



---

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

**Emergency Planning and Preparedness Group  
FSP Industry Notice # 1  
10/16/08  
Fire Safety Plan Examination  
for  
Office Buildings and Hotels  
and  
Associated Fee**

Ref: 29 NYC Admin Code §FC A03.1 45 Plan Examination  
§FC 105.2.3 Time Limitation on application  
§FC 404.4 Periodic review and revision  
RCNY §6-01(f) (8) Fire Drill and Evacuation in Office Buildings and Buildings

**A03.1 Permit and inspection fees.** The owner or applicant shall pay the following fees for permits, inspections, witnessing of tests, and other services. All such fees are per year, except when based on frequency of inspection or hourly rate, as indicated. Hourly rates are per inspector.

**45. Plan examinations**

<u>Review of fire safety and evacuation plan</u>	<u>\$210.00</u>
--	-----------------

**105.2.3 Time limitation on application.** An application for a permit or other approval shall be deemed to have been abandoned six months after the date of filing, unless such application has been diligently prosecuted or a permit or other approval shall have been issued; except that the commissioner may grant one or more extensions of time for additional periods not exceeding 90 days each if there is reasonable cause.

**404.4 Periodic review and revision.** Fire safety and evacuation plans and emergency action plans shall be reviewed and updated as necessitated by changes in staff assignments, use or occupancy, or the design and arrangement of the premises, but at least annually. An entry shall be made in the log book required by Section 405.5

documenting such review, and indicating the general nature of any amendments to be made to such plan.

**§6-01(f) (8) Fire Drill and Evacuation in Office Buildings and Buildings.** (8) In the event there are changes from conditions existing at the time the Fire Safety Plan for the building was approved, and the changes are such so as to require changes, an amended Fire Safety Plan shall be submitted to the Fire Department for approval.

---

### **Fire Safety Plans for Office Buildings and Hotels**

The New York City Fire Code is codified as Chapter 2 of Title 29 of the Administrative Code of the City of New York. It was adopted by New York with an effective date of July 1<sup>st</sup>, 2008. Subsequently, there is a \$210 fee required for the examination of a Fire Safety Plan (FSP). To be clear, the fee is for any first time submission of a FSP since 7/1/08. It also includes any FSP that, subsequent to an acceptance, is amended and submitted for examination. When considering FSP Amendments, understand all staffing changes must be noted in the FSP and be available for FD inspection but **are not** required to be submitted as an amendment.

Any new or amended FSP submitted which doesn't culminate in an acceptance must be resubmitted within thirty days. If the Department does not receive a response within six months the plan will be considered abandoned, as referenced in sec. 105.2.3 above, and will require a \$210 examination fee.

For more information regarding Fire Safety Plans and Emergency Action Plans see the **Emergency Planning and Preparedness section of the link below:**

[http://nyc.gov/html/fdny/html/units/fire\\_prevention/fire\\_prev\\_index.shtml](http://nyc.gov/html/fdny/html/units/fire_prevention/fire_prev_index.shtml)

Any questions regarding this notice may be forwarded to [evangej@fdny.nyc.gov](mailto:evangej@fdny.nyc.gov)

FDNY  
Bureau of Fire Prevention  
Emergency Planning and Preparedness Group