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Fire Alarm Inspection Unit
Bureau of Fire Prevention

Fire Alarm Inspection Unit Bulletin # 04-12-2023 Fire Service Access Elevator Annunciator and Associated Equipment

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This bulletin outlines procedures involving the installation of the Fire Service Access Elevator (FSAE) Annunciators and associated equipment. This requirement is ONLY for buildings which are required to have Fire Service Access Elevators as per the New York City Building Code. Many buildings obtained plan approval and/or final approvals of the building fire alarm system without this key component. The Department of Buildings published rules 1 RCNY 3007-01, 3007-02, and modified 3616-04 effective 2/19/2023 which addressed this issue. These rules describe the guidelines and procedures for the installation of these annunciators and associated devices. This bulletin outlines how to apply these rules and obtain approval from the Fire Department of the city of New York.

A. Applications which obtained plan approval prior to 2/19/2023

Installations without this annunciator will result in an item on a notice of defect to install this annunciator.

a. Partial Letter of Approval

Applications where the only item remaining on the notice of defect is the FSAE Annunciator may opt for a partial letter of approval to extend the time to install this annunciator. This option will require approved plans showing the annunciator. If approved plans do not show the annunciator, a post approval amendment (PAA) will be required. Once the plans are approved and a notice of defect is issued, a reconsideration may be requested. The approved reconsideration will result in a partial letter of approval with an expiration date of 2/19/2026.

The form necessary to request a reconsideration is available at:

<https://www.nyc.gov/assets/fdny/downloads/pdf/business/faiu-03-request-for-reconsideration.pdf> and shall be emailed to faiu@fdny.nyc.gov.

Once installation is completed, the client must request an inspection to obtain final approval.

- b. If a Post-Approval Amendment is filed at any time for any reason, the annunciator design must be shown on the amended plans.

B. Applications which are not yet approved in plan review

- a. Any application submitted prior to 2/19/2023 which is ready to be approved may be approved with a stipulation to install the annunciator prior to inspection. If the annunciator panel and associated devices are installed and code compliant at the time of inspection, the FSAE annunciator shall be reflected on the as-built. If not, they may follow the above referenced in section "A".
- b. Any application which was submitted prior to 2/19/2023 and is receiving a letter of deficiency will be required to show this annunciator on the plans.
- c. Any application submitted after 2/19/2023 must have this annunciator shown on the plans.

C. Applications which have letters of approval without the annunciator panel

- a. Any application that has been inspected and approved without this annunciator panel will have to file a fire alarm application for additions to the system for installation of the FSAE annunciator panel. Once plans are approved and project authorization is obtained, the system will be installed and inspected. This would result in a letter of approval solely for this FSAE annunciator panel.

NOTE: Existing system installations which are unable to comply with the design outlined by the rule as written can submit a request for a variance by filing a Fire Alarm Variance application (TM-4) with an alternative design for review and determination. This must be filed and approved prior to inspection, otherwise the installation would be subject to a violation order.