Requesting a Project Authorization on FDNY Business

After an Application has been accepted, Project Authorization is required before the Applicant can implement the approved plan.

Once you receive a Letter of Acceptance with a stamped plan, it is your responsibility to submit a Project Authorization Request.

From the homepage, click the **Login** button. See Figure 1.

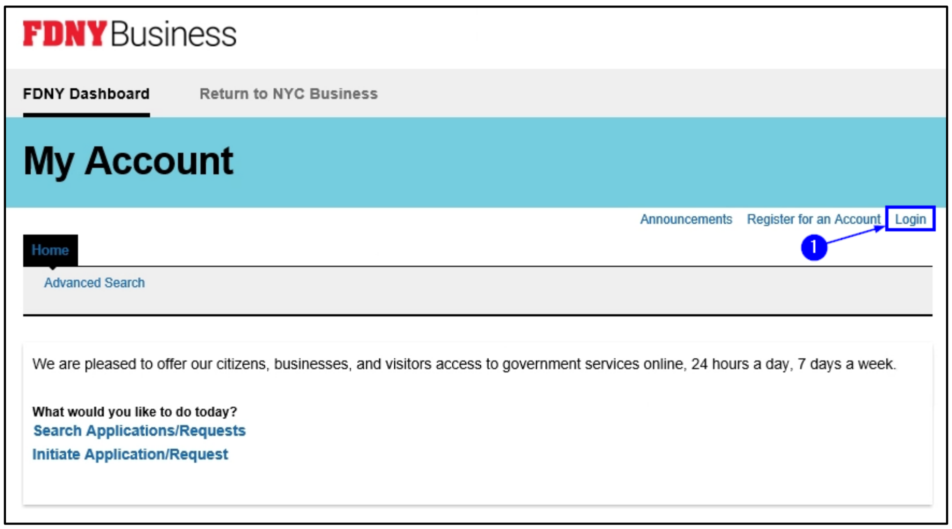

Fig. 1: FDNY Business — Applicant Login 1

Enter your **Email Address (your NYC ID)** and Password **and** click the **Log In** button. See Figure 2.

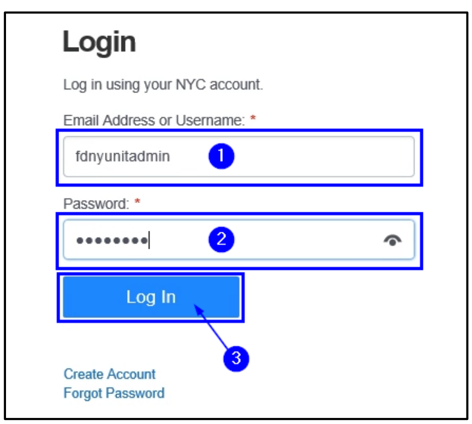

Fig. 2: FDNY Business — Applicant Login 2

Once logged in, click **Initiate Application/Request**. See Figure 3.

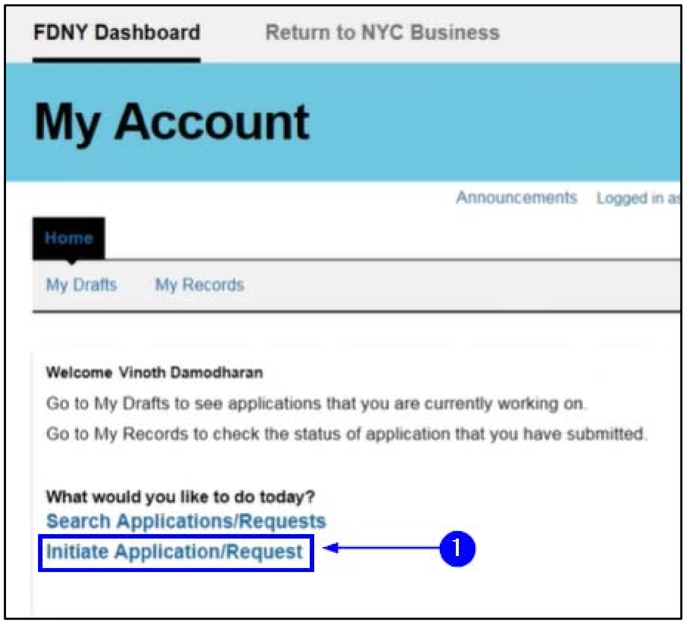

Fig. 3: Initiate Application/Request

You are directed to the **Select Type of Application** page. Click the **Design and Installation Application** drop-down list and select the "Project Authorization Request" option. Then, click **Continue Application**. See Figure 4.

