



Inspection Request Guide for Fire Alarm Re-Inspections

1. Please visit the website <https://fires.fdnyccloud.org/CitizenAccess/Default.aspx> and login. After logging in, select **Begin Application/Request**

My Account

Announcements Logged in as: Your Name My Folders (0) Cart (0) Reports (1) Account Management Logout

Home

My Drafts My Records

Cart (0)
Your cart is empty.

Welcome Michael Squillaro
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

2. Select from the dropdown **Public Request**, followed by **Public Request for Inspection** followed by **Continue Application**

My Account

Announcements Logged in as: FDNY Business Sup

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? Search

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

Continue Application »

3. Select the Address Type: as **Building/Address**. When entering your address **ONLY** enter your building number into ***Building No.:** and Street name in **Address/Landmark:**
Select **No** for “Is This a New Address”. Proceed by selecting **Search**.

Example: For 9 Metrotech Center Brooklyn NY 11201. The Building No is [9] and Address/Landmark is [Metrotech Center]

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/Address**

* Building No.: **9**

Address/Landmark: **Metrotech Center**

City / Borough: State: Zip:

BIN: Block: Lot:

Is This a New Address?: ☒ **No**

Search **Clear**

4. Your full address will either automatically populate or show the screen below. Select your address followed by continue

Address Search Result List

Addresses

Showing 1-8 of 8

	Address	City	State	Zip
☐	1 METROPOLITAN AVENUE, BROOKLYN, NY, 11249	BROOKLYN	NY	11249
☐	105 RIVER STREET, BROOKLYN, NY, 11249	BROOKLYN	NY	11249
☐	116 DUFFIELD STREET, BROOKLYN, NY, 11201-3806	BROOKLYN	NY	11201-3806
☐	122 TECH PLACE, BROOKLYN, NY, 11201	BROOKLYN	NY	11201
☐	2 NORTH 3 STREET, BROOKLYN, NY, 11249-3917	BROOKLYN	NY	11249-3917
☐	295 BRIDGE STREET, BROOKLYN, NY, 11201	BROOKLYN	NY	11201
☐	9 METROPOLITAN OVAL, BRONX, NY, 10462-6542	BRONX	NY	10462-6542
☒	9 METROTECH CENTER, BROOKLYN, NY, 11201-5431	BROOKLYN	NY	11201-5431

Continue

5. Your full address will appear as shown below. Select **Continue Application** to proceed

Address Type: ?
Building/Address

* Building No.: Address/Landmark:

City / Borough: State: Zip:

BIN: ? Block: Lot:

Is This a New Address?: ?
☐ Yes ☒ No



6. The Permit LOA Contact and Billing Contact are **REQUIRED** (Licensed professional is exclusive for suppression-based inspection requests) Select add new and fill out the required prompts for each contact.

NOTE: Permit/LOA Contact is the individual who is making the request

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.

 This section is required. Please add one record.

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.

 This section is required. Please add one record.

7. Fill out **ONLY** sections the sections highlighted, after the sections are completed, select **Add Contact Address**

Contact Information

Individual/Organization/City Agency:

* First Name: Middle Name: * Last Name:

Legal Business Name:

* Business Phone: Mobile Phone: Business Fax:

* E-mail:

SSN: EIN #:

▼ 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. To edit a contact address, click the address link. To set a contact address as your primary address, click the "Set As Primary" link under Actions

8. For the Address Type: select Mailing Address for Permit/LOA Contact and Billing Address for the Billing Contact

Contact Address Information

* Address Type:

Building No.: * Street Name:

Floor#/Apt#/Suite#: * City/Borough: * State: * Zip:

Country/Region:

Save and Close **Save and Add Another** **Clear**

9. Once the address has been **added successfully**, you will see the notification down below. Scroll and select Continue at the bottom of the screen to proceed. Once Permit/LOA and Billing Contact is added, Select **Continue Application** to proceed

Contact Information ×

*** Business Phone:** (718) 999-2637 **Mobile Phone:** **Business Fax:**

*** E-mail:** fdny.businesssupport@fdny.nyc.gov ?

SSN: **EIN #:** ?

▼ **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. To edit a contact address, click the address link. To set a contact address as your primary address, click the "Set As Primary" link under Actions

***Mailing Address**

✔ **Contact address added successfully.**

Showing 1-1 of 1

Address Type	Address	Action
Mailing Address	9 METROTECH CTR	Actions ▼

Continue **Clear**

10. After entering your contacts select on **Add a Row** under Inspection Request Details to enter in the Inspection unit you're requesting an inspection from.

