



FIRE DEPARTMENT OF THE CITY OF NEW YORK

FDNY Business

District Office Unit Street-Fair / Special Event Inspection Request

User Guide

TABLE OF CONTENTS

IMPORTANT INFORMATION.....	2
INTRODUCTION	3
About this Guide.....	3
1. Create a NYC ID for FDNY Business	4
2. Request an Inspection.....	6
3. Request an Inspection Cancellation	32

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.

The online process listed below is required when requesting an inspection and/or permit for the storage, handling and use of portable fueled equipment and other hazardous materials at a street fair, bazaars, carnivals, concerts, festivals and other similar outdoor gatherings.

APPLICATION DATE REQUEST: Request for permit(s) and/or document review (i.e.: site-plan, variance) must be submitted at least 14 business days prior to the event date.

VARIANCES: If issued a Letter of No Objection by the FDNY Technology Management Unit, the Applicant must additionally request an inspection via FDNY Business.

NOTE: A letter of No Objection by itself is not a permit.

NO PERMIT: Commencing an event without a valid Street-Fair / Special-Event permit from the FDNY may incur violations and fines from this Department and other NYC Agencies.

INTRODUCTION

About this Guide

This User Guide is designed to assist users in submitting a Request for a District Office Unit Inspection online via FDNY Business.

Submitting a Request for a District Office Unit Inspection can be done from any computer with an Internet connection and using any browser. When you submit a Request for Test / Inspection, you will be required to upload supporting documents.

Effective 06/01/2023, all Requests for District Office Unit Inspections must be submitted online on FDNY Business. Scheduling requests will no longer be accepted via email.

Once an Inspection has been requested and has been scheduled by FDNY, if you need to postpone your Inspection you MUST request a Cancellation. Cancellations *should* be requested at least three (3) business days before your scheduled Inspection or you may be charged the Inspection Fee.

Once you have received confirmation that your request for Cancellation has been accepted, you will need to create a new Request for an Inspection to reschedule.

For more information about requirements for your specific Inspection type, please see the [FDNY Inspections Page](#).

Numbers in the images will assist you in following the instructions. For example,  indicates your first action,  indicates your second action, etc.

For additional assistance, dial 311 and ask for FDNY Business Support or send an email to FDNY.BusinessSupport@FDNY.nyc.gov.

1. Create a NYC ID for FDNY Business

You can now complete and submit a **Request for a District Office Unit Inspection** online through FDNY Business. Once your request has been submitted, it will be reviewed by FDNY.

Upon review, FDNY will provide you with a date/time for your Inspection, or you will be notified if the inspection cannot be scheduled time pending additional information and/or work that needs to be done before the Inspection can be scheduled.

NOTE: You MUST log in to FDNY Business with your **NYC ID** to submit a Request for Test/Inspection. If you do not have a **NYC ID**, you will need to create a **NYC ID** account BEFORE you can log in to FDNY Business.

Step 1. Create Your NYC ID and/or Log In to FDNY Business

If you do not have an **NYC ID**, you must [Register for an Account](#). See Figure 1.

The screenshot shows the 'Create Account' form with the following sections and callouts:

- EMAIL OR USERNAME:** Callout 1 points to the 'Email Address or Username' and 'Confirm Email Address or Username' input fields.
- PASSWORD:** Callout 2 points to the 'Password' and 'Confirm Password' input fields. A 'Password Strong' indicator is visible next to the password field.
- SECURITY:** Callout 3 points to the 'Security Question' dropdown menu, and callout 4 points to the 'Answer' input field. Below these fields is a 'Display Answers' section with 'Show' (selected) and 'Hide' radio buttons.
- TERMS:** Callout 5 points to the 'Check the box to indicate that you understand and agree to the NYC.ID Terms of Use, the overall Terms of Use for NYC.gov, and the Privacy Policy for NYC.gov.' checkbox, which is checked. Callout 6 points to the 'CREATE ACCOUNT' button.

Fig. 1: NYC ID — Create Your Account

Once you have created your account — or if you already have an account — you can begin your Application by clicking the [Login](#) button on the [FDNY Business Home Page](#). See Figure 2.

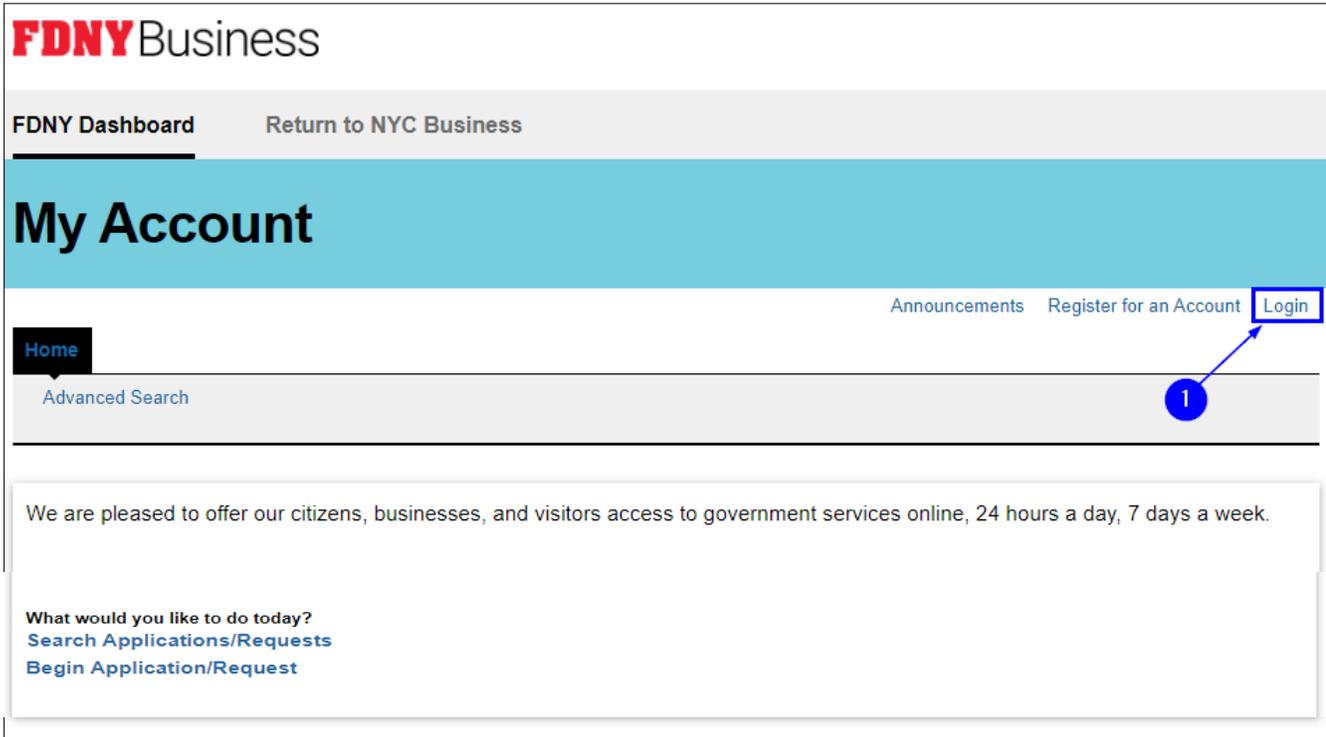


Fig. 2: Click 'Login'

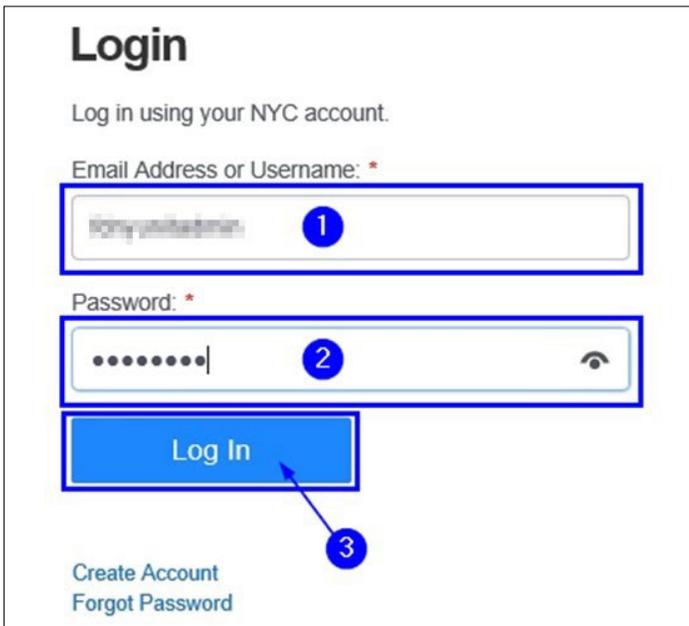


Fig. 3: Enter Your NYC ID/Password and Log In

2. Request an Inspection

Step 1. Start the Application

Once you have logged in to the [FDNY Business Home Page](#), click on the **Initiate Application/Request** option. See Figure 4.

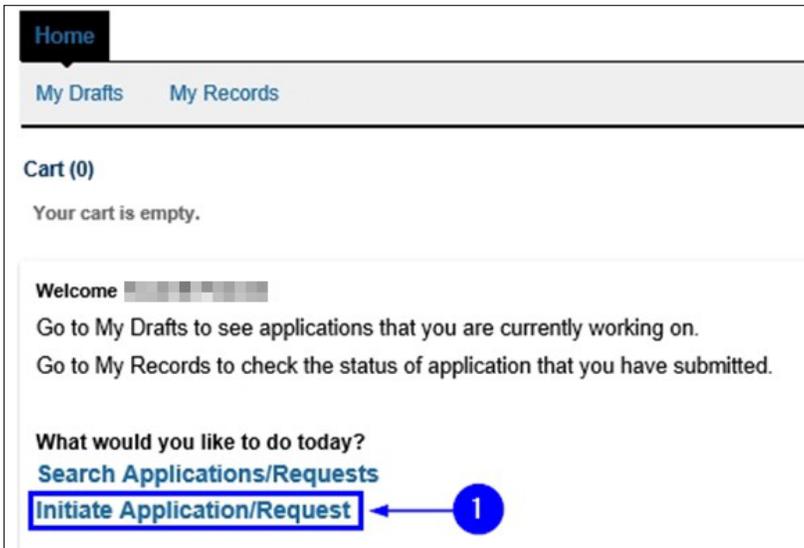


Fig. 4: 'Initiate Application/Request'

On the **Select Type of Application** page, click the **Public Request** drop-down list and select the "Public Request for Inspections" option. Then, click **Continue Application**. See Figure 5.

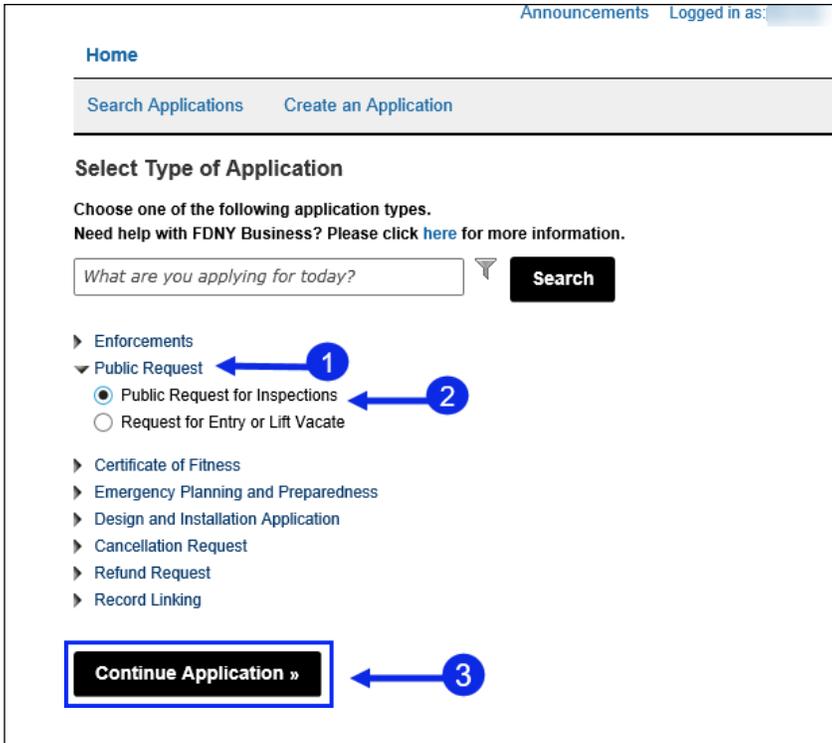


Fig. 5: Select and Click 'Continue Application'

Step 2. Complete the 'Building Information' Page

On the **Building Information** page, complete the "Premises Address" section. You will need to enter the address of (or closest to) the location for which you are requesting the Inspection.