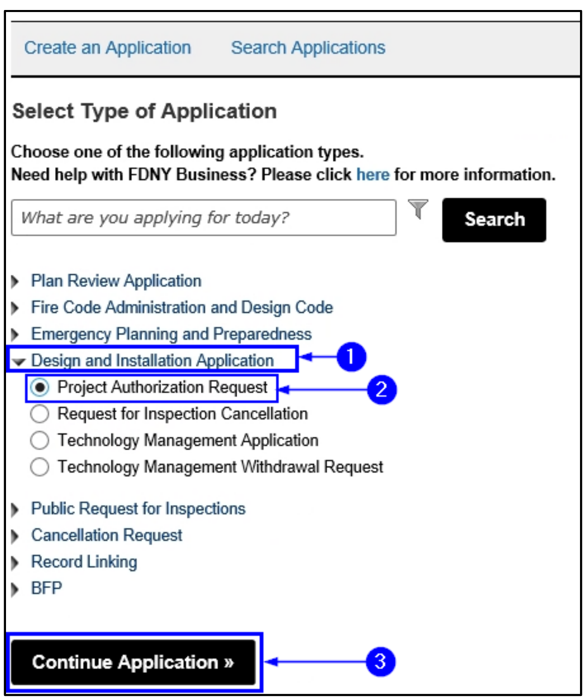

Fig. 4: Choose 'Project Authorization Request'

A new screen opens. As indicated in the example in Figure 5, enter the Record ID of the Application for which the Letter of Acceptance was issued. Then, click **Continue Application**.

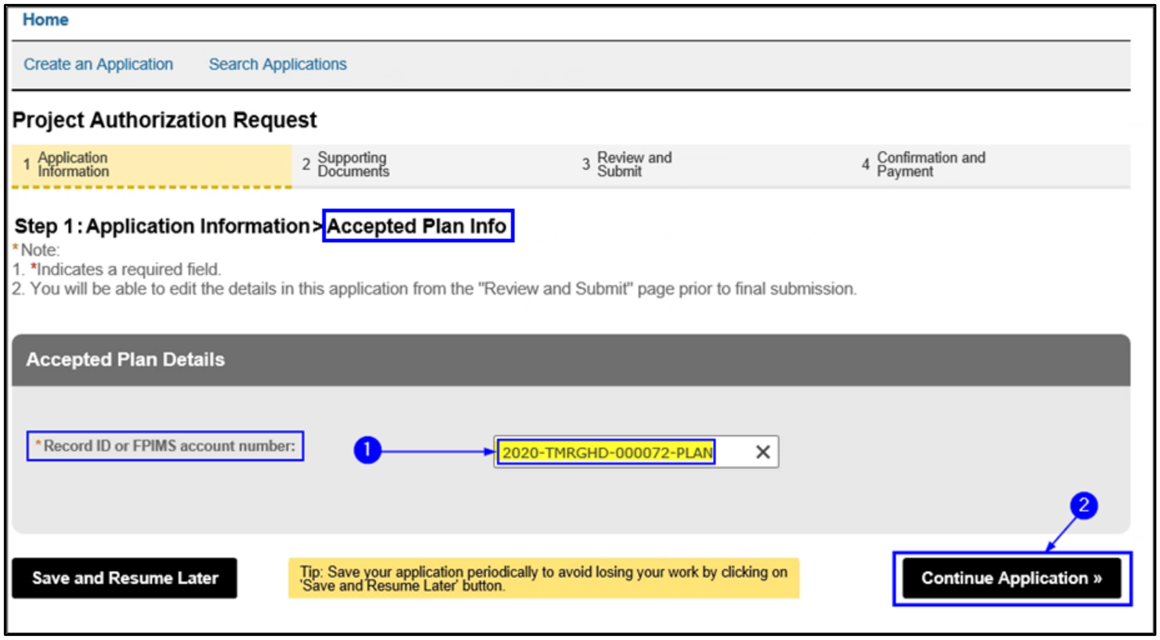

Fig. 5: Enter the Record ID

To proceed, you must add a Licensed Professional contact in the “Contractor Information” section. This is done using the **Add a State License** button or the **Look Up DOB License** button.

In the example in Figure 6, the **Add a State License** option will be chosen to add a Licensed Professional/Contractor.

