



**FIRE DEPARTMENT**  
**BUREAU OF FIRE PREVENTION**  
**FIRE ALARM INSPECTION UNIT**  
 9 METROTECH CENTER, BROOKLYN, N.Y. 11201-3857  
 TELEPHONE: (718) 999-2469 FAX: (718) 999-2892



## **FREQUENTLY ASKED QUESTIONS AND ANSWERS:**

### **1. When do I request an inspection?**

Prior to requesting a final alarm inspection/test, the installing contractor shall furnish a written **Record of Completion** to the Fire Alarm Inspection Unit stating the system has been installed in accordance with the approved plans and all devices tested in accordance with the manufacturer's specifications, listings, and the respective standards. If a plan review letter was generated (other than TM-1), all items listed on the letter must be resolved before arranging for an inspection. All carpeting, ceiling tile, drywall and doors must be in place to conduct alarm audibility tests. For more details see the [FAIU Bulletin No.06-01-11](#).

### **2. How do I schedule an inspection?**

There are two ways in which you may schedule your inspection:

- ❖ **Online** – The city-wide **3-1-1** web service allows scheduling and rescheduling for almost all types of inspections and is available 24 hours a day, 7 days a week. Options include scheduling in advance, leaving messages for inspectors, and requesting regular or overtime inspections.
- ❖ **At our office** – The Scheduling Supervisor will assist you to schedule an inspection on the 3<sup>RD</sup> floor at 9 MetroTech Center, Brooklyn, NY 11201, from 9:00 AM to 12:30 PM, Tuesday through Friday.

Notes:

1. We highly recommend to meet with the Scheduling Supervisor to arrange an appointment involving a medium/large system or a complicated construction project because of special conditions or pre-requisite requirements.
2. Always convert any attachments you sending with your request in PDF format.

### **3. How do I cancel a scheduled inspection?**

- ❖ There are three ways in which you may cancel your inspection:
  - Online** – The city-wide **3-1-1** web service allows cancellation of inspections and is available 24 hours a day, 7 days a week.
  - ❖ **By Fax** – Fax the cancelation form (B-45B) to (718)-999-2892 to cancel your inspection.
  - ❖ **At our office** – The Scheduling Supervisor will assist you at the above referenced location from 9:00 AM to 12:30 PM, Tuesday through Friday.
  - ❖ The cancellation form must be received by the Fire Alarm Inspection Unit 72 business hours prior to the scheduled date.

### **4. What information should I provide when requesting an Inspection?**

Follow the [FAIU Bulletin No.06-01-11](#)

## **5. How soon can I expect my Inspection?**

Regular Inspections/Reinspections. Current waiting time does not exceed 4-5 weeks and depends upon availability of the inspectors. Careful adherence to the procedures delineated in this bulletin will reduce the likelihood of a delay.

Overtime Inspections. Current waiting time is about 2 weeks. Overtime inspections, available for an additional fee (see below), may be requested and will be filled as inspectors are available.

Emergency Inspections. You may request an emergency appointment; however, such services are very limited, if possible at all, because of the high number of inspections performed each day. Justification for such service is required. You must speak directly to the Scheduling Supervisor; he will attempt to accommodate your schedule.

## **6. Can I arrange the initial inspection or subsequent reinspection during hours convenient for our business?**

The Scheduling Supervisor will arrange the inspection date to suit your best time, when possible. Inform the Scheduling Supervisor what time is convenient for you and he will attempt to establish the appointment date and time that is better for your business.

## **7. What should I provide when the Inspector arrives to the job site?**

Sufficient and qualified manpower capable of performing the required tests, testing tools and access to inspection areas must be provided. All required construction documents {The Department of Buildings Plan/Work Application (Form PW-1), 24" x 36" approved plans, 11" x 17" As-Built Riser Diagram, Plan Examination (Form TM-1) and Record of Completion (Form FA-2)} shall be available at the job site.

## **8. What does an inspection/reinspection/overtime inspection cost?**

In accordance with the Fire Code, the owner or applicant shall pay the following fees for inspections, witnessing of tests, and other services.

### **A. INITIAL INSPECTION**

Fire alarm and communication systems	\$210.00 (per hour)
Emergency Alarm Systems	\$210.00 (per hour)
Any fire extinguishing and sprinkler subsystems	\$210.00 (per hour)
Fire and booster pumps	\$210.00 (per hour)

### **B. REINSPECTION**

\$210.00 (per hour)

### **C. OVERTIME INSPECTION**

\$315.00 (per hour)

## **9. If I need to talk to my Inspector, when can he be reached?**

Inspectors are out in the field from 9:00 AM to 4:30 PM Tuesday through Friday. To speak directly to your inspector you may call during the inspector's office hours from 9:00 AM to 4:30 PM on Monday.

