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Office of Technology Management  
Bureau of Fire Prevention



9 METROTECH CENTER – BROOKLYN, NY 11201

## **TECHNOLOGY MANAGEMENT BULLETIN # 05-3/2013**

### **PLANNED IMPAIRMENT OF SPRINKLERS AND STANDPIPES: FILING PROCEDURES AT FDNY**

#### **I. SUBJECT:**

This document clarifies the Fire Department’s filing procedures when submitting an application for impairment of an existing sprinkler or standpipe system. An application for modification (variance) “BFP-MOD (10/9)” shall be required when an existing standpipe system is placed out of service or when a sprinkler system is impaired on more than five (5) contiguous floors.

#### **II. APPLICABLE CODES AND REGULATIONS:**

As per New York City Fire Code Section 901, sprinklers and standpipes shall be maintained in good working order at all times. All planned removal from service of existing sprinkler and standpipe systems due to demolitions, gut rehabilitations, or any other reason that renders the existing system inoperable requires submission of a letter of notification to the Fire Department. Refer to the Department of Buildings bulletin 2012-009 for additional information regarding fire protection system impairment.

#### **III. STANDPIPE IMPAIRMENT**

A letter of notification shall be submitted to the Fire Department for any planned removal from service of an existing standpipe system. The letter of notification shall include an application for modification (variance) form, “BFP-MOD (10/09)”, submitted to the Fire Department for review. The application shall include all pertinent Department of Buildings BIS Job #'s as well as all applicable e-mail addresses and pertinent information regarding the planned standpipe impairment. The application shall be submitted to Window #8 at FDNY Headquarters at 9 MetroTech Center, Brooklyn NY 11201. A supplementary narrative shall be included indicating:

- The extent and expected duration of the out of service condition
- Notification to the central station and insurance carrier
- Notification to the occupants in the affected areas
- Temporary fire protection measures that will be utilized during construction

#### **IV. SPRINKLER IMPAIRMENT**

A letter of notification shall be submitted to the Fire Department for planned removal from service of an existing sprinkler system. The scope of work will determine the documentation that shall be submitted to the Fire Department.

##### **A. IF SCOPE OF WORK IMPAIRS FIRE PROTECTION SYSTEM ON MORE THAN FIVE (5) CONTIGUOUS FLOORS:**

A letter of notification that includes an application for modification (variance) shall be submitted to the Fire Department for review. The letter of notification application shall include all pertinent Department of Buildings BIS Job #'s. The application packet shall be submitted to FDNY headquarters at 9 MetroTech Center, Brooklyn NY 11201 to Window #8 between the hours of 9:00AM and 3:00PM on regular business days. All of the following documentation shall be included:

- a. Application for Modification form "BFP-MOD (10/09)" completed and signed by a registered design professional. The application for modification form can be obtained at the Fire Department's website:

[http://www.nyc.gov/html/fdny/pdf/fire\\_prevention/modification\\_variances.pdf](http://www.nyc.gov/html/fdny/pdf/fire_prevention/modification_variances.pdf)

NOTE: Under **Sections of Fire Code or Fire Department Rules sought to be modified:** Indicate variance from the provisions of Fire Code Section 901.6 and/or any other applicable provisions.

- b. A non-refundable application fee of \$200.
- c. A supplementary narrative that includes all of the following information:
  - The extent and expected duration of the out of service condition
  - Notification to the central station and insurance carrier
  - Notification to the occupants in the affected areas
  - Temporary fire protection measures that will be utilized during construction

NOTE: The fire protection system shall remain in service until work is ready to begin

The application for modification will be reviewed by the Fire Department. If application is approved, a conditional Letter of No Objection will be E-mailed to the applicant as noted in the application packet.

##### **B. IF SCOPE OF WORK IMPAIRS FIRE PROTECTION SYSTEM ON FIVE (5) OR FEWER CONTIGUOUS FLOORS:**

A letter of notification shall be submitted to the Fire Department. The letter of notification shall be included in the DOB work permit application. The letter shall contain the following:

- The extent and expected duration of the out of service condition.
- Notification to the central station and insurance carrier
- Notification to the occupants in the affected areas
- Temporary fire protection measures that will be utilized during construction

**Note:** The plans submitted to the DOB shall include a note stating “Owner shall notify the FDNY of sprinkler impairment by submitting a Letter of Notification”.

“Letter of Notification” shall be sent to:

**Fire Department of the City of New York  
Construction, Demolition and Abatement Unit  
9 MetroTech Center  
Brooklyn, NY 11201-3857**