



Pay On-Line at <https://fires.fdnyccloud.org>

Pay by E-Check, Credit or Debit Card

Fast, Secure, Easy - Get Permits Faster

The New York City Fire Code exempts from fees FDNY permits, inspections, and witnessing of required performance tests. The code does not exempt fees relating to issuance of Certificates of Fitness and other Fire Department certificates, including application and examination fees, or on-site exams such as Fire Safety Director and Emergency Action Plan Director.

Effective February 4, 2014, Fire Code Section FC117.2.1 exempts premises as follows:

117.2.1 Permit, inspection and performance test fee exemption. The provisions of this code as to the payment of fees for permits, inspections or witnessing of required system performance tests shall not apply to premises used and owned or operated by a church, corporation or association organized and operated exclusively for religious, charitable or educational purposes that is qualified as an exempt organization pursuant to United States Internal Revenue Code Section 501(c)(3), provided that no part of the net earnings enures to the benefit of any private shareholder or individual; and provided further, that this exemption shall apply only to such portions of the premises used by such church, corporation or association for religious, charitable or educational purposes.

A complete list of Fire Department fees is set forth in Fire Code Appendix A, which may be viewed at www.nyc.gov/fdny (click on the "Fire Code" link). **If you receive an invoice for an account that you believe is eligible for exemption under the amended fee provision, you may request review of your account by submitting a sworn statement, with supporting documentation (i.e. 501c3), setting forth the qualifying use of your premises, and any other uses of the premises. We will review your account and notify you of our determination.**

All requests for review of your account status must be in writing. We cannot process telephone requests.

Please forward all correspondence to:
New York City Fire Department
Revenue Management, 5E-10
9 MetroTech Center Brooklyn, NY 11201-3857

Or e-mail: BILLING@FDNY.NYC.GOV

Thank you for your cooperation.

SEE OTHER SIDE FOR PRINTING PERMIT OR LETTER OF APPROVAL

Instructions to print Permits or Letters of Approval (LOA):

Permits are available seven (7) days after your payment in full is posted, and if no outstanding violations exist.

LOAs are available two (2) business days after payment is received, provided that there are no outstanding violations.

- Go to <https://fires.fdnyccloud.org>
- Scroll down to “**Services**” and select **View/Download LOA/Permit**
- Enter your record ID (8 digit account number) and click **Search**
- The **Record Status** will be Permit Active or LOA Active, if the document is available
- If available, select **Record Info** drop down and then select **Supporting Documents**
- Scroll down to **View Attachments**, and click the PDF link listed below the **Name** column
- Select **Open** with Adobe Acrobat and click OK. View, Save and/or Print the document

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