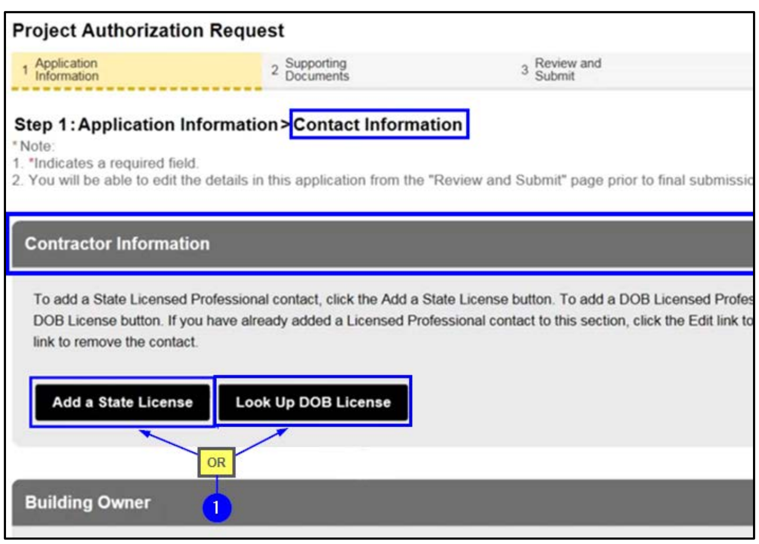

Fig. 6: Click ‘Add State License’

The **Licensed Professional Information** page opens. Click the **License Type** drop-down list and select the appropriate value. In the example in Figure 7, we will select “Professional Engineer”.

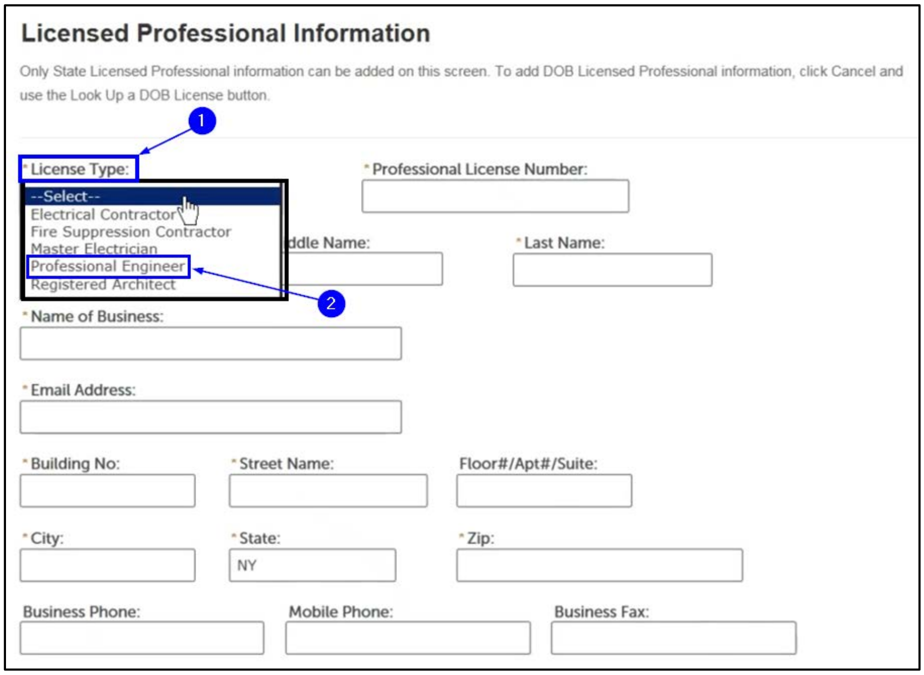

Fig. 7: Select a Value for ‘License Type’

As indicated by asterisk marks, populate all mandatory fields. Once completed, click the **Save and Close** button. See the example depicted in Figure 8.

