



FIRE DEPARTMENT OF THE CITY OF NEW YORK

FDNY Business

Explosives Unit Inspection Request

User Guide

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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.

INTRODUCTION

About this Guide

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

Submitting a Request for an Explosives 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 02/14/2022, all Requests for Explosives 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, **1** indicates your first action, **2** 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 an Explosives 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.
- SECURITY:** Callout 3 points to the 'Security Question' dropdown menu, and Callout 4 points to the 'Answer' input field. A 'Display Answers: Show Hide' toggle is present.
- 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.

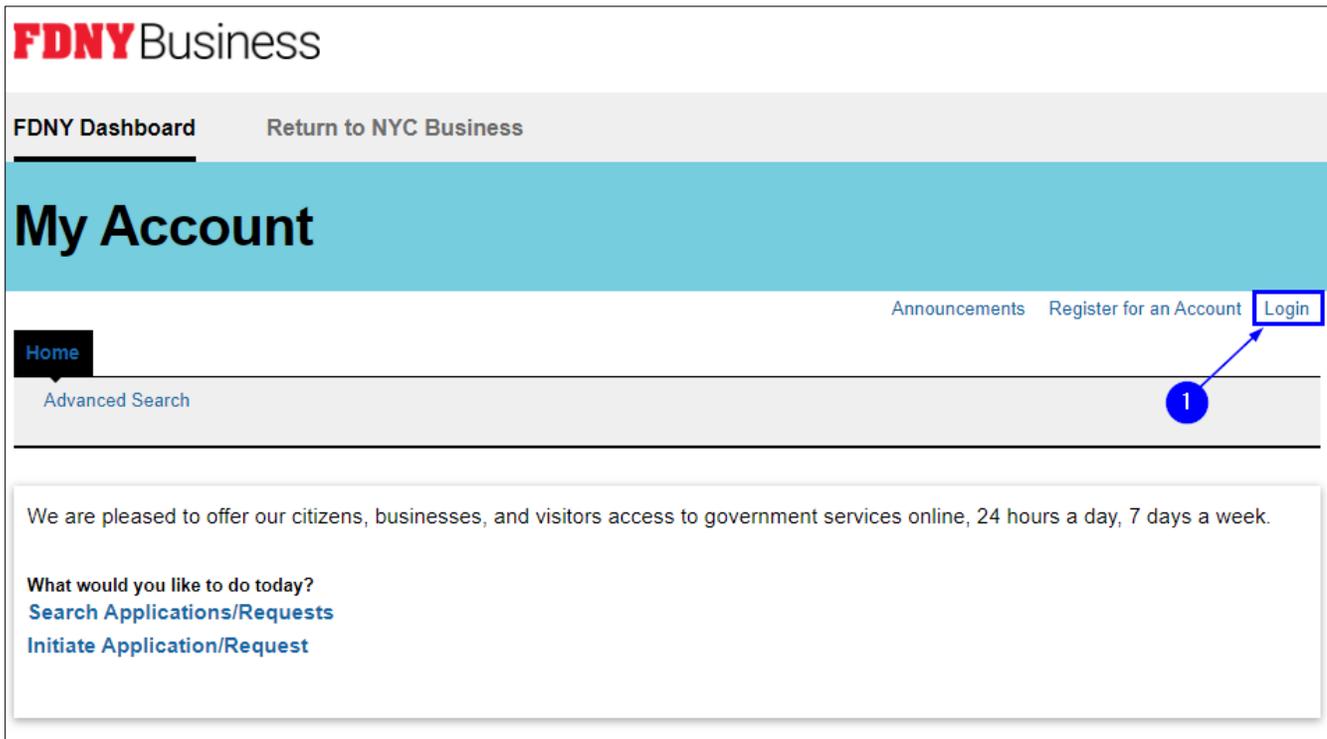


Fig. 2: Click 'Login'

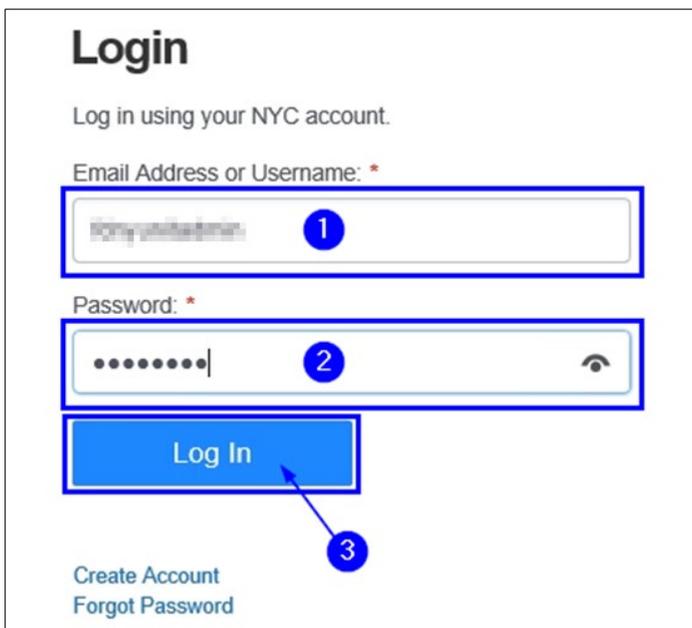


Fig. 3: Enter Your NYC ID/Password and Log In

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.

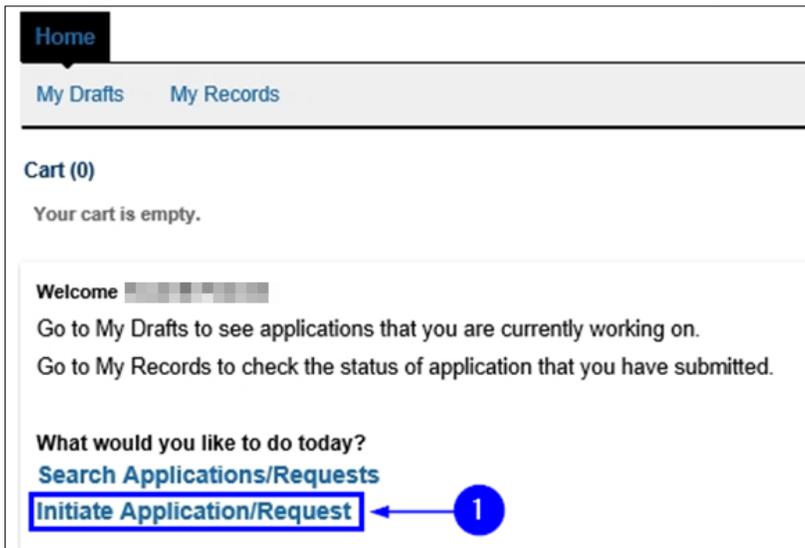


Fig. 4: 'Initiate Application/Request'

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.

