



***INSTRUCTIONS TO APPLICANTS PARTICIPATING IN THE FIRE DEPARTMENT PROGRAM OF PROFESSIONAL CERTIFICATION OF AN ALTERATION, ADDITION, MODIFICATION, RELOCATION, REPLACEMENT, OR REPAIR OF AN EXISTING APPROVED FIRE ALARM SYSTEM IN LIEU OF FIELD INSPECTION***

**In order to reduce the time necessary to process your Application FA-1, & in order to reduce the incidence of disapproved & resubmitted Applications, please take note of the following guidelines:**

- **Submit a copy of the approval of the existing fire alarm system if available.**
- **The required floor plans & riser drawings to be submitted shall indicate the area of the work, all of the existing approved devices, & all new devices which are the subject of the Application FA-1.**
- **The floor plans, riser drawings, & the reverse side of the Application FA-1 shall agree as to the number & type of devices which are covered by the FA-1.**
- **The PW-1 shall be stamped & docketed by the Department of Buildings.**
- **The Department of Buildings Application Number (PW-1 Number) must appear on the face of the FA-1.**
- **The correct name of the fire alarm system involved must appear on the face of the FA-1.**
- **The Electrical Contractor's signature, license number, & Department of Buildings Raised Seal must appear on the face of the FA-1.**
- **In the Certification Section of the FA-1, an accurate description of the specific nature of the fire alarm alteration must be entered.**
- **In the Certification Section of the FA-1, the Certifier's Seal & Notarization must appear.**
- **On the reverse side of the FA-1, the Manufacturer's Name & Model number of the effected devices must appear.**
- **On the reverse side of the FA-1, the MEA Approval Number must be entered.**
- **On the reverse side of the FA-1, the AWG wire sizes must be entered.**
- **On the reverse side of the FA-1, the wiring types entered must be either THHN, THWN, or New York City Certified Fire Alarm Cable, UL, 150°C, type FPLP.**
- **Please make sure that your Application FA-1 qualifies for inclusion under this program.**



Fire Alarm Inspection Unit  
Information Bulletin # 2-02

RE: The Program of Professional Certification of  
an Alteration, Addition, Modification, Relocation,  
Replacement, or Repair of an Existing Approved Fire Alarm  
System in Lieu of Field Inspection

The promulgation of this Information Bulletin supersedes & replaces Electrical Unit Information Bulletin # 8-95 & the Policy & Procedure information sheet issued January 1, 1997.

(A) Beginning April 2, 2002, The Bureau of Fire Prevention will provide for the issuance of an approval of completed fire alarm work by means of a program of Professional Certification of Completion of certain alterations, additions, modifications, relocations, replacements, or repairs to an existing approved fire alarm system in lieu of a field inspection.

(B) Participation in this program is not mandatory.

(C) When the filing of a Department of Buildings application form PW-1 is required under Department of Buildings OPPN # 3/91, the applicant requesting an approval under this program shall submit to the Fire Alarm Inspection Unit, Bureau of Fire Prevention, the following:

1. A certification of completion on Fire Department form FA-1, which must be certified by a Registered Architect or a Professional Engineer, & must be signed by a licensed electrical contractor.

2. The Department of Buildings application form PW-1.

3. Three sets of floor plans & fire alarm riser drawings.

(D) When the filing of a Department of Buildings application form PW-1 is not required under Department of Buildings OPPN # 3/91, the applicant requesting an approval under this program shall submit to the Fire Alarm Inspection Unit, Bureau of Fire Prevention, the following:

1. A certification of completion on Fire Department form FA-1, which must be certified by a Registered Architect or a Professional Engineer, & must be signed by a licensed electrical contractor.