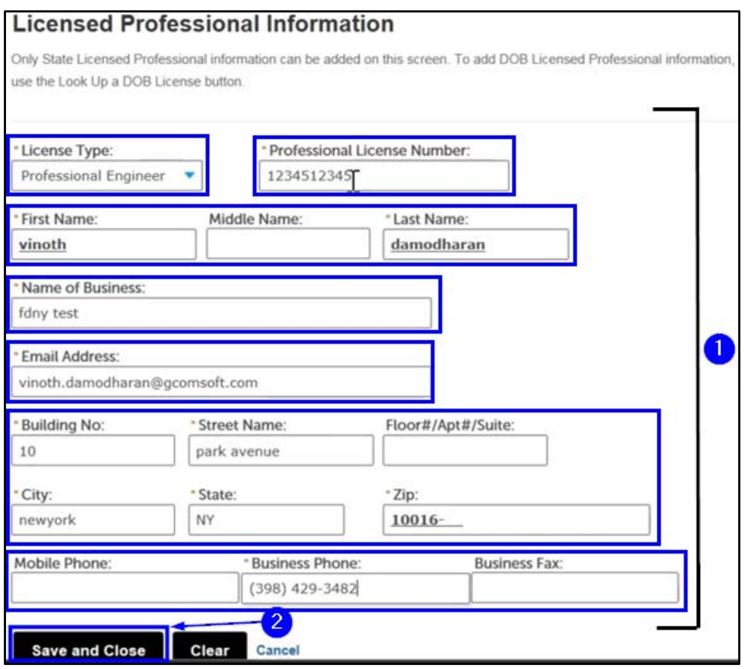

Fig. 8: Populate/Click ‘Save and Close’

The page refreshes. As indicated in Figure 9, the “Contractor Information” section displays a notice that the State Licensed Professional has been successfully added.

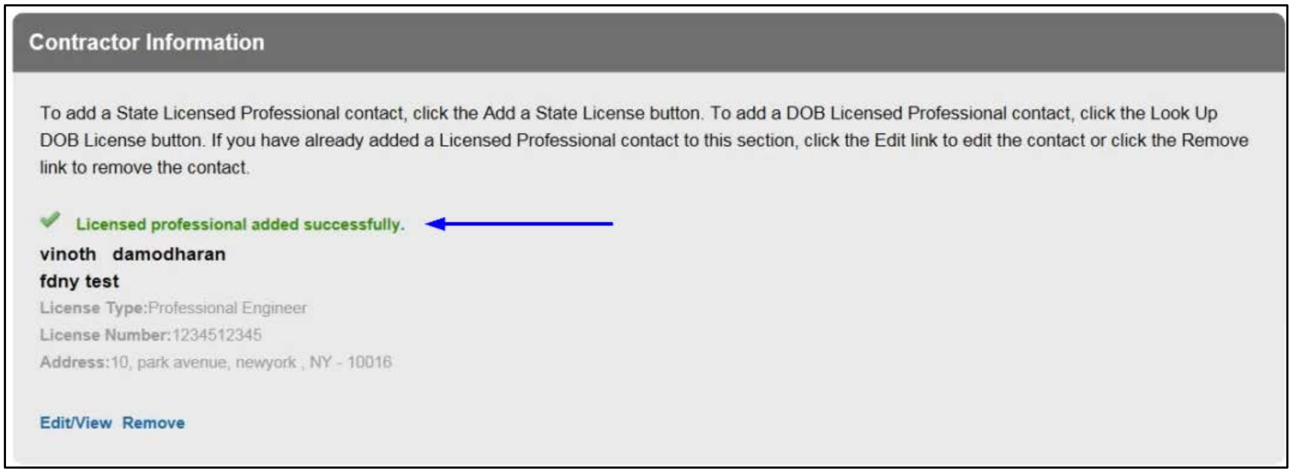

Fig. 9: Licensed Professional Successfully Added

Scroll down the page and complete the remaining section(s) (e.g., the “Building Owner” and/or “Business Owner” sections), as applicable. See Figure 10.

NOTE: Depending on the application type, “Owner” can refer to two (2) different owner types. Each owner type <u>MAY</u> **OR** <u>MAY NOT</u> be the same individual /entity. You <u>MUST</u> ensure that you associate the correct “Owner” in your Project Authorization Request.

- **For Rangehood Plans:** “Owner” is defined as the **<u>Business</u> Owner**
- **For All Other Plans:** “Owner” is defined as the **<u>Building</u> Owner**

Fig. 10: Provide the Applicable Owner Information

Next, click the **Select Applicant** drop-down list. For the purposes of this example, as shown in Figure 11, you will identify yourself as the “Contractor (Licensed Professional).” Then, click **Continue Application**.