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 0-0 of 0

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
No records found.													

< >

Add a Row **Edit Selected** **Delete Selected**

11. Select the inspection unit **Fire Alarm** Once chosen, select **Next**.

Select Inspection Unit
(Select all that apply)
Select a value and Click "Next" to select related type

Search Search

- ☐ Auxiliary Radio Communications System
- ☐ Bulk Fuel Safety
- ☐ Construction, Demolition and Abatement (CDA)
- ☐ District Office (Storage, Handling, Use or Sell of Hazardous Material)
- ☐ Explosives
- ☒ Fire Alarm
- ☐ Fireworks Safety
- ☐ Hazardous Cargo
- ☐ High Rise
- ☐ Laboratory

< Prev 1 2 Next >

Next » Cancel

12. Select the Inspection Type you are requesting. Please see "SYSTEM TYPES" on page 11 for further details.

Select Inspection Type
(Select all that apply)

Fire Alarm

Search Search

- ☐ Fire Alarm Fire Pump Acceptance Test
- ☐ Fire Alarm Removal Re-Test
- ☐ Fire Alarm Removal Test
- ☐ Fire Alarm Spray Booth
- ☐ Fire Alarm Spray Booth Re-Test
- ☐ Fire Alarm System Modification Re-Test
- ☐ Fire Alarm System Modification Test
- ☐ Fire Alarm Systems Re-Inspection
- ☐ Fire Alarm Systems Re-Test
- ☐ Fire Alarm Systems Test

< Prev 1 2 3 Next >

« Back Finish » Cancel

13. Select a date at least (3) days out. Note that the selected date is not coordinated with the inspection availability, inspections are scheduled in the order they are received. Please select the availability based on the below options. Please provide further instructions in the Time and justification section, as well as the unavailable dates section.

* Inspection Unit: Fire Alarm

* Inspection Type: Fire Alarm System Modification

* Requested Test Date: 10/31/2025

Alternate Date: 11/03/2025

Time and Justification for Off Hours Request: Building is occupied. Please provide 6pm Monday-Thursday

Availability: Overtime only: enter desired

Unavailable dates: After 3pm on Fridays

Submit

AVAILABILITY OPTIONS:

Next available (could be on overtime)

This would be used if you want the next available date, which could be on straight time or on overtime. If the next available time slot is during overtime hours, you will be billed the overtime rate. Keep in mind you may get a Sunday or holiday, utilize black out dates to avoid if warranted.

Overtime only: enter desired day/time outside of regular hours (M-F 9-4:30), for example, Saturdays only

This would be used if you do not want the inspection during regular working hours, overtime rates will be charged. Please keep in mind, the available times for overtime are generally between 7am and 9am, Between 6pm and 2am.

Regular hours M-F 9-430

This would be used if you only want the inspection during regular business hours. Overtime rates will not be charged.

14. Select a Requestor (You will use the same info as Permit/LOA contact) and add Additional Request Information in the sections marked with a red asterisk. Select **Continue Application** to proceed to the next step

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.

Select from My Account **Add New** ←

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: ☐

15. Please enter your Fire Alarm Account/Record ID in the section highlighted. This 8-digit number can be found on the notice of defect in the section labeled "account number"

Public Request for Inspections

1 Building Information	2 Contact Information	3 Request Information	4 Supporting Documents	5 Review and Submit	6
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Step 3: Request Information > Inspection Info

*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 Information

Inspection Record ID/Account #: ←

Inspector Name:

16. Plan information is required, enter the field(s) applicable to your submission

Plan Information

Record ID: ←

DOB Job#:

FPIMS Job#:

17 and 18 ONLY APPLY IF THIS INSPECTION IS FOR A VIOLATION ORDER, YOU MAY SKIP IF NOT APPLICABLE

17. Select add a row to input your violation order

The screenshot shows a form titled "Violation Information". Below the title, it says "Showing 0-0 of 0". There is a table with two columns: "Type" and "Number". Below the table, it says "No records found." At the bottom of the form, there are three buttons: "Add a Row" (highlighted with a red box and a red arrow pointing to it), "Edit Selected", and "Delete Selected".