To search for the Address, select "No" for the **Is this a New Address**.

All fields marked with an asterisk (*) must be completed. Then, click the **Search** button. See Figure 6.

NOTE: If the address is NOT found in the system, go back and select "Yes" for the **Is this a New Address?** field to enter a new address.

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

After entering all the criteria for the address, please click Search. If your address is already available in the system, it will display in the list. Please select the address and click on Continue Application.
If you do not find your address, these are your options:
1. Search with different criteria, or add more criteria for the specific address search.
2. 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 Search.
3. If search result is incorrect, please click clear and search with different criteria.

Address Type: Building/Address

*Building No.: Address/Landmark:

City / Borough: State: NY Zip:

*BIN: Block: Lot:

Is This a New Address?: Yes No

Search Clear

Save and Resume Later Tip: Save your application periodically to avoid losing your work by clicking on 'Save and Resume Later' button. Continue Application »

Fig. 6: Enter/Search the Address

The **Address Search Result List** window will open and display the top matches. Click to select it and click **Continue**. See Figure 7.

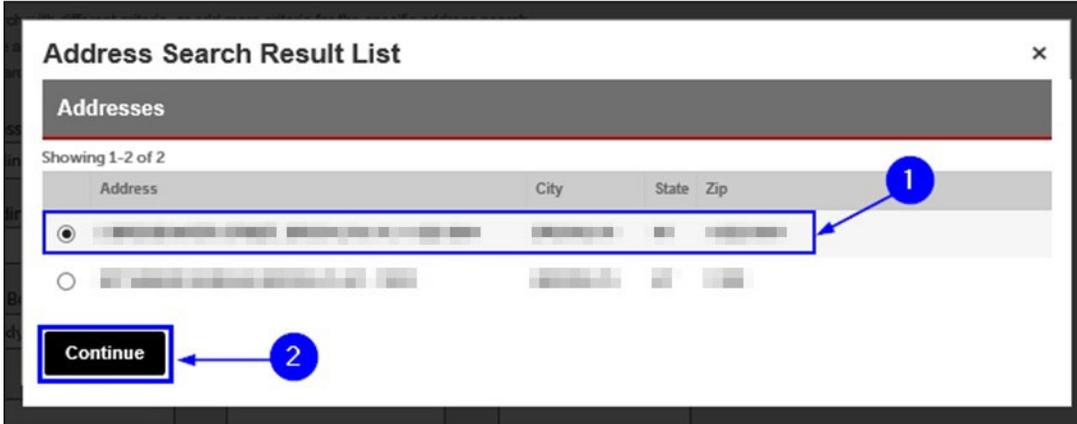


Fig. 7: Select the Address

The address you selected will be entered into the "Premises Address" section. Click the **Continue Application** button. See Figure 8.

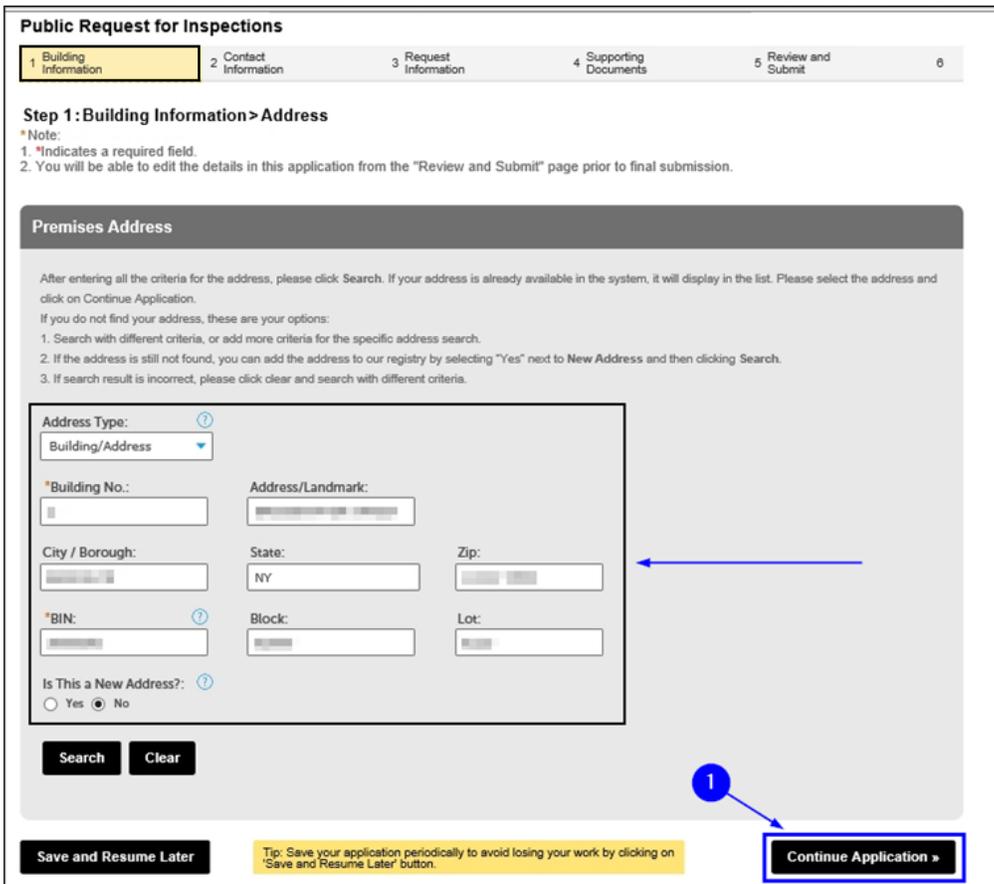


Fig. 8: Continue Application

Step 3. Complete the Applicable Sections on the ‘Contact Information’ Page

You are taken to the **Contact Information** page. It contains nine (9) sections, as follows. The contacts highlighted in **red** are the most frequently used for District Office Street-Fair Inspection type. See Figures 9–10.

- Licensed Professional
- **Permit/LOA Contact**
- **Billing Contact**
- **Business Owner**
- Building Owner
- Building Representative
- Authorized Agent
- COF Holder
- Sponsor

The “Permit/ LOA Contact”, “Billing Contact” and "Business Owner" sections **MUST BE** completed for ALL Requests

This Contact is the person to whom the Permit/LOA will be emailed. If you do not complete this section, you **WILL NOT** receive your Permit/LOA.

You must complete **all required sections** for Inspection request to be approved.

NOTE #1: If you have questions, dial 311 and ask for the FDNY Customer Service Center or email FDNY.BusinessSupport@FDNY.nyc.gov.

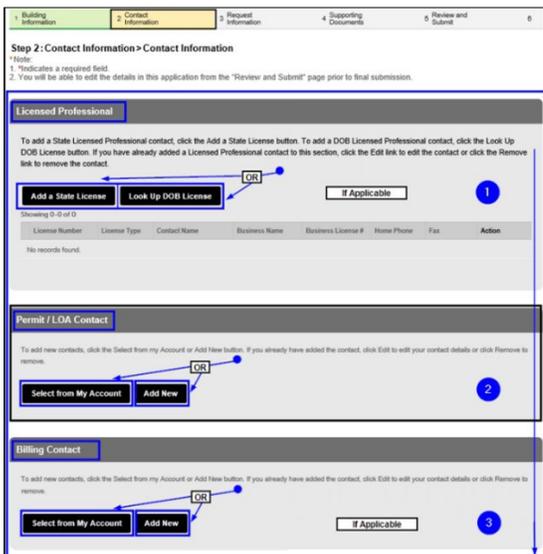


Fig. 9: ‘Contact Information’ Page

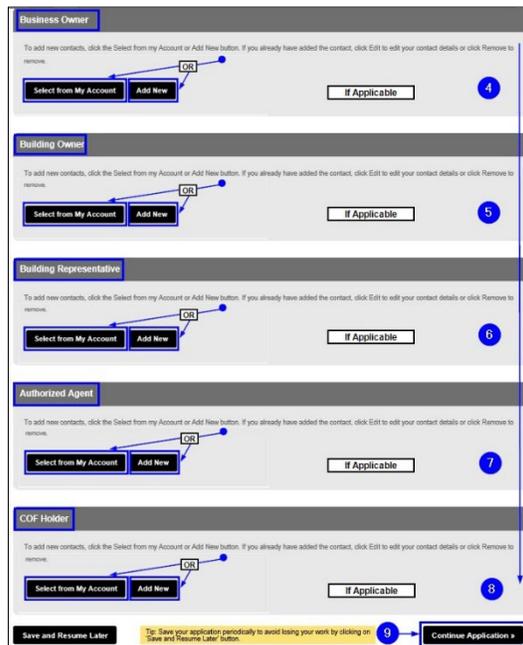


Fig. 10: Contact Information Page (Continued)

Using an Existing Contact/Adding New

If a Contact already exists in your **NYC ID** account, you can select it by clicking on the **Select from My Account** button, as highlighted below in “yellow.” See Figure 11.

NOTE: If a Contact does NOT exist in your **NYC ID** account, you will need to add a new Contact.

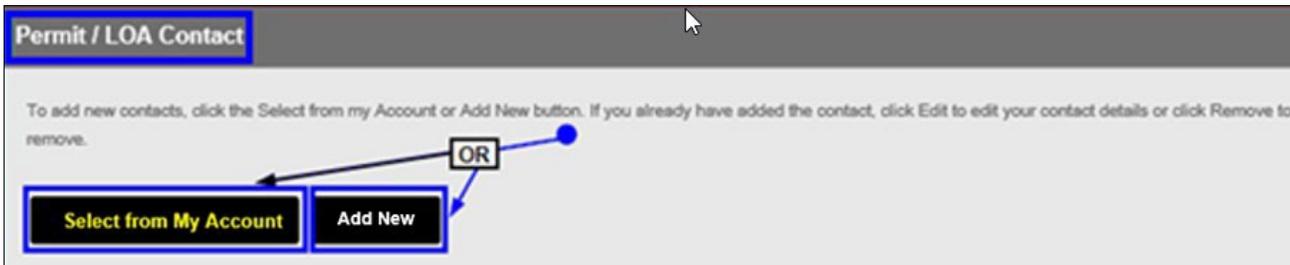


Fig. 11: Click ‘Select from My Account’

The **Select Contact from My Account** window will open. If address(es) for the Permit/LOA Contact exist in the system, they will be displayed and the Contact’s name will be shown near the top. See Figure 12.



Fig. 12: Select the Desired Address(es)

The **Contact Information** window will open and the Contact's details will be provided. Review the information and click the **Continue** button. See Figure 13.

NOTE: Make sure to enter the correct email address. The confirmation email for the scheduled date and time of the Inspection will be sent to this email address.

The screenshot shows a 'Contact Information' window with the following fields:

- Three input fields at the top (likely for phone numbers).
- 'Legal Business Name:' followed by a text input field.
- 'Business Phone:', 'Mobile Phone:', and 'Business Fax:' each followed by a text input field.
- 'E-mail:' followed by a text input field with a help icon.
- 'SSN:' and 'EIN #:' each followed by a text input field with a help icon.
- A 'Contact Addresses' section with a dropdown arrow.
- An 'Add Contact Address' button.
- Instructions: 'A mailing and a billing address must be provided for Building and Business Owners using the "Add Contact Address" button above. For all other contacts, only the mailing address must be provided.'
- 'Showing 1-2 of 2' text.
- A table with columns: Address Type, Address, and Action.
- A 'Continue' button at the bottom left, highlighted with a blue circle and arrow labeled '1'.

Address Type	Address	Action
Billing Address	[Redacted]	Actions ▾
Mailing Address	[Redacted]	Actions ▾

Fig. 13: Review and Click the 'Continue' Button

You will return to the **Contact Information** page. See Figure 14.

