



## FAQ\*

# For the Changes with Local Law 195

\*Subject to modification – 053119-1

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### Filing Procedures

1. Will there be new or modified application forms?
  - Yes, see our new TM-R2 for Rangehood Fire Suppression, TM-1E for Emergency Planning and Preparedness Group plans, new TM-1 for Fire Alarm plans, alternate Non-Water Fire Suppression systems and more.  
<https://www1.nyc.gov/site/fdny/business/all-certifications/plan-review.page>
2. What is procedure for change of engineer?
  - File an updated TM application form and pay a new fee to be applied to the same FDNY FPIMS Account Number.
3. Can fees and charges be paid online such as with City Pay?
  - No, not at this time.
4. Are places for worship, private schools and nonprofit organizations exempted from filing fees?
  - No. City agencies and SCA are exempted, when filed directly. Applicant of record must be a P.E. or R.A. employed by NYC agency or SCA.
5. Filing Fee and Document Processing Fee, provide one check or two?
  - You may supply 1 check or multiple check as long as the total equals the the correct amount. Checks, money orders and credit cards are accepted. Cash is not accepted.
6. Is owner's signature required on TM-1 applications?
  - Yes, see Section 17 of our New TM-1 form for property owner signature.
7. If the TM-1 is originally signed by the owner, and needs to be amended, do we need a new original TM-1 with owner's signature?
  - Applicants shall keep a copy of the signed TM-1 and resubmit the signed copy when there are amendments under the same scope of work.
8. How do I amend plans after approval and what fees do I pay?
  - File new TM application form: pay plan examination fee and document process fee to be applied to the **same** FDNY FPIMS Account Number in which application is approved.
  - TM-1 Applications Section 8: Select Post Approval Amendment (PAA)
  - TM-1E Applications Section 10: Select Post Approval Amendment (PAA)
  - TM-R2 Applications Section 5: Select Amended plans and list FPIMS No.



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9. Are Asbestos reports (i.e. ACP-5) required to be submitted?
  - Yes, see section 12 of the new TM-1 form and Section 9 of new TM-R2. These will be the same requirements as previously requested from DOB PW1 form.
  - For all DEP ACP Forms, work on floor(s) must match the work on floor submitted in FDNY application. Description on DEP ACP form can be inclusive of proposed work on FDNY application.
  
10. My building has Landmark status, what do I have to provide on my TM-1 application?
  - For Interior Landmarks: Provide Landmarks Approval
  - Individual Landmarks & Buildings in Historic Districts: Provide following statement on separate paper sealed and signed by P.E./R.A. OR on plans sealed and signed by P.E./R.A  
*“Scope of work is under exemptions for Landmarks approval and the exterior will not be altered in any way.”*
  
11. Is FDNY able to accept letters from the Landmarks Preservation Commission (LPC) stating that fire suppression and fire alarm applications are exempt from LPC review?
  - The acceptable documents are listed in the detailed instructions of the TM-1 application. For Interior Landmarks: Provide Landmarks Approval
  - Individual Landmarks & Buildings in Historic Districts: Provide following statement on separate paper sealed and signed by P.E./R.A. OR on plans sealed and signed by P.E./R.A  
*“Scope of work is under exemptions for Landmarks approval and the exterior will not be altered in any way.”*
  
12. With no DOB PW-1, will FDNY be issuing job numbers?
  - The FDNY FPIMS # will constitute as the Project Number. Applicants are directed to keep a copy of the receipt page to refer to when resubmitting any revised plans or for FDNY PAAs.
  
13. Will PAA’s still be required to be filed and if so in what cases?
  - Yes, post approval amendments are still required to be filed when necessary. Example: Once Application is approved, changes made by the design professional or as built plans varies from approved plan, a FDNY PAA is required. Provide FDNY FPIMS # when submitting for PAA.



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14. With no PW-3, will there be a requirement to include estimated cost?
  - No, Fire Department charges a flat fee for document processing and plan examination as per fee schedule. It does not charge per cost of project, so there is no requirement to include estimated cost.
15. With no PW-7, Is Letter of Completion still issued?
  - No, inspection approval will constitute as project completion.

