



FIRE DEPARTMENT

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

BUREAU OF FIRE PREVENTION

Emergency Planning and Preparedness Group FS/EAP Industry Notice # 05/11

Rule 113-02 (d) (4)

404-01 (p) (3)

Letter of Confirmation

Letter of Deficiency

Amended Plan Letter of Deficiency

113-02 (d) (4) An applicant who has received a certificate of completion may serve as a fire safety director on an interim basis pending administration of the practical examination, for a period not to exceed six (6) months from the date of the certificate of completion.

404-01 (p) (3) Notice and correction of deficiencies. The Department will issue a letter of deficiency for a fire safety and evacuation plan that the Department determines is incomplete or deficient in any material respect. Such plan shall be amended and resubmitted to the Department within 30 days after the date of the letter of deficiency, unless the letter of deficiency authorizes a greater period of time. An amended fire safety and evacuation plan filed with the Department after the allowed time shall be treated as a new (original) filing.

The Comprehensive FS/EAP requires the EAP director or deputy to first be certified as a Fire Safety Director or Deputy. A delay in acceptance may result while certification is being attained. Therefore, when a plan is submitted without the required FSD certification, include a valid Letter of Confirmation. The deadline for re-submittal will be contingent upon the Letter of Confirmation and a “verifiable” FSD on-site exam date.

In the absence of a “verifiable” date the deadline will default to 30 days.

FDNY

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