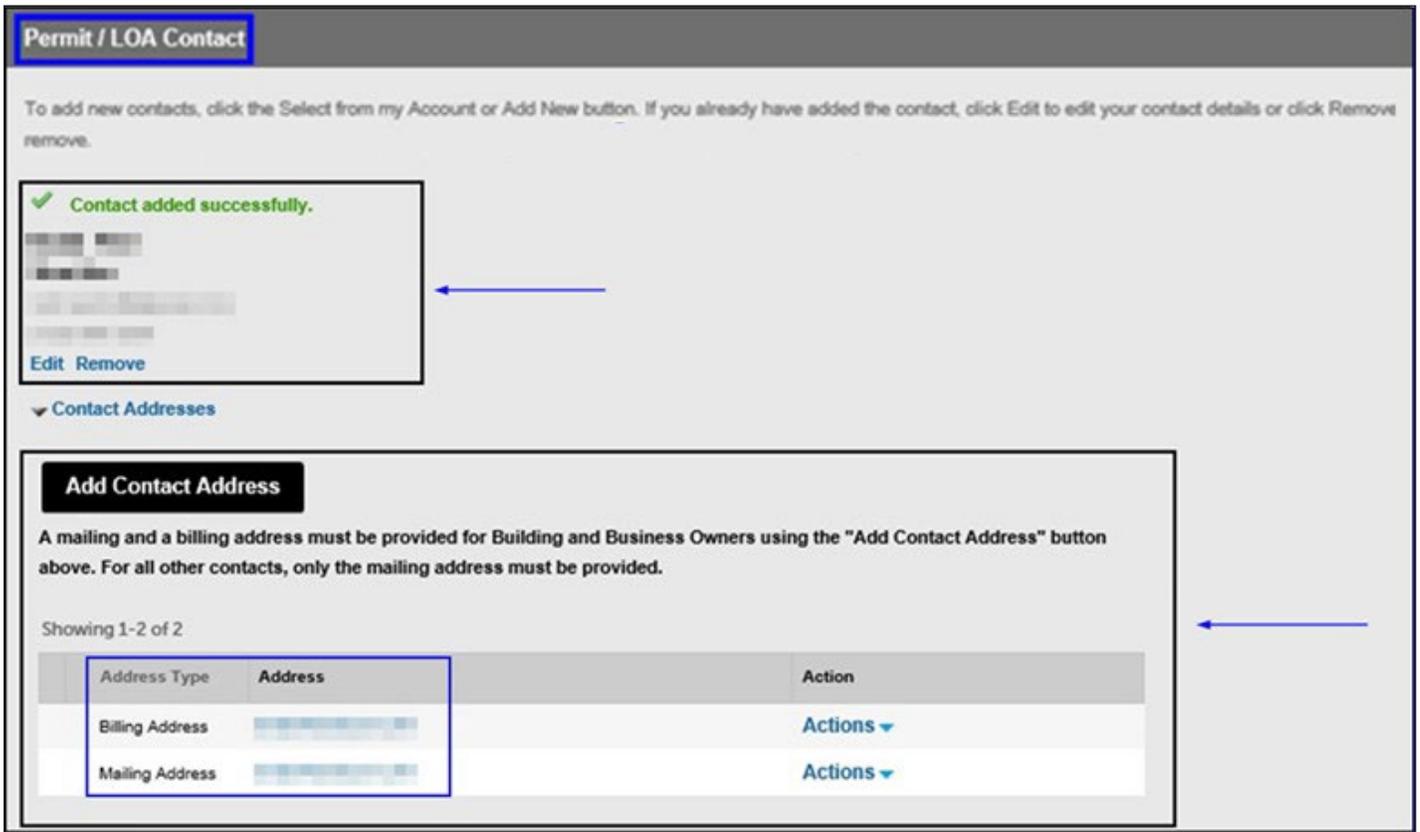


Fig. 14: 'Permit/LOA Contact' Information Selected and Added

If a Contact does NOT exist in your **NYC ID** account, you will need to add the Contact's information.

To begin, click on **Add New**. See Figure 15.

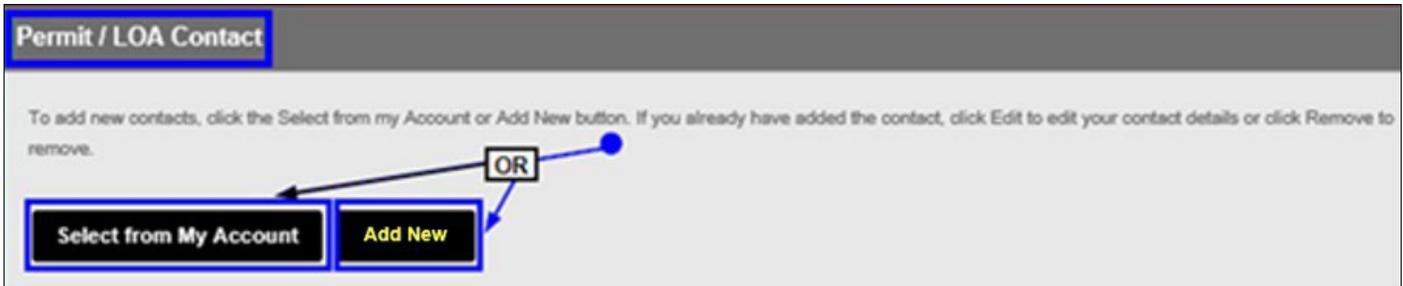


Fig. 15: Click 'Add New'

The **Contact Information** window will open. To begin, click on the **Individual/Organization/ City Agency** drop-down list and select the Contact type you want to add. See Figure 16.

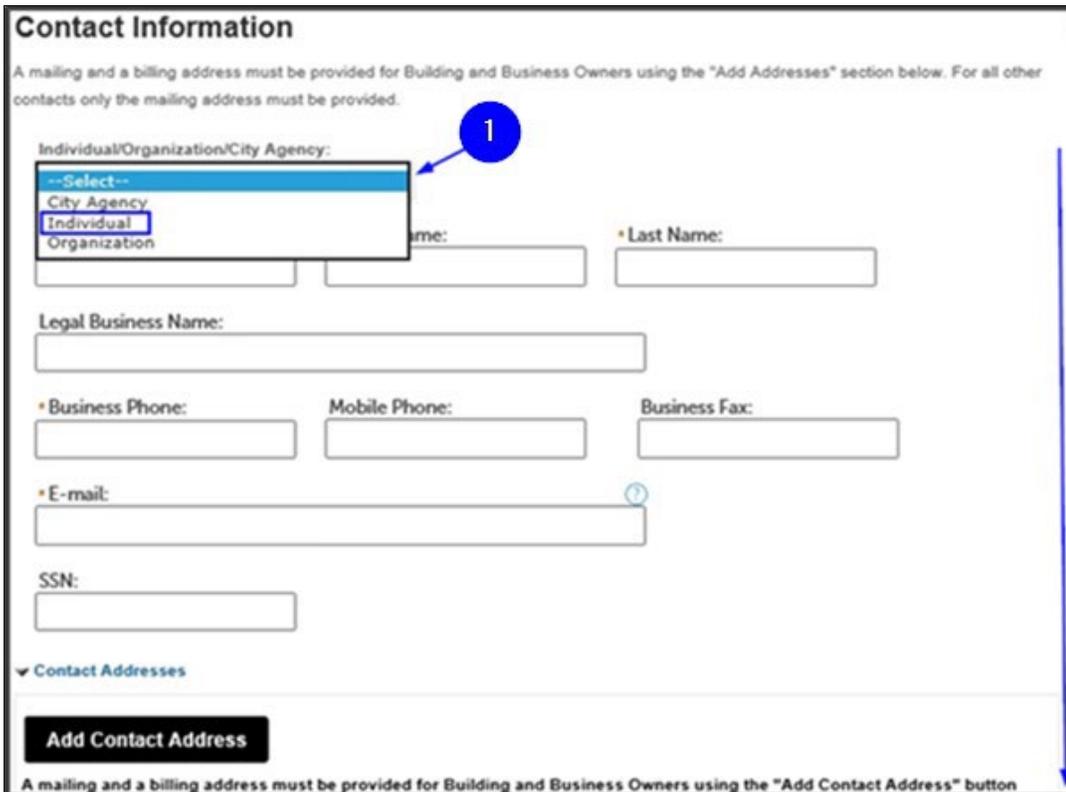


Fig. 16: Select the Contact Type

Enter the Contact's information. ALL sections marked with an asterisk (*) must be completed.

Click on the **Add Contact Address** button. See Figure 17.

NOTE: Make sure to enter the correct email address. The confirmation email for the scheduled date and time of Inspection will be sent to this email address.

Contact Information

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

Individual/Organization/City Agency:
Individual

* First Name: Middle Name: * Last Name:

Legal Business Name:

* Business Phone: Mobile Phone: Business Fax:

* E-mail: ?

SSN: EIN #: ?

▼ Contact Addresses

Add Contact Address ← 2

A mailing and a billing address must be provided for Building and Business Owners using the "Add Contact Address" button above. For all other contacts, only the mailing address must be provided.

1

Fig. 17: Enter Information/Click 'Add Contact Address'

A new window will open. First, click the **Address Type** drop-down list and select the “Mailing Address” option. Complete all the required fields and then click the **Save and Close** button. See Figure 18.

NOTE: The **Mailing Address** is the ONLY required address for the Permit/LOA Contact. Typically, the Permit/LOA Contact’s **Mailing Address** is the same as the location for which you are completing this Request for Inspection.

The screenshot shows a form for entering address information. At the top left, there is a dropdown menu labeled "Address Type" with three options: "--Select--", "Billing Address", and "Mailing Address". A blue circle with the number "1" points to the "Mailing Address" option. Below this are several input fields: "Street Name:", "Floor#/Apt#/Suite#:", "City/Borough:", "State:" (with "NY" entered), "Zip:" (with a dash entered), and "Country/Region:" (with "United States" selected). A blue line with a circle "2" at the end encloses the bottom portion of the form, including the buttons "Save and Close", "Save and Add Another", and "Clear". A blue circle with the number "3" points to the "Save and Close" button.

Fig. 18: Enter the Mailing Address Information

A window will open displaying the matching result(s). In the example shown below, one (1) matching result has been located. Click to select it and then click the **Select** button. See Figure 19.

The screenshot shows a window titled "Contact Information" with a sub-header "Matching Address Results". Underneath, there is a section "Contact Addresses" with a dropdown arrow. Below that, it says "Showing 1-1 of 1". A table with the following columns is shown: "Full Address", "City", "State", and "ZIP Code". A blue circle with the number "1" points to a radio button in the first row of the table. Below the table, there is a "Select" button. A blue circle with the number "2" points to this button.

Fig. 19: Chose the Address and Click ‘Select’

You will see a notification that tells you that the address was successfully saved. Also, as highlighted below in “yellow,” the **Mailing Address** has been added and is visible. Click the **Continue** button. See Figure 20.

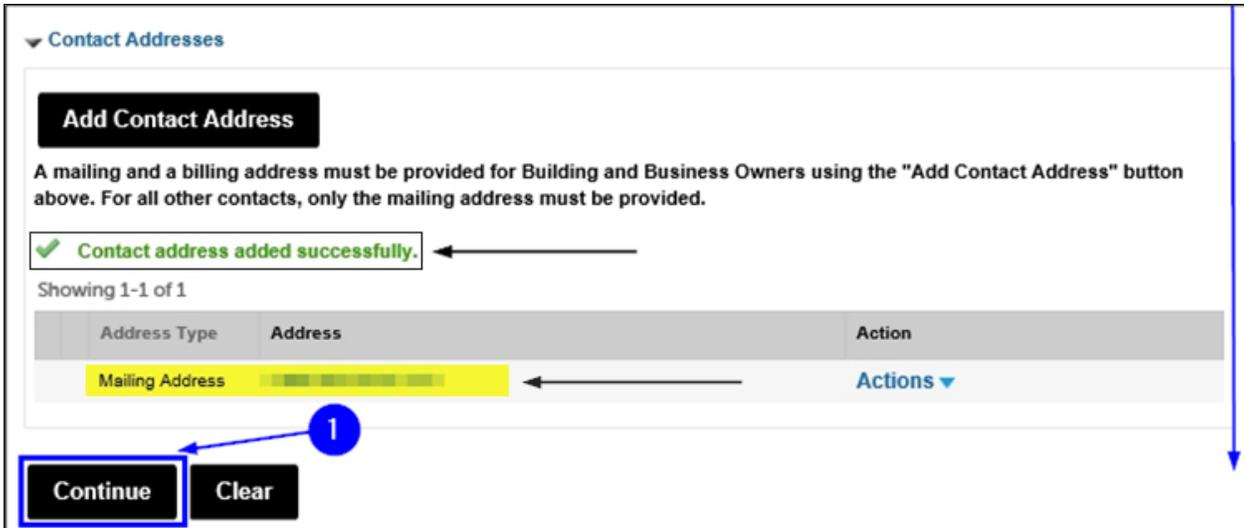


Fig. 20: Click ‘Continue’

You are taken back to the **Contact Information** page and, as shown below, you will see a notification that you have successfully added the Permit/LOA Contact’s information. See Figure 21.