2. Two sets of floor plans & fire alarm riser drawings.

(E) Those installations which do not qualify for inclusion into this program are as listed below:

1. Any work performed involving sprinkler or standpipe waterflow & tamper switches.

2. Fire Pumps, Booster Pumps, & Special Service Fire Pumps.

3. Fire Command Stations & Fire Alarm Control Units.
  4. Data Gathering Panels, Remote Control Units, Floor Control Units, & any other similar type units.
  5. Fire Alarm Power Supply Units & Remote Strobe Control Panels.
  6. Alterations to Firemens' Service Phases, 1, 2, & 3.
  7. Central Office Connections.
  8. Any work performed to comply with a Fire Department Violation Order.
  9. When a Certificate of Occupancy is obtained, modified, or amended, or, when a TCO is requested.
- (F) All Certifications of Completion & the approvals issued thereunder are subject to field audit under this program.
- (G) The signing-off as indicated on the face of the Certification of Completion of Fire Department form FA-1 by the Fire Alarm Inspection Unit of the Bureau of Fire Prevention shall constitute the approval of the work performed as stated thereupon.
- (H) Applicants who are found ineligible to participate in this program or whose applications FA-1 are disapproved shall be notified by mail indicating the reason(s) therefor on Fire Department form M-117/20B.
- (I) The efficacy of this program shall be the subject of evaluation & review every six months from the date of inception.
- (J) For those projects which qualify for inclusion in this program, & for which an approved or accepted plan, riser drawing, & application PW-1 are already on file at the Bureau of Fire Prevention, an application FA-1 may be submitted in lieu of the Electrical Contractor's application form A-433.

**FIRE DEPARTMENT ● CITY OF NEW YORK**  
**BUREAU OF FIRE PREVENTION**  
 FIRE ALARM INSPECTION UNIT – ROOM 3N-1  
 METROTECH CENTER, BROOKLYN N.Y. 11201-3857

PROFESSIONAL CERTIFICATION OF COMPLETION OF ALL ALTERATION, ADDITION, MODIFICATION, RELOCATION, RE-PLACEMENT, OR MINOR REPAIR OF AN EXISTING APPROVED FIRE ALARM SYSTEM  
 F.D. APPLICATION NO. \_\_\_\_\_

**APPLICATION FA-1**  
 (ALL INFORMATION MUST BE TYPED)

RETURN THIS DOCUMENT WITH A SELF-ADDRESSED STAMPED ENVELOPE

Date: \_\_\_\_\_

LOCATION: \_\_\_\_\_ ZIP: \_\_\_\_\_

NO. AND STREET \_\_\_\_\_ BOROUGH \_\_\_\_\_

OWNER: \_\_\_\_\_ PHONE NO. \_\_\_\_\_  
 NAME AND ADDRESS \_\_\_\_\_

OCCUPIED BY: \_\_\_\_\_ USED AS: \_\_\_\_\_

PLEASE CHECK ALL BOXES WHICH APPLY: Character of Work  New  Alteration  Repair

Type of systems filed for: (As indicated on Dept. of Bldgs. PW-1 job description 'Part A')

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Individually Coded L.F.A | <input type="checkbox"/> Class J. (LL-16)   | <input type="checkbox"/> Modified Class E          |
| <input type="checkbox"/> Master Coded L.F.A       | <input type="checkbox"/> Modified Class     | <input type="checkbox"/> Central Office Connection |
| <input type="checkbox"/> Non-Coded L.F.A          | <input type="checkbox"/> Modified Class J-1 | <input type="checkbox"/> Smoke Detection for _____ |
| <input type="checkbox"/> Sprinkler Alarm          | <input type="checkbox"/> Class E            | <input type="checkbox"/> Heat Detection For _____  |
| <input type="checkbox"/> Class C (Mercantile)     | <input type="checkbox"/> Advisory Class E   | <input type="checkbox"/> Other (Specify) _____     |

Building Department Application No. \_\_\_\_\_ Authorized Central Office Company: \_\_\_\_\_

Name of Electrical Co. _____	Telephone No. _____	Affix Department
Address: _____	Date of Application _____	of Buildings
_____ Zip Code _____	License No.: _____	Electrical
Signature of Licensee: _____	Date of Expiration _____	Contractor
		Seal here

**CERTIFICATION** Electrical contractor shall not certify when PW-1 is required. False certification is punishable by fine of up to \$500 or up to 60 days imprisonment of both, pursuant to New York City Administrative Code Section 10-154. Audits revealing falsification of Certificate of Correction may result in revocation of approval. (27-4020, Administrative code).

