



DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES
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OPERATIONS
POLICY AND PROCEDURES NOTICE # PPN 3/91

TO: PPN Distribution
FROM: Barry G. Cox
DATE: February 4, 1991
SUBJECT: Filing Procedure for Fire Alarm System (FAS)

1. Any work done on the existing FAS to maintain it in working order which may include replacement of parts of same kind will be considered a minor repair and will not require a filing of an application.
2. If an existing FAS does not function properly and is not repairable due to the unavailability of approved replacement parts the whole system may need to be replaced. An application with plans must be filed for the new system. This system may be designed and installed in accordance with the requirement existing at the time of the original approval and installation.
Note: When existing wiring is replaced, new audible devices shall be equipped with visual alerting devices.
3. Where a building or building section has an existing FAS, addition of or relocation of speaker, gong or pull station or replacement of any components of an existing FAS within the same building or building section, an application shall be filed with DOB. The applicant is to docket the application, pays fees and brings it to the Fire Department without DOB review.
Note: Any addition of or relocation of audible devices shall be equipped with visual alerting devices.
4. Where a building or building section has an existing FAS, any new addition to or alteration of the building or building section which may require an extension of the existing FAS an application shall be filed with DOB (section 27-969 (b)). The applicant is to docket the

application, pays fees and brings it to the Fire Department without DOB review unless the Fire Department deems it necessary to have docketed plans, then the application must go through a full DOB review.

Note: The extension of such FAS must comply with the requirements of LL58/87.

5. Where a building or building section has an existing FAS, a change of use or occupancy within the same building or building section may require an extension of the existing FAS or a new FAS. An application shall be filed with DOB (section 27-969(b)) and is subject to a full DOB review.

Note: The extension of such FAS must comply with the requirements of LL58/87.

6. If the building has an approved base FAS, for each subsequent addition of a sub system, a separate FAS application shall be filed for each floor subject to a full DOB review.
7. For all FAS applications filed with DOB pursuant to items 2 through 6, a letter of approval from the Bureau of Fire Prevention of the Fire Department is required in order to obtain a sign-off of the FAS applications.
8. Where an original ACP-5 Form has been submitted with an alteration application for the building or building section, a copy of ACP-5 Form with reference to an alteration application shall be acceptable for FAS application for the said building or building section if filed within two (2) years of the date of the original report.

Note: For any question regarding this procedure, you may contact Nalin Patel at 312-8327.