



Battalion Chief Thomas J. Pigott - Chief of Technology Management  
Office of Technology Management  
Bureau of Fire Prevention



9 METROTECH CENTER – BROOKLYN, NY 11201

## **TECHNOLOGY MANAGEMENT BULLETIN # 10/2009**

### **Fire Alarm Plan submission at FDNY**

All Fire Alarm Plan Examination will be conducted at FDNY HEADQUARTERS at 9 Metrotech Center, Brooklyn. The application filing procedure for FIRE ALARM PLAN SUBMISSION is outlined below:

- Documents shall be filed at DOB, obtain PW-I job number for the plans. Submit plans *(one set in 24x36 size and the 2nd set formatted to 11x17 size)* with the DOB job number and applicable documents to FDNY through Window #8 on the First floor, 9 MetroTech Center (use Flatbush Ave entrance), Brooklyn.
- A \$210.00 review fee must be paid at the time of submission.
- The application must include the following:
  - Completed Fire Department TM-1 Application Form.
  - Two sets of plans as mentioned above.
  - Copy of DOB PW-1 application.
  - DOB schedule A (PW-1A) or copy of building certificate of occupancy.
  - Core/base building fire alarm system "Letter of Approval" for all additions and modifications applications.
- Applications may be submitted between the hours of 9:00 AM to 12 Noon and 1:00 PM to 3:00 PM at window #8.
- Status of your plan submission will be updated in the DOB Building Information System (BIS) after the examiner review.
- Approved/disapproved plans and documents will be returned to the applicant after the examiner review (use plan pick up window on the 1st Floor).
- Approved/disapproved plans and documents may be picked up from Monday through Thursday 9:30 AM to 12:00 Noon. Only applicants or expeditors with FDNY registration certificates may pickup the plans and documents.
- Approved plans (formatted in 11x17 size) will be scanned into the FDNY system before returning to the applicant.



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(Continued)

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- A prior appointment is necessary to see a plan examiner. Appointments are available on Tuesdays, Wednesdays or Thursdays, 1:30 PM to 3:30 PM (1/2hr. appointment maximum).  
**Note:** Applicant will be notified whether it is required to see a Plan Examiner. You may contact 718-999-2405 to make an appointment.
- Resubmissions shall be mailed in or submitted through the plan pick up window or window #8.
- No fee is required for resubmissions made within 6 months of original application.
- As-built plans must be submitted to FDNY after installation of the system. As-built plans and Letter of Approval will be scanned into the system and electronically submitted to DOB for sign off.

### **THE PROJECTED SCHEDULE FOR THE COMMENCING OF THE ABOVE**

### **FIRE ALARM PLAN SUBMISSION AND REVIEW PROCEDURES IS :**

**DECEMBER 1, 2009**

Signed,

Thomas Jensen  
Chief of Fire Prevention