#### General Questions

1. We assume that existing applications filed before June 2, 2019 are unaffected; still go through DOB & FDNY; and are signed off under the current procedures?
  - Yes.
2. Where do we pre file?
  - Pre filing is not available.
3. Are we using b-scan stickers?
  - B-Scan stickers are only available at DOB process, no stickers at FDNY.
4. Do we still set up Fire Alarm Inspections on 3<sup>rd</sup> floor, 9 Metrotech?
  - Yes, inspection scheduling remains the same procedure for Fire Alarm, Rangehood, and Non-water Fire Suppression systems.
5. Will the document postings still be on the DOB BIS system?
  - Jobs filed prior to June 2, 2019 will be available on DOB BIS system.
6. Is it possible to maintain plan review document status in DOB BIS until FDNY system in place?
  - Only for Jobs filed prior to June 2, 2019, applicants may view status on DOB BIS.
7. Will FDNY provide history of documents online?
  - Not at this time, in the near future.
8. Will related FDNY variances, fire pump approvals or FDNY violations be posted online?
  - No, these documents will not be posted on FDNY website.



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9. How can I check my application status for Fire Alarm, Rangehood, Non-water Fire Suppression and Fire Protection Plans?
  - Check the link below for status update for new plans such as; Assigned to Plan Examiner, Approved, Disapproved after June 2<sup>nd</sup>, 2019. <https://www1.nyc.gov/nycbusiness/status/licenses-permits>
10. Can the plan review status/objections be sent to the applicant and filing representative upon status change?
  - Yes, an email will be sent to the applicant and filing representative of the plan review status change.
11. With the new procedure, will plan examination turnaround improve?
  - In the near future we foresee improvement due to the removal of additional step requirement of filing at DOB. Of course, in this period of transition the improvements to the turnaround time may not be felt.
12. How long is the Project Authorization permit good for?
  - For two (2) years and renewable.

#### Fire Alarm Applications

1. Will any thing show up in DOB BIS for New FA's?
  - No, check the link below for status update for new plans such as; Assigned to Plan Examiner, Approved, Disapproved after June 2<sup>nd</sup>, 2019. <https://www1.nyc.gov/nycbusiness/status/licenses-permits>
2. What is the procedure for filing a Fire Alarm Post-Approval Amendment (PAA) for original applications filed prior to June 2<sup>nd</sup> 2019?
  - Any application that is originated at DOB should follow current procedure for filing PAA. Open a PAA at DOB then submit entire package with TM-1 form. Current/existing TM-1 form can be used if available. If new TM-1 form is utilized then the landmark, asbestos and flood hazard areas sections are not applicable.
3. Do we still pick up and resubmit Fire Alarm plans at Window #16, 1<sup>st</sup> floor of 9 Metrotech Center, Brooklyn ?
  - Fire Alarm Plan pick up and resubmission will remain at Window #16.



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4. What are window #16 hours?
  - Window #16 Hours: Monday to Friday 9:30am - 12pm. All individuals must take an “S” ticket in the window waiting area. Last “S” ticket is given out at 11:30am.
5. Who can pick up Fire Alarm plans?
  - Individuals listed on the TM-1 including: Applicant of Record with professional identification, the Filing representative(s) with accompanying FDNY Certificate of Registration for Expeditor Identification or owner with valid government identification.
6. Where would we submit Fire Alarm as built plans?
  - Submit Fire Alarm as built plans when you schedule Fire Alarm Inspection.
7. How can I contact the Fire Alarm plan examiner for technical questions?
  - Every letter of objection issued will have the Fire Alarm plan examiner name and phone number available for **technical** questions.
8. Where do we dear ch65 PAA and signoff?
  - If job is filed at DOB before June 2, 2019, PAAs and sign off must be obtained through DOB.
9. Will DOB CCD1 Predeterminations and determinations still be accepted and honored by the FDNY?
  - Yes, it will be accepted.
10. Will a Letter of No Object from the DOB still be required where there is no C of O for the address of the job to be filed?
  - Yes. It will be required.
11. Will brown field and flood zone requirements apply as before to jobs filed with the FDNY?
  - Flood Hazard Area Required for Fire Alarm Applications. See Section 14 on TM-1. If yes, provide statement on plans; “Design is in compliance with NYC DOB Building Code Appendix G.”