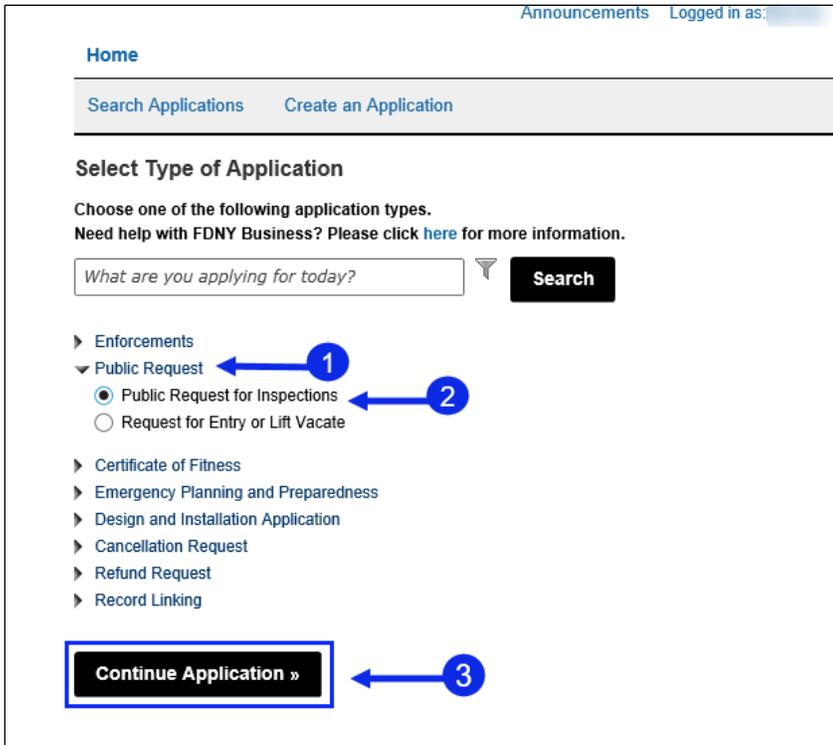


Fig. 5: Select and Click 'Continue Application'

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: ← 1

*Building No.: Address/Landmark: ← 2

City / Borough: State: Zip:

*BIN: Block: Lot:

Is This a New Address?: Yes No ← 3

← 4

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

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.

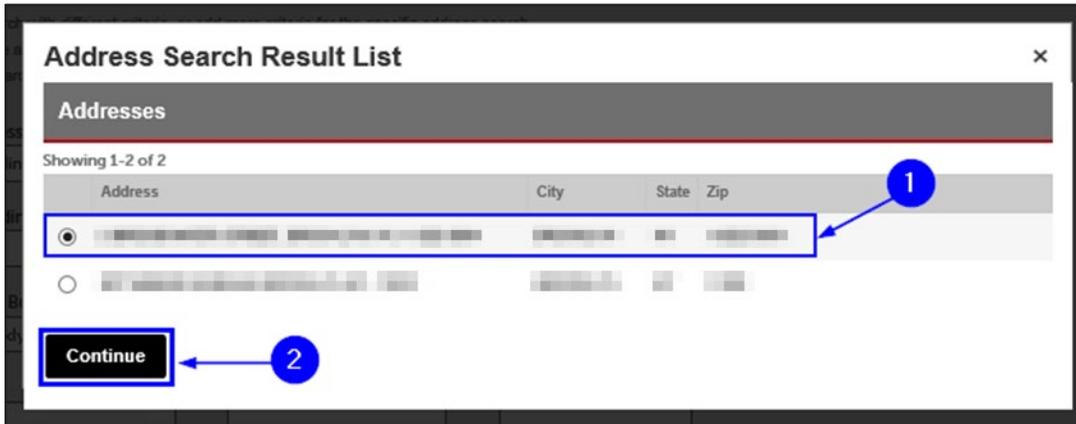


Fig. 7: Select the Address

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

The screenshot shows the "Public Request for Inspections" form, specifically "Step 1: Building Information > Address". The form has a progress bar at the top with six steps: 1. Building Information (highlighted), 2. Contact Information, 3. Request Information, 4. Supporting Documents, 5. Review and Submit, and 6. A "Note" section provides instructions and options for address search. The "Premises Address" section contains a form with fields for "Address Type" (dropdown), "*Building No.", "Address/Landmark", "City / Borough", "State" (pre-filled with "NY"), "Zip", "*BIN", "Block", and "Lot". Below these fields are "Search" and "Clear" buttons. At the bottom of the form, there is a "Save and Resume Later" button, a tip box, and a "Continue Application" button, which is highlighted with a blue box and a blue circle with the number "1" and an arrow pointing to it.

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 Explosives 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” and “Billing Contact” 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.

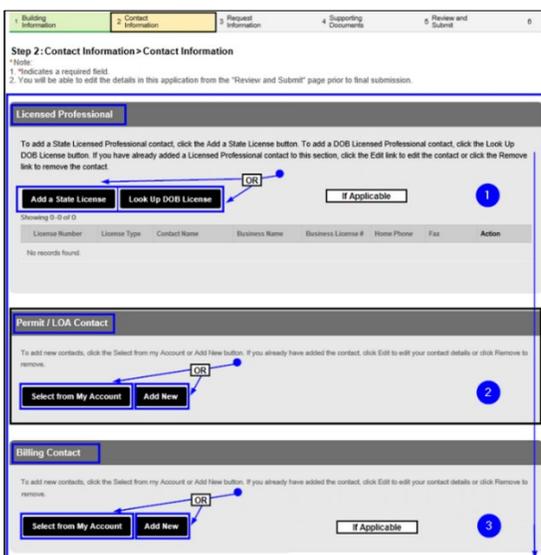


Fig. 9: 'Contact Information' Page

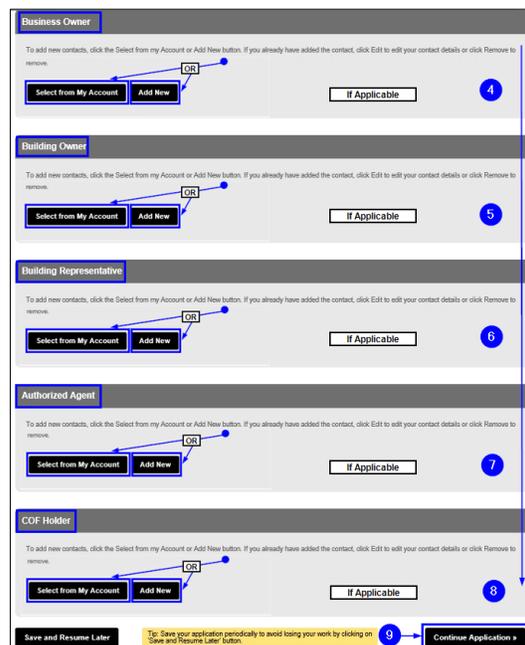


Fig. 10: Contact Information Page (Continued)

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.

