



Application Guide: Outdoor E-Micromobility Battery Cabinet Site Survey Inspection (Pre-Installation)

Date Issued: 4/1/2025

Objective:

This guide is designed to assist users in submitting a Request for E-Micromobility Charging Cabinet Site Survey Inspection. See below for a step-by-step guide.

Important Information:

This guide is made available by the Fire Department City of New York (FDNY) as a courtesy to the public. It does not represent all the filing requirements for any given FDNY application. Though every effort is made to continuously update this guide, it in no way supersedes, or otherwise substitutes for the legal or procedural requirements of the New York City Fire Code, Building Code, Zoning Resolution or any other applicable rules, regulations or policies.

Helpful Tips to Remember:

- See the E-Micromobility Battery Charging Cabinet Equipment and Installation Approval Guide at [e-micromobility \(https://www.nyc.gov/site/fdny/business/all-certifications/e-micromobility.page\)](https://www.nyc.gov/site/fdny/business/all-certifications/e-micromobility.page) for information on the overall process.
- As a first step, access the FDNY.Org Website Business Tab at [permits \(https://www.nyc.gov/site/fdny/business/all-certifications/all-certifications.page\)](https://www.nyc.gov/site/fdny/business/all-certifications/all-certifications.page)
- Click on [inspections \(https://www.nyc.gov/site/fdny/business/inspections/inspections.page\)](https://www.nyc.gov/site/fdny/business/inspections/inspections.page)

- 1) Log into FDNYBusiness to create or access your account.

NYC NYC.ID

The Official Website of the City of New York

Login

Log in using your NYC account

Log in using one of these options

Email Address or Username *

or

NY Employees Google Microsoft LinkedIn Yahoo

Password *

Login

[Forgot Password](#) [Create Account](#) [Report an Issue](#)

WARNING: This system and network belong to the City of New York and are intended solely for users and uses authorized by the City of New York. Unauthorized access or use is strictly prohibited. By using this system you expressly consent to the City of New York monitoring all use of this system, regardless of the purpose. If monitoring reveals possible evidence of criminal activity, damage or other unauthorized use, the City of New York may provide that evidence to law enforcement or others. Systems and networks accessed or used may be subject to additional terms and policies.



- 2) Begin an application request via My Account.
 - a) A Building Identification Number is not a mandatory field to complete.
 - b) Use of the terminology “IFO (In Front Of)” or “Adjacent to the Address” is acceptable.

FDNY Business

FDNY Dashboard Return to NYC Business

My Account

Announcements ▾ Logged in as: Fitz Jack My Folders (0) Cart (0) Reports (1) ▾ Account Management Logout

Home

My Drafts My Records

Cart (0)

Your cart is empty.

Welcome Fitz Jack

Click **My Drafts** to see applications that you are currently working on.

Click **My Records** to check the status of your applications.

What would you like to do today?

[Search Applications/Requests](#)

[Begin Application/Request](#)

NYC Business

FDNY Business

FDNY Dashboard Return to NYC Business

My Account

Announcements ▾ Register for an Account Reports (1) ▾ Login

Home

Search Applications [Create an Application](#)

General Search

Account / Record Number:

Search

Clear



3) Select Public Request.

FDNY Dashboard Return to NYC Business

My Account

Announcements ▾ Logged in as: Fitz Jack My Folders (0) Cart (0) Reports (1) ▾ Account Management Logout

Home

[Search Applications](#) [Create an Application](#)

Select Type of Application

Choose one of the following application types.
Need help with FDNY Business? Please click [here](#) for more information.

What are you applying for today?

- ▶ Enforcements
- ▶ **Public Request**
- ▶ Certificate of Fitness
- ▶ Emergency Planning and Preparedness
- ▶ Design and Installation Application
- ▶ Cancellation Request
- ▶ Refund Request
- ▶ Record Linking

4) Select Public Request for Inspection. Select Continue Application.

FDNY Dashboard Return to NYC Business

My Account

Announcements ▾ Logged in as: Fitz Jack My Folders (0) Cart (0) Reports (1) ▾ Account Management Logout

Home

[Search Applications](#) [Create an Application](#)

Select Type of Application

Choose one of the following application types.
Need help with FDNY Business? Please click [here](#) for more information.

What are you applying for today?

- ▶ Enforcements
- ▶ **Public Request**
- ▶ **Public Request for Inspections**
- ▶ Request for Entry or Lift Vacate
- ▶ Certificate of Fitness
- ▶ Emergency Planning and Preparedness
- ▶ Design and Installation Application
- ▶ Cancellation Request
- ▶ Refund Request
- ▶ Record Linking



5) Complete the Premises Address Information. Select Continue Application.

