ We can route your calls or emails to the right personnel/Unit.
 - ❖ Calls will be monitored until closed.
 - ❖ we can assist with your
 - ✓ Questions
 - ✓ Inquiries
 - ✓ Complaints



Updated TM Forms

- Find our Updated TM Forms:
<https://www1.nyc.gov/site/fdny/business/all-certifications/plan-review.page>

FAQ



<https://www1.nyc.gov/assets/fdny/downloads/pdf/business/local-law-195-faq.pdf>



Q&A RULES

- ❑ Please raise your hand;
- ❑ Please speak when microphone is in your hand(so every one can hear);
- ❑ State your name and company before your question;
- ❑ Keep questions short and to the point;
- ❑ Please limit one (1) question per person.



Q & A



THANK YOU

Email us comments, questions
and suggestions to:

PLANINTAKE@FDNY.NYC.GOV