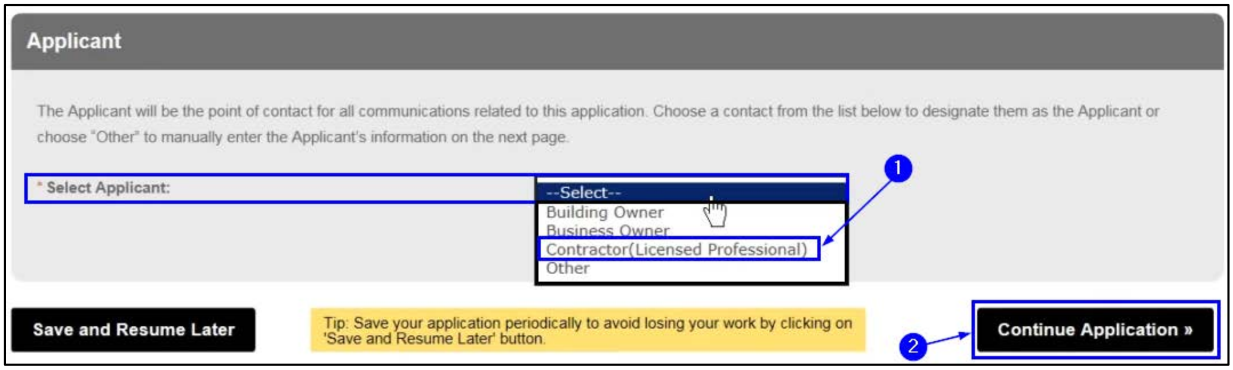

Fig. 11: Applicant Identification/Continue the Application

Enter all applicable insurance-related information. Completion of the uppermost “Insurance Information” section is mandatory for <u>ALL</u> plan types. Then, click **Continue Application**. See Figure 12.

NOTE #1: The **Insurance Expiration Date** value <u>MUST</u> be a future date.

NOTE #2: The lowermost “Insurance Information” section is mandatory for <u>ALL</u> Fire Alarm Applications. If you are submitting the Project Authorization Request for an accepted Fire Alarm plan, the **S97 Certificate of Fitness Number** information <u>MUST</u> be provided, as highlighted below in “yellow.”

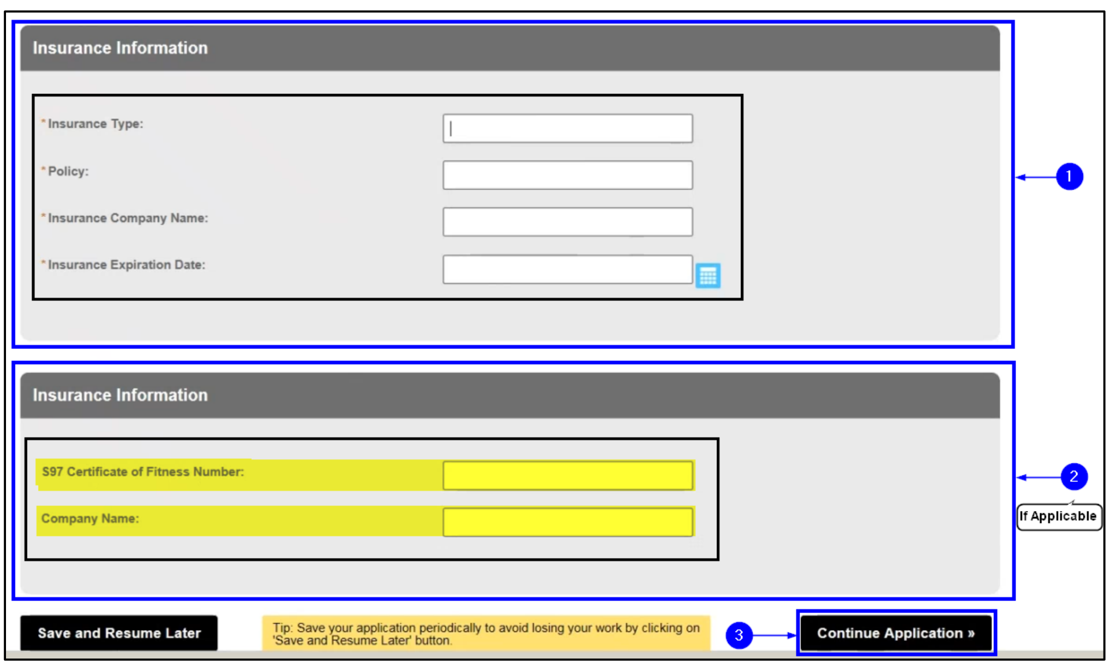

Fig. 12: Applicant Insurance Information

You will be directed to a new page and must complete the "Digital Signature" section. After populating the name fields, you must select the appropriate value from the **Title Role** drop-down list. Then, click **Continue Application**. See Figure 13.

> **NOTE:** "Digital Signature" section fields MUST match the user who currently is logged in to FDNY Business and who is entering this information.

