

NEW YORK CITY FIRE DEPARTMENT

Notice of Adoption of Amendments to Fire Department Rules
3 RCNY §104-02, entitled
“Professional Certification of Fire Alarm System Installations;”
3 RCNY §104-04, entitled
“Certification of Corrected Defects in Fire Alarm System Installations;”
and 3 RCNY §105-01, entitled
“Approval of Fire Alarm System Installations.”

NOTICE IS HEREBY GIVEN PURSUANT TO THE AUTHORITY VESTED IN THE Fire Commissioner of the City of New York pursuant to Section FC102.6.3 of the New York City Fire Code (Title 29 of Administrative Code of the City of New York), and in accordance with the requirements of Section 1043 of the New York City Charter, that the New York City Fire Department has adopted the above final rule amendments.

The rule amendments were originally published for public comment in the City Record on August 19, 2022. A virtual public hearing was held on September 22, 2022.

The rule shall take effect on May 1, 2023.

The Notice of Adoption, final rule and the Statement of Basis and Purpose of Final Rule, will be available on the Fire Department’s website (www.nyc.gov/fdny) and NYCRULES (www.nyc.gov/NYCRULES).

Statement of Basis and Purpose of Final Rule Amendments

The Fire Department hereby amends several sections of the Fire Department’s rules to conform the rules to the provisions of the 2022 New York City Fire Code and current Fire Department filing procedures, and to facilitate professional certification of fire alarm system design and installation in lieu of Fire Department plan examination and inspection of such systems.

These changes will help expedite fire alarm system plan and inspection approvals, saving building owners’ time and money, potentially expediting occupancy or re-occupancy of a building or space.

The New York City Fire Code, codified as Chapter 2 of Title 29 of the New York City Administrative Code, was amended by Local Law No. 47 of 2022, effective April 15, 2022. Local Law 47 concluded the periodic code revision mandated by Administrative Code §29-104. The amended Fire Code is known as the 2022 Fire Code.

Fire Code Section FC 104.2.1 authorizes the professional certification of the design and installation of fire alarm systems (except as to the core building fire alarm system) in lieu of Fire Department plan examination and/or inspection of such systems. Local Law 47 amended this section to clarify certain terminology and to authorize professional certification by fire alarm installers and electricians in addition to professional engineers and registered architects.

This final rule would amend Fire Department rule 3 RCNY § 104-02, entitled “Professional Certification of Fire Alarm System Installations” (“Section 104-02”), to implement these changes enacted by Local Law 47.

FC104.2.1 allows professional certification with respect to fire alarm system devices or equipment “that are not part of the building core.” The final rule clarifies the scope of allowable professional certification by incorporating a list of fire alarm system devices and equipment that are part of what is now referred to as the “building core fire alarm system.”

The final rule would also amend the Section 104-02 to:

- incorporate the additional types of licensed professionals who can professionally certify fire alarm systems;
- incorporate the new Fire Code requirement that persons engaging in professional certification of fire alarm systems hold a Fire Department Certificate of Fitness for that purpose; and
- clarify that such persons may professionally certify fire alarm system design and installation only within the scope of the lawful authority they possess under their license or certification, and in accordance with the provisions of this section.

The final rule would also amend Fire Department rule 3 RCNY § 105-01, entitled “Approval of Fire Alarm System Installations” (“Section 105-01”), to reflect changes in the filing and review of fire alarm system plans. Section 105-01 sets forth detailed requirements for the submission of physical plans. However, with the Fire Department’s establishment of an online electronic portal, fire alarm plans are now filed electronically, and Section 105-01’s requirements are no longer applicable. Any technical requirements for electronic submissions will be specified in the electronic portal.

Additionally, since the enactment of Local Law No. 195 of 2018, proposed plans for fire alarm systems are no longer filed with the New York City Department of Buildings for review of the fire alarm system design. Section 105-01 is amended accordingly.