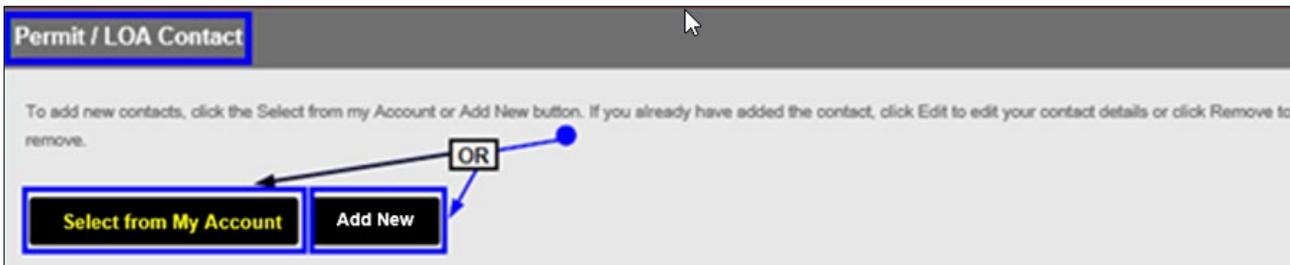


Fig. 11: Click ‘Select from My Account’

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.

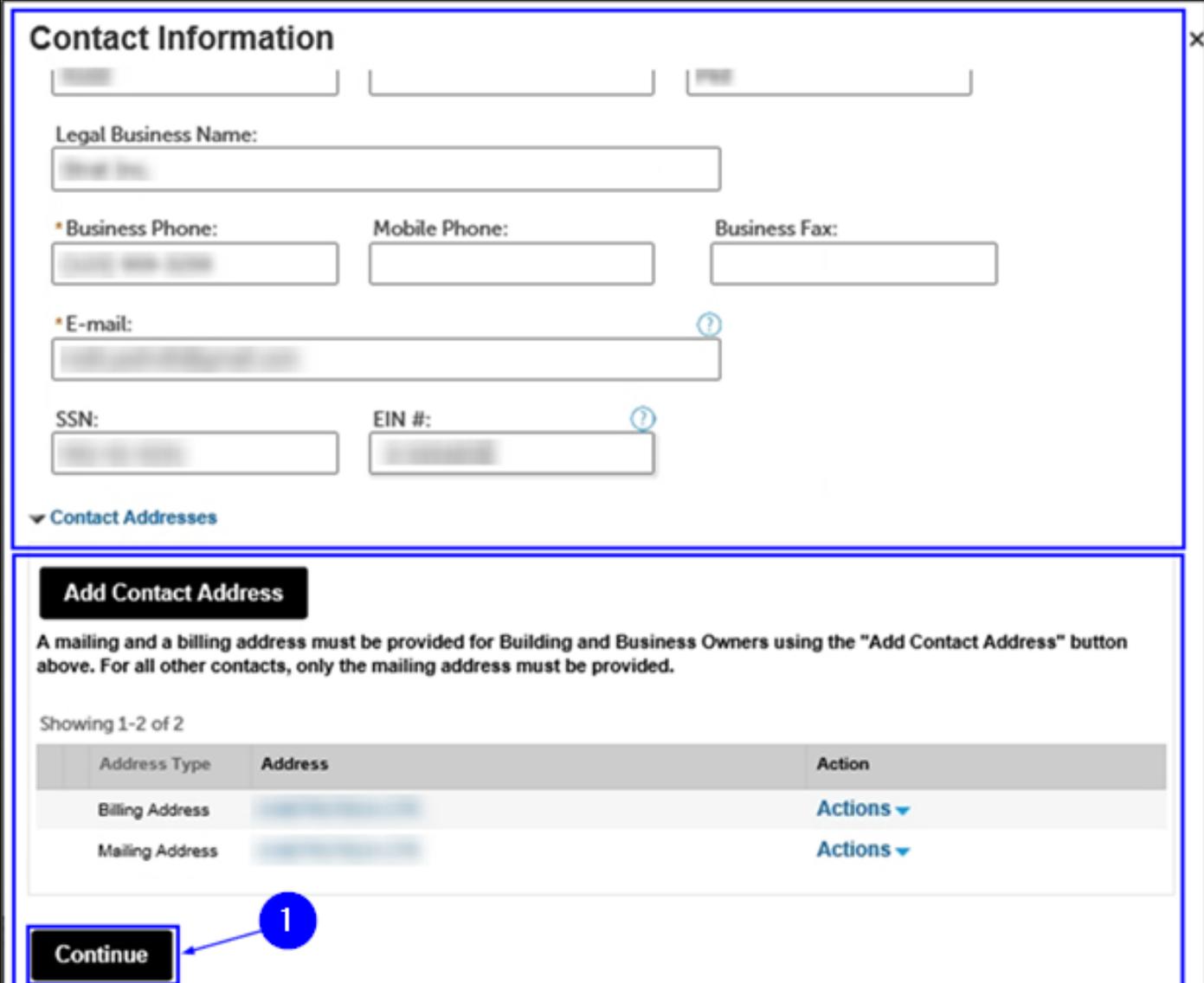


Fig. 12: Select the Desired Address(es)

Explosives Unit Requests and Cancellations

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.



Contact Information

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 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

Address Type	Address	Action
Billing Address		Actions ▼
Mailing Address		Actions ▼

Continue 1

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

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

The screenshot displays the 'Permit / LOA Contact' interface. At the top, a blue box highlights the page title. Below it, a grey box contains instructions: '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 remove.' A green success message 'Contact added successfully.' is shown in a box, with a blue arrow pointing to it from the right. Below this is a 'Contact Addresses' section with a dropdown arrow. A black box highlights the 'Add Contact Address' sub-section, which includes 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.' Below the instructions, it says 'Showing 1-2 of 2'. A table with two columns, 'Address Type' and 'Address', and one column, 'Action', is shown. The table contains two rows: 'Billing Address' and 'Mailing Address', each with a corresponding 'Address' field and an 'Actions' dropdown menu. A blue box highlights the first two columns of the table, and a blue arrow points to the right side of the table area.

Permit / LOA Contact

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 remove.

✓ Contact added successfully.

[Edit](#) [Remove](#)

▼ Contact Addresses

Add Contact Address

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

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

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

Explosives Unit Requests and Cancellations

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.