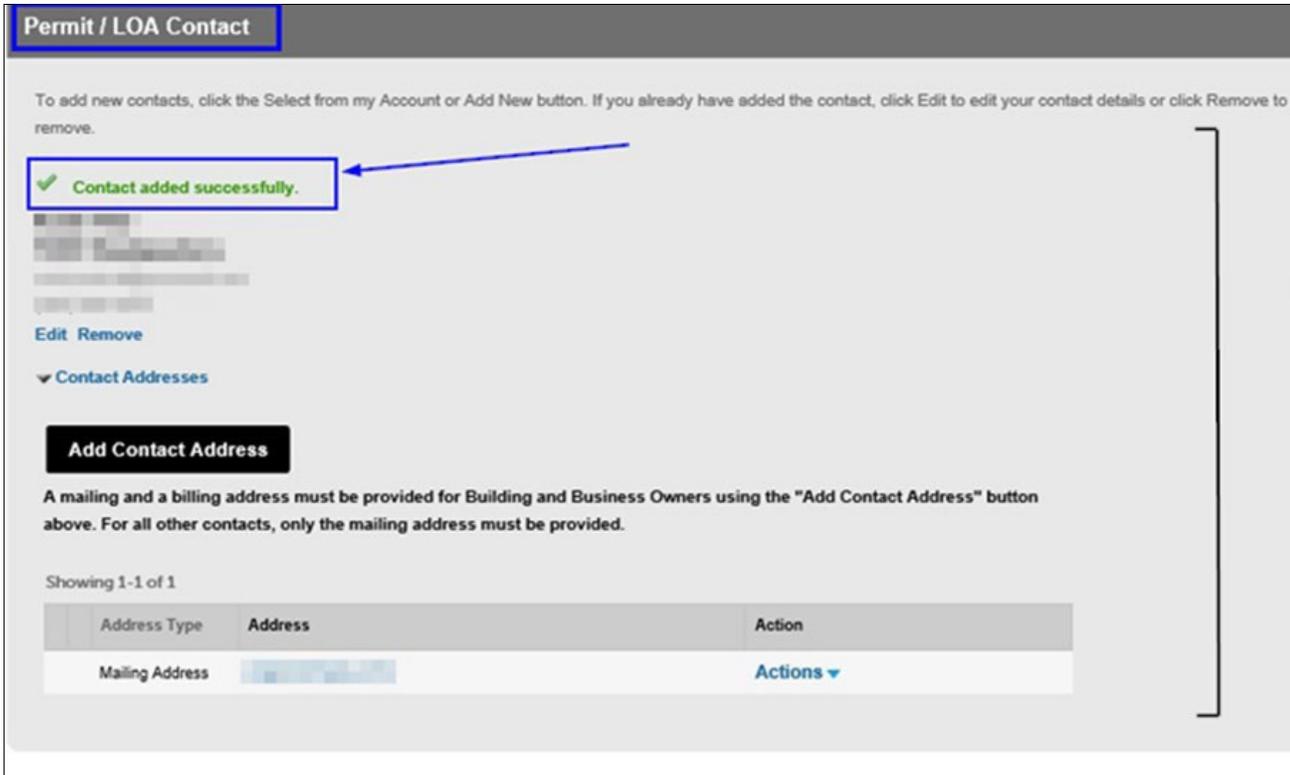


Fig. 21: Contact Information Added

Step 4. Complete the Request for Inspection Details

Next, on the **Request Information** page, you will need to add all the details for the Inspection you are requesting.

It contains several sections, including “Inspection Request Details,” “Requestor” and “Additional Request Information.”

You will need to complete ALL of the information in each section. All fields marked with an asterisk (*) must be completed. See Figure 23.

NOTE #1: You can only submit a Request for Inspection for one (1) Inspection Unit at a time.

The screenshot shows a web application interface for 'Request Information'. At the top, there are navigation tabs: 'Building Information', 'Contact Information', 'Request Information' (active), 'Supporting Documents', and 'Review and Submit'. Below the tabs, the page title is 'Step 3: Request Information > Inspection Request Details'. A note indicates that asterisks denote required fields and that details can be edited before final submission. The 'Inspection Request Details' section contains a table with columns for 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, Type of hazardous materials transported, and Type of Vehicle(s), Plate Number(s), and/or state(s) of city/wise Registration. Below the table are buttons for 'Add a Row', 'Edit Selected', and 'Delete Selected'. The 'Requestor' section includes instructions and buttons for 'Select from My Account' and 'Add New'. The 'Additional Request Information' section has input fields for 'Emergency Contact Name', 'Emergency Contact Number', 'Name of the Contact person that will be on-site', and 'Location/Floor of Requested Inspection/Test', along with an 'Off Hour Certification' checkbox. At the bottom, there are buttons for 'Save and Resume Later', a tip to save periodically, and 'Continue Application'.

Fig. 23: ‘Request Information’ Page

To add your Inspection information, click the **Add a Row** button. See Figure 24.

The screenshot shows a multi-step process with tabs for Building Information, Contact Information, Request Information (active), Supporting Documents, Review and Submit, and a final step. Below the tabs, there are instructions and a table for 'Inspection Request Details'. The table is currently empty, and the 'Add a Row' button is highlighted with a blue box and a circled '1' pointing to it.

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	Type of hazardous materials transported and/or used citywide	Type of Vehicle(s), Plate Number(s), State(s) of Registration
No records found.											

Fig. 24: Click 'Add a Row'

The **Select Inspection Unit** window will open. Choose District Office and then click Next tab to scroll to the next page. See Figure 25.

The screenshot shows a 'Select Inspection Unit' window with a search bar and a list of units. The unit 'District Office (Storage, Handling, Use or Sell of Hazardous Material)' is selected and highlighted with a blue box and a circled '1'. At the bottom, the 'Next »' button is highlighted with a blue box and a circled '2'. There are also 'Prev' and 'Next' navigation buttons.

- 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
- Hazardous Cargo
- High Rise
- Laboratory
- Public Assembly

Fig. 25: Locate the Inspection Unit

Once you selected District Office, you must select the Inspection Type requested, For this example “District Office Street Fair.” See Figure 26.

The screenshot shows a window titled "Select Inspection Type" with a search bar and a "Search" button. Below the search bar, the text "District Office (Storage, Handling, Use or Sell of Hazardous Material)" is displayed. A list of inspection types is shown, each with a checkbox. The "District Office Street Fair" option is selected, indicated by a checkmark and a blue box around it. A blue callout '2' points to this option. At the bottom of the list, there are navigation buttons: "< Prev", "1", "2", "3", and "Next >". The "3" button is highlighted with a blue box and a blue callout '1' points to it. At the bottom left, there are three buttons: "« Back", "Finish »", and "Cancel". The "Finish »" button is highlighted with a blue box and a blue callout '3' points to it.

Fig. 26: Click on Page '3' button. Select the Inspection Type/ Click the 'Finish' Button.

The Select Inspection Type window opens and displays the Inspection types specific to the Inspection Unit you just selected. Click on page '3' and click on 'District Office Street Fair' to select the correct Inspection type and then click Finish. See Figure 26.

District Office Unit Requests and Cancellations

Next, enter all the Inspection request and scheduling information. All fields marked with an asterisk (*) are mandatory and must be completed.

Click on the **Calendar** icon (📅) to choose the **Requested Test Date** and select the **Requested Start Time** (must be the 1st day of the event). Then, click on the **Calendar** icon (📅) to complete the **Alternate Date** and select the **Alternate Time**.

The “Requested Test Date” (Inspection) must be at least **14** business days from the current date.

You can select your permit start date and end date, permit Start time and end time, duration of request and Information about the Event.

Complete all sections and then click **Submit**.

NOTE #1: Your requested date(s) and time(s) will be reviewed by the Inspection Unit. Dependent upon availability, an alternate date and/or time will be scheduled by FDNY.

The screenshot shows a web form titled "Enter the Inspection Details" with a close button (X) in the top right corner. The form contains several fields and a submit button, with three numbered callouts (1, 2, and 3) pointing to specific elements:

- Callout 1:** Points to the ***Requested Test Date:** field, which includes a calendar icon (📅) and a help icon (?).
- Callout 2:** Points to the **Permit Start Time:** field, which includes a calendar icon (📅).
- Callout 3:** Points to the **Submit** button.

The form fields include:

- *Inspection Unit:** Dropdown menu with "District Office (Storage, F)" selected.
- *Inspection Type:** Dropdown menu with "District Office Street Fair" selected.
- Alternate Date:** Text input field with a calendar icon (📅) and a help icon (?).
- Time and Justification for Off Hours Request:** Text area.
- *Requested Test Date:** Text input field with a calendar icon (📅) and a help icon (?).
- Permit Start Date:** Text input field with a calendar icon (📅).
- Permit End Date:** Text input field with a calendar icon (📅).
- Permit Start Time:** Text input field with a calendar icon (📅).
- Permit End Time:** Text input field.
- Submit** button.

Fig. 27: Enter the Inspection Details

Next, you will need to complete the “Requestor” section. If you already have your information saved in your **NYC ID** account, click **Select from my Account**, otherwise you must **Add New**.

NOTE: The Requestor is the person who is signed in to FDNY Business and who is completing this Request for an Inspection.

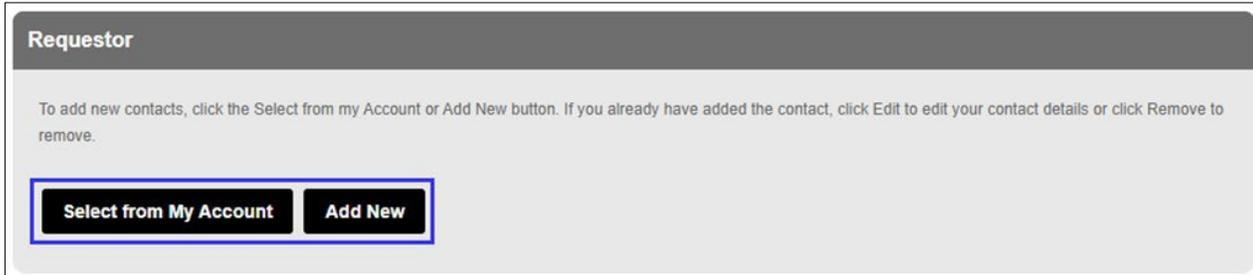


Fig. 28: Select/Add the Requestor Contact Information

Next, complete the “Additional Request Information” section. Enter the Emergency Contact’s name and phone number.

Then, enter the name of the on-site Contact person that will be present for the Inspection and click **Continue Application**. See Figure 29.