You may call at **(718) 999-5114** during business hours Tuesday through Friday to leave a message for the inspector; he will return your call when in the office.

## **10. What do I do if I have any question related to the installation requirements?**

Due to a substantial volume of inquiries, it is not possible to obtain any official interpretation by telephone.

Submit your inquiry in writing to: Fire Alarm Inspection Unit, Room 3N-1, 9 MetroTech Center, Brooklyn, NY 11201-3857, or

E-mail your inquiry to Deputy Chief Inspector B. Brown: [brownb@fdny.nyc.gov](mailto:brownb@fdny.nyc.gov) or

Supervisor W. Munroe: [munroew@fdny.nyc.gov](mailto:munroew@fdny.nyc.gov)

## **11. What will happen if my system fails to pass the inspection?**

1. If the preliminary evaluation of the fire alarm system reveals that the installation doesn't meet the required qualification minimum a violation order with 30-day compliance will be issued.
2. If the total number of tolerable deficiencies does not exceed the acceptable maximum, a letter of defect with 90-day compliance will be issued.
3. The invoice will reflect the actual time spent for the initial inspection.  
For more details see the [Standard Operating Procedure No. 06-02-11](#)

## **12. Should I correct the violation if I don't own the building?**

The Building and Fire Codes require any fire alarm, emergency or suppression system to be inspected. You may have a lease that makes the building owner responsible for certain items or vice versa. This matter is left up to you and the owner.

## **13. Can I exceed the 90-day time frame if I need more time to correct the defects?**

The standard compliance time frame for a Letter of Defects is 90 days; however, we do realize that some defects cannot be done in that time limit. Submit a written request (Form FA-10) for an extension of time for correction of the Letter of Defect to the Unit Director A. Spektor or Deputy Chief Inspector B. Brown. On determining that the request includes enough information to show that the Letter of Defect cannot be corrected within the specified time limit, the unit management may extend the time limit as is reasonably necessary to allow timely correction of the Letter of Defect, up to, but not exceeding 30 days. Reasonable efforts at compliance will justify a new re-inspection date.

The request must be filed at least 15 days before the deadline and along with a fee of \$200 submitted to Window No.8 at the above referenced address. An extension may be granted only by written notice of extension. Letters of Defect with a following Violation Order will not be extended.

## **14. What happens if I do not correct any violations?**

We prefer to work with you as to get the job done and avoid any penalizing actions. However, since failure to fix any defect or code violations puts at risk the public, the City Law may require both civil monetary penalties and possible criminal charges when Violations or Letter of Defects are left uncorrected.

**15. *What do I do if I do not understand the defect?***

For a clarification you may contact the inspector directly or speak to his supervisor.

**16. *How do I know if my system was approved?***

If you passed the acceptance test the inspector will issue a Letter of Recommendation – an interim document confirming that your fire alarm (emergency, detection, automatic extinguishing, etc.) system or a fire pump has been tested and accepted in accordance with the provisions of the current Codes, Regulations and Standards.

After processing the construction documentation and the associated inspector's reports in the office a Letter of Approval will be generated and mailed to the owner. Typically it takes 10 to 15 business days.

**17. *I passed the final inspection but the letter of Approval came out with a mistake. How do I get the mistake corrected?***

Contact the DCI B. Brown for correction and reprint of the Letter of Approval.

**18. *I disagree with the code interpretation that my inspector used to disapprove my inspection. What should I do about it?***

One option is to speak with a supervisor; he will inform you within seven business days. The second option is to file for reconsideration.

**19. *How can I file a complaint with the Fire Alarm Inspection Unit regarding an inoperative fire alarm system?***

You can report an inoperative fire alarm system or a suspected fire alarm violation at any hour by using 3-1-1 service, or by calling **(718) 999-5114** or faxing to **(718) 999-2892**.

When reporting a complaint, you should provide the address of the property in question and a brief description of the alleged violation.

You also must provide your name and phone number. Any anonymous complaints will not be processed. If you request anonymity, your name will not be released.

An inspection will be conducted and, if any violations are revealed, a violation will be served to the owner. In most cases, violations must be corrected within 30 days.

A reinspection will be conducted after the deadline to assure that the violation has been removed. If any violation remains uncorrected, a summons is served to the owner.

*For more questions or information, call the Fire Alarm Inspection Unit at (718)-999-2467.*