

Instructions

- *All documents listed on the Notice of Defect (formerly known as Letters of Defect) must be included in this submission.*
- *All information must be typed or printed.*
- *Email address of the S-88/S-99/R-01/R-02 holder must match the email address on file with the FDNY COF application.*
- *This submission has a fee of \$105*

Procedure for submitting documents listed on notices of defects.

1. Scan all required documents, including:
 - the completed Notice of Defect Document Submission Form.
 - the Notice of Defect.
 - all documentation requested on the Notice of Defect.
 - be sure all documents are scanned at a high resolution and any raised seals are visible.

If submitting an as-built, be sure that:

- it contains all necessary features such as proper functionality statement, matrix, one line riser.
- all applicable job numbers for the application are in the title block (FPIMS, DOB, RECORD ID).
- if job is filed with DOB, barcode must be present.
- address in title block must match actual address on filed plans.
- floors are consistent with the filed documents and marketing/construction floors are identified, if applicable.

2. Email the PDF files (Max 20MB) to Plan.Intake@fdny.nyc.gov with the subject line "Notice of Defect Document Submission".

Step 3. Plan Intake Personnel will review the documents.

- If all submission requirements are met:
 - You will receive an email with confirmation that your application was accepted, and it will be reviewed by Fire Alarm Inspection Unit (FAIU).
 - Once reviewed by FAIU, you will receive an invoice. If submission is approved, you will receive a Letter of Approval by mail.
- If the submission requirements are not met:
 - You will receive a notification email from Plan Intake, requesting the necessary documentation or corrections as required.
- If Submission is denied:
 - You will receive an email detailing reasons for denial and may need to refile and pay a new fee.