Finally, the final rule would amend Fire Department rule 3 RCNY §104-04, entitled “Certification of Corrected Defects in Fire Alarm System Installations” (“Section 104-04”). Section 104-04 addresses certification of correction of fire alarm system defects not in lieu of a Fire Department inspection of a fire alarm system, but in response to a Fire Department inspection that resulted in issuance of a Notice of Defect. The final makes two changes to the existing rule:

- Clarifying the scope of the certification of system operation following correction of the defects. The scope of certification is limited to the fire alarm system components that were the subject of the Notice of Defect and related operations, not the entire fire alarm system.
- Eliminating the need for filing of a certification form for administrative violations, such as submission of as-built plans. A separate certification form was determined to be unnecessary as the plans and/or other required documentation would themselves require certification by the professional who prepared them.

Public Comments and Fire Department Response

Substantial public comment, both in the form of written comments and oral testimony at the public hearing, was received in response to the proposed rule amendments. Much of the comment sought clarification of the scope of the professional certification allowed by the rule and the certification process.

The Fire Department has carefully considered all public comment. The main comments offered in response to the proposed rule amendments are summarized and answered below:

1. Comment: Only registered design professionals should be allowed to professionally certify design (plans).

Fire Department Response: Only registered design professionals (registered architects and professional engineers) can professionally certify design documents. The rule amendments specifically state that professional certification must be consistent with the scope of the professional license or certification (104-02(c)(2)) and that design and installation documents must be professionally certified by a registered design professional (104-02(d)(1)(A)).

However, master electricians and fire alarm installers do professionally certify their work and the rule allows them to do so (104-02(d)(1)(C)).

In accordance with FC104.2.1, all professionals submitting professional certifications must hold a Fire Department Certificate of Fitness (FC104-02(c)(2)).

2. Comment: Clarify/expand the definition of building core fire alarm system to include non-high-rise building fire alarm systems, including full evacuation systems, and alterations to those systems.

Fire Department Response: The rule amendments allow professional certification of fire alarm systems in all buildings and occupancies, not just high-rise buildings.

Although the Fire Code terminology referring to “building core” is commonly used in the context of high-rise office buildings, the definition of “building core fire alarm system” in the rule amendments (104-02(b)) specifically states that the definition applies to “any building.” The definition has been amended to clarify this understanding.

Fire alarm system components that are not part of the building core may be professionally certified in all types of buildings, including educational, institutional and mercantile occupancies, whether or not they are high or low-rise.

3. Comment: Clarify whether the rule amendments apply to the relocation, removal or addition of fire alarm components from or to an approved fire alarm system.

Fire Department Response: The rule amendments do apply to any such modifications and additions, provided that they are not part of the “building core.”

In practice, the Fire Code’s limitation on professional certification of fire alarm system components that are part of the building core generally means professional certification will not be available to newly-installed building fire alarm systems, the installation of which typically includes such building core components as the main control panel, elevator lobby fire detection and recall devices, and manual fire alarm boxes.

However, professional certification is available for most “build outs” and post-approval modifications and additions of non-building core components, such as most notification and initiating devices.

4. Comment: Allow professional certification of post-approval amendments.

Fire Department Response: The rule amendments allow for professional certification of amendments to approved fire alarm systems, provided that they do not include building core components. The plans or other design and installation documents may reflect the presence of building core components provided that there is a certification that the amendments reflected on the documents apply solely to installations that are not part of the building core, and that the building core components are as shown on a prior approved plan, indicating the date of such prior approved plan.

5. Comment: Allow professional certification of design (plans) and installation (inspections) by separate parties.

Fire Department Response: The rule amendments allow this. The amendments do not restrict professional certification of installations to the professional that certified the design of the system.

As a practical matter, fire alarm installations are routinely certified by persons other than registered design professionals. The wiring and number of devices is certified by the electrician on the required A433 form. The functionality statement (input/output matrix) is typically certified by the fire alarm installer or electrical contractor. However, it is common for amended and/or as-built plans to be filed post-installation. Those amended or as-built plans must be certified by a registered design professional.

Thus, an installation can be professionally certified by persons other than the design professional who prepared the plans. For professional practice reasons unrelated to Fire Department rule requirements, it is likely that the same registered design professional that certified the design of the installation would be the party certifying any amended or as-built plans.

