

# Document and Applicant Requirements for Inspections / Building System Tests

Below is a list of Inspection types with information needed to ensure Inspections are scheduled correctly.

**Who Can Request:** Title, role or certification required to request specific Inspections / Building System Tests, as applicable.

**Required Documents:** Documents needed to request specific Inspections / Building System Tests, as applicable.

**Recommended Lead Time:** Minimum number of Business Days needed before your Inspection / Building System Test can typically be scheduled. If the lead time is “10 Business Days,” we recommend you choose a date that is more than 10 Business Days from the date of your request.

Inspection requests are processed in the order that they are received. Based on your specific Inspection request, please allow sufficient time for review before contacting FDNY Business Support to inquire about the status.

Inspection / Test Type	Who Can Request	Required Documents	Recommended Lead Time
<p><b>Bulk Fuel Safety</b></p> <ul style="list-style-type: none"> <li>- New installation</li> <li>- Periodic test requiring a FDNY witness</li> <li>- Permit renewal inspection</li> <li>- Reinspection of a Violation Order</li> <li>- Other tests not specified above</li> </ul>	<p>Licensed Contractors Owners Owners APIC (Authorized Person in Charge)</p>	<p>If request requires Technology Management (TM) Plan Review, Special Document Review or a Variance, prior TM approval required. Scope of Work (for minor alteration or modification of a facility).</p>	<p>Monday – Friday from 8:00AM to 5:00PM: 20 Business Days</p> <p>Overtime inspections: 10 Business Days (may require 2 Inspectors dependent upon request)</p>
<p><b>District Offices</b></p> <ul style="list-style-type: none"> <li>- Permit renewal inspection</li> <li>- New installation or occupancy</li> <li>- Reinspection of a Violation Order</li> <li>- Fuel Oil Storage/Use</li> <li>- Motor Vehicle Repair Shop</li> <li>- Air Conditioning and Refrigeration</li> <li>- Gasoline, Diesel Generator’s Aerosols</li> <li>- Street Fairs, Special Events</li> <li>- Tire Shops</li> <li>- Bulk CO2 Systems</li> </ul>	<p>APIC (Authorized Person in Charge) Account Owners Business Owners Event Organizers / Producers</p>	<p>If request requires Technology Management (TM) Plan Review, Special Document Review or a Variance, prior TM approval required.</p> <p>Documents needed are dependent upon Inspection type.</p>	<p>5 Business Days</p>

Inspection / Test Type	Who Can Request	Required Documents	Recommended Lead Time
<p><b>CDA (Construction, Demolition and Abatement)</b></p> <p>Permit for handling, use and/or storage of compressed gasses (torchwork) on construction sites</p> <p>Permit for handling and use of electrical “ARC” welding on a construction site</p> <p>Permit for handling, use and/or storage of liquid fuels on construction sites.</p>	<p>License Contractors (ex. – plumbers, welders, etc...)</p>	<p>Letter of intent with license number listed</p> <p>Certificate of insurance</p> <p>Department of Buildings permit</p>	<p>Average 5 to 7 Business Days</p>

Inspection / Test Type	Who Can Request	Required Documents	Recommended Lead Time
<p><b>Fire Alarm</b> Test/Retest</p>	<p>Licensed Electrician, Licensed Design Professional, NYS Licensed Fire Alarm Vendor, Owner, or FDNY Licensed Expeditor</p>	<p><b>B-45</b> - Request for Inspection  <b>As-Built Riser Diagram</b> signed and sealed (be sure seals are visible)  <b>A-433</b> - Electrician’s Sign-off signed and sealed (be sure seal is visible)  <b>PW-1 or Work Authorization</b> - The Department of Buildings Plan/Work Application if filed with DOB or work authorization if only filed at FDNY  <b>TM-1 and FDNY Approved Plans</b>  <b>TB-60</b> - Registration of Central Station-Monitored Fire Alarm Systems identifying the terminal assignment number(s) (For new systems only)  <b>Central station contract</b> – Must be an executed contract between ownership and a NYC approved central station  <b>Previous Inspection Documents</b> – If installation was previously inspected, be sure to upload Notice of Defect, Violation order, etc.  <b>Copy of License allowing submission</b>– anyone submitting the application must upload a copy of their license which allows them to request the inspection. This could be the master electricians license, proof of ownership, FDNY expediting license, etc.</p>	<p>40 – 70 Business Days</p>