THE FOLLOWING IS TO BE COMPLETED BY THE REGISTERED ARCHITECT, PROFESSIONAL ENGINEER, OR A LICENSED ELECTRICAL CONTRACTOR EMPLOYED TO PERFORM THE REQUIRED WORK OR TO WITNESS THE PERFORMANCE OF THE REQUIRED WORK:

I, \_\_\_\_\_ LICENSE NO. \_\_\_\_\_  
 TYPENAME \_\_\_\_\_

\_\_\_\_\_ BUSINESS ADDRESS \_\_\_\_\_ PHONENO. \_\_\_\_\_  
 BUSINESSNAME \_\_\_\_\_

HEREBY Certify that employees under my direct supervision or I performed or witnessed the completion and operation of the altered fire alarm system which were performed in accordance with New York City Building Code and Reference Standards, New York City Prevention Code and Directives, New York City Electrical Code and all other applicable regulations and guidelines.

Specific Nature of Alteration: \_\_\_\_\_

\_\_\_\_\_

CHECK ONE OF THE FOLLOWING:  
 This Certification covers a minor repair not requiring the filing of a PW-1  
 This Certification covers an alteration as indicated on the attached PW-1, and Docketed Riser Drawing.

SIGNATURE _____ AFFIX SEAL OF RA OR PE, OR ELECTRICAL CONTRACTOR'S LICENSE RAISED SEAL	TO BE COMPLETED BY A NOTARY PUBLIC OR COMMISSIONER OF DEEDS Sworn to before me this _____ day of _____ 20 ____ Notary No. _____ Signature of Notary _____ Commission Expires _____
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FOR OFFICE USE ONLY  
 APPROVAL GRANTED: YES NO  
 \_\_\_\_\_  
 SIGNATURE OF EXAMINER  
 DATE: \_\_\_\_\_

FOR OFFICE USE ONLY  
 SUBJECT: TO AUDIT: YES NO  
 \_\_\_\_\_  
 SIGNATURE OF SUPERVISOR  
 DATE: \_\_\_\_\_





# INSTRUCTION FOR PROCESSING

**FORM NAME:** PROFESSIONAL CERTIFICATION FOR AN EXISTING FIRE ALARM SYSTEM IN LIEU OF A FDNY FIELD INSPECTION FOR ALTERATIONS OR MODIFICATIONS

**FORM NUMBER:** INTDOC 2/2002

**PURPOSE OF FORM:**

PROVIDE THE FIRE ALARM INDUSTRY WITH FORMS FOR SELF-CERTIFICATION FOR CERTAIN ALTERATIONS, ADDITIONS, MODIFICATIONS, RELOCATIONS, REPLACEMENTS OR REPAIRS.

**WHO SHOULD USE THIS DOCUMENT?**

FIRE ALARM PROFESSIONALS SEEKING TO VOLUNTARILY PARTICIPATE IN A SELF CERTIFICATION PROGRAM

**AFTER COMPLETION, THE FORM SHOULD BE MAILED TO:**

**New York City Fire Department**  
Bureau of Fire Prevention  
9 MetroTech Center  
Brooklyn, New York 11201  
**FIRE ALARM INSPECTION UNIT**  
**ROOM 3N-1**

**PAYMENT INFORMATION**

IS PAYMENT REQUIRED? NONE  
IF SO, WHEN?

**NEW YORK CITY FIRE DEPARTMENT**

**DO NOT SEND CASH!!!!**

**SPECIAL INSTRUCTIONS**

**WHEN SUBMITTING, PLEASE RETURN ALL FORMS.**

**FOR FURTHER QUESTIONS, CONTACT:**

**New York City Fire Department**  
**Bureau of Fire Prevention**

**Attention:**

**SUPERVISING INSPECTOR**  
**718-999- 2466,2467,2468,2469**