6. Comment: The professional certification should be required to be provided by a party other than the professional responsible for preparing the plan or installing the system.

Fire Department Response: The Department considered this approach in developing these rule amendments and has given further consideration to this approach in response to this comment. The comment takes issue with the concept of professional certification by the system designer or installer and proposes instead that a party not associated with the installation conduct the plan examination or installation inspection (sometimes referred to as a special inspection). Such third-party examinations and inspections are perceived as assuring greater integrity in the approval process.

The Fire Code section authorizing professional certification, FC104.2.1, does not require a third-party plan examination or installation inspection. FC104.2.1 was enacted to expedite construction by eliminating the delays associated with the approval process under specific circumstances, and requires instead that the Fire Department audit these professional certifications.

At this time, the Fire Department proposes to proceed with professional certification without requiring third-party review. Additional safeguards may be required if and when audits disclose the need for such safeguards.

7. Comment: There should be a second certification by a registered design professional, as a check and balance, for installation inspections, similar to certification of corrected defects.

Fire Department Response: The Fire Department responds to this comment in the same way as its Response to Comment #6 above.

8. Comment: For purposes of professional certification, guidance should be provided as to the required/appropriate elements of plan examination and installation inspection.

Fire Department Response: The Fire Department does not agree that there is a need for such guidance. First, registered design professionals and other professionals are already required to certify compliance with Construction Code and Fire Code requirements and should be fully familiar with the professional obligations associated with such certifications. Second, architects, engineers, electricians and fire alarm installers are already expected to be fully familiar with the design and installation requirements. They can and should seek guidance from the agencies having jurisdiction as to any code requirements as to which they are uncertain. Third, professional certification of design and installations in lieu of Fire Department plan examination and installation inspection is voluntary, and any professional not comfortable with professional certification may proceed to obtain such examinations and inspections.

9. Comment: Add the following items to the list of building core components: electrical lock releases; fire pumps and booster pumps; electrical generators; core/stairwell fire/smoke dampers; and standalone smoke and carbon monoxide alarms.

Fire Department Response: While all of these building systems serve important purposes, the Fire Department has determined not to include them as components of the building core fire alarm system. Pumps and electrical generators are approved by the Department of

Buildings independent of the fire alarm system, and standalone alarm devices are, by definition, independent of the fire alarm system. Electrical lock releases and fire/smoke dampers are very common, are not exclusively associated with the building core, and are often modified as part of tenant buildouts, and hence it was determined not to include them.

10. Comment: Will the existing S-89/S-99 Certificates of Fitness (for certification of corrected defects) be utilized for professional certification of design and installation?

Fire Department Response: No. One or more new Certificates of Fitness will be issued for this purpose. The qualifications required for professional certification pursuant to FC104.2.1 differ somewhat from the qualifications for the S-89/S-99 certificates. Additionally, the certification that will be required will be different. Accordingly, it will be necessary to develop different certifications for this purpose.

11. Comment. Disqualification for false certification should indicate that Certificates of Fitness will be revoked.

Fire Department Response. Agreed. Section 104-02(c)(6) has been amended accordingly.

Terms used in the final rule that are defined in the Fire Code or elsewhere in the Fire Department's rules are indicated by *italics*.

New text is underlined. Text to be deleted is [bracketed]. Asterisks (***) indicate unamended text.

Guidance with respect to the interpretation of the Fire Code and Fire Department rules may be obtained using the Public Inquiry Form on the Fire Department's website, <http://www1.nyc.gov/site/fdny/about/resources/code-and-rules/nyc-fire-code.page>.

Section 1. Section 104-02 of Chapter 1 of Title 3 of the Rules of the City of New York, is amended to read as follows:

§ 104-02 Professional Certification of Fire Alarm System Design and Installation[s]

- (a) Scope. This section sets forth the standards, requirements and procedures for the *professional certification* of the design and installation of *fire alarm systems*.
- (b) Definitions. The following terms shall, for purposes of this section and as used elsewhere in the *rules*, have the meanings shown herein:

[Core building] Building core fire alarm system. *Fire alarm system* devices and equipment in and around the central or main building stairwells, elevators and utility risers of any [buildings] building, except buildings classified in *Occupancy Group R-3*. The term is not limited to office buildings or other high-rise buildings that are constructed in phases.

