



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

Letters of Approval

This form is used to request copies of Letters of Approval (LOA) issued by the New York City Fire Department. **There is no fee to receive copies of these records.**

SAVE TIME: Copies of these records may be accessible online through **FDNY Business**

(<https://www.nyc.gov/site/fdny/business/support/fdny-business.page>).

The FDNY or Department of Buildings (DOB) account number must be known to request a copy of each record.

This completed record request form may be submitted:

- Via email to LOACopy@fdny.nyc.gov.
- In person at the FDNY headquarters during regular business hours.
- By postal mail (must also include a stamped, self-addressed envelope).

Section A

Customer Information

<input type="text"/>			
Name			
<input type="text"/>		<input type="text"/>	
Address		Email Address	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
City	State	Zip Code	Telephone Number

Section B

Property Information

<input type="text"/>	<input type="text"/>
FDNY or DOB Account Number (1)	FDNY or DOB Account Number (2)
<input type="text"/>	<input type="text"/>
FDNY or DOB Account Number (3)	FDNY or DOB Account Number (4)
<input type="text"/>	
Address	
<input type="text"/>	<input type="text"/>
Borough	Zip Code

FDNY Use Only