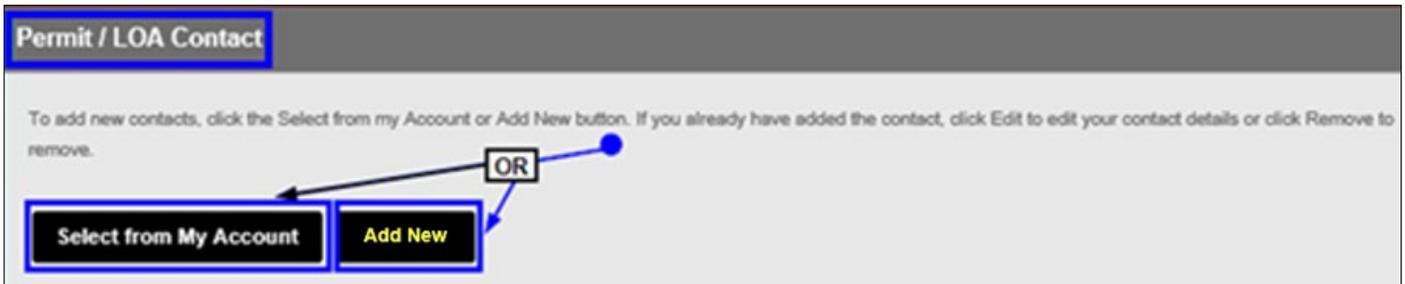


Fig. 15: Click 'Add New'

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.

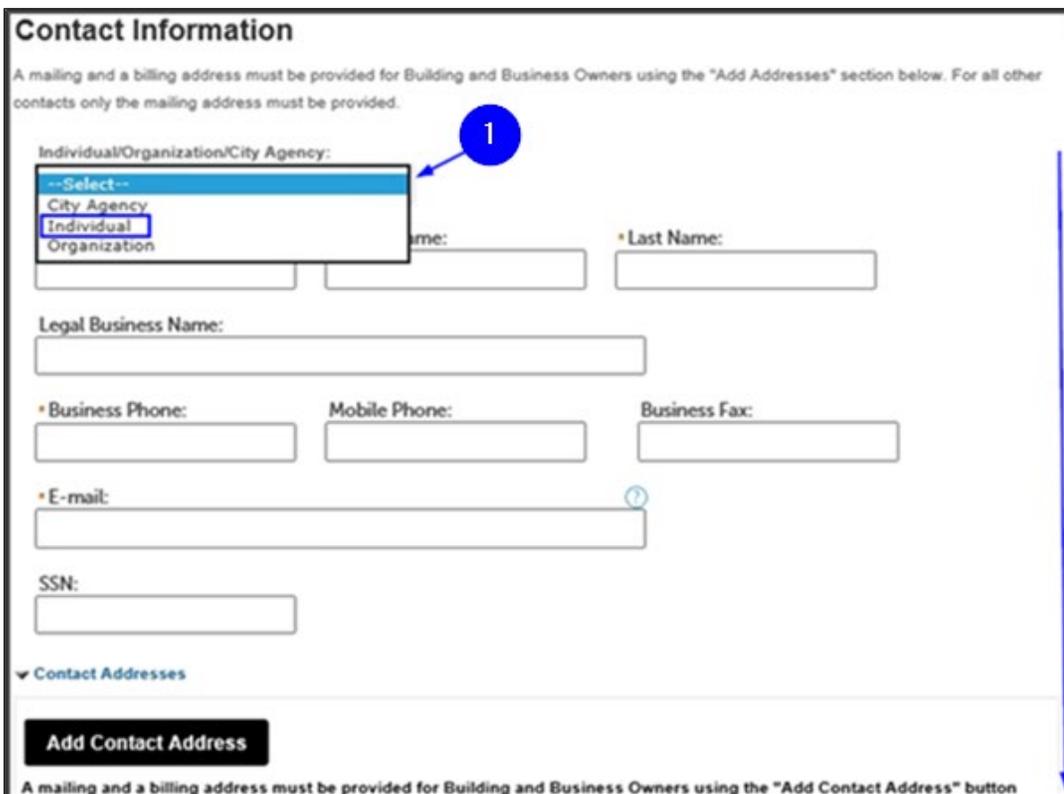
The image shows a "Contact Information" form. At the top, there is a title "Contact Information" and a note: "A mailing and a billing address must be provided for Building and Business Owners using the 'Add Addresses' section below. For all other contacts only the mailing address must be provided." Below this is a dropdown menu labeled "Individual/Organization/City Agency:". The dropdown is open, showing three options: "--Select--", "City Agency", and "Individual". A blue circle with the number "1" and an arrow points to the "Individual" option. Below the dropdown are several input fields: "First Name:", "Last Name:", "Legal Business Name:", "* Business Phone:", "Mobile Phone:", "Business Fax:", "* E-mail:", and "SSN:". At the bottom, there is a section titled "Contact Addresses" with a dropdown arrow and an "Add Contact Address" button. A blue arrow points downwards from the "Add Contact Address" button.

Fig. 16: Select the Contact Type

Explosives Unit Requests and Cancellations

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.

The screenshot shows a web form titled "Contact Information". At the top, there is a dropdown menu for "Individual/Organization/City Agency:" with "Individual" selected. Below this is a large rectangular area containing several input fields: "* First Name:", "Middle Name:", "* Last Name:", "Legal Business Name:", "* Business Phone:", "Mobile Phone:", "Business Fax:", "* E-mail:", "SSN:", and "EIN #:". A blue box highlights this entire section, with a blue circle containing the number "1" and an arrow pointing to the top right corner of the box. Below this section is a collapsed "Contact Addresses" section, which contains a button labeled "Add Contact Address". A blue circle containing the number "2" and an arrow points to this button. A long blue arrow on the right side of the form points downwards from the top right towards the bottom right.

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

Explosives Unit Requests and Cancellations

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. A blue circle with the number '1' points to the 'Address Type' dropdown menu, which has 'Mailing Address' selected. A blue circle with the number '2' points to the 'Save and Close' button. A blue circle with the number '3' points to the 'Save and Add Another' button. The form includes fields for: * Address Type (dropdown), * Street Name (text), Floor#/Apt#/Suite# (text), * City/Borough (text), * State (text, currently 'NY'), * Zip (text), Country/Region (dropdown, currently 'United States'), Save and Close (button), Save and Add Another (button), and Clear (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'. A blue circle with the number '1' points to a radio button next to a row in a table. A blue circle with the number '2' points to a 'Select' button. The table has columns for Full Address, City, State, and ZIP Code. The 'Select' button is located at the bottom left of the window.

Full Address	City	State	ZIP Code
[Redacted]	[Redacted]	[Redacted]	[Redacted]

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.