Inspection / Test Type	Who Can Request	Required Documents	Recommended Lead Time
<p><b>Fire Alarm</b></p> <ul style="list-style-type: none"> <li>- Auxiliary Radio Communications System Test/Retest (ARCS)</li> </ul>	<p>Licensed Electrician, Licensed Design Professional, NYS Licensed Fire Alarm Vendor, Owner, or FDNY Licensed Expeditor</p>	<p><b>B-45</b> - Request for Inspection Date  <b>As-Built Riser Diagram</b> signed and sealed (be sure seals are visible)  <b>A-433</b> - Electrician’s Sign-off signed and sealed (be sure seal is visible)  <b>PW-1 or Work Authorization</b> - The Department of Buildings Plan/Work Application if filed with DOB or work authorization if only filed at FDNY  <b>TM-1</b> – Must be stamped by Plan Exam  <b>Approved Plans</b> – If plans were approved through the Accela portal with a Record ID, it is not necessary to upload them. If they were approved prior to Accela, be sure to upload a legible set. If a PAA was filed, both the originals and the amended plans must be approved and provided prior to inspection request.  <b>Commissioning Test Report</b>  <b>Copy of License allowing submission</b>– anyone submitting the application must upload a copy of their license which allows them to request the inspection. This could be the master electricians license, proof of ownership, FDNY expediting license, etc.</p>	<p>40 – 70 Business Days</p>

Inspection / Test Type	Who Can Request	Required Documents	Recommended Lead Time
<p><b>Fire Alarm</b></p> <ul style="list-style-type: none"> <li>- Fire Pump Test/Retest</li> </ul>	<p>Licensed Electrician, Licensed Design Professional, NYS Licensed Fire Alarm Vendor, Owner, or FDNY Licensed Expeditor</p>	<p><b>B-45</b> - Request for Inspection Date  <b>A-433</b> - Electrician’s Sign-off signed and sealed (Be sure seal is visible)  <b>PW-1 or Work Authorization</b> - The Department of Buildings Plan/Work Application if filed with DOB or work authorization if only filed at FDNY  <b>Pump Data Sheets</b> – Data Curve  <b>Copy of License allowing submission</b>– anyone submitting the application must upload a copy of their license which allows them to request the inspection. This could be the master electricians license, proof of ownership, FDNY expediting license, etc.  <b>Affidavit</b> - from Engineer of Record describing the types of sprinkler/standpipe coverage in the building</p>	<p>40 – 70 Business Days</p>

Inspection / Test Type	Who Can Request	Required Documents	Recommended Lead Time
<p><b>Fire Alarm</b></p> <ul style="list-style-type: none"> <li>- Central Station Changeover</li> </ul>	<p>Licensed Electrician, Licensed Design Professional, NYS Licensed Fire Alarm Vendor, Owner, or FDNY Licensed Expeditor</p>	<p><b>FA-7 – Affidavit of Compliance</b> - completed &amp; notarized by an S-97 Certificate Holder</p> <p><b>Letter of Approval (LOA)</b></p> <p><b>TB-60</b> - Registration of Central Station-Monitored Fire Alarm Systems identifying the terminal assignment numbers</p> <p><b>Central station Contract</b> – Must be an executed contract between ownership and an NYC approved central station</p> <p><b>Activity Report</b>- generated from Monitoring Center documenting all required signals on transfer</p> <p><b>Copy of License allowing submission</b>– anyone submitting the application must upload a copy of their license which allows them to request the inspection. This could be the master electricians license, proof of ownership, FDNY expediting license, etc.</p>	<p>10 – 20 Business Days</p>
<p><b>Fire Alarm</b></p> <ul style="list-style-type: none"> <li>- Fire Alarm Communicator Modification/Replacement</li> </ul>	<p>Licensed Electrician, Licensed Design Professional, NYS Licensed Fire Alarm Vendor, Owner, or FDNY Licensed Expeditor</p>	<p><b>B-45</b> - Request for Inspection Date</p> <p><b>A-433</b> - Electrician’s Sign-off signed and sealed (Be sure seal is visible)</p> <p><b>TB-60</b> - Registration of Central Station-Monitored Fire Alarm Systems identifying the terminal assignment number(s) for new systems only</p> <p><b>Central station contract</b> – Must be an executed contract between ownership and an NYC approved central station</p> <p><b>Copy of License allowing submission</b>– anyone submitting the application must upload a copy of their license which allows them to request the inspection. This could be the master electricians license, proof of ownership, FDNY expediting license, etc.</p>	<p>40 – 70 Business Days</p>