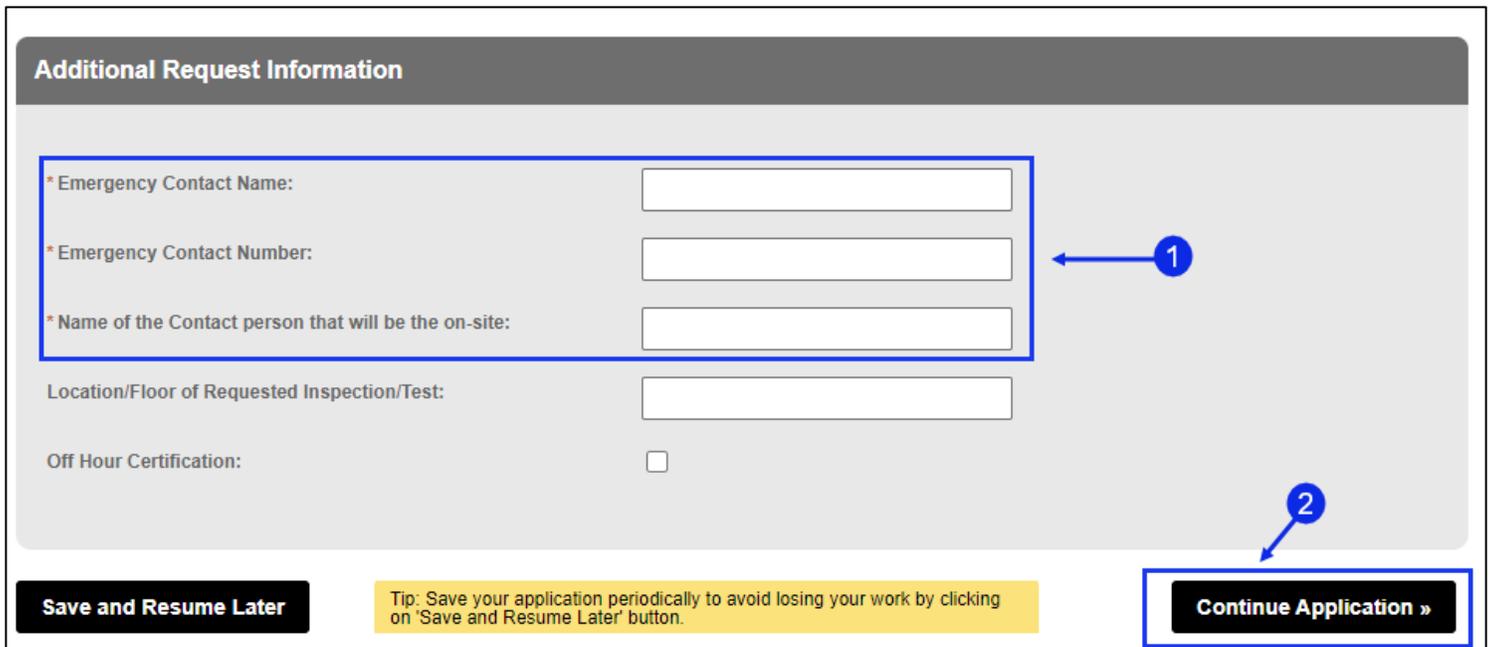


Fig. 29: Complete ‘Additional Request Information’ Section / Continue

The **Request Information** page will refresh.

If this event is **reoccurring** (i.e.: same event name, location, equipment, and approximate date), enter the previous eight (8) digit FDNY permit account # (NOT the SAPO #) in the Inspection Record ID/Account # box located in the Inspection Information section and leave the Inspector Name box blank. If this event is **NEW**, leave the Inspection Record ID/Account # box blank. Leave the Inspector Name box blank. See Figure 30.

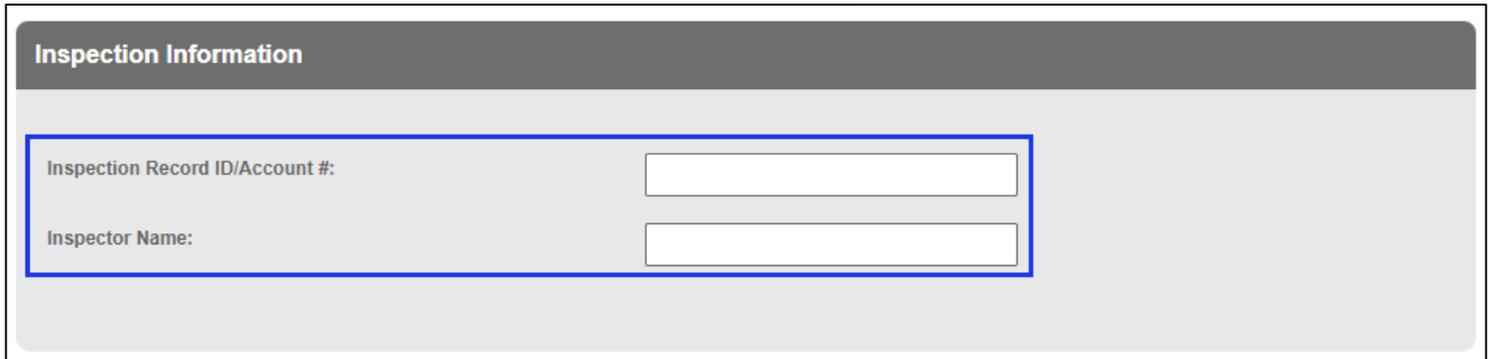


Fig. 30 Enter the Inspection Record ID / Account #.

Next, complete the “Project Information” section. Enter the detailed description of the inspection you are requesting including fuel and materials being used.

You must include:

The street it is on (starting from to ending at and including cross streets)

- How many blocks it will cover or if located in a park or lot, include the name of the park/lot and area it will be in.
- Type & quantity of:
 - fuel for cooking (i.e.: using propane, charcoal and/or kerosene).
 - power generators (i.e.: using gasoline and/or diesel).
 - light towers (i.e.: using gasoline and/or diesel).
 - heaters (i.e.: using propane and/or fuel-oil/ diesel [if applicable]).
 - HVAC cooling units (i.e.: using gasoline and/or diesel [if applicable]).
 - reserve fuel storage (i.e.: gasoline / diesel tank[s] and/or propane cylinder cage[s]).

See Figure 31.

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:



Fig. 31: Enter the Project Name and Description

Now, scroll to the bottom of the page and click **Continue Application**. See Figure 32.

Save and Resume Later Tip: Save your application periodically to avoid losing your work by clicking on 'Save and Resume Later' button.  **Continue Application »**

Fig. 32: Click 'Continue Application'

Step 5. Upload Supporting Documents

You will be taken to the **Supporting Documents** page. Here, you can either select a Supporting Document (if you already have it saved to your **NYC ID** account) or you can upload a new document that you have saved on your computer.

For the District Office, the street-fair site-plan must be attached and the type must either be a "As Built Plan" or "Supporting Document", and named 'Street Fair Site-Plan'.

In this example, we will click the **Add** button to upload and attach a supporting document. See Figure 33.

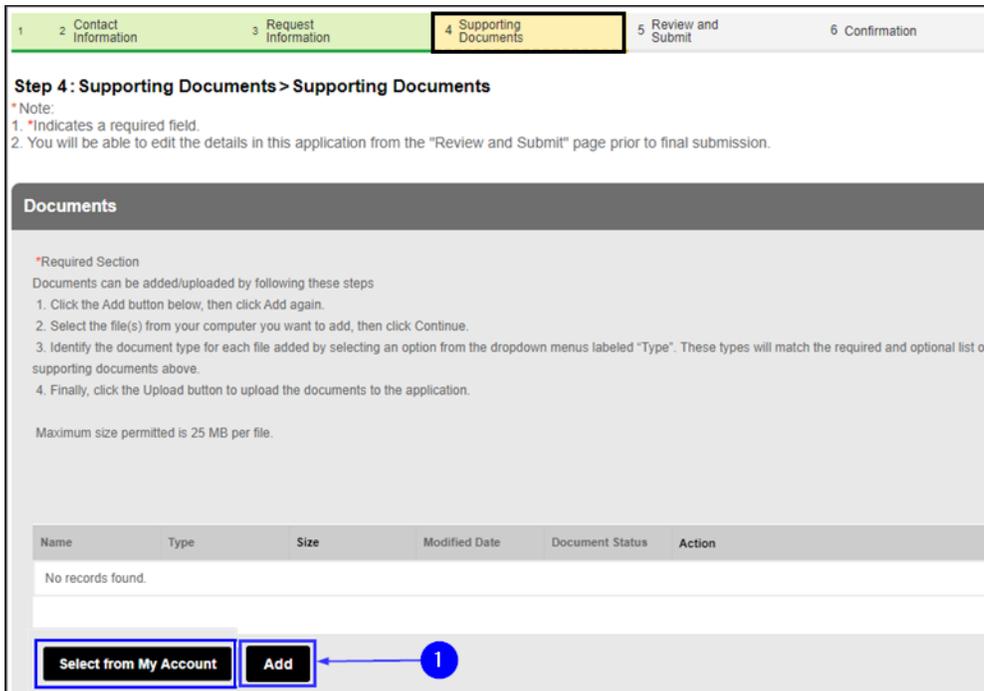


Fig. 33: Click the 'Add' Button

District Office Unit Requests and Cancellations

The **File Upload** window opens. Click the **Add** button. See Figure 34.

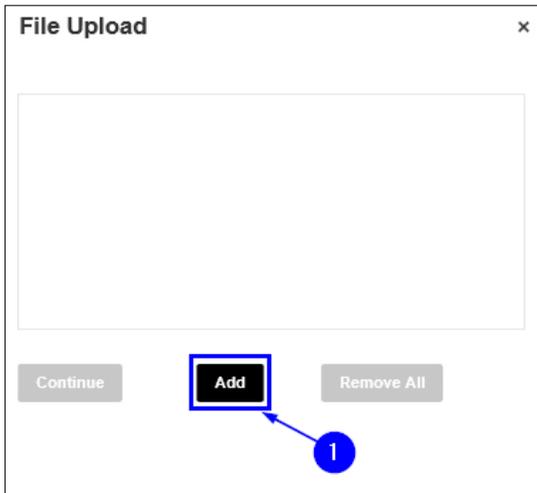


Fig. 34: Click 'Add'

Your File Explorer will open. Browse and locate the file you want to upload and click on it to select it. After clicking on it, as highlighted below in "yellow," the selected file's name will appear in the "File Name" field. Next, click the **Open** button. See Figure 35.

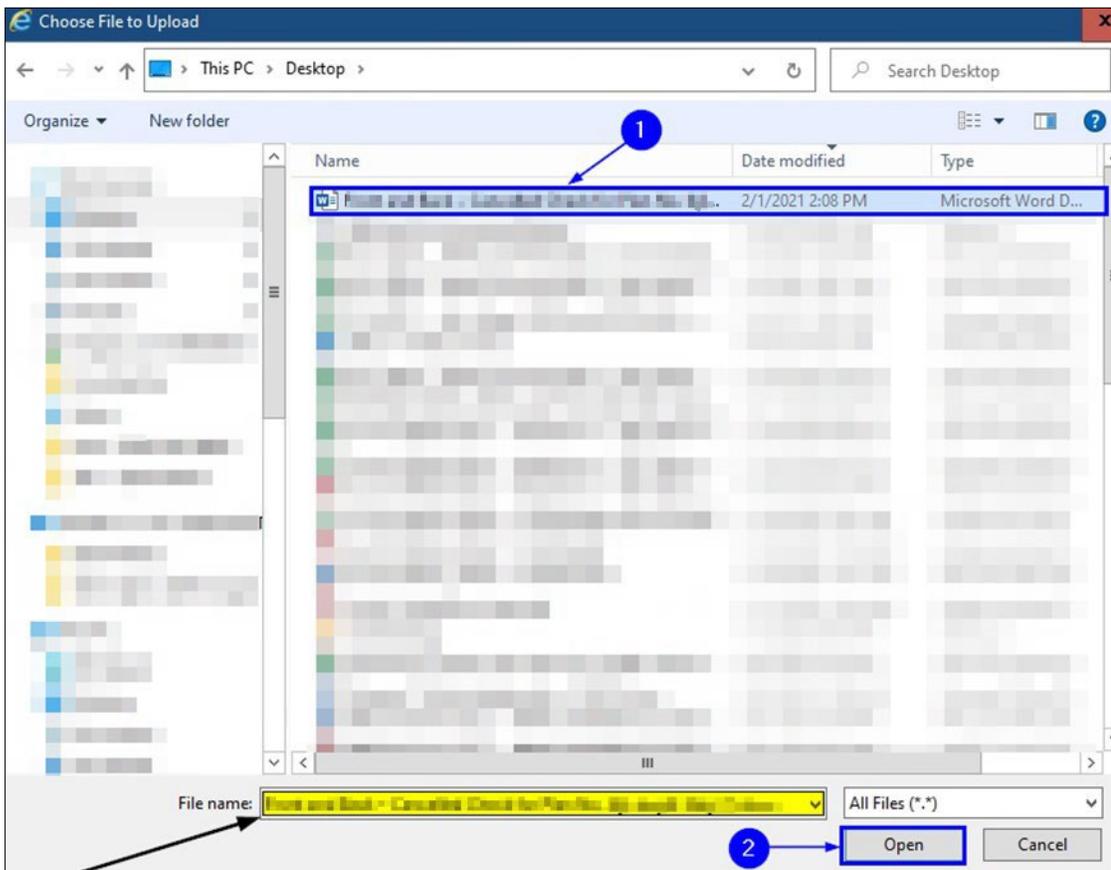


Fig. 35: Select the File and Click the 'Open' Button

District Office Unit Requests and Cancellations

When the upload status of your selected document reads "100%" (highlighted below in "yellow"), click **Continue**. See Figure 36.

