



DEPARTMENT OF BUILDINGS  
EXECUTIVE OFFICES  
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**OPERATIONS**  
**POLICY AND PROCEDURE NOTICE # 7/91**

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To: Distribution  
From: Barry G. Cox  
Date: 5 March 1991  
Subject: Plumbing Work Filed on the BIS System

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**Purpose:** To establish guidelines for plumbing work filed on the BIS System.

**Effective Date:** Immediate

**Specifics:**

For all plumbing work, except PRAs, a PW1 should be filed.

The following are examples when additional paperwork may be required.

**Ansul (CO2) Systems**

When an Ansul System (CO2) is filed in conjunction with any other plumbing work then a PW1B shall be filed. This work does NOT require the filing of two separate PW1B forms.

**Standpipe**

Standpipe work (SD) shall be filed on the PW1 form. When there is no connection to the water supply only one permit is needed for the Standpipe (SD) work.

When a connection to the water supply is made on standpipe work then Plumbing (PL) as well as Standpipe (SD) must be indicated on the PW1 and one PW1B form. In this case two permits must be obtained, one for the Plumbing (PL) and one for the Standpipe (SD).

The PW1 and PW2 shall be forwarded to the Plumbing Division by Application Processing.

The Plumbing Division shall enter its "sign-off" in the "Other Approvals" area on page 4 of the PW1.

✓ Application Processing shall be responsible for forwarding copies of the PW1, PW1B and PW2 to the local Fire Department once a Standpipe (SD) permit is issued.

### Hose Cabinets

All work involving Hose Cabinets shall be filed as Standpipe (SD) work type on the PW1 form.

If a connection to the water supply is made then Plumbing (PL) as well as Standpipe (SD) must be indicated on the form. In this case two permits must be obtained, one for the Plumbing (PL) and one for the Standpipe (SD).

### Boilers

Gas fired boilers require a Plumbing (PL) work type filed on a PW1 with a PW1B.

Oil fired boilers require a PW1C (but not a PW1B).

For those boilers which are both oil and gas fired Plumbing (PL), Boiler (BL) and Fuel Burning (FB) work types with their respective PW1B's and PW1C's must be filed on a PW1 form.

### Repiping

For a repiping Plumbing (PL) work type must be filed. Depending upon the nature of the job, a Construction - Other (OT) work type may also be filed upon review of the plan examiner.

### Sprinklers

When no connection to the water supply is being made the sprinkler application may be filed as a Sprinkler (SP) work type with a PW1B.

Where a connection to the water supply is being made then both a Sprinkler (SP) and Plumbing (PL) work type with the PW1B is required. This will generate two separate permits.

When the sprinklers are filed with any other plumbing work, two separate PW1B forms are not required.