



# FDNY

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Technology Management  
Bureau of Fire Prevention

## **Office of Technology Management Bulletin # 02-09/2020 Revision 1 Filing procedures for requesting expedited FA Plan Examination unit reviews**

**Issuer:** Thomas J. Pigott – Chief of Technology Management  
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**Effective Date:** Immediately  
**Purpose:** To establish a guideline which may result in an expedited plan examination for Fire Alarm plan resubmissions

**This bulletin establishes a procedure in which applicants can request an expedited review based on outstanding objections after the initial review of fire alarm plans.**

Once the application has already been resubmitted, the applicant/expeditor may request an expedited review through FDNY customer service center via [FDNY.BusinessSupport@fdny.nyc.gov](mailto:FDNY.BusinessSupport@fdny.nyc.gov) for applications with three (3) or less outstanding objections issues within a sixty (60) day period. The applicant of record shall provide a signed and sealed statement indicating that changes to the FA application are solely to comply with the issued objections and no changes were made to the FA application and plans other than those related to complying with the objections issued by the plan examiner. A copy of this statement along with the latest objection letter shall be provided to the FDNY customer service center as well as made part of the resubmitted package.

Upon validation by the administrative staff, the application will be forwarded to the FA Plan Examiner and supervisor for consideration of an expedited review.

*Note: If the application is determined not acceptable for an expedited review request based on the resubmitted package or supporting documents provided, then it shall be denied and placed back in the queue through the normal resubmission process.*

**The determination in which an application is acceptable for an expedited review status is based on the set of objections issued to the application, the following type of applications shall not be granted an expedited review process.**

1. Applications with pending TM-4/CCD-1 or similar determinations (which may impact the scope of work upon approval of such documents).
2. Applications with objections indicating that the scope of work is not clear.
3. Applications which reflect changes in scope of work after the issuance of the prior objections. To be determined by the FA Plan Examiner.
4. Applications issued with objections for large discrepancies associated with the filing process, (keywords: withdraw this application, file under a separate application, this filing is not applicable due to..., etc.).

**Note: Acceptance of an expedited review request does not guarantee plan approval/acceptance.**