



**BUREU OF FIRE PREVENTION  
FIRE ALARM INSPECTION UNIT**



**INFORMATION BULLETIN  
NO.: 08-01-11**

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 Issuer: Alex Spektor, Director, Fire Alarm Inspection Unit  
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 Subject: **New Format of Letter of Approval**  
 References: FC 104.2, 901.5; BC 901.3, 901.5

In order to meet the 2008 Building Code Requirements and promote a more uniformed citywide standard for plan review and construction inspections the Fire Alarm Inspection Unit (FAIU), in cooperation with the Technology Management (TM), has revised the format of the Letter of Approval.

The existing Letter of Approval does not reflect the specific requirements of the 2008 Building Code; it is not linked to the occupancy group classification and just partially indicates the system critical features.

By development and implementation of the fundamentally new arrangement of algorithms correlating the current Fire Prevention Information and Management System (FPIMS) to the requirements of the 2008 Building Code the FAIU retooled the FPIMS and substantially modified the Letter of Approval.

Effective August 1, 2011, the descriptive part identifying the fire alarm system filed under the 2008 Building Code will consist up to four key constituents, as follows:

1. System group directly associated with the 2008 occupancy classification;
2. System common features reflecting the general Code requirements;
3. System individual features detailed by Code to the specifics of the occupancy group (as applicable);
4. Smoke control system (as applicable).

*Example:*

*The descriptive section of the Letter of Approval issued to the fire alarm system in a Group I-3 sprinklered low-rise building where in addition to a manual and automatic fire alarm system with automatic smoke detection in waiting areas that are open to corridors detection requires an automatic smoke detection throughout resident housing areas (BC 907.2.6) will include the following:*

**GROUP I-3 (INSTITUTIONAL) FAS  
 MAN / SSC / SPK / COC  
 ASD OPEN WAITING/COMMON AREA  
 AUTO SMOKE DETECT RESIDENT AREA**

*The corresponding job definition on a Letter of Defect or a Violation Order will indicate:*

**“Group I-3 (INSTITUTIONAL, LO-RI) fire alarm system”**

Application of the unique combination of algorithms specific to each Occupancy Group and system type practically eliminates any probability of a mistake. As a result the new Letter of Approval is user-friendly and presents a reliable source for use by the Department of Buildings, building owners, design professionals and contractors.

The following abbreviations will be used in generating of the Letter of Approval:

|                 |  |
|-----------------|--|
| AFD             | <i>Automatic Fire Detection</i>              |
| APT             | <i>Apartment</i>                             |
| ASD             | <i>Automatic Smoke Detection</i>             |
| CO              | <i>Carbon Monoxide</i>                       |
| CO <sub>2</sub> | <i>Carbon Dioxide</i>                        |
| COC             | <i>Central Office Connection</i>             |
| EVAC            | <i>Emergency Voice/ Alarm Communication</i>  |
| DET             | <i>Detection</i>                             |
| FAS             | <i>Fire Alarm System</i>                     |
| FDCS            | <i>Two-Way Fire Department Communication</i> |
| HD              | <i>Heat Detection</i>                        |
| HI-RI           | <i>High-Rise Building</i>                    |
| LO-RI           | <i>Low-Rise Building</i>                     |
| MAN             | <i>Manual Alarm</i>                          |
| PSC             | <i>Partial Coverage Smoke Detection</i>      |
| PRE-SIG         | <i>Pre-Signal System Initiation</i>          |
| OWCS            | <i>One-Way Communications System</i>         |
| SPK             | <i>Sprinkler</i>                             |
| SSC             | <i>Selective Coverage Smoke Detection</i>    |
| SYS             | <i>System</i>                                |
| U/GROUND        | <i>Underground</i>                           |

The completion of the new Coordinated Building Inspection and Data Analysis System (CBIDAS) will eliminate these temporary inconveniences.

To maintain adequate consistency the Letters of Approval for any fire alarm systems filed under the 1968 Building Code will be retained in the existing format.



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