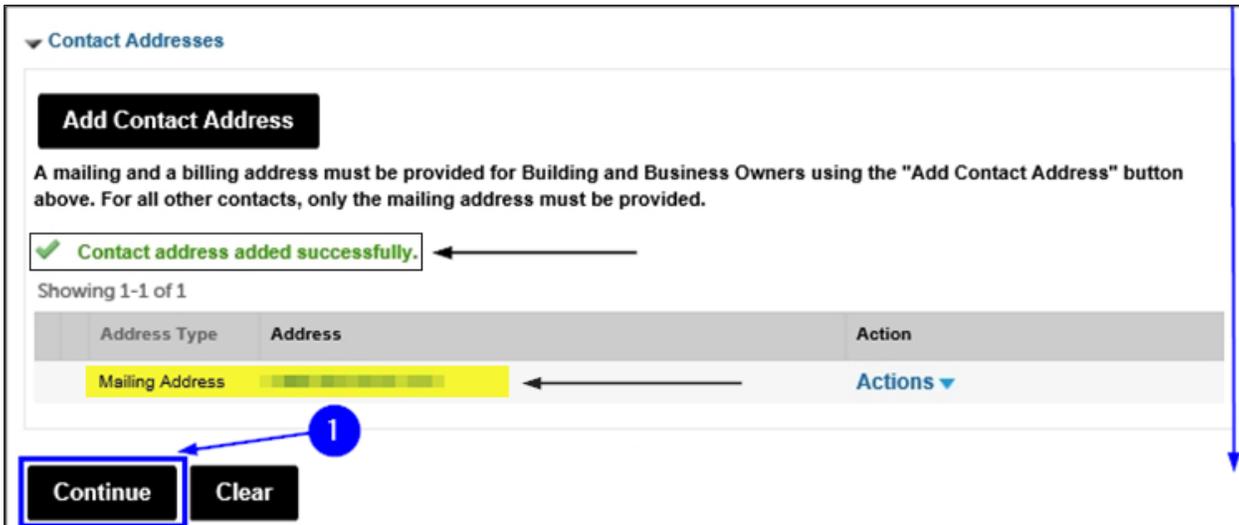


Fig. 20: Click 'Continue'

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.

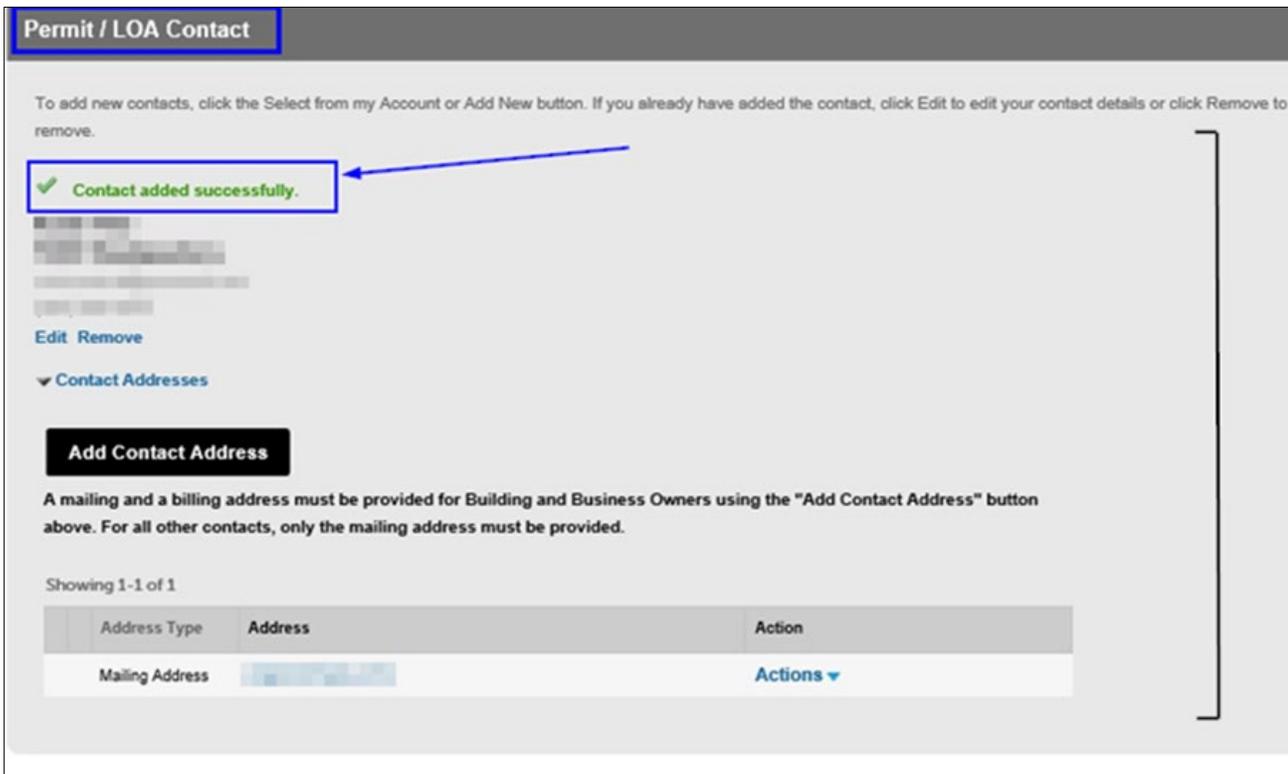


Fig. 21: Contact Information Added

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 is a navigation bar with tabs: 'Building Information', 'Contact Information', 'Request Information' (highlighted), 'Supporting Documents', 'Review and Submit', and '6'. Below the navigation bar, the page title is 'Step 3: Request Information > Inspection Request Details'. There are two notes: '1. *Indicates a required field.' and '2. You will be able to edit the details in this application from the "Review and Submit" page prior to final submission.'

The 'Inspection Request Details' section contains a table with the following columns: 'Inspection Unit', 'Inspection Type', 'System Type', 'Requested Text', 'Requested Start 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', and 'Type of Vehicle(s), Plate Number(s), State(s) of Registration'. Below the table, it says 'Showing 0-0 of 0' and 'No records found.' There are buttons for 'Add a Row', 'Edit Selected', and 'Delete Selected'.

The 'Requestor' section has a text box: '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.' There are buttons for 'Select from My Account' and 'Add New'.

The 'Additional Request Information' section has several text input fields: '* Emergency Contact Name:', '* Emergency Contact Number:', '* Name of the Contact person that will be the on-site:', and 'Location/Floor of Requested Inspection/Test:'. There is also a checkbox for 'Off Hour Certification:'. At the bottom, there are buttons for 'Save and Resume Later', a tip: 'Tip: Save your application periodically to avoid losing your work by clicking on "Save and Resume Later" button.', and 'Continue Application >'.

Fig. 23: ‘Request Information’ Page

Explosives Unit Requests and Cancellations

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 tab. Below the tabs, there are instructions for Step 3: Request Information > Inspection Request Details. A table with 11 columns is shown, but it is empty. Below the table, there are three buttons: 'Add a Row', 'Edit Selected', and 'Delete Selected'. The 'Add a Row' button is highlighted with a blue box, and a blue arrow points to it from a circled '1'.

