



**NASSAU COUNTY FIRE COMMISSION
OFFICE OF THE FIRE MARSHAL**

Nassau County Public Safety Center
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Chief Fire Marshal
Scott D. Tusa

FIRE MARSHAL BULLETIN

February 24, 2022

DESIGN DRAWING SUBMISSIONS **REQUIRED LETTER FROM THE ENGINEER OR ARCHITECT**

WHILE RECENT CHANGES IN THE LAWS ARE ALREADY IN FULL FORCE AND EFFECT, STRICT ENFORCEMENT OF THE FOLLOWING REQUIREMENT, WITHOUT EXCEPTION, BEGAN ON 21-FEBRUARY, 2017.

FAILURE TO SUBMIT THE REQUIRED LETTER SHALL CAUSE REJECTION OF THE SUBMISSION.

The Nassau County Fire Prevention Ordinance (NCFPO), §24.3.6 #6, states:

“All design drawings for installations shall be stamped by a New York State Licensed Professional Engineer or New York State Registered Architect as required by the New York State Department of Education Law, Section 7209. **A stamped and signed letter from the engineer or architect on their professional letterhead shall accompany design drawings attesting to his/her stamp/signature on design drawings.** All stamps shall be legible and readable. All signatures shall be original; facsimile or copied signatures shall not be accepted. There shall be no requirement for the stamp and signature of a Professional Engineer or Registered Architect, on grease hood and duct exhaust system design drawings, kitchen automatic extinguishing system design drawings or liquefied petroleum gas design drawings under 500 gallon water capacity.”

Specifically addressing the requirement (highlighted above) for the stamped and signed letter from the engineer or architect:

The sole purpose of the letter is specifically as indicated in the law - for "attesting to his/her stamp/signature on design drawings."

Verbiage to consider for the letter:

This letter shall serve to certify that the seal and signature appearing on the accompanying design drawings for the (Type of System) system to be installed/modified at (Name/Address of project) are my seal and signature as architect/engineer.

The letter itself shall contain the **original seal and signature** of the architect/engineer writing the letter and shall be submitted on the architect or engineer's professional letter head, or the letterhead of their employer if not self-employed. Education law requires the full signature over the seal and the Fire Marshal requires both the seal and the signature to be original.

All design drawings submitted to the Nassau County Fire Marshal shall comply with the NCFPO, including but not limited to Article XXIV (24), and §3.12, §5.16, §6.3, §8.4, §12.3, §16.3, §17.4, §28.3 and §28.4 as applicable.

The 2017 NCFPO may be reviewed/downloaded at:

<https://www.nassaucountyny.gov/409/Fire-Prevention-Ordinance>.

(There is also a link to the revised NYS codes there).

The standards of the National Fire Protection Association (NFPA) are accessible to view at:

<http://www.NFPA.org/codes-and-standards>