



**BUREAU OF FIRE PREVENTION**  
**FIRE ALARM INSPECTION UNIT**  
**INFORMATION BULLETIN**  
**No. 12-01-12**



Supersedes: None

Issuer: Alex Spektor, Director, Fire Alarm Inspection Unit

Issuance Date: December 12, 2012

Effective Date: Immediately

Related Code Sections: Section FC A03

Purpose: Expedited Processing of Letters of Approval

In an effort to expedite the approval process of fire alarm systems in buildings affected by Hurricane Sandy and other premises requesting the expedited service, the Fire Alarm Inspection Unit will launch the fast-tracking processing and issuance of the Letter of Approval as follows:

1. Currently, the **Standard Service** of a Letter of Approval is completed within four (4) weeks after successful conclusion of the Final Inspection. Effective immediately, in addition to the **Standard Service**, the following option will be implemented for qualified commercial and residential fire alarm projects:
  - 5-Day Expedited Service** - The Letter of Approval will be processed within five (5) business days of receipt of the request for expedited service. The 5-Day Service Request must be submitted by 4pm on Friday.
2. Upon successful completion of the Final Inspection and correction of all deficiencies, the applicant may request an expedited service by submission of the following documents:
  - 2.1. A valid copy of Letter of Recommendation (**Form FA-9**); and
  - 2.2. Request for Expedited Service (**Form FA-18**); and
  - 2.3. Payment.

*Note: The expediting fee and any outstanding balance must be paid in full prior to the request being submitted for review. You must pay fees in person, with check, money order or cashier's check payable to NYC Fire Department at the Cashier's Office.*
3. The expedited service will be available only to the fire alarm systems affected by the superstorm and other construction projects involving Certificates of Occupancy.
4. Submittals that do not include all required documentation and payment will be denied and a resubmittal will be necessary to obtain a Letter of Approval.

5. In accordance with Section FC A03 (53) of the 2008 NYC Fire Code the charge for an expedited service will be calculated at the current approved overtime rate as follows:

5-Day Expedited Service                      \$315

6. Should you have any questions or if further clarification is necessary, please feel free to contact the Fire Alarm Inspection Unit Technical Support at (718) 999-2469.



Alex Spektor  
Director  
Fire Alarm Inspection Unit

**Attachments:**

1. *Expedited Service Request*, [Form FA-18](#).