

New Fire Alarm Plan Examination Procedure

Effective December 1, 2009, fire alarm drawings will be reviewed by the Fire Department at its Brooklyn headquarters. This change supports the implementation of [FDNY Rules](#).

**New Fire Alarm Plan Examination
9 Metrotech Center
Brooklyn, NY**

Key Changes:

- All fire alarm applications must be filed as separate Alteration Type 2 applications with a fire alarm work type (FA).
- Drawings must be submitted to and reviewed by the Fire Department.
- Application forms and fees must still be submitted at DOB Borough Offices.
- There are two new required items related to fire alarms. Both will automatically apply to the Alteration 2 FA job:
 1. Prior to Approval: FDNY Received and Approved Plans
 2. Prior to Signoff: "As Built" Plans*

**Note: this requirement will be waived if the job's letter of approval was issued prior to 12/1.*

In-flight Applications:

If you filed your fire alarm application with the Department of Buildings prior to December 1, 2009 and plan exam review has not yet started, you must pick up the plans from the Borough Office and submit it to FDNY for review and approval.

If plan exam is in process but not yet approved prior to December 1st, 2009, applicants must check the linked list to determine which agency reviewed your application:

- **FDNY Review:** If the job was examined by FDNY, applicants must retrieve their folder and submit it to FDNY at Metrotech.
- **Department of Buildings Review:** If the job was examined by DOB, applicants must complete plan exam approval in borough office.

Regardless of where the plan examination occurs, the "As-built" plans must be submitted to the Fire Department to obtain FDNY's Letter of Approval.

For more information regarding this process change, please visit the [FDNY's website](#).