



FIRE DEPARTMENT

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

BUREAU OF FIRE PREVENTION

Emergency Planning and Preparedness Group

FS/EAP Industry Notice # 1/16

02/19/2016

New Forms for Plan Submission

In an effort to further standardize the plan review process of the Emergency Planning and Preparedness Group, new forms for plan submission have been created. Comprehensive revisions were made to all forms. New information has been added to various sections of the BIC (Building Information Card) and to Appendix D. There have also been changes made to the appendices, tables, attachments, and the instructions. The new forms are more user-friendly and resolve a lot of issues applicants encountered while using the previous forms. The forms have already been uploaded and are available on the FDNY website.

Starting **March 15th, 2016** the newly created forms will be the **only** accepted forms for any new, including abandoned, plan submission. Any plan submitted prior to March 15, 2016 or any minor amendments (e.g. personnel change) to an already accepted plan will not be affected. Any modifications to the forms will result in an automatic disapproval letter of deficiency. Special considerations will be given when submitting plans for large venues or large complex buildings, only **after** obtaining written permission from authorized FDNY personnel.

FDNY
Emergency Planning and Preparedness Group