18. Select Violation Order as the violation type and enter your violation order number. Select submit, and **Continue Application** to proceed to the next step

Example Violation Order: **2025-ENFORC-054321-VIOR**

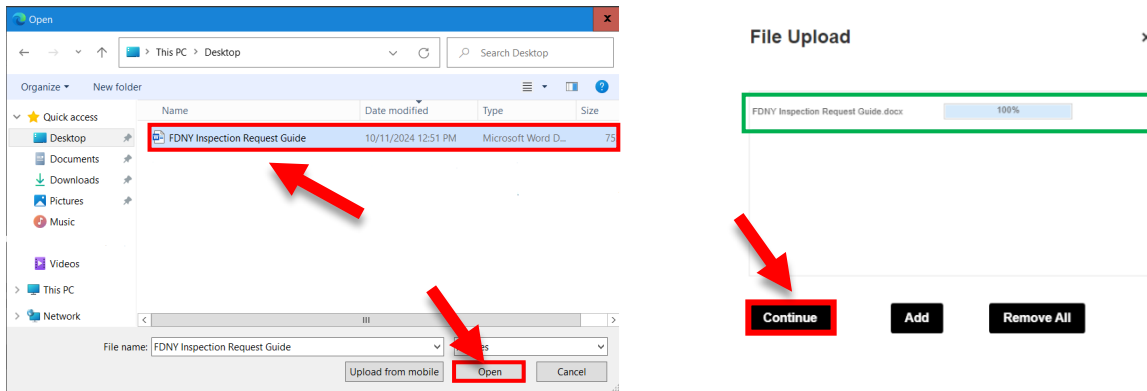
The screenshot shows the "Violation Information" form. The "Type" dropdown menu is set to "Violation Order". The "Number" field is empty and highlighted with a red box. A red arrow points to the "Submit" button.

19. Documentation is required. Please see "Required documents" on page 11 for details

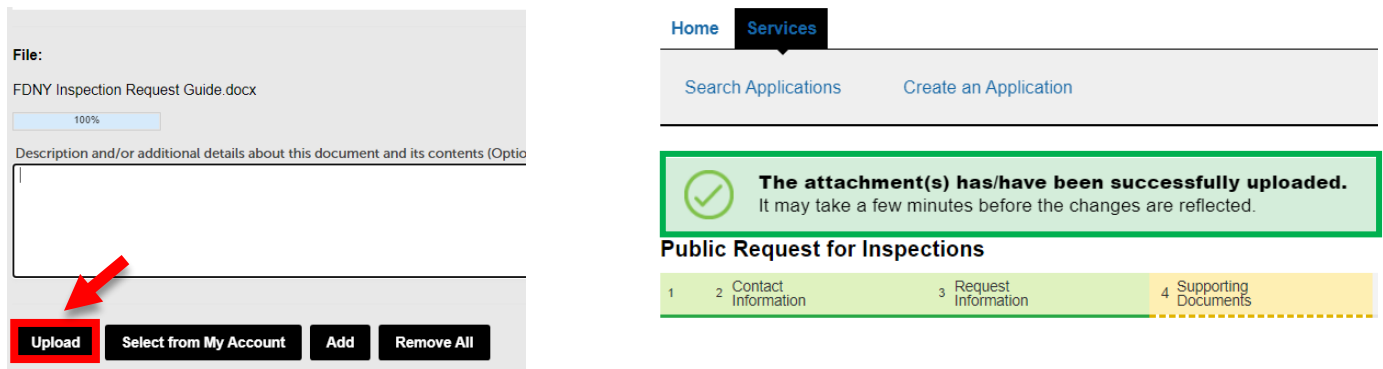
Select **Add** followed by **Add**

The screenshot shows two sections: "Documents" and "File Upload". In the "Documents" section, there is a table with columns: "Name", "Type", "Size", "Modified Date", and "Document Sta". Below the table, it says "No records found." At the bottom of the "Documents" section, there are two buttons: "Select from My Account" and "Add" (highlighted with a red box and a red arrow). In the "File Upload" section, there is a large empty box for uploading files. Below this box, there are three buttons: "Continue", "Add" (highlighted with a red box and a red arrow), and "Remove All".

20. Select the document from your computer and or device. Once selected, press continue



21. Select **Upload** to fully upload the document, once complete, you will see the confirmation on top stating that **the attachment has been successfully uploaded**. Select **Continue Application** to proceed to the next step



22. For the Digital Signature **ONLY** enter the First and Last name that is on the FDNY Business Account. Select the appropriate Title/Role that best fits

Example: If the account name is **John Doe**, the first name would be **John**, and the last name is **Doe**



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 »

23. At the review and submit section. Please be sure to review all information before submitting. You may edit to update/correct any information entered. Once reviewed, scroll down to the very bottom. Select the box shown below and select ***Continue Application*** to finish your request.