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'

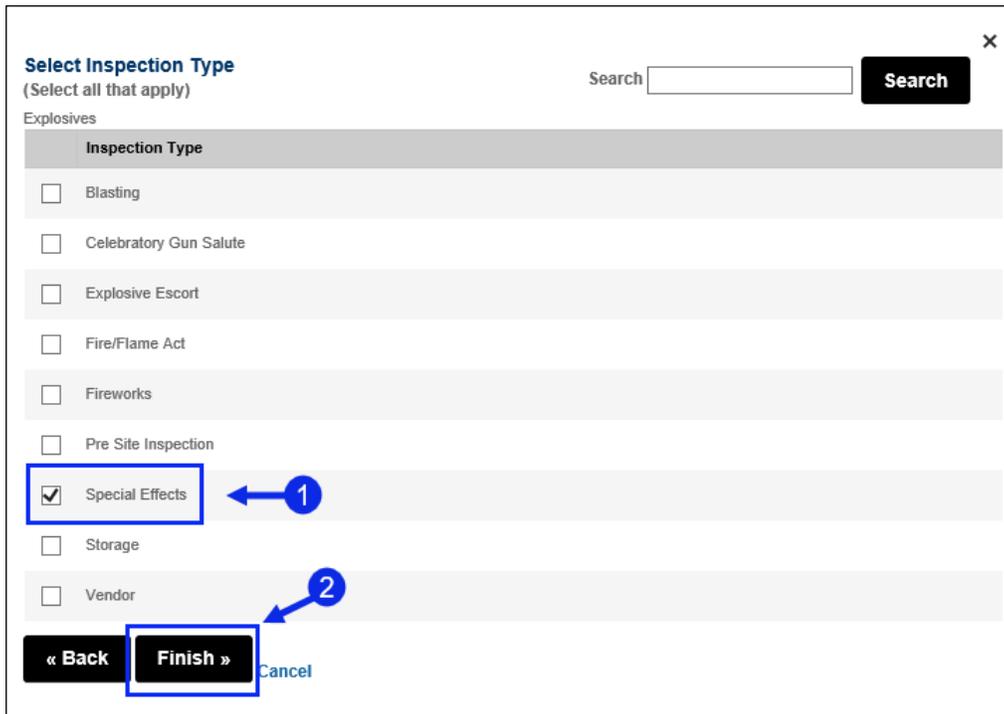
The **Select Inspection Unit** window will open. Choose Explosives and then click **Next** tab to scroll to the next page. See Figure 25.

The screenshot shows a window titled 'Select Inspection Unit' with a search bar and a 'Search' button. Below the search bar, there is a list of inspection units with checkboxes. The 'Explosives' checkbox is checked and highlighted with a blue box, with a blue arrow pointing to it from a circled '1'. At the bottom of the window, there are navigation buttons: '< Prev', '1', '2', and 'Next >'. The 'Next >' button is highlighted with a blue box, and a blue arrow points to it from a circled '2'.

Fig. 25: Locate the Inspection Unit

Explosives Unit Requests and Cancellations

Once you selected Explosives, you must select the Inspection Type requested, for this example “Special Effects.” Then, click the **Next** button. See Figure 26.



The screenshot shows a window titled "Select Inspection Type" with a close button (X) in the top right corner. Below the title is a search bar with a "Search" button. The main content area is labeled "Explosives" and contains a list of inspection types, each with a checkbox. The "Special Effects" option is checked and highlighted with a blue box and a blue arrow labeled "1". The "Finish" button at the bottom is also highlighted with a blue box and a blue arrow labeled "2". Other buttons include "« Back" and "Cancel".

Inspection Type	Selected
Blasting	<input type="checkbox"/>
Celebratory Gun Salute	<input type="checkbox"/>
Explosive Escort	<input type="checkbox"/>
Fire/Flame Act	<input type="checkbox"/>
Fireworks	<input type="checkbox"/>
Pre Site Inspection	<input type="checkbox"/>
Special Effects	<input checked="" type="checkbox"/>
Storage	<input type="checkbox"/>
Vendor	<input type="checkbox"/>

Fig. 26: Select the Inspection Unit/Click the ‘Next’ Button

The **Select Inspection Type** window opens and displays the Inspection types specific to the Inspection Unit you just selected. Click to select the correct Inspection type and then click **Finish**. See Figure 27.

Explosives 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**. 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 3 business days from the current date. If you need to schedule for less than 3 business days, you will need to enter the date needed in the “Time and Justification for Off Hours Request” box.

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.

*Inspection Unit: Explosives

*Inspection Type: Special Effects

Requested Test Date: [Calendar icon]

Alternate Date: [Calendar icon]

Time and Justification for Off Hours Request: [Text area]

Permit Start Date: [Calendar icon]

Permit End Date: [Calendar icon]

Permit Start Time: [Text input]

Permit End Time: [Text input]

Duration of Request: --Select--

Event: [Text area]

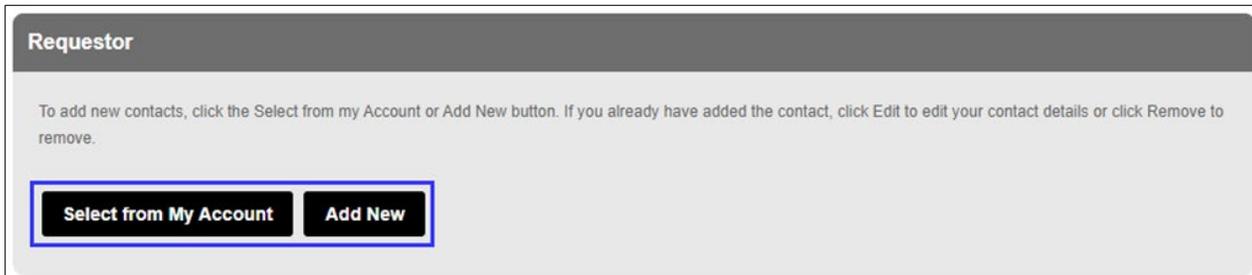
Submit

Fig. 27: Enter the Inspection Details

Explosives Unit Requests and Cancellations

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.



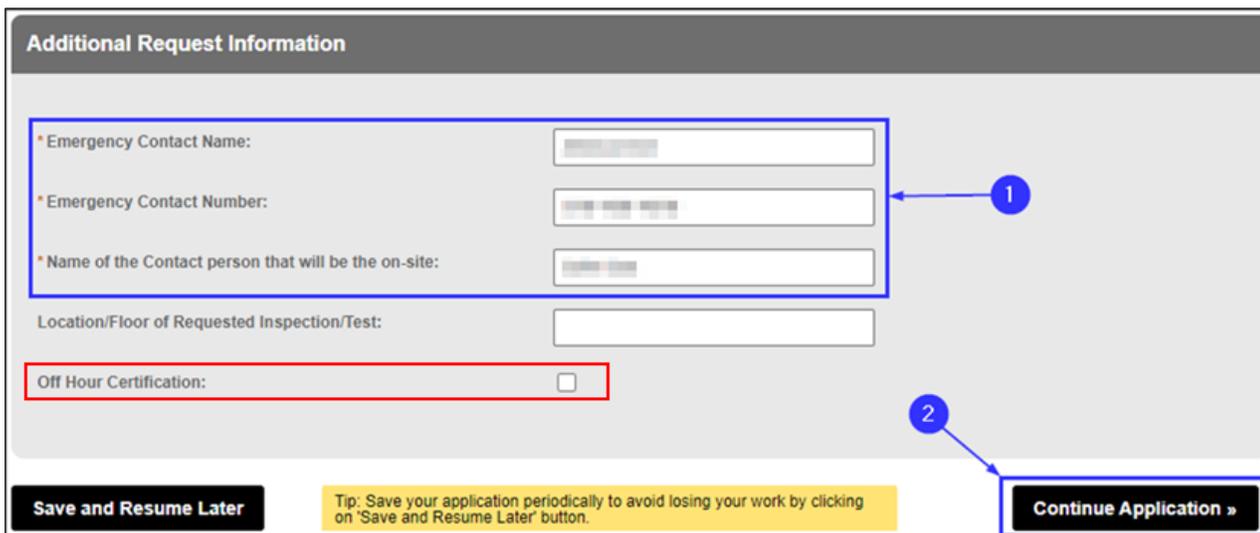
The screenshot shows a section titled "Requestor" with a grey header. Below the header, there is a paragraph of text: "To add new contacts, click the Select from my Account or Add New button. If you already have added the contact, click Edit to edit your contact details or click Remove to remove." Below this text are two buttons: "Select from My Account" and "Add New". Both buttons are highlighted with a blue border.

