



**FDNY**  
www.nyc.gov/fdny

Effective March 31, 2020

Rev. 4/3/2020 (+TM-4/no ARCS plans by email)

\*\*Temporary submission procedures are subject to revision.

## **Temporary Procedure for Plan Intake Unit during COVID -19**

*Fire Alarm Plans (see 2. below)*

**\*NOTE:**

*Please keep in mind that electronic submissions/acceptance does not mean that your plan review will be expedited for review by Plan Review Unit.*

In order to meet immediate health safety concerns, we are implementing temporary procedures to accommodate submission of plans and resubmissions.

At this time, the plans and resubmissions will be accepted by email\* by the Plan Intake Unit. These procedures can be used with the following plans:

- TM-1 (Tech Mgmt. Plan Examination – Fire Suppression, New Technology)
- TM-R2 (Rangehood)
- TM-4 (Tech Mgmt. Tech. Assist)
- TM-5 (Rooftop Access)
- BFP-MOD (Modification/Variance)

**Fire alarm and ARCS plans do not qualify for email Submission. See below for submission instructions.**

### **1. Submission by Email:**

#### **A. Scan/Email**

Forms, Plans and supporting documents (*except Fire Alarm and ARCS*) can be scanned and submitted by email in PDF format only to [Plan.Intake@fdny.nyc.gov](mailto:Plan.Intake@fdny.nyc.gov)

Please note:

Electronic plans must have a stamp and an actual signature (typed signatures will not be accepted)

Email file size is limited to 20 MB. Files larger than 20MB must be separated and sent in separate emails. Please identify related emails in the subject line and file name with address and number of documents (*For example: 1 of 3, 2 of 3, 3 of 3, etc...*)

When your plan is received, it will be reviewed by Plan Intake Personnel.

#### **B. Plan Intake Accepted:**

If all requirements are met in the application:

- FPIMS account will be created
- You will receive a letter with instructions on how to submit payment.

**Fire Department, City of New York**

9 MetroTech Center, Brooklyn New York 11201-3857

**C. Plan Intake Rejected:**

If the necessary requirements are not met:

- You will receive a rejection notice by email requesting the missing documentation or to correct the error identified.

**2. Fire Alarm and ARCS Plan Submissions**

**A. Submissions:**

Hard copy of signed/sealed forms, plans and supporting documents are required.

Plans will be accepted at Windows 18 - 20 only on Thursdays between the hours of 8am -12:00pm.

**B. Resubmissions:**

Can be submitted at Window #16 on Tuesdays and Thursdays 9:30am-11:30am

*\*Hours Subject to Change*

**Questions**

If you have any questions about this temporary submission process, please email [Plan.Intake@fdny.nyc.gov](mailto:Plan.Intake@fdny.nyc.gov)

# Plan Submission Instructions by Submission Type

Fire Alarm and ARCS Plans accepted in person only on Thursdays 8am-12pm

## New Submissions

1. Scan signed/sealed application, plans and supporting documents.
  - a. *electronic plans must have a stamp and an actual signature (typed signatures will not be accepted)*
2. Email PDF file(s) (20 MB) to [Plan.Intake@fdny.nyc.gov](mailto:Plan.Intake@fdny.nyc.gov)  
*Include Address in Subject of Email.*
3. Receive email with FPIMS Account number and instructions on how to submit payment.

## RESUBMISSION WITHIN 6 MONTHS OF OBJECTIONS

1. Scan objections, signed/sealed application, plans and supporting documents.
  - a. *electronic plans must have a stamp and an actual signature (typed signatures will not be accepted)*
2. Email PDF file(s) (20MB) to [Plan.Intake@fdny.nyc.gov](mailto:Plan.Intake@fdny.nyc.gov)  
*Include Address and FPIMS number in Subject of email.*
3. An email of the FPIMS print out will be sent.

## RESUBMISSION AFTER 6 MONTHS OF OBJECTIONS

1. Scan objections, signed/sealed application, plans and supporting documents.
  - a. *electronic plans must have a stamp and an actual signature (typed signatures will not be accepted)*
2. Email PDF file(s) (20MB) to [Plan.Intake@fdny.nyc.gov](mailto:Plan.Intake@fdny.nyc.gov)  
*Include Address and FPIMS number in Subject of email.*
3. Receive email with FPIMS Account number and instructions on how to submit payment.