[A fire alarm system includes the fire command center (commonly referred to as a fire command station), fire pump, main sprinkler water flow switch, main sprinkler valve

tamper switch, elevator lobby smoke detectors, central station connections, elevator in readiness operation, and core alarm boxes, warden phones and other fire alarm communications devices. Such *fire alarm systems* are also commonly referred to as the “base” building system.]

The following fire alarm system devices and equipment are considered to be part of the building core fire alarm system:

- (1) Fire alarm control unit, including booster panels and data gathering panels.
- (2) Central station communications devices and equipment.
- (3) Elevator recall initiating devices and equipment.
- (4) Automatic smoke control and pressurization devices and equipment.
- (5) Sprinkler water flow and tamper switch devices and equipment.
- (6) Fire detection devices in electrical, elevator, mechanical and telephone equipment rooms serving building core spaces and systems, excluding equipment rooms serving tenant business operations.
- (7) Manual fire alarm boxes at or near stairwells.
- (8) Warden phones and firefighter phones.
- (9) Duct detectors and fan shutdown relays for any HVAC unit greater than 2000 cubic feet/minute (cfm) serving building core spaces and systems.
- (10) Notification appliances in building core areas and means of egress stairwells.

Letter of approval. The written determination of the *Department* that a *fire alarm system* installation has been installed and is operating in compliance with the *Building Code*, *Electrical Code* and Fire Code and other applicable requirements for such installation enforced by the *Department*.

Professional certification/professionally certified. The submission to the *Department* of a signed, personal verification by a person holding a *certificate of fitness* for professional certification of *fire alarm* and *emergency alarm system* installations and testing who is a registered design professional, master electrician, special electrician, or fire alarm system installer with NICET-Level III certification licensed by or registered with the State of New York, that accompanies an *application* and/or *design and installation documents* filed with the *Department* and attests that such *application* or *design and installation documents* do not contain any false information and that such *application* or *design and installation documents* are in compliance with all applicable laws, rules and regulations.

(c) General Provisions

- (1) Professional certification of fire alarm system installations. *Fire alarm system* installations may be *professionally certified*, as set forth in FC104.2.1, in accordance with the provisions thereof and this section, in buildings for which a *letter of approval* has been issued for the [core] *building core fire alarm system*. A *building core fire alarm system* may not be *professionally certified*.
- (2) Qualifications. Only [registered design professionals] persons possessing the qualifications set forth in FC104.2.1 and holding the requisite certificate of fitness may *professionally certify* that *fire alarm system* installations are in compliance with the Fire Code, *Building Code*, applicable provisions of *Department* and *Department of Buildings* rules, and other applicable laws, rules and regulations. Such persons may professionally certify fire alarm system design and installation only within the scope of the lawful authority they possess under their license or certification, and in accordance with the provisions of this section.
- (3) Format of design and installation documents. *Design and installation documents* and related submissions shall be in the format set forth in R105-01[(b)(4)] or as otherwise designated by the *Department*.
- (4) Letter of approval. *Letters of approval* for *fire alarm system* installations that have been *professionally certified* will indicate that the *fire alarm system* installation, or part thereof, was approved by the *Department* based upon *professional certification* pursuant to FC104.2.1.
- (5) Audit. All *fire alarm system* installations that have been *professionally certified* are subject to audit.
- (6) Disqualification for false certification. Pursuant to FC104.2.1.1, in addition to the penalties for violating provisions of the applicable laws, rules and regulations, [registered design professionals] any person who submits false or fraudulent documents certifying compliance with the requirements of the Fire Code and *rules* may be disqualified from submission of *professionally certified* applications under the Fire Code, including revocation of their certificate(s) of fitness.