[Search Applications](#) [Create an Application](#)

Public Request for Inspections

1 Building Information 2 Contact Information 3 Request Information 4 Supporting Documents 5 Review and Submit 6

Step 1: Building Information > Address

*Note:

1. *Indicates a required field.
2. You will be able to edit the details in this application from the "Review and Submit" page prior to final submission.

Premises Address

Enter all information into the fields and click **Search**. If the address is found in the system, it will be shown in the pop-up window. Select the address and click **Continue Application**.

If you cannot find the address, you can try to:

1. Search with different keywords or add more info such as a street name or zip code.
2. Click **Clear** and re-enter the building number and street address to try again.
3. If the address is still not found, you can add the address to our registry by selecting "Yes" next to **New Address** and then clicking **Continue Application**.

Address Type: ?

| | | |
|----------------------|----------------------|----------------------|
| Building No.: | Address/Landmark: | Cross Street Name: |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

| | | |
|----------------------|---------------------------------|----------------------|
| City / Borough: | State: | Zip: |
| <input type="text"/> | <input type="text" value="NY"/> | <input type="text"/> |

| | | |
|----------------------|----------------------|----------------------|
| BIN: ? | Block: | Lot: |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

| | |
|------------------------------|------------------------------|
| X Coordinate: ? | Y Coordinate: ? |
| <input type="text"/> | <input type="text"/> |

Is This a New Address?: ?

Yes No



6) Validate address by selecting the correct address. Select Continue.

Public Request for Inspections

1 Building Information 2 Contact Information 3 Request Information 4 Supporting Documents 5 Review and Submit 6

Step 1: Building Information > Address

*Note:
1. *Indicates a required field.
2. You will be able to edit the details in this application from the "Review and Submit" page prior to final submission.

Premises

Enter all
Applicat
If you can
1. Search
2. Click C
3. If the s

Address
--Select

Building
3

City / B
[]

BIN:
[]

X Coord
[]

Is This
 Yes No

Address Search Result List

Addresses

Showing 1-10 of 47

| Address | City | State | Zip |
|--|----------|-------|-------|
| <input checked="" type="radio"/> 1 FDNY, BROOKLYN, NY, 11201 | BROOKLYN | NY | 11201 |
| <input type="radio"/> 1 MEDICAL OFFICE, BROOKLYN, NY, 11201 | BROOKLYN | NY | 11201 |
| <input type="radio"/> 118 DUFFIELD STREET, BROOKLYN, NY, 11201 | BROOKLYN | NY | 11201 |
| <input type="radio"/> 118 DUFFIELD STREET, BROOKLYN, NY, 11201 | BROOKLYN | NY | 11201 |
| <input type="radio"/> 120 DUFFIELD STREET, BROOKLYN, NY, 11201 | BROOKLYN | NY | 11201 |
| <input type="radio"/> 122 DUFFIELD STREET, BROOKLYN, NY, 11201 | BROOKLYN | NY | 11201 |
| <input type="radio"/> 122 JOHNSON STREET, BROOKLYN, NY, 11201 | BROOKLYN | NY | 11201 |
| <input type="radio"/> 122 TECH PLACE, BROOKLYN, NY, 11201 | BROOKLYN | NY | 11201 |
| <input type="radio"/> 124 DUFFIELD STREET, BROOKLYN, NY, 11201 | BROOKLYN | NY | 11201 |
| <input type="radio"/> 124 JOHNSON STREET, BROOKLYN, NY, 11201 | BROOKLYN | NY | 11201 |

< Prev 1 2 3 4 5 Next >



- 7) Complete the Contact Information portion of the application. Select Continue Application.
 - a) Permit/LOA and Billing Contacts are required fields.
 - b) For the Permit/LOA Contact and Billing Contact, please input the contact information of the Building Owner/Management or Property Leasee. This is the most appropriate contact for correspondence and fee remittance responsibility.

My Account

Announcements Logged in as Fitz Jack My Folders (0) Cart (0) Reports (1) Account Management Logout

Home **Services**

[Search Applications](#) [Create an Application](#)

Public Request for Inspections

1 Building Information 2 **Contact Information** 3 Request Information 4 Supporting Documents 5 Review and Submit 6

Step 2: Contact Information > Contact Information

[Document and Applicant Requirements by Inspection Type](#)

*Note:
1. *Indicates a required field.
2. You will be able to edit the details in this application from the "Review and Submit" page prior to final submission.

Licensed Professional

To add a State Licensed Professional contact, click the **Add a State License** button. To add a DOB Licensed Professional contact, click the **Look Up DOB License** button. If you have already added a Licensed Professional contact to this section, click the Edit link to edit the contact or click the Remove link to remove the contact.