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.

NOTE: If you requested “Off Hours Testing” when completing the “Inspection Request Details” section you **MUST** “check” the **Off Hour Certification** checkbox (bordered below in “red”) to confirm that you accept any additional fee(s) associated with the Off-Hour Request for Inspection.



The screenshot shows a form titled "Additional Request Information" with a grey header. The form contains several input fields and a checkbox. The fields are: "Emergency Contact Name:", "Emergency Contact Number:", "Name of the Contact person that will be the on-site:", and "Location/Floor of Requested Inspection/Test:". The "Off Hour Certification:" checkbox is highlighted with a red border. At the bottom of the form, 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 "Continue Application >". A blue circle with the number "1" points to the "Emergency Contact Number" field, and a blue circle with the number "2" points to the "Continue Application >" button.

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

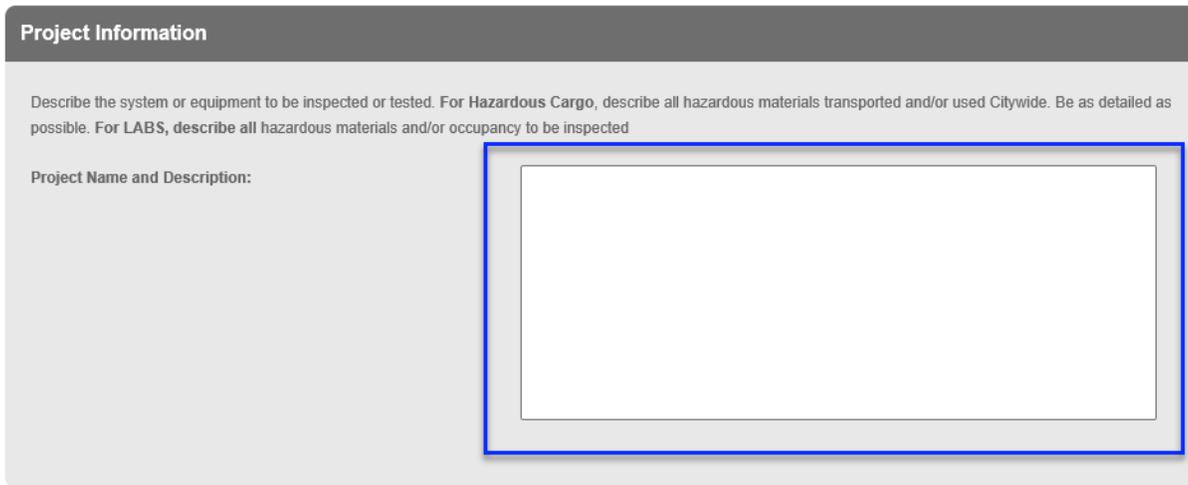
Explosives Unit Requests and Cancellations

The **Request Information** page will refresh. Next, you **ONLY** need to complete the Project Information” section

Leave the Inspection Record ID/Account # **BLANK**.

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 effect and materials being used. See Figure 31.

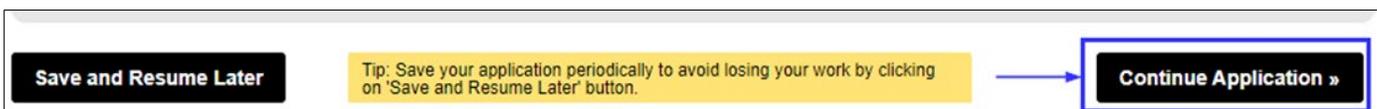


The screenshot shows a form titled "Project Information" with a grey header. Below the header, there is a text area for "Project Name and Description" with a blue border. The text area is currently empty. Above the text area, there is a small text block providing instructions: "Describe the system or 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".

Fig. 31: Enter the Project Name and Description

Finally, leave “Plan Information” section **BLANK**.

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



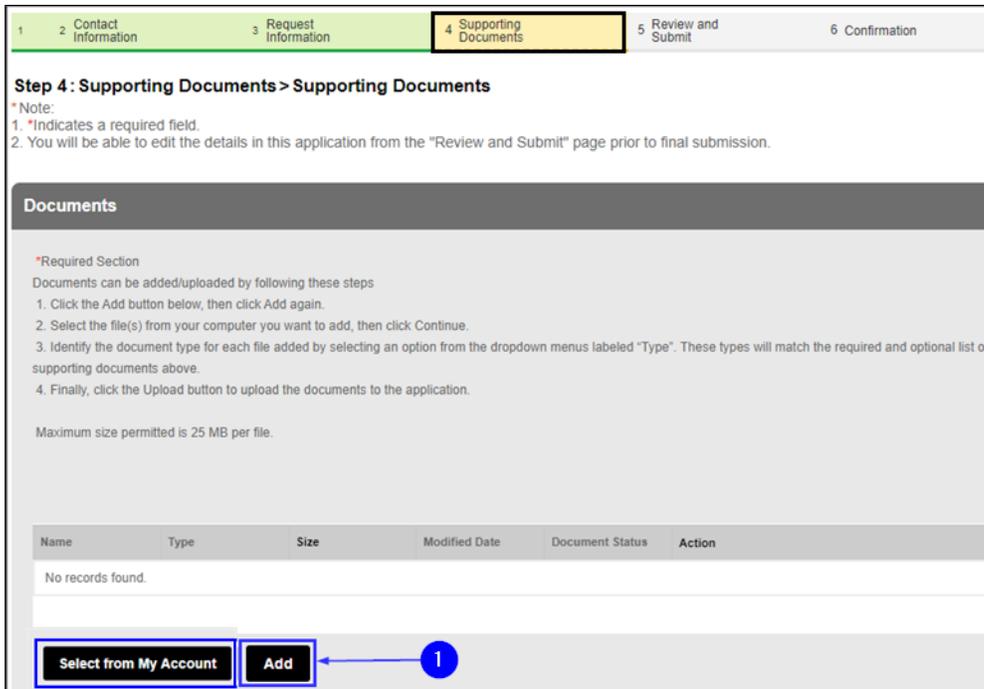
The screenshot shows the bottom of the page with three elements: a "Save and Resume Later" button on the left, a yellow tip box in the center that says "Tip: Save your application periodically to avoid losing your work by clicking on 'Save and Resume Later' button.", and a "Continue Application »" button on the right. The "Continue Application »" button is highlighted with a blue border and a blue arrow points to it from the tip box.