(d) Submission and Approval Procedure_

- (1) Submission of professional certification.] A completed Fire Department fire alarm professional certification form for any *fire alarm system* installation, or part thereof, that is being *professionally certified* in lieu of a *Department plan examination and/or inspection* in accordance with the provisions of FC104.2.1 and R104-02, shall be submitted to the *Department*, [together with the submissions required by R105-01(c)(2)(A)(2), (3) and (4), including the *design and installation documents* approved for the installation; “as-built” *design and installation documents* of the

fire alarm system installation and the facility in which it is installed, as actually constructed; and the applicable fee for review of such an *application*.] as follows:

- (A) Professional certification of proposed fire alarm system design in lieu of plan examination. Prior to installation, *design and installation documents* for the *fire alarm system* work *professionally certified* by a *registered design professional*, must be electronically filed with the *Department* in the form and manner prescribed on the *Department's* electronic portal, including completion of the applicable application form and payment of applicable fees, and with such supporting documentation (including any documentation required by FC105.4.4.1) as may be required by the *Department*. If the application is satisfactorily completed and submitted, the *Department* will issue a letter of acceptance indicating acceptance of the *professionally certified plans*.
- (B) Project authorization. Application must be made for a project authorization authorizing commencement of work at time of filing of the *professionally certified* design and installation documents, or at any time thereafter. Issuance of project authorization shall be equivalent to a *Department of Buildings* work permit for purposes of consideration as a project in progress within the meaning of R102-01(g).
- (C) Professional certification of fire alarm system installation in lieu of department inspection. Upon completion and satisfactory testing of the *fire alarm system* installation, *professional certification* of the installation by a licensed or certified professional holding the requisite *certificate of fitness*, must be electronically filed with the *Department* in the form and manner prescribed on the *Department's* electronic portal, including completion of the applicable application form and payment of applicable fees. Such *professional certifications* shall be within the scope of their lawful authority under their license or certificate. *Professional certification* may be submitted for the scope of work set forth in the project authorization, unless the scope of such professional certification is restricted by the letter of acceptance approving the design of the installation. *Professional certification* of the installation can also be provided by a professional other than the party who *professionally certified* the design of the installation. Such submissions [shall] must be [made at the earliest date following] promptly filed upon the completion of such installation, but in all cases prior to occupancy of any building, or part thereof, that is to be newly occupied or reoccupied. If the application and *professional certification* are satisfactory in form and content, the *Department* will issue a *letter of approval* indicating approval of the *professionally certified* installation.

- [(2) Acceptance and issuance of letter of approval. *Professionally certified design and installation documents* will be accepted for filing, and a *letter of approval* issued. The *Department* may review such *professionally certified design and installation*

documents for completeness and/or other purposes, and if it determines they are deficient, may deny or rescind acceptance and issuance of the *letter of approval*.

- (3) Filing with Department of Buildings. The “as built” *design and installation documents* submitted to and accepted by the *Department* will be electronically filed with the *Department of Buildings* by the *Department* as part of the applicant’s *Department of Buildings* application, unless another manner of filing such documents with the *Department of Buildings* is prescribed by the *Department*.]

§ 2. Subdivisions (f) and (g) of section 104-04 of Chapter 1 of Title 3 of the Rules of the City of New York, are amended to read as follows:

§ 104-04 Certification of Corrected Defects in Fire Alarm System Installations

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- (f) Scope of Certification of Professional Verifying System Functionality. *Certification of corrected defects* constitutes a representation by the licensed or certified professional verifying the functionality of [the] *fire alarm system components* [following] after correction of defects, made under the authority granted to the licensed or certified professional by his or her professional license or certification and the applicable *Department* certificate, that a defect involving a missing or non-working component has been corrected and the *fire alarm system components* that were installed and/or repaired in order to correct the defective condition [is] are operating as designed in accordance with the approved plans for the *fire alarm system*, as amended by any as-built *design and installation documents*, including the Input/Output programming matrix that defines the sequence of operation (as set forth in [Annex A] to Section A.14.6.2.4 of Annex A to NFPA Standard 72).
- (g) Submission and Acceptance of Certification of Corrected Defects. *Certification of corrected defects* shall be submitted to the *Department*, and, if satisfactory, accepted by the *Department*, in the following manner:
 - (1) **Submission.** *Certification of corrected defects* shall be submitted on the form approved by the *Department* for this purpose. If there are no defects in the design or installation of the fire alarm system and the notice of defect requires submission of the applicable A-433 form, as-built design and installation documents or other documentation required solely to complete the application (administrative defects), submission of certification of corrected defects is not required. Such submissions must bear such certifications as may be required by law, rule or Department procedure.
 - (2) **Required signatures.** The *approved* form for *certification of corrected defects* shall be personally signed by all parties required for the certification. As such, except as otherwise provided in R104-04(g)(3), it shall bear the signatures of up to three separate licensed or certified professionals: the signature of the one or two

