



FIRE DEPARTMENT – CITY OF NEW YORK

BUREAU OF LEGAL AFFAIRS – PUBLIC RECORDS UNIT

9 MetroTech Center, Brooklyn, NY 11201

publicrecordsunit@fdny.nyc.gov – (718) 999-2681

Building Plans

This form is used to request copies of commercial and residential building plans held by the New York City Fire Department. **There is a \$10 fee for each type of building plan.**

Building plans can only be released to parties authorized to receive these records.

Please read these instructions carefully before completing this request form:

- **Building plans may only be released by appointment at the FDNY headquarters.** To make an appointment, contact the Public Records Unit by telephone at (718) 999-2681.
- **Building plans can only be released to the current property owner or management company, or otherwise to another party authorized by the property owner or management company.** The property owner or management company must provide a notarized statement indicating their ownership or management of the property, or their authorization of another party to receive the building plans.
- **The records requestor must also provide a valid government-issued photo ID.**

This completed record request form must be submitted in person at the FDNY headquarters on the date and time of the appointment. The total fee will be determined based on the results of the records search.

The FDNY accepts payment in the form of money order or check payable to “NYC Fire Department” (no e-checks) – CASH IS NOT ACCEPTED.

Section A

Customer Information

Name

Address

Email Address

City

State

Zip Code

Telephone Number

Section B

Property Information

Address

Borough

Zip Code

FDNY Use Only

Received

Processed