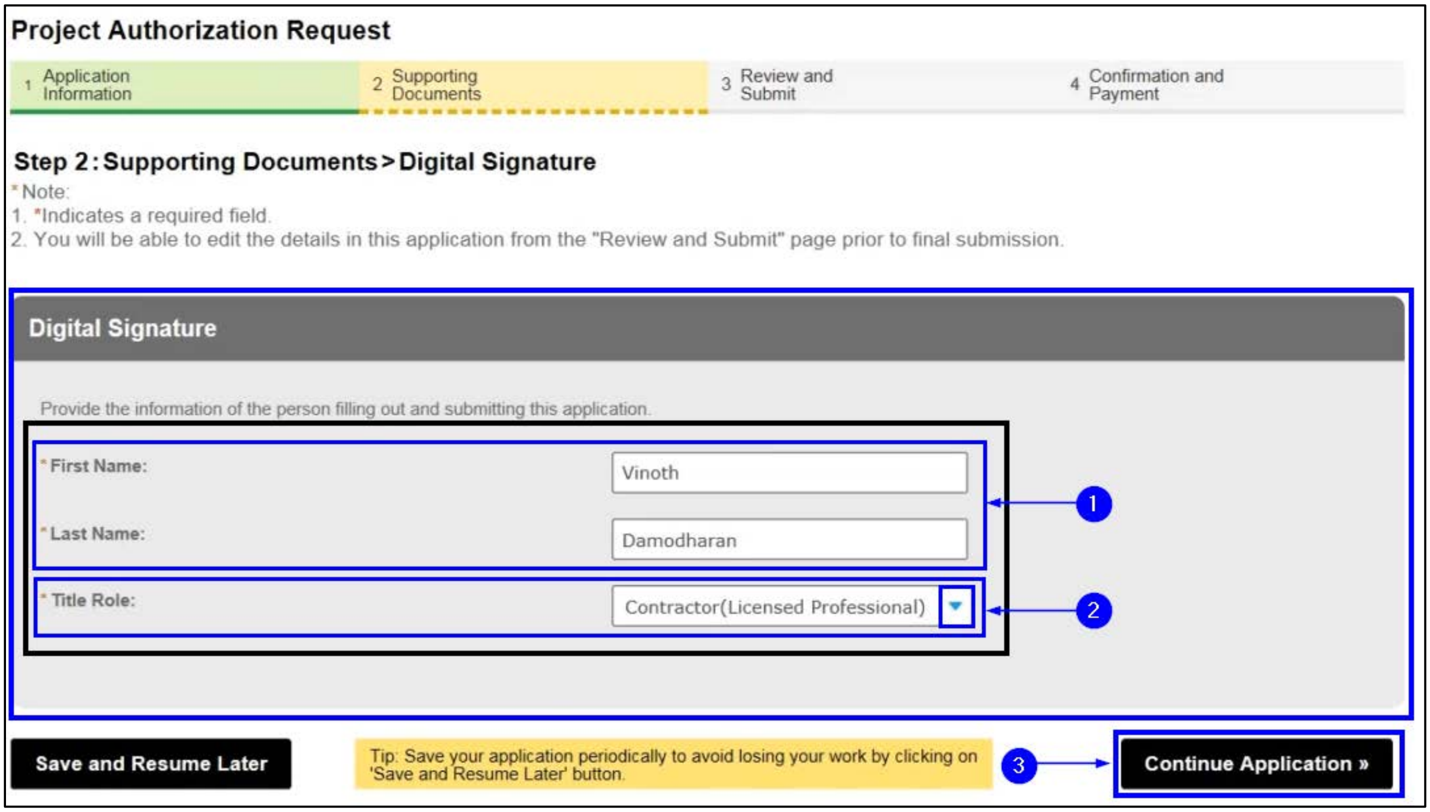

Fig. 13: Digitally Sign the Application

After digitally signing the Project Authorization Request, you are brought to the **Supporting Documents** page.

> **NOTE:** Regardless of application type, the Certificate of Insurance MUST be uploaded and attached to the Project Authorization Request.
>
> You are responsible for uploading and attaching this document prior to submitting the Project Authorization Request.
>
> For instructions on uploading and attaching documents, see FDNY Business Technology Management Training page.

You are taken to the "Review and Submit" section. This section displays a summary of all the information entered for this Project Authorization Request.

Scroll down the page to review the accuracy of all entered data. If necessary, click the corresponding **Edit** button to make any corrections before you continue. See Figure 14.

