



FIRE ALARM INSPECTION UNIT REQUEST FORM INSTRUCTIONS

All information must be completed. Forms with missing information will be returned.

Form must be completed electronically for online and email submissions.

Handwritten, scanned and images of forms will not be accepted.

USE THIS FORM FOR ALL INSPECTION REQUESTS.

Inspection Type:

- INITIAL INSPECTION. First inspection being conducted on the premises
- RE-TEST. Premises has already been inspected and inspector needs to return for another inspection.
 - Check the box to request a Remote Video Inspection (RVI)
- CONTINUATION OF INSPECTION. If an incomplete inspection requires another site visit to complete.
- RESCHEDULE OF CANCELLED INSPECTION. Must identify who cancelled the original inspection. A copy of the original B-45 (stamped cancelled) must be submitted with the request.
- CANCELLATION. Must include date of scheduled inspection, scheduled Inspector and originally approved B-45 form.

Inspection scheduling information:

- **All forms must specify whether the inspection is requested for regular hours, next available appointment or overtime hours.**
 - a. **REGULAR HOURS** are Monday-Friday (9:00am - 4:30pm) *excluding Holidays*
 - b. **NEXT AVAILABLE APPOINTMENT.** May or may not be outside of regular business hours and can incur overtime charges dependent on available inspection date.
 - c. **OVERTIME HOURS**
 - i. After hours (Monday –Friday after 4:30pm)
 - ii. Early Morning hours (Monday –Friday before 9:00 am.)
 - iii. Weekend hours (Saturday and Sunday)
 - iv. Overnight hours (after 9:00 pm)
 - v. Holidays (see official FDNY holidays)
<https://www1.nyc.gov/site/fdny/about/resources/contact/holidays-closing.page>
 - d. **BILLING FOR OVERTIME HOURS, regardless of scheduled appointment time, are billable from start time below through completion of inspection.**
 - i. After hours: billable hours begin at 4:30 pm.
 - ii. Early Morning hours: billable hours begin at 5:00 am.
 - iii. Weekend hours: billable hours are from 9:00 am -4:30 pm.
 - iv. Overnight hours: billable hours begin at 4:30 pm.
 - v. Holidays: billable hours are from 9:00 am-4:30 pm.
- **Block out Dates** - Provide days and times client/facility is not available for inspection.
- Application identification number. FDNY Business Record ID, FPIMS, DOB, LOD, or VO number.
- Business/project name
- Premises address. Address where inspection will take place (must include Street address, Boro and Zip) and Cross Streets.

Request made by:

- Name, Title and License Number of person scheduling appointment. (Can be Licensed Electrician, Licensed Design Professional, Owner, or Expeditor)
- Company/Org name:
- Company address. Include full mailing address.
- Contact information: office phone and email
- Additional phone no.: enter a second contact, if needed.
- Print, sign, date. The person completing the request must sign and date the form.
 - Must include digital signature if submitting by email, or sign in ink for in-person (Initial) inspection requests

Inspection information:

- Job Description. Description of work requested in this application. This may be copied from the TM-1, PW-1 or Violation Order.
- Work Floors. A description of the areas that have modifications and will be inspected.
- Contact person name and phone number of the person the inspector will be meeting at the job site.

TO REQUEST AN INSPECTION, THE FOLLOWING CONSTRUCTION DOCUMENTATION MUST BE SUBMITTED IN PERSON.

For an Initial Inspection:

A hardcopy of these documents neatly arranged and secured by a standard 2-hole fastener:

- Registration of Central Station-Monitored Fire Alarm Systems identifying the terminal assignment number(s) (Form TB-60) for new system only – one (1) copy.
- Request for Inspection Date (Form B-45) – three (3) copies required.
- “AS BUILT” riser diagram (11”x17”) – one (1) set.
- Electrician’s Sign-off (Form A-433, signed and sealed) – original, one (1).
- Plan Examination (Form TM-1) – original, one (1).
- The Department of Buildings Plan/Work Application (Form PW-1) – original, one (1), (if applicable)
- Approved Post Approval Amendment (PAA) and all supporting documents, if PAA has been filed before date of Inspection.
- ARCS- Commissioning Test Report (if requesting ARCS inspection).

If Plan was approved before May 22, 2020:

- Original approved plans sized 11”x17” and 24”x36” (one of each).

If Plan was approved after May 22, 2020:

- Letter of Acceptance from FDNY Business.
- Project Authorization Letter - required if stated on the Letter of Acceptance, and is not related to a DOB FA Application Number.
- Legibly printed accepted FDNY Business plan 11”x17” and 24” x 36” (one of each, from electronic submission).

TO REQUEST A RETEST OR RESCHEDULED APPOINTMENT (MUST BE SUBMITTED BY EMAIL):

- **By Email (Retest and Rescheduled appointments only) request must be sent to:**
fire.alarmschedules@fdny.nyc.gov.

Email subject line must include: "INSPECTION APPOINTMENT REQUEST" or "RVI" (as applicable)

You must submit copies of (in the form of a PDF. file):

- B-45;
- TM-1 or Letter of Acceptance;
- A-433;
- Letter of Defect or Violation Order.

TO CANCEL AN INSPECTION REQUEST (MUST BE SUBMITTED BY EMAIL):

- Cancellations (maximum of three) are not confirmed until an acknowledgment email has been received from FAIU staff.
- Inspection can not be cancelled if there is a Letter of Defect that exceeds 90 days or if a Violation Order has been issued.
- All Cancellations must be **received no less than three (3) business days prior to scheduled inspection.**
- **Must include** a signed letter from Building Owner or Contractor authorizing cancellation request, if other than name on original B-45 Inspection Request.
- Cancellation requests must be sent to fire.alarmschedules@fdny.nyc.gov.

Email subject line must include: "CANCELLATION REQUEST"

Email body must include: Premises Address (incl. boro) and contact information

By signing a cancellation request, you are acknowledging authority.

By signing for a cancellation request, you acknowledge that you are authorized to act on behalf of the person who requested the Inspection appointment.

For Questions and Assistance:

Please call 311 and ask for FDNY Business Support or email FDNY.BusinessSupport@fdny.nyc.gov.