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Office of Technology Management
Bureau of Fire Prevention



9 METROTECH CENTER – BROOKLYN, NY 11201

TECHNOLOGY MANAGEMENT BULLETIN # 05-2/2013

CLEAN AGENT FIRE EXTINGUISHING SYSTEMS: FILING PROCEDURES AT FDNY

I. SUBJECT

This document clarifies the application process and pertinent information required when submitting an application for the installation of Clean Agent fire extinguishing systems.

II. APPLICABLE CODES AND REGULATIONS

As per New York City Fire Code Section 105.4, all Clean Agent fire extinguishing system installations shall be submitted to the Fire Department for review. Clean agent fire extinguishing systems shall be installed, periodically inspected, tested and otherwise maintained in accordance with the New York City Fire Code Section 901, Section 904.1.1, Section 904.4, NFPA 2001 as modified by Appendix B, and New York City Building Code Section 907.

III. INITIAL FILING WITH THE DEPARTMENT OF BUILDINGS

Prior to submitting an application with the Fire Department, two separate PW-1 applications (regarding Suppression and Alarm portions) shall be completed and submitted to the Department of Buildings.

A. SUPPRESSION

On PW-1 Application:

1. Section 5 "Job/Project Types" - indicate **Alteration Type 2**.
2. Section 6 "Work Types" - indicate **FP – Fire Suppression**.
3. Section 11 "Job Description" – **Installation of clean agent system fire suppression system**.

B. ALARM

On PW-1 Application:

1. Section 5 "Job/Project Types" - indicate **Alteration Type 2**.
2. Section 6 "Work Types" - indicate **FA – Fire Alarm**.
3. Section 11 "Job Description" – **Automatic Smoke/Heat/Flame detection Fire Alarm System for Clean Agent Fire Suppression System**.

A Building Information System Job Number (BIS) will be assigned to each individual application. The BIS Job # for each application shall be available on DOB's website before any documentation is submitted to the Fire Department.

IV. SUBMITTING AN APPLICATION WITH THE FIRE DEPARTMENT

Two separate applications shall be submitted to the Fire Department, one for the suppression portion of the extinguishing system and one for the fire alarm. All applications shall be completed and signed by a registered design professional. All pertinent documentation shall be submitted to FDNY headquarters at 9 MetroTech Center, Brooklyn NY 11201. Applications may be submitted to Window #8 between the hours of 9:00AM and 3:00PM on regular business days.

A. SUPPRESSION

When submitting an application, all the following documentation shall be provided:

1. Completed TM-1 Form (Application for Plan Examination) signed by a design professional. All sections shall be completed. The TM-1 can be found at the Fire Departments web site:

http://www.nyc.gov/html/fdny/pdf/fire_prevention/otmb_tm_1.pdf

Under **Design and Installation Documents Submitted to – Technology Management:** Check the box stating “As per FC 105.4”

2. A non-refundable plan examination fee of \$420.
3. Three sets of 24”x36” plans stamped by a registered design professional indicating all additional supporting information including hydraulic calculations.

NOTE: Hydraulic calculations shall be stamped by the registered design professional.

The fire suppression application will be issued a tracking number and assigned to a plan examiner for review. The examiner assigned to the application will review the submitted documents and recommend whether the application shall be approved or objected.

a. IF APPLICATION IS APPROVED: An official FDNY letter and approved plans will be mailed to the applicant of record as noted in the Application for Plan Examination.

b. IF APPLICATION IS OBJECTED: An objection letter will be issued and mailed to the applicant stating the necessary changes or additional information required to render the application approvable. Revised plans or additional information can be submitted through Window #8 and do not require additional fees if resubmitted within 6 months.

B. ALARM

When submitting an application, all the following documentation shall be provided:

1. Completed TM-1 Form (signed by a registered design professional.)

Under **Design and Installation Documents Submitted to – Technology Management**: Check the box stating “Fire Alarm/Emergency Alarm”

2. A non-refundable plan examination fee of \$420.
3. Two sets of plans, one 11”x17” size and one 24”x36”. Plans shall be signed and stamped by a registered design professional and shall include **all** pertinent supporting information.

The fire alarm application will be issued to a plan examiner for review. The examiner will review the submitted documents and recommend whether the application shall be approved or objected.

a. IF APPLICATION IS APPROVED: The **Job Status** of the application under DOB’s Buildings Information System (BIS) will be updated to “PERMIT ENTIRE.”

b. IF APPLICATION IS OBJECTED: The **Job Status** of the application under DOB’s Buildings Information System (BIS) will be updated to “P/E DISAPPROVED.” An objection letter will be issued and included in the original submission packet, stating the necessary changes or additional information required to render the application approvable.

NOTE: It is the applicant’s responsibility to track the applications and pick up the submission packet, whether it is Approved or Objected. Approved/Objected plans and documents shall be picked up from Window #16 at FDNY Headquarters from Monday through Thursday, 9:30 AM to 12:00 Noon.

V. INSPECTION

After receiving both approvals (Suppression and Alarm), an appointment shall be made with the FDNY’s inspection unit to inspect the installed equipment. It is the applicant’s responsibility to schedule the appointment and attend the inspection with all approved documentation, including each approval letter and approved plans received from the Fire Department. The Inspection Unit can be contacted directly at **(718) 999-2476** or through New York City’s Website 311 Online – <http://www.nyc.gov/apps/311>.