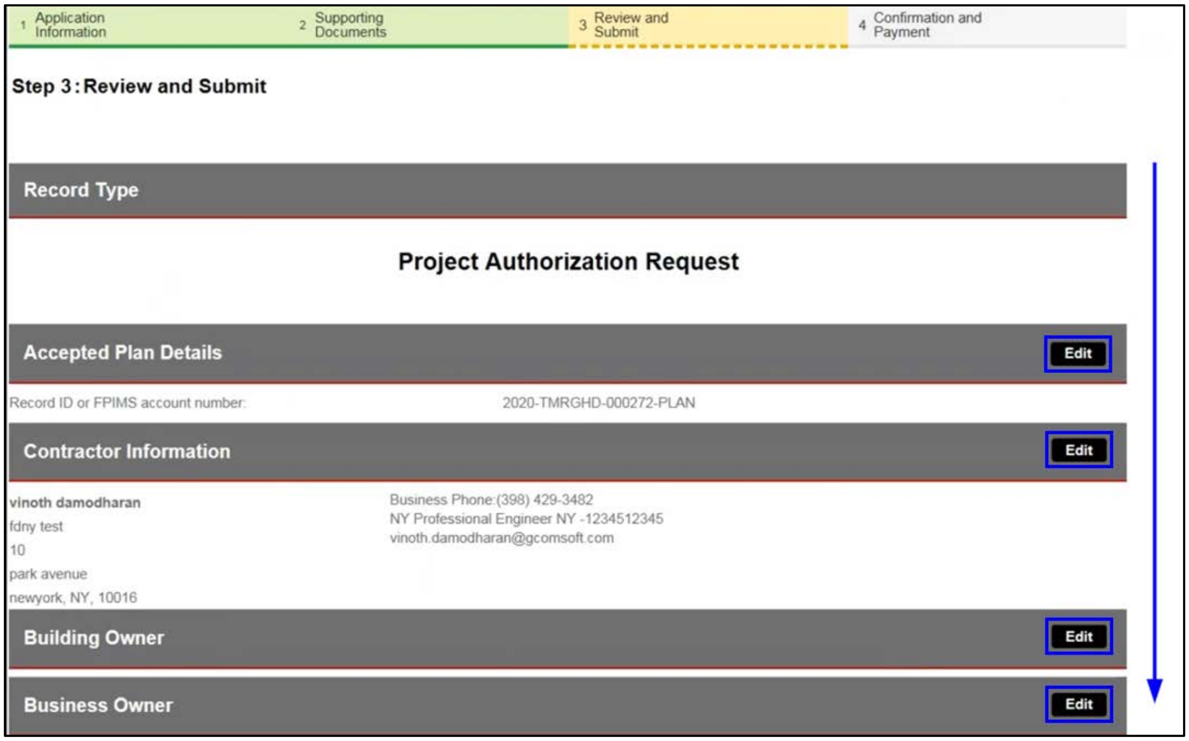

Fig. 14: Review Project Authorization Request Entries/Attachments

When you are ready to continue, click the checkbox to acknowledge terms and conditions and click **Submit Application**. See Figure 15.

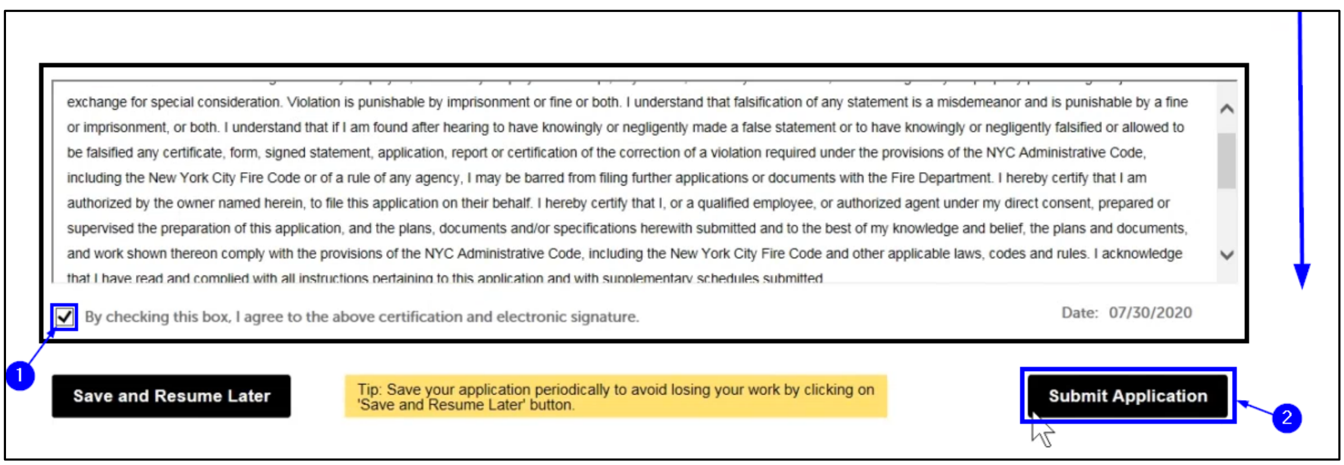

Fig. 15: Confirm Agreement/Click 'Submit Application'

The screen refreshes and indicates the Project Authorization Request has been successfully submitted.

