Updated February 2026

EPPG FAQ

1. **Can EPPG expedite Fire Safety, Emergency Action, or Fire Protection Plans?**
   No. EPPG does not have the authority to expedite the review of Fire Safety Plans (FSP), Emergency Action Plans (EAP), or Fire Protection Plans (FPP). To maintain the technical integrity of our safety evaluations and to ensure a fair process for all applicants, EPPG adheres to the following review standards:
   - First-Come, First-Served: All plans are processed strictly in the chronological order in which they are received.
   - Policy of Equity: No project, individual, or entity is granted priority or "fast-track" status over other pending submissions.
   - Comprehensive Review: Every plan undergoes a rigorous safety assessment that requires a standard amount of time to complete.

   Recommendations for Applicants

   To avoid project delays, we strongly advise the following:
   1. Early Filing: Submit your plans as early as possible in your project timeline to account for standard processing queues.
   2. Complete Documentation: Ensure all submissions are thorough and accurate. Incomplete plans or those requiring significant corrections will experience longer turnaround times due to the resubmission process.
   3. Status Tracking: Please utilize our official portal to monitor the progress of your filing.

2. **What is the difference between supporting documents and system generated output documents?**
   Supporting documents are documents specific to the application type, such as Floor Plan, Riser Diagram, Site Plan, etc. which must be uploaded as part of the application submission. Supporting documents to be uploaded (mandatory/optional) are listed in the **Supporting Documents** page for each application and category.

   As an applicant, you will enter all data into the web form. After submission, the system will generate all necessary output documents.

   System-generated **Output Documents** do not contain the "DRAFT" watermark and can be downloaded and provided to Building Owners once the Plan (or Amendment) has been issued a Letter of Acceptance / Amended Letter of Acceptance.

   System-generated **Output Documents** are the PDF forms such as Appendix D, Table 1, etc. that are generated by the system after Application submission and/or when any revisions to the application are submitted. To access the System-generated **Output Documents**, open the Record ID Link for your application, select "Supporting Documents" under the "Record Info" dropdown menu and navigate to the bottom of the screen to view and/or print the **Output Documents**. See the latest version of the FDNY Business User Guide for complete instructions.

3. **Can I upload the system generated Output Documents that I filled out?**
   No. Documents such as BIC-A, Appendix D, and any tables or attachments, should not be filled out separately and uploaded to the portal. We do not check these documents, and they may create confusion in the plan you have submitted. Keep in mind that uploaded documents cannot be deleted.

   If you receive a Letter of Deficiency (LOD) for any of the documents (excluding diagrams such as Site Plan, Riser Diagram, Floor Plans, etc.), you must update the appropriate information in your application. You can only upload your own supporting document when there is a modified BIC-A (more than 13 elevators or stairways that cannot be grouped together). If you have any issues with updating information online, please contact FDNY Business Support: FDNYBusinessSupport@fdny.nyc.gov

4. **I have more than 13 stairways and/or elevators that cannot be grouped together, what should I do?**
   In this case, try your best to have no more than 13 rows of either stairways or elevators. Stairways/elevators that serve the same floors can be grouped together to save space. Otherwise, you must upload your own BIC-A because the system is currently limited to 13 rows.

5. **I received a deficiency for not having the Building Owners' information filled out for Appendix D, but I filled in this information online. What do I do?**
   Fill out the section for Building Representative's information. You may have to delete the previous information and manually enter the new data.

6. **I received a deficiency for the System Water Source in BIC-A, but the section is grayed out, and I cannot add the information. What do I do?**
   Under Non-Water Fire Extinguishing System, select YES. In that form, type in N/A. You will then be able to fill out the System Water Source box.

7. **Can I upload my site plan, floor plans and other diagrams on one PDF document?**
   Yes. The floor plans, site plan and riser diagram(s) ONLY are to be uploaded in one file as per Industry Notice #1 of 2024. The elevation diagram/plot plan is still to be uploaded as an individual file. All drawings must also adhere to the FDNY EPPG Naming Convention found in the instructions.

8. **Can I put both the marketing floor names and construction floors on the documents in my plan?**
   No. Please only use the marketing floor names, or the exact names of the floors, throughout your Fire Safety Plan. If you call the first floor: Lobby, Ground, Terrace, etc., then please use consistent floor names for all floors throughout the plan.

   If you skip a floor number in a sequentially numbered building, then you must annotate this in the floor numbering column on your Elevation Diagram in BIC-B. You must also leave this floor completely out of your floor plans. For example, if your building has the 13th floor skipped, then do not name the 14th floor plan, FL-13. Just leave that floor plan out completely. We do not accept plans that use dual marketing/construction floors in the floor naming. We also do not accept plans that use the floor plan file name in the floor naming. For example, do not reference your Cellar level as A-7 on your BIC-B.

9. **I am submitting a Fire Safety Plan but only for an occupancy within a larger building. Do I have to submit all the floor plans of the other floors that are not a part of the plan?**
   Yes. Submit the floor plans for the entire that shows the entire building in all aspects of the plan. However, on the Elevation Diagram and Plot Plan in BIC-B, you must annotate which parts of the building are a part of the fire safety plan. Additionally, in Appendix A-3, Table 1 annotates which floors are not a part of the fire safety plan. The floors that are not a part of the fire safety plan can be grouped together in Table 1.

10. **Can I submit a PW1A for proof of occupancy?**
    No. You can only submit the Schedule A, a current Temporary Certificate of Occupancy (TCO), the Certificate of Occupancy or a Letter of No Objection for proof of occupancy.

11. **Why is my EPPG application status "Abandoned Application"?**
    As per Section 105.2.3 of the New York City 2014 Fire Code (FC), “An application for a permit or other approval shall be deemed to have been abandoned 180 calendar days after the date of filing, unless such application has been diligently prosecuted". Applications will be set to Abandoned status, if an applicant does not respond to a negative result, "Letter of Deficiency" or “Required Additional Information”, within 180 days. Applications in Abandoned status cannot be reinstated, and new filing is required. Once an application has been abandoned, you will need to file a new application and pay any applicable fees to proceed.

12. **Why is my EPPG application status "Pending Fees” although I paid when I submitted it?**
    As per Section 105.2.3 of the New York City 2014 Fire Code (FC) The application period is 180 days; except that the Commissioner may grant one or more extensions of time for additional periods not exceeding 90 calendar days each if there is reasonable cause. If the application is pending for more than 180-day assigned period, the applicant will be charged a reinstatement fee for an additional period of time and will be required to pay the additional fees on the account to reinstate it.