

THE CITY OF NEW YORK  
DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

DATE: December 8, 1980

TO: Deputy Commissioners Minkin, Parascandola, Dennis  
Kupfer, Borough Superintendents, Polsky, Cox  
FROM: Irwin Fruchtman, P.E. Commissioner

SUBJECT: Fire Protection Plan Submission

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Commencing immediately, we will require the submission of a Fire Protection Plan report for buildings with the characteristics listed below. The Fire Protection Plan report is intended to present, in a concise report format, the basic fire protection-structural and non-structural - systems used in the structure and the rationale behind the design. While the Codes spell out minimum requirements, it is clear that in too many instances they are used as the only rationale for a design, and too little systematic thought is given to the problem. It is especially important that in the mixed occupancy structures built today - such as retail-office-residential, office-residential, retail-conference-hotel, institutional-residential or similar combinations that there be a systematic look at the relationship between these occupancies and the adjacent occupancies (horizontal or vertical) or atrium areas. The report should cover the following:

1) Introduction

Description of building occupancies and construction classification. Arrangement of uses, cross sections and plans showing floor layout and relationship to streets.

2) Fire Protection Plan Elements

- a) Structural and Fire Separation Rating  
Hazardous space control
- b) Egress arrangement and size, Exit time study
- c) Fire Safety Plan/Management  
Detectors, Alarm, Public Address, Communication, etc.
- d) Suppression Systems, Extinguishers
- e) Smoke Control and Venting  
Pressurization
- f) Material Flame Spread Control  
Toxicity of contents control
- g) Other systems

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Buildings which require a Fire Protection Plan

1. Hotels or Motels
2. Office Buildings (E) greater than 50,000 sq.ft.
3. Mixed retail and residential with greater than 50 units of housing
4. Institutional or community facility with greater than 10,000 sq.ft. area in combination with 50 or more units of housing.
5. Mixed retail, office and residential or hotel buildings
6. Buildings with Atriums
7. All Educational, Institutional and Residential (J 1 ) occupancies
8. Others as required by Department of Buildings

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