As highlighted below in “yellow”, your Record ID for this Project Authorization Request is displayed. You will also receive an email confirming your request. See Figure 16.

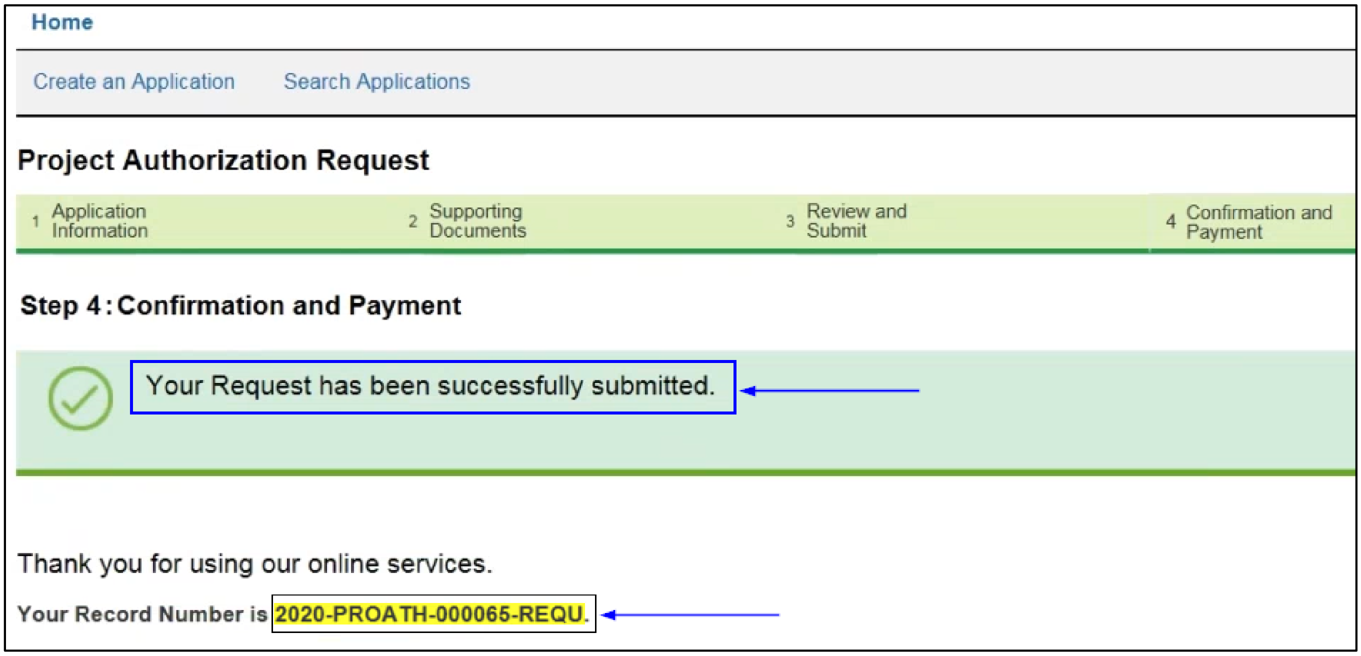

Fig. 16: Request Submitted/Record ID Provided

Your request will be reviewed by FDNY. During FDNY Review process the Project Authorization request can be sent back to you for additional information. The request status will change to “Additional Info Requested” until you provide the additional information/documents and re-submit.

Upon completion of FDNY review, the application status will be updated to “Project Authorization Issued”, “Not Required”, “Denied”, “Revoked”, “Cancelled”, or “Expired” as applicable, and an email notification will be sent to you.

If the Project Authorization Request is approved, a Project Authorization Letter will be issued which is valid for two years. A renewal reminder will be sent 30 days prior to Project Authorization Letter expiration. Renewals must be requested prior to expiration of the current Project Authorization.

> **NOTE**: Project Authorization Requests/Renewals can only be submitted for Applications previously filed on FDNY Business.

For questions regarding Project Authorization Request or for assistance with FDNY Business, dial 311 and ask for the FDNY Customer Service Center, or email FDNY.BusinessSupport@FDNY.nyc.gov.