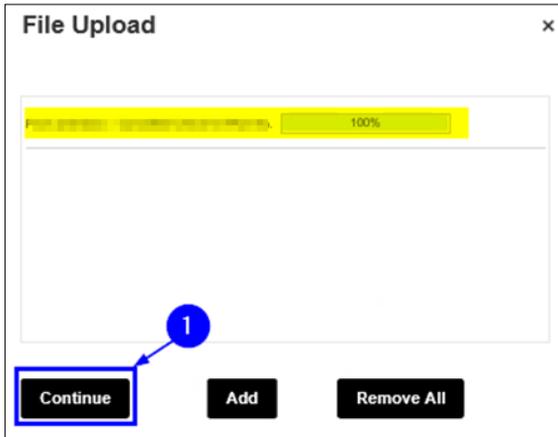
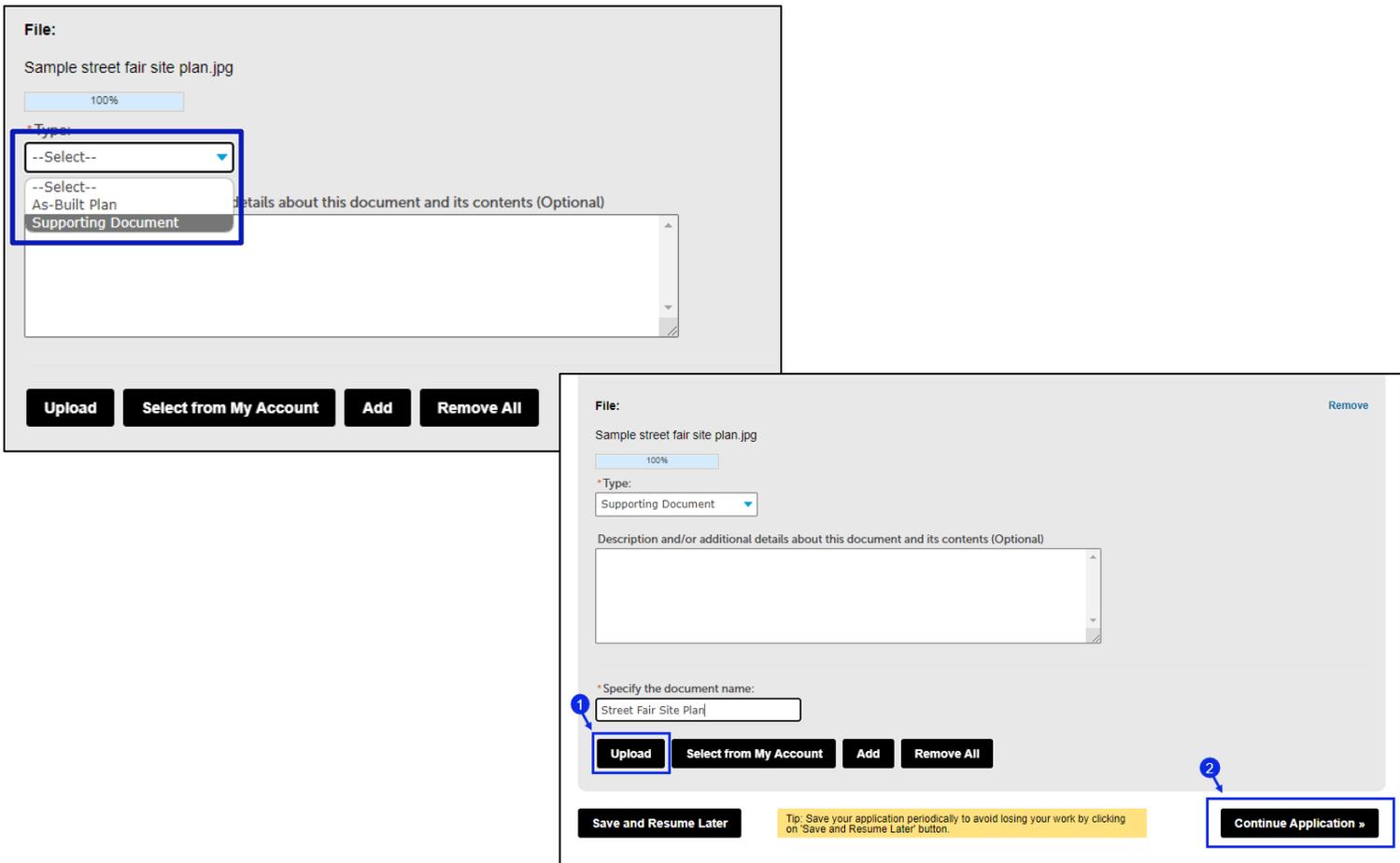


Fig. 36: Click 'Continue'

After, in the same Documents section you will see a "FILE:" section and a "Type:" drop-down selection. Click on the drop-down and select "Supporting Document". Below is a section for the description of the document, skip this section and in the "Specify the document name" section type in Street Fair Site Plan.



Now, back on the **Supporting Documents** page, enter into the “Description” text box any applicable notes about the file you are uploading (a sample note is highlighted below in “yellow”). Then, click the **Upload** button.

NOTE: After clicking the **Upload** button, you will see a notification near the top of your screen stating that your file has been successfully uploaded. See Figure N2.

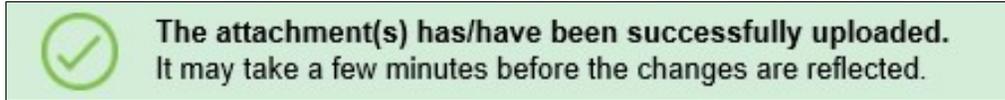


Fig. N2: File Successfully Uploaded

Once the file has been successfully uploaded, click **Continue Application**. See Figure 37.

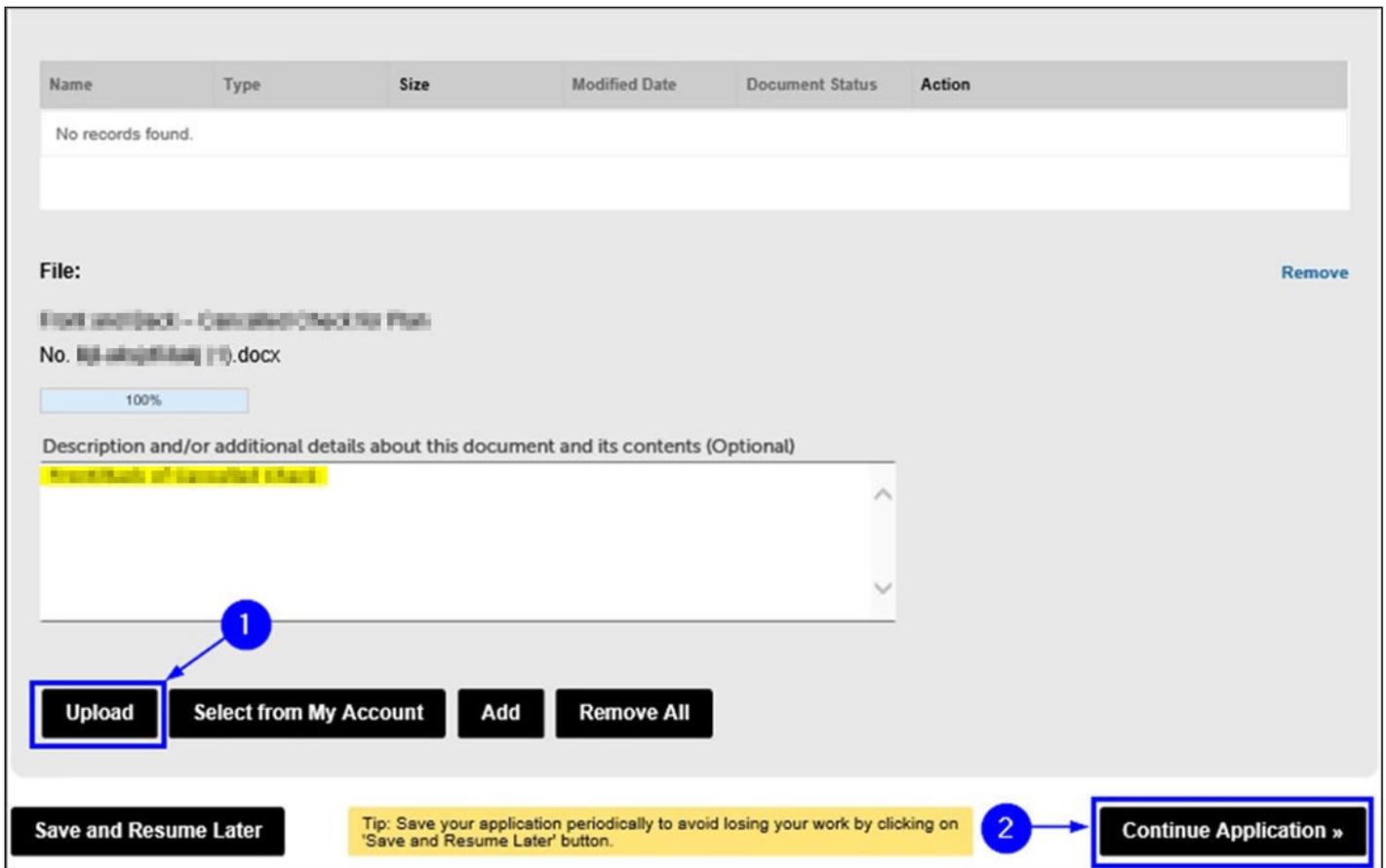


Fig. 37: Complete the Upload/Click ‘Continue Application’

You will be taken to the “Digital Signature” section where you must enter your **First Name** and your **Last Name**. Then, select your **Title/Roles** from the drop-down list. Select "Business Owner".

If you select “Other,” you will have to enter your Title/Role in the “Specify Other” field. Then, “check” the checkbox to acknowledge submission of your Application. Finally, click **Continue Application**. See Figure 38.

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.

The screenshot shows the 'Digital Signature' section of a web form. At the top, it says 'The On-Line Representative is the person who is logged in to the FDNY Business and entering this information.' Below this are four required fields: 'First Name', 'Last Name', 'Title/Roles', and 'Specify Other'. The 'Title/Roles' dropdown menu is currently set to 'Other'. There is also a checkbox for acknowledging the submission, which is checked. At the bottom, there are three buttons: 'Save and Resume Later', a yellow tip box, and 'Continue Application »'.

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 :

* Specify Other:

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

Save and Resume Later **Tip: Save your application periodically to avoid losing your work by clicking on 'Save and Resume Later' button.** **Continue Application »**

Fig. 38: Complete the ‘Digital Signature’ Section

Step 6. Review and Submit

Scroll through the page to review your information. If you notice any errors or if you need to make any changes, click the **Edit** button to return to that section to correct the information. See Figure 39.

Public Request for Inspections

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

Step 5: Review and Submit

Record Type

Public Request for Inspections

Premises Address [Edit](#)

Licensed Professional [Edit](#)

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

Permit / LOA Contact [Edit](#)

Fig. 39: Review your Request for Inspection Information



Once you submit the Request for Test/ Inspection, the submission can NOT be undone. Make sure that all the information you have entered is correct and complete.



When you are ready to submit your Application, scroll down to the bottom of the screen, “check” the checkbox to agree to the certification and to digitally sign your Application. Then, click **Submit Application**. See Figure 40.

The screenshot shows a 'Digital Signature' section with an 'Edit' button. It contains fields for 'First Name', 'Last Name', and 'Title/Roles' (with 'Other' selected). Below these is a 'Specify Other:' field with 'Sponsor' selected. A checkbox is checked, with a blue circle containing the number '1' pointing to it. The text next to the checkbox reads: 'By checking this box, I agree to the above certification and electronic signature.' To the right, the date '02/03/2022' is displayed. At the bottom, there are three buttons: 'Save and Resume Later', a yellow tip box that says 'Tip: Save your application periodically to avoid losing your work by clicking on 'Save and Resume Later' button.', and 'Submit Application' (which is highlighted with a blue border).

Fig. 40: Digitally Acknowledge, Sign and Submit the Application

Step 7. Submission Confirmation

You will receive confirmation that your Request for Inspection has been submitted. You will also receive a Request Record ID. This Record ID will also be available to you on your FDNY Business Dashboard. You can use this Record ID to track the status of your Request. See Figure 41.

The screenshot shows a confirmation screen titled 'Step 3: Receipt/Record issuance'. Under the heading 'Receipt', there is a green checkmark icon and the text 'Your application(s) has been successfully submitted.' Below this, there is a greyed-out area containing a 'REQUEST-' label, which is highlighted with a blue box.

