

Fire Alarms

Before you apply:

- Hire an Registered Architect or Professional Engineer
- To arrange an appointment with the Scheduling Supervisor (request for inspection or re-inspection, inquiry, etc.) in person, please contact the booking clerk at 718 -999-5114 at least 48 hours prior the intended date.
- The building occupants shall be notified prior to the test date. Sufficient manpower and equipment shall be made available to conduct test.

Apply

- The applicant submits an [inspection request](#) along with other required documents (PW-1, TM-1, A-433) to the scheduling supervisor at:
Fire Alarm Inspection Unit (Electrical)-Room 3N-1
9 Metro Tech Center,
Brooklyn, N.Y. 11201
- Inspection Fee: \$210/hr.

Review

- The Scheduling Supervisor will review the submitted documentation for completeness and accuracy.
- If complete and accurate, the scheduling supervisor will assign an appointment date and a field inspector to perform the final test.

Perform

- Verify that the fire alarm system has been installed consistent FD approved plans and pretest system.
- Arrange for all trades and tools needed for inspection by FDNY.

Inspect

- The Fire Alarm Inspection Unit (FAIU) will conduct the acceptance inspection/test in presence of the installing contractors, fire alarm vendor and building owner (managing agent).
- Upon completion, FAIU will issue an appropriate document (Letter of Defect). The inspection will be cancelled and a violation order issued if the test reveals major problems.

Sign-Off

- The field inspectorial reports are process within 10-12 days and, if the inspection resulted in a Letter of Recommendation, a Letter of Approval will be generated by FPIMS.

For more information please visit the [NYC Fire Department Fire Alarm Inspection Unit](#)