licensed or certified professional(s) who corrected the defect(s) and the signature of the licensed or certified professional who verified the functionality of the *fire alarm system* following correction of defects.

- (3) **As-built plans and A-433 forms.** To complete a *fire alarm system* application, any changes to a *fire alarm system* from the original approved design must be reflected on the applicable *Department A-433 form, as-built design and installation documents* and/or other required documentation and submitted to the *Department* prior to, or at the time of, the *Department* inspection. [When a notice of defect directs the filing of an A-433 form, as-built *design and installation documents* and/or other documentation, such documentation shall be submitted together with a *certification of corrected defects*. If there are no defects in the design or installation of the *fire alarm system* and the notice of defect requires submission of the applicable A-433 form, as-built *design and installation documents* or other documentation solely to complete the application, the *certification of corrected defects* requires only a single signature, that of the licensed or certified professional verifying the functionality of the *fire alarm system*.]
- (4) **Acceptance and letter of approval.** Upon acceptance of *certification of corrected defects*, including, where required, acceptance of the as-built *design and installation documents, A-433 forms* and/or other documentation, the *Department* will deem the defective condition corrected. If there are no other outstanding defects or other considerations preventing its issuance, a *letter of approval* will be issued for the *fire alarm system*.

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§ 3. Section 105-01 of Chapter 1 of the Rules of the City of New York, is amended to read as follows:

§ 105-01 Approval of Fire Alarm System Design and Installation[s]

- (a) Scope. This section sets forth the standards, requirements and procedures for the submission of *design and installation documents for fire alarm system installations* for *Department* review and approval.
- (b) General Provisions
- (1) Submission and approval required. Pursuant to [FC907.1.1] FC907.3, *design and installation documents for fire alarm system installations*, containing such details as may be required by the *Fire Code, Building Code, Electrical Code* and this section, shall be submitted for *Department* review and approval prior to system installation in the form and manner prescribed on the *Department's* electronic portal.

- (2) Certification of design and installation documents. Pursuant to FC105.4.1, *design and installation documents* must be prepared by a *registered design professional*. Such documents shall bear the seal of such design professional, which shall serve to certify that the documents are in compliance with applicable provisions of the Fire Code, *Building Code*, *rules*, and other applicable laws, rules and regulations.
- (3) Filings upon completion of installation. Upon completion and satisfactory testing of a *fire alarm system* installation that comprises any part of a *core building system*, the *owner* shall submit a request for inspection pursuant to R105-01(c)(2). Upon completion of a *fire alarm system* installation that does not comprise any part of a [*core*] *building core fire alarm system*, the *owner* [shall] may alternatively submit [such a request or a] *professional certification* of the installation, except as may otherwise be provided in the letter of acceptance approving the design of the installation.
- (4) Format of design and installation documents. The *design and installation documents* required by this section shall be formatted (to scale) [either to the standard size of 24 inches by 36 inches in dimension, or to the folio size of 11 inches by 17 inches in dimension, as specified in this section, or in such other format as may be designated by the *Department*. The *Department* may require, pursuant to FC105.4, submission of *design and installation documents* and related submissions, in an electronic format designated by the *Department*] in the form and manner prescribed on the *Department's* electronic portal.