Add a State License **Look Up DOB License**

Showing 0-0 of 0

| License Number | License Type | Contact Name | Business Name | Business License # | Home Phone | Fax | Action |
|-------------------|--------------|--------------|---------------|--------------------|------------|-----|--------|
| No records found. | | | | | | | |

Permit / LOA Contact

The Permit/LOA Contact is required for all Inspections and is the name and address of the person to whom the Permit / LOA will be issued. This name will appear on the Permit/ Letter of Approval. Click **Add New** to enter the permit holder's contact information or click **Select from My Account** if you are the Permit/LOA holder and your name and the premises address are saved in your account.

Select from My Account **Add New**

Billing Contact

The Billing Contact is the person or company who will be invoiced. Click **Add New** to enter this contact information or **Select from My Account** and add your Billing Contact if you will pay the invoice.

Select from My Account **Add New**

COF Holder

To add new contacts, click the **Select from my Account** or **Add New** button. If you already have added the contact, click **Edit** to edit your contact details or click **Remove** to remove.

Select from My Account **Add New**

Sponsor

To add new contacts, click the **Select from my Account** or **Add New** button. If you already have added the contact, click **Edit** to edit your contact details or click **Remove** to remove.

Select from My Account **Add New**

Save and Resume Later **Continue Application >**



- 8) Complete the Inspection Request Details. Select Continue Application.
 - a) Under Unit, select District Office (Storage, Handling, Use or Sell of Hazardous Material).
 - b) Under Inspection Type, select Cabinet Siting.
 - c) Under Requested Test Date and Alternate Date, select desired dates of inspection.
 - i) Note: The FDNY cannot guarantee that your desired inspection date is available. The applicant will receive confirmation of date of inspection from the District Office.
 - d) Requester Information should be the same as the Permit/LOA Contact.
 - e) The Emergency Contact should be the person that the District Office Inspector will interact with at the proposed cabinet installation site.

Public Request for Inspections

| | | | | | |
|------------------------|-----------------------|-----------------------|------------------------|---------------------|---|
| 1 Building Information | 2 Contact Information | 3 Request Information | 4 Supporting Documents | 5 Review and Submit | 6 |
|------------------------|-----------------------|-----------------------|------------------------|---------------------|---|

Step 3: Request Information > Inspection Request Details

- *Note:
- 1. *Indicates a required field.
- 2. You will be able to edit the details in this application from the "Review and Submit" page prior to final submission.

Inspection Request Details

Showing 1-1 of 1

| <input type="checkbox"/> | Inspection Unit | Inspection Type | System Type | Requested Test Date | Requested Start Time | Alternate Date | Alternate Time | Number of Cylinders | Manpower (minimum 1) | Time and Justification for Off Hours Request | Permit Start Date | Permit End Date | Permit Start Time | Permit End Time |
|--------------------------|--|-----------------|-------------|---------------------|----------------------|----------------|----------------|---------------------|----------------------|--|-------------------|-----------------|-------------------|-----------------|
| <input type="checkbox"/> | District Office (Storage, Handling, Use or Sell of Hazardous Material) | Cabinet Siting | | 04/08/2025 | | 04/10/2025 | | 1 | | | | | | |

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

Requestor

To add new contacts, click the Select from my Account or Add New button. If you already have added the contact, click Edit to edit your contact details or click Remove to remove.

✔ Contact added successfully.

Fire Department
Legal Business Name
firedept@fdny.com

[Edit](#) [Remove](#)

▼ Contact Addresses

Add Contact Address

A mailing and a billing address must be provided for Building, Billing and Business Owners using the "Add Addresses" section below. For all other contacts only the mailing address must be provided.

Showing 1-2 of 2

| Address Type | Address | Action |
|-----------------|--------------|---------------------------|
| Billing Address | 59 MAIDEN LN | Actions ▼ |
| Mailing Address | 59 MAIDEN LN | Actions ▼ |

Additional Request Information

*Emergency Contact Name:

*Emergency Contact Number:

*Name of the Contact person that will be the on-site:

Location/Floor of Requested Inspection/Test:

Off Hour Certification:

[Save and Resume Later](#) [Continue Application](#)



- 9) Complete the Inspection Information section. Select Continue Application.
a) Please use the "Description" field to provide helpful location information.

Public Request for Inspections

| | | | | | |
|------------------------|-----------------------|-----------------------|------------------------|---------------------|---|
| 1 Building Information | 2 Contact Information | 3 Request Information | 4 Supporting Documents | 5 Review and Submit | 6 |
|------------------------|-----------------------|-----------------------|------------------------|---------------------|---|

Step 3: Request Information > Inspection Info

*Note:

- *Indicates a required field.
- You will be able to edit the details in this application from the "Review and Submit" page prior to final submission.

Inspection Information

Warning: Please enter the Inspection Record ID/Account #.

