



FDNY

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Bureau of Fire Prevention

Bureau of Fire Prevention Bulletin # 2023-01

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Related Code Sections: 2014 NYC Building Code Section 907.2.13.2, 2022 NYC Building Code Section 916.3, BFP-Bulletin - 2022-01 - ARCS Waiver and Exemption Parameters

Purpose: This document clarifies NYC Fire Department's procedures to remove an installed Auxiliary Radio Communication System (ARCS) that is not required.

I. Purpose

The issuance of BFP Bulletin #2022-01 initiated requests from building owners to remove partially or fully installed ARCS in buildings that meet the exemption parameters clarified in the bulletin. This bulletin defines the procedures to remove an ARCS at various filing and approval stages.

II. Filing Procedures for Removal of ARCS:

Refer to the appropriate item below based on the status of the ARCS filing(s) and installation.

1. All ARCS removal applications shall be filed as a new "Auxiliary Radio Communication System" – "New" Record Type in the FDNY Business Portal. The filing shall be by a Licensed Design Professional (Professional Engineer/Registered Architect) and the submission shall include the following documents:
 - a. A TM-1 Application with the Job Description specifying "Removal of ARCS as per BFP Bulletin #2023-01" and reference the approved ARCS plan ARCS DOB#, FPIMS# (if a Local Law 195 filing) and/or FDNY Record ID.
 - b. A signed and sealed affidavit from the registered design professional indicating the building height, total square footage of the building, how many stories the building has below grade, and a description of the installed ARCS components.
 - c. DOB approved elevation drawings.

- d. An affidavit from the B-03 Certificate of Fitness holder confirming that if the base station was installed, it has been deprogrammed, and the make, model, and serial number of the base station.
 - e. For buildings permitted/constructed prior to April 1, 1987 documentations complying with asbestos abatement compliance shall be submitted based on guidelines set forth in the TM-1 application form.
 2. An ARCS that that is in the process of being installed or is installed and the initial ARCS design plans are approved shall comply with Section II (1).
 3. An ARCS that is installed and a Commissioning Test Report (CTR) has been filed but not yet approved shall comply with the following:
 - a. Comply with Section II (1)
 - b. Once the removal application is approved, the owner shall file for a Withdrawal for the Commissioning Test Report Record ID in the FDNY Business Portal.
 - c. Submit a copy of the approved stamped removal TM-1 with the CTR withdrawal submission.
 4. An ARCS that is installed, both the ARCS design plan application and Commissioning Test Report are approved, and is awaiting an inspection or is in the process of being inspected shall comply with the following:
 - a. Comply with Section II (1)
 - b. The TM-1 job description should additionally indicate if the request is prior to inspection or in is in the process of being inspected.
 - c. If the building has a pending inspection, the inspection needs to be cancelled utilizing Fire Alarm Inspection Unit's BP-45 form.
 5. Buildings that meet the parameters set forth in BFP Bulletin #2022-01 and are at their 5-year recertification must submit through the FDNY Business Portal as a Fire Alarm Variance application (TM-4 Form) to remove their approved ARCS by complying with Section II (5). The Department will determine if the existing approved system can be removed.

III. Inspection Procedures for Removal of ARCS:

The ARCS shall be removed after approval of the ARCS Removal Application. After the system is removed, comply with the following for inspection of the removal:

1. File a Request for Inspection of the ARCS Removal Record ID using a B-45 Fire Alarm Inspection Unit Request Form.
2. Fire Alarm Inspection Unit and Fire Department Operations shall coordinate a joint inspection.
3. Upon a successful inspection, a Letter of Approval will be issued by the Fire Alarm Inspection Unit for the Removal of ARCS.

IV. Removal of ARCS filing – Quick Guide