(c) Submission and Approval Procedure

- (1) Submission and approval of *design and installation documents*
 - (A) Submissions. Applications for approval of *fire alarm systems* [shall first be filed with the *Department of Buildings*, and a *Department of Buildings* application number obtained. Thereafter, two (2) sets of engineering drawings complying with the requirements of *Building Code* Section BC907.1.1 and bearing the *Department of Buildings* application number,] shall be [submitted to] electronically filed with the *Department*[, by filing them at the *Bureau of Fire Prevention's* plan intake window, together with a copy of all forms filed in connection with the *Department of Buildings application*, and a *Department design and installation document examination application* form. One set of the engineering drawings shall be formatted to standard (24 x36) size and one to folio (11 x17) size] in the form and manner prescribed on the *Department's* electronic portal, including completion of the applicable application form and payment of applicable fees.
 - (B) Approval. The *Department* will review the *design and installation documents* submitted pursuant to R105-01(c)(1)(A), and, if determined to

be in compliance with the requirements of the laws, rules and regulations enforced by the *Department*, [stamp such documents approved] approve such documents in accordance with FC105.4.4.2 and *Department* procedures.

[(C) Retention of approved engineering drawings. The *Department* will retain an electronic copy of the *approved* engineering drawings in folio (11 x 17) size, and return both sets of *approved* original engineering drawings to the applicant. The applicant shall retain the *approved* original engineering drawings, and make the standard (24 x 36) size set available to the *Department* representative at the time of inspection pursuant to R105-01(c)(3)(A).]

(2) Department inspection filing

(A) Submissions. *Applications* for *Department* inspection of a *fire alarm system* installation shall include the following documentation and such other information and documentation as the *Department* may require:

- (1) the *Department*'s "request for inspection" application form;
- (2) "as built" *design and installation documents* of the *fire alarm system* installation, and the facility in which it is installed, as actually constructed, formatted in folio (11 x 17) size, and containing:
 - (a) the information required by *Building Code* Section 907.1; and
 - (b) the Input/Output programming matrix and written certification required by R105-01(c)(2)(A)(3) and (4).

If such "as built" *design and installation documents* cannot be electronically filed at the time of submission of the request for inspection because installation work has not been completed, such "as built" documents may be submitted thereafter but no later than the date of inspection of the installation, either by electronically filing them [at the *Bureau of Fire Prevention*'s plan intake window] using the *Department*'s electronic portal or by providing them to the *Department* representative at the time of inspection of the installation.

- (3) a completed Input/Output programming matrix that defines the sequence of operation, as set forth in [Annex A to Section A.10.6.2.3(9)] Section A.14.6.2.4 of Annex A to NFPA Standard 72; and

- (4) a written statement from a *registered design professional*, a person holding a license to engage in the business of installing, servicing and maintaining fire alarm systems issued by the New York Secretary of State pursuant to Article 6-D of the New York State General Business Law, or a master electrician licensed by the *Department of Buildings* and registered with the New York Secretary of State in accordance with such Article 6-D, certifying that a functional test has been conducted of the *fire alarm system* and the system operates as designed and in accordance with the Input/Output programming matrix. If such functional test cannot be conducted at the time of submission of the request for inspection because installation work has not been completed, such written certification may be submitted to the *Department* in accordance with R105-01(c)(2)(A)(2).
 - (B) Acceptance. The *Department* will review such *application* for inspection and supporting documentation for completeness and/or other purposes, and if satisfactory, will authorize an inspection.
- (3) Inspection and approval of fire alarm system installation
 - (A) Availability of documents. [The] A printed copy of standard-size (24" x36") [size] set of approved [original] engineering drawings of the *fire alarm system design and installation*[, pursuant to R105-01(c)(1)(C)], and a set of "as built" *design and installation documents* of the installation, pursuant to R105-01(c)(2)(A)(2), shall be made available for inspection by the *Department* representative at the time of inspection of the *fire alarm system* installation.
 - [(B) Filing with Department of Buildings. The "as built" *design and installation documents* submitted to and accepted by the *Department* will be electronically filed with the *Department of Buildings* by the *Department* as part of the applicant's *Department of Buildings* application, unless another manner of filing such documents with the *Department of Buildings* is prescribed by the *Department*.]