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12. Will the Letter of Approval process now take a must faster pace as to get them and have them posted on the internet?
  - The Fire Alarm Inspection Letter of Approval will continue at the current pace. The unofficial letter will continue to be posted on the FDNY site, official copy will be mailed.
13. Will Letters of Defect now be posted on the internet to see?
  - No, not at this time.
14. How do I file for Fire Alarm ARCS (Auxiliary Radio Communication System) on the TM-1 Application?
  - On the TM-1 Section 2, select Choice 1: Fire Alarm/Fire Suppression (electrical). Applicant has two payments and filings: (1) Initial Filing and Plan Approval of ARCS System, (2) for Commissioning Test Report [After Installation and Testing].
  - For each type of filing, you file the TM-1, pay plan examination fee, pay document processing fee, in TM-1 Section 10 (Job Description) indicate type of ARCS filing and provide all required documents.
  - When resubmitting plans, provide the previously issued FDNY FPIMS Account # (as well as DOB Job Number if system was filed with DOB before June 2, 2019).
15. I am an applicant/filing rep. I lost my approved stamped copy of Fire Alarm plans. How can I get another approved stamped copy?
  - File New TM-1 with same FDNY FPIMS Number, pay application fee, pay document processing fee and submit plans signed and stamped by P.E./R.A. It will be reviewed, restamped, and the processing time will be the same as standard review.
16. I do not have a DOB Certificate of Occupancy or Approved Schedule A for my building, what can I provide in lieu of these documents?
  - In order to process Fire Alarm Plans, you must submit a Certificate of Occupancy or an approved Schedule A or a letter of no objection from Department of Buildings.



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### Rangehood Fire Suppression Applications

1. Where do I file ductwork, ventilation, or gas valve work in relation to my Rangehood Fire Suppression system?
  - You must file ductwork, ventilation, or gas valve work at Department of Buildings. On the FDNY TM-R2 Application, provide any related DOB job filings.
2. What is changing when filing for new systems directly with FDNY?
  - File new TM-R2 form; complete all sections including Asbestos Abatement Compliance and Property Owner Statement. Provide a copy of the either DOB Certificate of Occupancy or approved Schedule A.
3. Who can file for new Rangehood Fire Suppression systems?
  - Licensed Professional Engineers, Registered Architects and Licensed Master Fire Suppression Contractors\* can file for new systems.  
\*As per LL195: “Design and installation documents for pre-engineered fire extinguishing systems for commercial cooking systems may be prepared by a licensed master fire suppression piping contractor.”
4. I am filing amended rangehood plans due to a Violation Order, what do I need to provide in my application packet?
  - Provide a copy of the violation order. In TM-R2 Section 5, select amended plans and provide FPIMS Number original application was approved under.
5. Where can I pick up Rangehood plan approval and what are the pick-up window hours?
  - Window #17, 1<sup>st</sup> floor of 9 Metrotech Center, Brooklyn, NY 11201.  
Starting June 3, 2019, pick-up window #17 hours are increased from 3 days a week to 5 days a week, Monday to Friday 9am to 11am.
6. Who can pick up approved Rangehood plans?
  - The Filing representative with accompanying FDNY Certificate of Registration for Expeditor Identification listed on the TM-R2 application.



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### Non-water Fire Suppression Applications

1. When filing a clean agent system, 2 filings were necessary. 1 for mechanical (FP) and 1 for electrical (FA). Will they now open 2 FPIMS accounts?
  - Yes, 2 filings and 2 FPIMS accounts are required. The electrical application requires proof of mechanical approval prior to electrical approval.
2. Since there is no pick up window for alternate non-water Fire Suppression applications, how can I get my approved plans and track the delivery?
  - When submitting your application, provide a prepaid self-addressed envelope (10"x13" size or larger) with tracking stamp for approved plans to be mailed.
3. I am an applicant/filing rep. I lost my approved stamped copy of non-water fire suppression plans. How can I get another approved stamped copy?
  - File New TM-1 with same FDNY FPIMS Number, pay application fee, pay document processing fee and submit plans signed and stamped by P.E./R.A. It will be reviewed, restamped, and the processing time will be the same as standard review.

### Fire Protection Plan Applications

1. I am filing a Fire Protection Plan; do I need to provide any DOB related Job Numbers in my application?
  - Yes, you need to provide the DOB Job Number and copy of PW 1 for the related DOB construction application.
2. Do we still resubmit Fire Protection Plans at window # 8?
  - Yes. Additional options: a new intake unit by window # 16 area. You have to see greeter that will assign you a ticket and will help you with the new procedure.