Inspection Record ID/Account #:

Inspector Name:

Project Information

Describe the system or equipment to be inspected or tested. For Hazardous Cargo, describe all hazardous materials transported and/or used Citywide. Be as detailed as possible. For LABS, describe all hazardous materials and/or occupancy to be inspected

Project Name and Description:



10) On the Supporting Documents page, select “Add” at the bottom to upload documents. Select Supporting Document as the Type. Enter a file name in the Specify the Document Name field. Select Upload to save and upload the document. Select Continue Application.

- a) Applicants must upload the battery cabinet LNO or COA and the Site Plan using the “Add” function.

Step 4: Supporting Documents > Supporting Documents

[Document and Applicant Requirements by Inspection Type](#)

* Note:

- 1. *Indicates a required field.
- 2. You will be able to edit the details in this application from the “Review and Submit” page prior to final submission.

Documents

*Required Section

Documents can be added/uploaded by following these steps

1. Click the Add button below, then click Add again.
2. Select the file(s) from your computer you want to add, then click Continue.
3. Identify the document type for each file added by selecting an option from the dropdown menus labeled “Type”. These types will match the required and optional list of supporting documents above.
4. Finally, click the Upload button to upload the documents to the application.

Maximum size permitted is 25 MB per file.

| Name | Type | Size | Modified Date | Document Status | Action |
|-------------------|------|------|---------------|-----------------|--------|
| No records found. | | | | | |

File: Remove

39376504 - Approval.pdf

100%

* Type: Supporting Document

Description and/or additional details about this document and its contents (Optional)

Letter of No Objection

* Specify the document name:



11) Complete the Digital Signature information.

a) First Name and Last Name must match identically to the logged in user.

Home **Services**

[Search Applications](#) [Create an Application](#)

Public Request for Inspections

1 2 Contact Information 3 Request Information 4 Supporting Documents 5 Review and Submit 6 Confirmation

Step 4: Supporting Documents > Digital Signature

*Note:

- 1. *Indicates a required field.
- 2. You will be able to edit the details in this application from the "Review and Submit" page prior to final submission.

Digital Signature

The On-Line Representative is the person who is logged in to the FDNY Business and entering this information.

* First Name :

* Last Name :

* Title/Roles:

* By checking this box, I acknowledge submitting this request.

Once submitted, I will not be able to make any changes.:

Save and Resume Later

Continue Application »



12) On the Review and Submit page, review all provided information. Once final, select Continue Application.

Violation Information

No Custom Lists data for the sub group above. [Edit](#)

Documents

***Required Section**
 Documents can be added/uploaded by following these steps
 1. Click the Add button below, then click Add again.
 2. Select the file(s) from your computer you want to add, then click Continue.
 3. Identify the document type for each file added by selecting an option from the dropdown menus labeled "Type". These types will match the required and optional list of supporting documents above.
 4. Finally, click the Upload button to upload the documents to the application.

Maximum size permitted is 25 MB per file.

| Name | Type | Size | Modified Date | Document Status | Action |
|-------------------------|---------------------|---------|---------------|-----------------|---------------------------|
| 39376504 - Approval.pdf | Supporting Document | 7.77 MB | 03/31/2025 | Uploaded | Actions ▼ |

Digital Signature

[Edit](#)

* First Name : John
 * Last Name : Doe
 * Title/Roles: Business Owner

By checking this box, I acknowledge submitting this request. Once submitted, I will not be able to make any changes.: Yes

I understand that it is unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Violation is punishable by imprisonment or fine or both. I understand that falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. I understand that if I am found after hearing to have knowingly or negligently made a false statement or to have knowingly or negligently falsified or allowed to be falsified any certificate, form, signed statement, application, report or certification of the correction of a violation required under the provisions of the NYC Administrative Code, including the New York City Fire Code or of a rule of any agency, I may be barred from filing further applications or documents with the Fire Department. I hereby certify that I am authorized by the owner named herein, to file this application on their behalf. I hereby certify that I, or a qualified employee, or authorized agent under my direct consent, prepared or supervised the preparation of this application, and the plans, documents and/or specifications herewith submitted and to the best of my knowledge and belief, the plans and documents, and work shown thereon, comply with the provisions of the NYC Administrative Code, including the New York City Fire Code and other applicable laws, rules and regulations.

By checking this box, I agree to the above certification and electronic signature. Date: 03/31/2025

Save and Resume Later

Continue Application ▶



13) Select Submit Application to generate a unique Record Identification that will be sent to District Office Headquarters.

FDNY Dashboard Return to NYC Business

My Account

Announcements ▾ Logged in as: Fitz Jack My Folders (0) Cart (0) Reports (1) ▾ Account Management Logout

Home

Search Applications Create an Application

- 1 Select item to pay
- 2 Payment information
- 3 Receipt/Record issuance

Step 3: Receipt/Record issuance

Receipt

 Your application(s) has been successfully submitted.

1 FDNY, BROOKLYN, NY, 11201

2025-INSP-
REQUEST-
000017