Inspection / Test Type	Who Can Request	Required Documents	Recommended Lead Time
<b>Hazardous Cargo</b> - Vehicle / Equipment will be brought to our inspection location	No request necessary	Varies, dependent upon Inspection type	Monday – Friday from 7:00AM to 3:30PM: No appointment necessary
<b>Hazardous Cargo</b> - Onsite inspections involving mobile equipment and / or vehicular inspections	Manager, Owner or Business Contact	Varies, dependent upon Inspection type	Monday – Friday from 7:00AM to 3:30PM: 10 Business Days
<b>Hazardous Cargo</b> - Premises-related inspections (fleet fueling site-specific permits)	Owner, Variance Applicant, Fleet Manager or Contractor	If request requires Technology Management (TM) Plan Review, Special Document Review or a Variance, prior TM approval required.	Monday – Friday from 7:00AM to 3:30PM: 10 Business Days  Overtime Inspections: 10 Business Days
<b>Hazardous Cargo</b> - Cargo Tank Truck/trailer - Mobile Food truck - Tar Kettle - Asphalt Melter - Mobile heating trailer - Power generating trailer - Torch equipment - Motor vehicle transporting hazardous material - Space Heater	No request necessary	Varies, dependent upon Inspection type	Monday – Friday from 7:00AM to 3:30PM: No appointment necessary
<b>High Rise</b> - FLSD Exam	Building Owner/Manager Building Representative/Designated Consultant only (candidates cannot directly request an exam)	Certificate of Completion (rare cases only)	40 – 50 Business Days
<b>High Rise</b> - Request for Reinspection	Building Owner/Manager Building Representative	Copy of Violation Order	10 Business Days
<b>Labs</b> - New installation or occupancy - Permit renewal inspection - Reinspection of a Violation Order		If request requires Technology Management (TM) Plan Review, Special Document Review or a Variance, prior TM approval required.	Monday – Friday from 8:00AM to 5:00PM: 20 Business Days  Overtime inspections: 10 Business Days (may require 2 Inspectors dependent upon request)

Inspection / Test Type	Who Can Request	Required Documents	Recommended Lead Time
<b>Public Assembly</b> <ul style="list-style-type: none"> <li>- Open flame</li> <li>- Public Assembly</li> <li>- Temporary Public Assembly</li> <li>- Sidewalk Café</li> </ul>	Public	DOB Certificate of Operation DOB TPA approval DCA Permit (Dept of Consumer Affairs)	5 - 7 Business Days
<b>Public Buildings</b> <ul style="list-style-type: none"> <li>- Day Care</li> <li>- UPK</li> <li>- Camps</li> <li>- After-School, Security-School, Private school</li> <li>- Group Home</li> <li>- Senior Center</li> <li>- Adult Day-Care</li> </ul>			10 Business Days
<b>Rangehood</b> <ul style="list-style-type: none"> <li>- Test / Retest</li> </ul>	Master Fire Suppression Piping Contractor (A or C license)	-FDNY Project Authorization letter -TM-R2 form -DOB Cooking equipment permits -ACP 5 -Affidavit from the licensed Master Fire Suppression Contractor -Letter of Acceptance -Approved plans - If solid fuel is used, a Letter from DOB Building for Office of Technical Certification and Research (OTCR)	20 – 30 Business Days dependent on provision of all required documents needed for testing and Contractor(s) availability
<b>Suppression</b> <ul style="list-style-type: none"> <li>- Alternate Agent Test / Retest</li> </ul>	Master Fire Suppression Piping Contractor (A, B or C license) dependent on type of system	Technology Management approvals as applicable	20 – 30 Business Days dependent on provision of all required documents needed for testing and Contractor(s) availability
<b>Suppression</b> <ul style="list-style-type: none"> <li>- Residential Sprinkler Flow Test / Retest</li> </ul>	Master Fire Suppression Piping Contractor (A or B license) Master Plumber (only for multiple dwellings of ~ 20 heads or less)	"Test Due" notice or any Violation for testing	40 – 60 business days dependent on volume
<b>Suppression</b> <ul style="list-style-type: none"> <li>- Sprinkler FDC Hydrostatic Test / Retest</li> </ul>	Master Fire Suppression Piping Contractor (A or B license)	"Test Due" notice or any Violation for testing	40 – 60 business days dependent on volume

Inspection / Test Type	Who Can Request	Required Documents	Recommended Lead Time
<b>Suppression</b> - Standpipe or Combination System Test / Retest	Master Plumber or Master Fire Suppression Piping Contractor (A or B license)	"Test Due" notice or any Violation for testing	40 – 60 business days dependent on volume
<b>Suppression</b> - Dry Valve Trip Test / Retest	Master Fire Suppression Piping Contractor (A or B license)	"Test Due" notice or any Violation for testing	40 – 60 business days dependent on volume
<b>Vacates</b>	Public	Request for Entry Request to lift Vacate	5 Business Days