



FIRE DEPARTMENT

9 METROTECH CENTER BROOKLYN, N.Y. 11201-3857

BUREAU OF FIRE PREVENTION

Emergency Planning and Preparedness Group

FS/EAP Industry Notice # 03/11

Amendments to an Accepted Comprehensive (combined) FS/EAP

-Reference: 3 RCNY 404-01 section q (2) & (3)

The following explains when a plan needs to be amended and submitted for review and acceptance:

WHAT: Amendments (changes) to an already accepted comprehensive FS/EAP

WHEN: Immediately, after significant changes are made to the building's operation, occupancy or staff responsibilities that affect the plan. This includes design changes for a new or existing tenant that affects the plan.

Semi-annually for changes to the plans staffing.

(Do not submit changes for Wardens, Deputy Wardens or Searchers)

Submission to the FDNY Emergency Planning and Preparedness Group shall consist of following:

- A completed Form TM-1
- A cover letter describing the nature/reason for the submittal. It should provide an explanation of the revision(s) and delineate the pages that are affected.
- A paper copy of the revisions to the plan (amended pages only) in the "accepted format". Amended pages should have revision date on the lower right
- A new "Certification" page bearing the original signature of the owner and the revision date.
- If the amendments are for changes to floor plans, a single CD containing floor plans will be required.. The floor plans should be in DWG or DWF format.

This unit will review the amendments. When the amendments are deemed satisfactory an "Amended Plan Conditional Acceptance" letter will be sent. The filing representative will be instructed to submit the appropriate quantity of paper plans & two (2) CD's containing electronic copies of the amended plan and all floor plans in the accepted format. Additionally, an original signed "Amendments to an Accepted FS/EAP Verification of Accuracy" form.

An invoice will be sent to the owner of record for the time spent (\$210 per hr. max \$630). Upon payment of the invoice, a revised stamped Acceptance Letter will be mailed to the filing representative.

FDNY
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