



Battalion Chief Thomas J. Pigott – Chief of Technology Management
Office of Technology Management
Bureau of Fire Prevention



9 METROTECH CENTER – BROOKLYN, NY 11201

TECHNOLOGY MANAGEMENT BULLETIN # 03/2012R

Revised March 9, 2015

REFERENCE: Guidelines for Legalization of Existing Building Fire Alarm Systems

EFFECTIVE DATE: March 15, 2012

EXPIRATION DATE: March 15, 2018 unless revoked earlier for cause

The procedures set forth in this bulletin are the **minimum** requirements necessary to obtain the Letter of Approval for any **existing** building fire alarm systems installed pursuant to the 1968 Building Code or prior codes.

1. Existing Building Fire Alarm Systems

1.1. For simplicity and convenience, the Office of Technology Management has outlined the following four key directions to be followed in order to expedite the plan review and approval.

(A) Where the existing Fire Alarm System has been filed with the Department of Buildings but the plans have not been approved, follow the instructions below:

- Reinststate the original Plan/Work Application with the Department of Buildings;
- Submit the fire alarm design and installation documents for review and approval.

(B) Where the Building Information System does not reveal an applicable filing of the existing fire alarm system, but the *current* Certificate of Occupancy bear a record "Fire Alarm and Signal System," follow the instructions below:

- File Plan/Work Application (Form PW-1) as Alteration Type 2 with the Department of Buildings;
- Submit the fire alarm design and installation documents for review and approval.

(C) Where the Building Information System does not reveal an applicable filing of the existing fire alarm system and the *current* Building Certificate of Occupancy does not bear a record "Fire Alarm and Signal System," follow the instructions below:

- Obtain permission to legalize the existing fire alarm system by filing Form TM-4 with the Office of Technology Management. The supporting documents, signed and sealed by the Engineer of Record, shall include a narrative of the system functionality and conditions (equipment, wiring, initiating/notification devices & appliances, etc.) and a copy of the Certificate of Occupancy;
- After the above permission has been granted, file Plan/Work Application (Form PW-1) as Alteration Type 2 with the Department of Buildings;
- Submit the fire alarm design and installation documents for review and approval.

- (D) Where the Building Information System does not reveal an applicable filing of the existing fire alarm system and the Building does not have a valid Certificate of Occupancy, follow the instructions below:
- Obtain a Letter of No Objection from the Department of Buildings;
 - Obtain permission to legalize the existing fire alarm system by filing Form TM-4 with the Office of Technology Management. The supporting documents, signed and sealed by the Engineer of Record, shall include a narrative of the system functionality and conditions (equipment, wiring, initiating/notification devices & appliances, etc.) and a copy of the Letter of No Objection;
 - After the above permission has been granted, file Plan/Work Application (Form PW-1) as Alteration Type 2 with the Department of Buildings;
 - Submit the fire alarm design and installation documents for review and approval. The Engineer on Record shall identify the height and construction classification of the building, number of floors, use and occupancy load on the drawings.
- 1.2. Follow the Technology Management Bulletin **No.: 10/2009** for submission of the fire alarm design and installation documents.
- 1.3. Follow the Fire Alarm Inspection Unit Bulletin **No.: 06-01-11** procedures for scheduling inspection/test.
- 1.4. Recognizing the importance of maintaining a uniform alarm notification tone of a "*three-pulse*" *temporal* pattern in buildings throughout the City, the Office of Technology Management recommends phasing in the conversion of alarm signal with legalization of the existing fire alarm systems. For detailed instructions follow the Fire Alarm Inspection Unit Bulletin **No.: 01-02-12**.
- 1.5. All fire alarm systems legalized under this bulletin shall be connected for central station monitoring for issuance of a Letter of Approval by the Fire Alarm Inspection Unit.
- 1.6. A maximum period of one year from the date of legalization variance approval shall be permitted for the filing and inspection of the subject fire alarm system. The variance shall be expired and without effect afterwards.
2. Existing Sprinkler Monitoring Systems
- 2.1. Follow the Fire Alarm Inspection Unit Bulletin **No.: 03-15-15** procedures for legalizing existing Sprinkler Monitoring Systems.
3. Any applications for legalization of an existing fire alarm or sprinkler monitoring system expired and/or filed on or after March 15, 2018, *must comply with provisions of the current building code in effect.*