Digital Signature

Edit

* First Name :
* Last Name :
* Title/Roles: Authorized Person In Charge

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

acknowledge that I have read and complied with all instructions pertaining to this application and with supplementary schedules submitted.

Electronic Signature
By checking this box below, I have affixed my electronic signature above hereto and certify that I have not shared my password with anyone and that I am responsible for the entries made in this application filed on the date captured below, that I have personally reviewed all of the information contained in the application and it is true and complete to the best of my knowledge

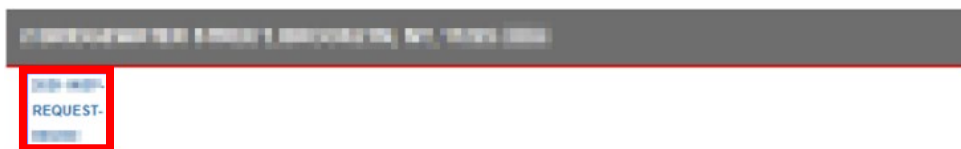
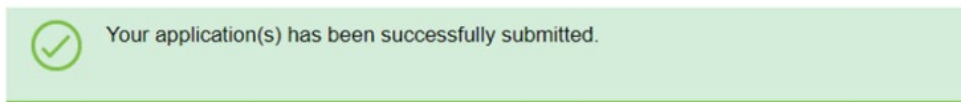
☐ By checking this box, I agree to the above certification and electronic signature. Date:

Save and Resume LaterContinue Application »

24. Once your Test/Inspection request is submitted, you will receive confirmation along with a Request Record ID. This ID will also be accessible on your FDNY Business Dashboard, where you can use it to track the status of your request.

Step 3: Receipt/Record issuance

Receipt



SYSTEM TYPES

Inspection Type	Description
Fire Alarm System Re-Test	Complete fire alarm system installation including control panel and devices
Fire Alarm System Modification Re-Test	Modification or additions to an existing fire alarm system
Sub-system Re-test	Complete system other than fire alarm ie. pre-action, clean agent, etc.
Fire Alarm Withdrawal Re-Test	Application withdrawal inspection
Fire Alarm Removal Re-Test	Fire alarm devices or system removal
Fire Pump Acceptance Re-Test	Fire pump, sprinkler booster pump, or special service pump
Fire Alarm E A S Acceptance Re-Test	Medical gas alarm, Gas detection system, etc.

REQUIRED DOCUMENTS

All required documents must be in PDF format.

All requests require either a notice of defect or a violation order.

If your job has a notice of defect, upload the NOD, any documents requested on the NOD, the as-built riser diagram, and a writable B-45.

If your job only has a violation order, upload the approved TM-1, A-433, any documents requested on the violation order, the as-built riser diagram, and a writable B-45.

If you are scheduling a job that was canceled, you must upload either the approved cancellation or the email you received when it was canceled.

NOTE: If scanning documents, be sure to use a high resolution and be sure any raised seals are visible. Please be sure as-builts are in compliance with the [As-Built Bulletin](#)

Additional Fire Alarm Resources

The main page for Fire Alarm is <https://www.nyc.gov/site/fdny/business/inspections/request-inspection.page>

For Fire Alarm inspections, the public is advised to submit in person the B-45, instructions and forms for Fire Alarm Unit are located here:

<https://www.nyc.gov/assets/fdny/downloads/pdf/business/b45-inspection-request.pdf>

The A433 is the Electrician's sign off

<https://www.nyc.gov/assets/fdny/downloads/pdf/business/application-a-433-c.pdf>

The FA-20 is the FA Request for Extension for their violation received (send to FAIU@FDNY.NYC.GOV)

<https://www.nyc.gov/assets/fdny/downloads/pdf/business/fa-20-request-for-extension.pdf>

FA-27 – Notice of Defect Document Submission

<https://www.nyc.gov/assets/fdny/downloads/pdf/business/fa27-form.pdf>

FA-28 – Fire Alarm Installation Professional Cert sign off

<https://www.nyc.gov/assets/fdny/downloads/pdf/business/fa28-form.pdf>

For any additional assistance you may contact FDNY Customer Service Center via email FDNY.BusinessSupport@fdny.nyc.gov

Guide created by **FDNY** Customer Service Center