Fig. 41: Request Submission Confirmation / Record ID

After Your Submission

You will receive an email confirmation that your Request for Inspection has been submitted.

See Figure 42.

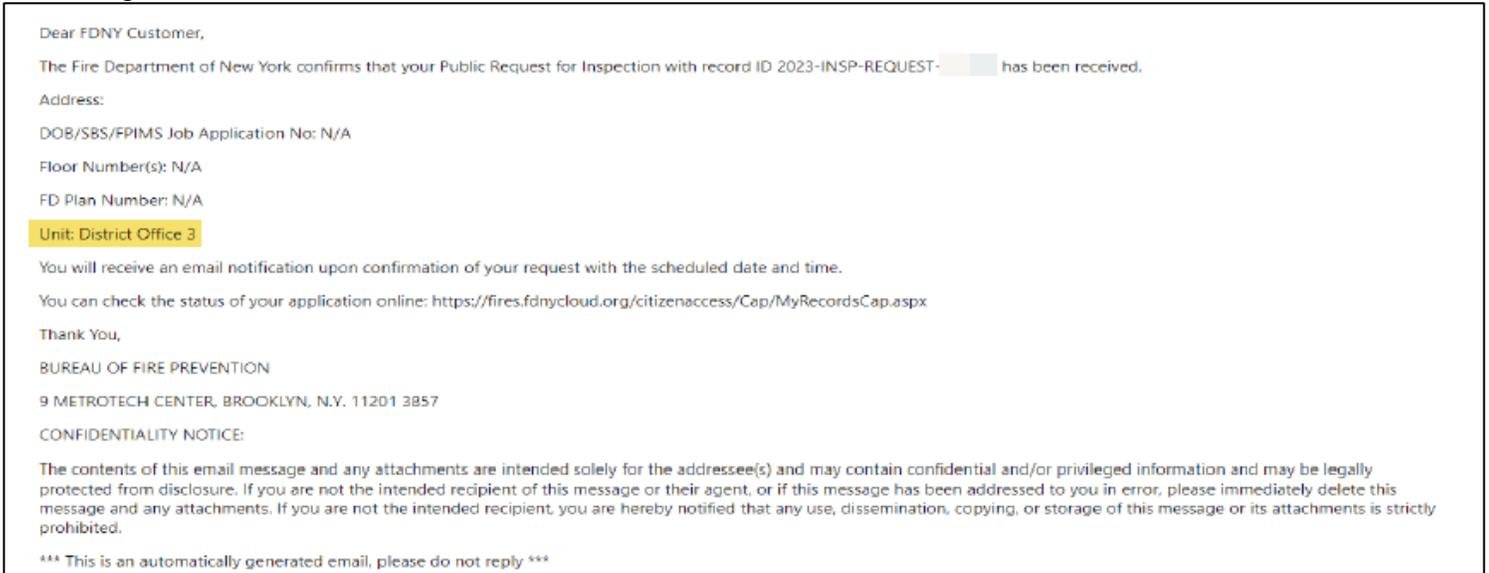


Fig. 42: Request for Inspection — Sample Receipt Email

Once FDNY reviews your Request, you will receive another email with the date and time of your scheduled Test/Inspection. See the sample email shown in Figure 43.

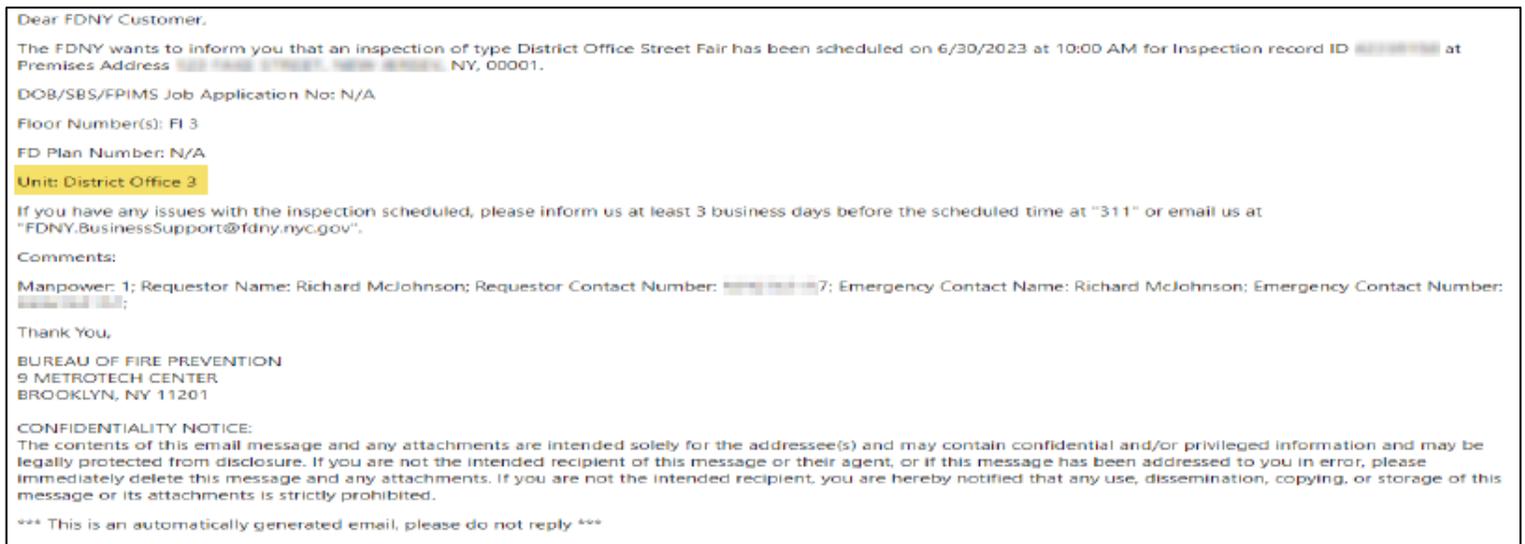


Fig. 43: Scheduled Request for Inspection — Sample Confirmation Email

If you did NOT submit all the required information, you will be contacted by email or by phone to supply the missing information.

If you received a scheduled date and time for your Inspection AND FDNY needs to reschedule, you will be contacted by email or phone with a new date and time.

If your Request for Inspection has been rejected, you will need to submit a new Request for Inspection on FDNY Business.

NOTE: Upon completion of the Test/Inspection, an Invoice will be emailed to the Billing Contact and/or to the person who has requested the Test/Inspection (i.e., the Requestor). You will NOT receive your Permit/LOA until all fees have been paid. For specific details, refer to [Accessing and Viewing Permits & LOAs](#).

3. Request an Inspection Cancellation

If an Explosives and Entertainment Unit Inspection has been scheduled by FDNY and you need to cancel it, you **MUST** request the cancellation via [FDNY Business](#) (email requests are no longer accepted).

The Request for Cancellation **must be** requested *at least* three (3) business days **before** your scheduled Inspection or your request may be denied, and you may be charged the Inspection Fee.

NOTE #1: You will **NOT** be able to submit a Request for Cancellation until you receive an email confirmation with the scheduled date and time of your Onsite Exam.

NOTE #2: Only the person who requested the Inspection (i.e., the Requestor Contact (Scheduler) for the scheduled Onsite) can request a Cancellation.

Request a Cancellation

To request a Cancellation, login and select **Initiate Application/Request**.

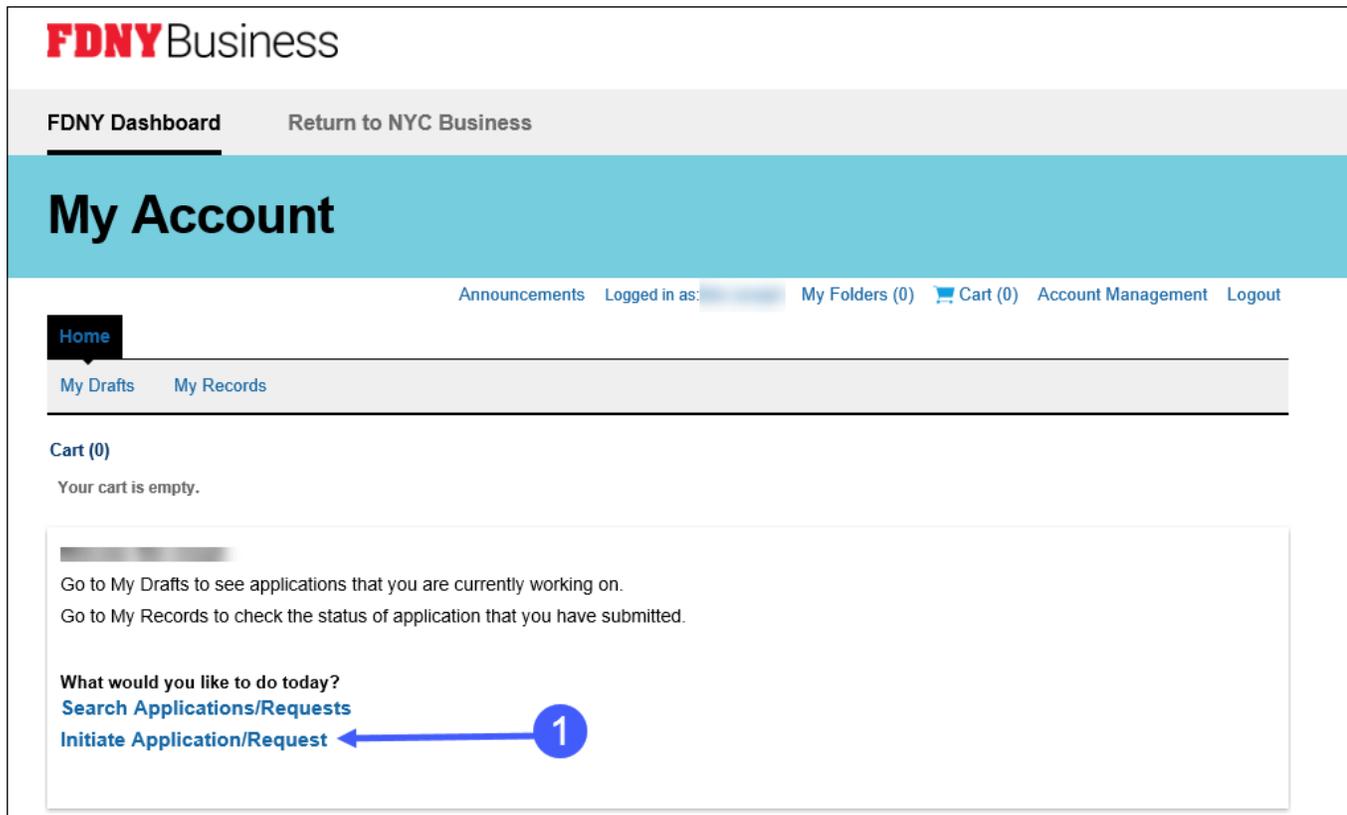


Fig 44: Click Initiate Application Request

Once you are logged in, click on the **Cancellation Request** drop-down list and then click to select “Request for Inspection Cancellation.” Next, click the **Continue Application** button. See Figure 45.

