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**FIRE DEPARTMENT**  
9 METROTECH CENTER BROOKLYN, N.Y. 11201-3857  
**BUREAU OF FIRE PREVENTION**

**EAP Industry Notice # 20**  
**9/28/09**  
**Floor Plan requirements**

Ref: FC 404.3

The new Fire Code outlines the requirements for floor plan and associated drawings that accompany a Fire Safety and Evacuation Plan and Emergency Action Plan submittals. The standardization of these requirements enables building owners to have one set of drawings prepared and simply submit copies for approval with the respective plan. Effective immediately, any new or amended (amendments pertaining to floor plans) Fire Safety and Evacuation Plan or Emergency Action Plan being submitted for approval must adhere to these requirements.

*The drawings must be in DWG or DWF format and all files must be clearly marked To provide easy recognition for review and retrieval purposes.*

**The site plan of the building.**

Must indicate northerly direction; along with surrounding buildings and streets, cross streets and F.D. apparatus access roads. Additionally, indicate the premise foot print and Standpipe and Sprinkler Siamese Connection locations and the location of building occupant assembly areas (If more than one block away a list with the location address and brief description of the area to be used is permissible).

The floor plan drawings must include the following:

- (1) A floor plan table of contents, including drawing number and title.
- (2) In-building relocation area table of contents, including drawing number and title.

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### **continued**

- (3) Exits.
- (4) Evacuation routes (the route must be shown by displaying the permanent partitions which create the corridors\* used for exit access\*\*. Additionally, provide hatching or a red line throughout the route.)
- (5) Fire barriers\*\*\*
- (6) Areas of refuge\*\*\*\*.
- (7) Stairs with letter designation.
- (8) Access and convenience stairways same as listed in Building Information Card.
- (9) Elevator bank letter and car number designations same as listed in Building Information Card.
- (10) Fire Command Station.
- (11) Fire warden phones.
- (12) Manual fire alarm boxes (pull stations)
- (13) Standpipe hose outlets.
- (14) Sprinkler and standpipe system control valves.
- (15) Any part of the building not protected by sprinkler system.
- (16) Emergency power generator and fuel supply
- (17) Show legend for all symbols and abbreviations used.
- (18) In-Building relocation areas indicated and identified with nomenclature common to the building, such as room number, conference room, cafeteria.

\* New 2008 NYC Building Code Sec. BC 1002 Definitions.

\*\* New 2008 NYC Building Code Sec. BC 1002 Definitions.

\*\*\* New 2008 NYC Building Code sec. BC 706.1

\*\*\*\*New 2008 NYC Building Code Sec. BC 1002 Definitions.

FDNY

Emergency Planning and Preparedness Group