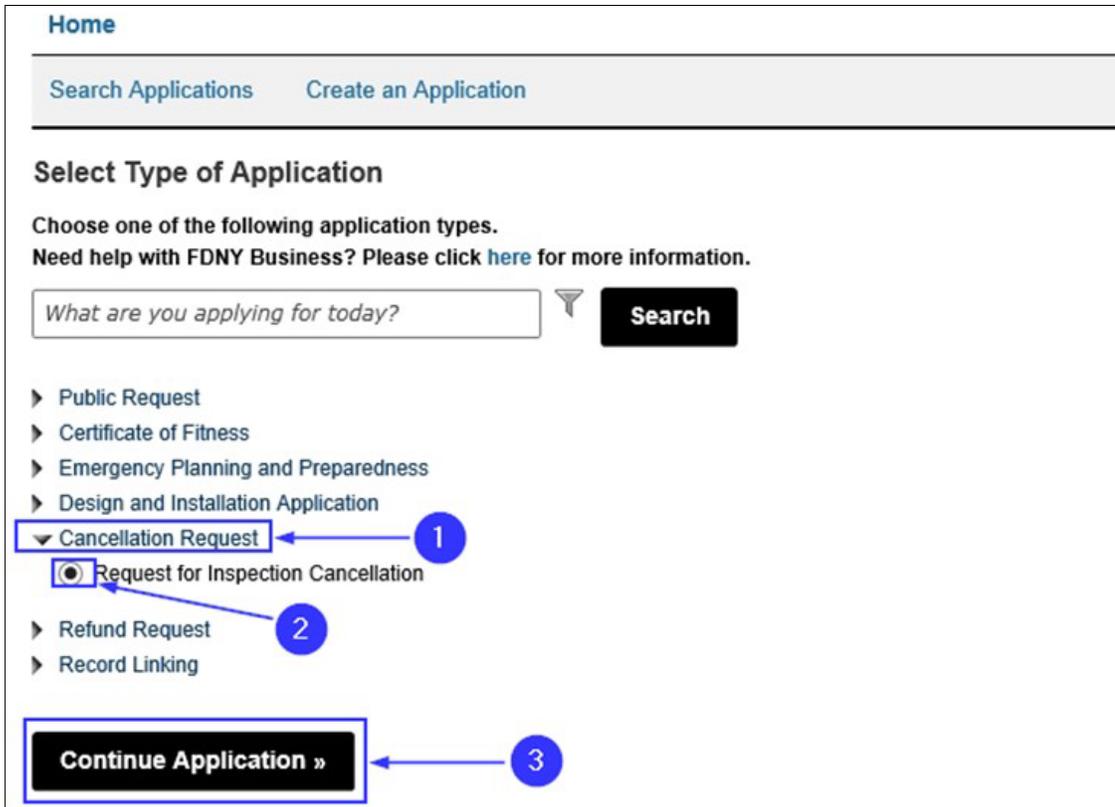


Fig. 45: Begin the ‘Request for Inspection Cancellation’

On the **Inspection Cancellation** page, under the “Cancellation Information” section, select the “Inspection Unit”. Select District Office and enter the date of the inspection you want to cancel in the “From Date:” field. Enter a “To Date” if you want to search a range of dates or leave dates blank to search all scheduled inspections in your account. See Figure 46. Click **Continue**

Application.

Fig. 46: Enter Inspection Cancellation Search Information

District Office Unit Requests and Cancellations

Check the box to select the inspection you want to cancel from the List of Scheduled Inspections. Then, click Edit Selected. See Figure 47.

F 1 Inspection Cancellation 2 Review and Submit 3 Confirmation

Step 1 : Inspection Cancellation > Cancellation information

*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.

List of Scheduled Inspections

Click to "Select" the inspection you want to cancel and click "Edit Selected" button to continue.

Enter a justification if applicable, click to "Confirm" that you want to request a cancellation for this inspection and click Submit.

Showing 1-3 of 3

<input type="checkbox"/>	Inspection Record Id	Inspection Type	Inspection Unit	Inspection Date	Inspection Time	Requestor Comments	Justification	Confirm
<input checked="" type="checkbox"/>	[REDACTED]	District Office Street Fair	District Office (Storage, Handling, Use or Sell of Hazardous Material)	03/15/2022	3:00 PM	[REDACTED]		Actions ▼
<input type="checkbox"/>	[REDACTED]	Vendor	Explosives	03/17/2022	1:00 PM	[REDACTED]		Actions ▼
<input type="checkbox"/>	[REDACTED]	Special Effects	Explosives	03/20/2022	12:45 PM	[REDACTED]		Actions ▼

Edit Selected

Save and Resume Later Tip: Save your application periodically to avoid losing your work by clicking on "Save and Resume Later" button. **Continue Application »**

District Office Unit Requests and Cancellations

Your Inspection Record ID, Type, Unit, Date and Time will be displayed. To continue, enter your “Justification” for the cancellation, click “Confirm” and click **Submit**. See Figure 48.

Fig. 48: The Inspection to Be Cancelled Is Shown

Click to "Select" the inspection you want to cancel and click "Edit Selected" button to continue.
Enter a justification if applicable, click to "Confirm" that you want to request a cancellation for this inspection and click Submit.
If the inspection you want to cancel is not listed below, contact the FDNY Customer Service Center by dialing 311, or via email at FDNY.BusinessSupport@FDNY.nyc.gov.

Inspection Record Id: <input type="text" value="147318"/>	Inspection Type: <input type="text" value="District Office Street Fair"/>	Inspection Unit: <input type="text" value="District Office 3"/>
Inspection Date: <input type="text" value="07/31/2023"/> 	Inspection Time: <input type="text" value="8:00 AM"/>	Requestor Comments: <input type="text" value="Manpower: 1;
Requestor Name:
Requestor Contact
Number: 917-334-1111;
Emergency Contact"/>
Plan Record ID/SBS No./PW1 No./FPIMS No.: <input type="text"/>	Justification: <input type="text" value="Street Fair Cancelled."/>	Premises Address: <input type="text" value="125 Park Street New
York NY 00001"/>
DOB/SBS/FPIMS Job Application No.: <input type="text" value="null"/>	Floor Number(s): <input type="text" value="Fl 3"/>	FD Plan Number: <input type="text" value="null"/>

Confirm

1 points to the Justification field.
2 points to the Confirm checkbox.
3 points to the Submit button.

You will be returned to the "List of Scheduled Inspections". Click **Continue Application**. See Figure 49.

Fig. 49: Continue Application

1 Inspection Cancellation 2 Review and Submit 3 Confirmation

Step 1: Inspection Cancellation > Cancellation information

*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.

List of Scheduled Inspections

Click to "Select" the inspection you want to cancel and click "Edit Selected" button to continue.

Enter a justification if applicable, click to "Confirm" that you want to request a cancellation for this inspection and click Submit.

Showing 1-3 of 3

<input type="checkbox"/>	Inspection Record Id	Inspection Type	Inspection Unit	Inspection Date	Inspection Time	Requestor Comments	Justification	Confirm	
<input type="checkbox"/>	[Redacted]	District Office Street Fair	District Office	03/15/2022	3:00 PM	[Redacted]		Yes	Actions ▾
<input type="checkbox"/>	[Redacted]	Vendor	Explosives	03/17/2022	1:00 PM	[Redacted]			Actions ▾
<input type="checkbox"/>	[Redacted]	Special Effects	Explosives	03/20/2022	12:45 PM	[Redacted]			Actions ▾

Edit Selected

Save and Resume Later Tip: Save your application periodically to avoid losing your work by clicking on 'Save and Resume Later' button. **Continue Application »**

Supporting Documentation

On the “Supporting Documents” page, you can upload documentation, as applicable. See previous steps for instructions to upload documents. Click **Continue Application**. See Figure 50.

Step 1: Inspection Cancellation > Supporting documents

***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.

Supporting Documents

Following are the optional Documents you may submit.

- Supporting Documents

List of Supporting Documents:

Attachment

***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.					

Select from My Account **Add**

Save and Resume Later Tip: Save your application periodically to avoid losing your work by clicking on 'Save and Resume Later' button. **Continue Application »**

Fig. 50: Click ‘Continue Application’

Next, under the “Applicant Certification” section, enter your **First Name** and your **Last Name** and select your **Title Role** from the drop-down list (**Business Owner**). Then, read and affirm the certification by “checking” the checkbox. When you are ready, click **Continue Application**. See Figure 51.

Request for Inspection Cancellation

1 Inspection Cancellation 2 Review and Submit 3 Confirmation

Step 1 : Inspection Cancellation > Applicant Certification

* 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.

Applicant Certification

* First Name:

* Last Name:

* Title Role:

* By checking this box, I acknowledge that my intent is to submit this cancellation request. Once submitted, I will not be able to make any changes.:

Save and Resume Later Tip: Save your application periodically to avoid losing your work by clicking on 'Save and Resume Later' button. **Continue Application »**

Fig. 51: Complete the ‘Applicant Certification’ Section

Review and Submit

You will be taken to the **Review and Submit** page. You will see all scheduled inspections listed including the inspection you confirmed for cancellation. You can review and edit your information before you submit your Request for Inspection Cancellation. Scroll through the page and review your information.

If you notice any errors or if you need to make any changes, click the **Edit** button to return to that section and correct the information. See Figure 52.

Request for Inspection Cancellation

1 Inspection Cancellation 2 Review and Submit 3 Confirmation

Step 2: Review and Submit

Record Type

Request for Inspection Cancellation

Cancellation Information

[Edit](#)

Inspection Unit: District Office
From Date: 03/13/2022
To Date: 03/20/2022

List of Scheduled Inspections

[Edit](#)

Inspection Record Id	Inspection Type	Inspection Unit	Inspection Date	Inspection Time	Requestor Comments	Justification	Confirm
	District Office Street Fair	District Office	03/15/2022	3:00 PM			Yes

Fig. 52: Review Your Request for Inspection Cancellation



The following step will complete your Cancellation Request and can NOT be undone. Make sure that all the information you have entered is correct. If you made the request *less than* three (3) business days before your scheduled Request for Inspection date and time, your Cancellation Request may be rejected, and you may be charged the Inspection Fee.



When you are finished reviewing you Request for Inspection Cancellation, digitally sign and affirm the “Applicant Certification” section by “checking” the checkbox. When you are ready, click the **Submit Application** button. See Figure 53.

Applicant Certification Edit

First Name: [Redacted]
Last Name: [Redacted]
Title Role: Building Owner

By checking this box, I acknowledge that my intent is to submit this cancellation 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 a 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 specifications herewith submitted, comply with the provisions of the NYC Administrative Code, including the New York City Fire Code and other applicable laws, codes and rules. I understand that...

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

Save and Resume Later Tip: Save your application periodically to avoid losing your work by clicking on 'Save and Resume Later' button. **Submit Application**

Fig. 53: Complete the ‘Applicant Certification’ Section/ Click ‘Submit Application’

You will receive confirmation that your Request for Inspection Cancellation has been successfully submitted. You will also receive an Inspection Cancellation Record ID. As highlighted in “yellow” in the below example, the Inspection Cancellation Record ID contains the word “CANCEL.”

This Record ID will also be available to you on your FDNY Business Dashboard. You can use this Record ID to track the status of your Cancellation Request. See Figure 54.

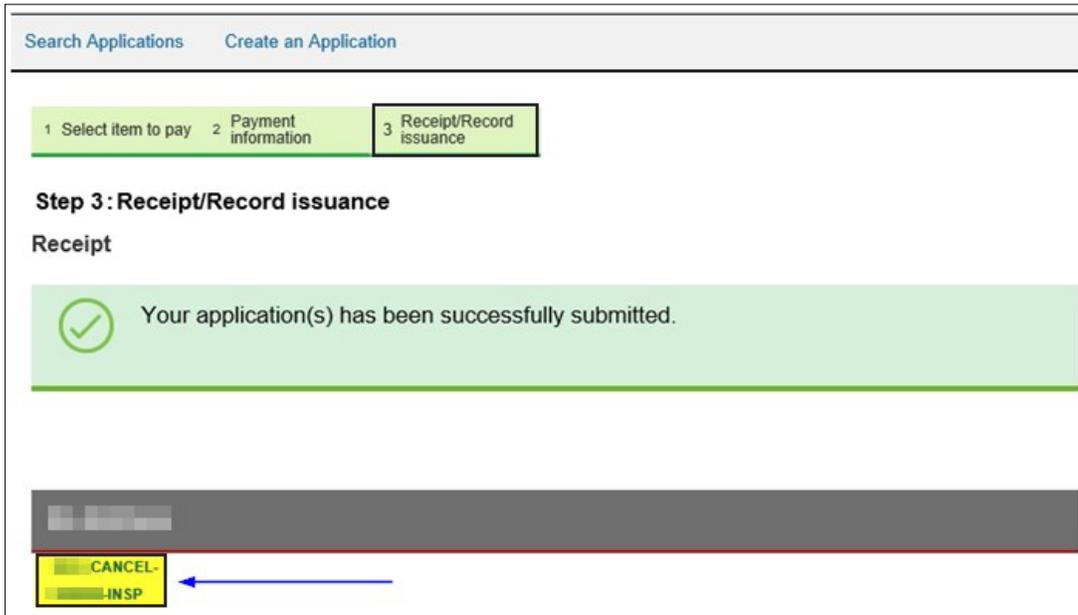


Fig. 54: Cancellation Request — Submission Confirmation/Record ID

Your Request for Inspection Cancellation will be reviewed by FDNY. You will receive an email telling you whether your Cancellation Request was “Accepted” or “Rejected.”

If your Request for Inspection Cancellation is “Accepted,” there is no further action you need to take. If you need to submit a new Request for Test/Inspection, you can do so at any time.

If your Request for Inspection Cancellation is “Rejected,” you may be charged, as applicable, the Inspection Fee.