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.

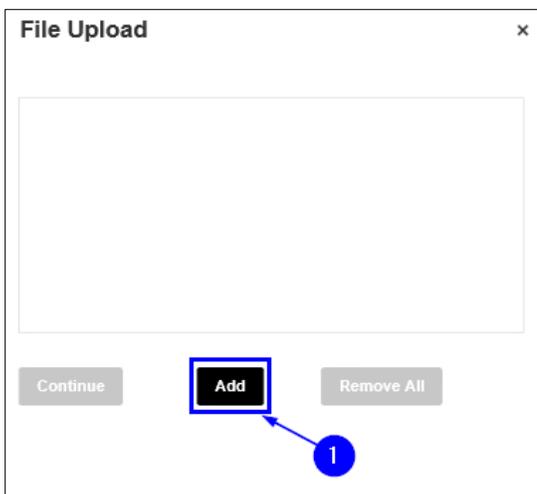
In this example, we will click the **Add** button to upload and attach a supporting document. See Figure 33.



The screenshot shows a multi-step process with six tabs: 1 Contact Information, 2 Request Information, 3 Supporting Documents (highlighted), 4 Review and Submit, and 5 Confirmation. The main content area is titled 'Step 4: Supporting Documents > Supporting Documents'. It includes a note section with two items: 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. Below this is a 'Documents' section with a 'Required Section' and instructions on how to add documents. A table with columns 'Name', 'Type', 'Size', 'Modified Date', 'Document Status', and 'Action' is shown, with 'No records found.' below it. At the bottom, there are two buttons: 'Select from My Account' and 'Add'. The 'Add' button is highlighted with a blue box and a blue circle with the number '1' and an arrow pointing to it.

Fig. 33: Click the 'Add' Button

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



The screenshot shows a 'File Upload' window with a close button (x) in the top right corner. The main area is a large empty rectangle. At the bottom, there are three buttons: 'Continue', 'Add', and 'Remove All'. The 'Add' button is highlighted with a blue box and a blue circle with the number '1' and an arrow pointing to it.

Fig. 34: Click 'Add'

Explosives Unit Requests and Cancellations

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.

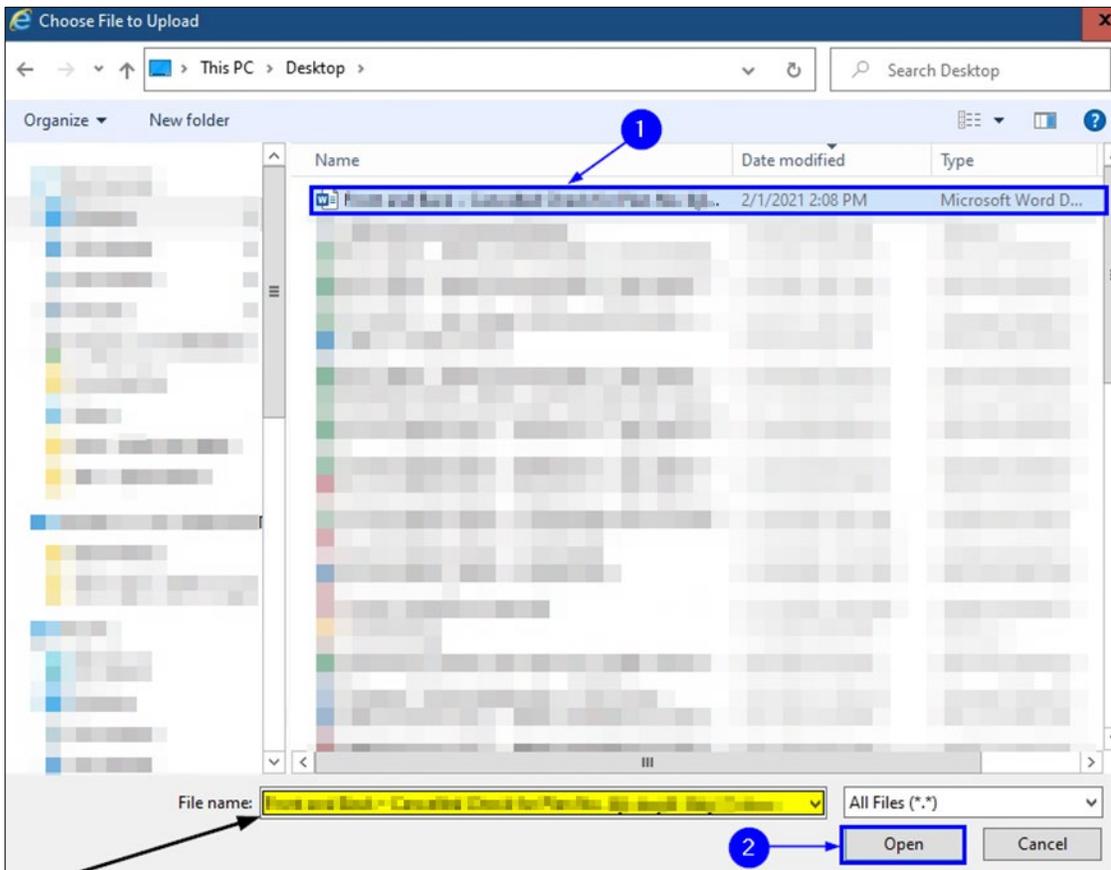


Fig. 35: Select the File and Click the ‘Open’ Button

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

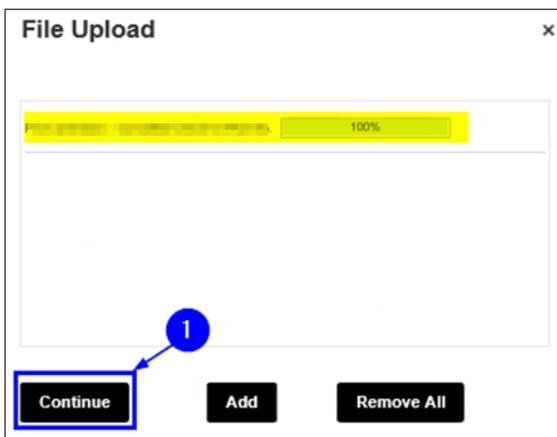


Fig. 36: Click ‘Continue’

Explosives Unit Requests and Cancellations

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.

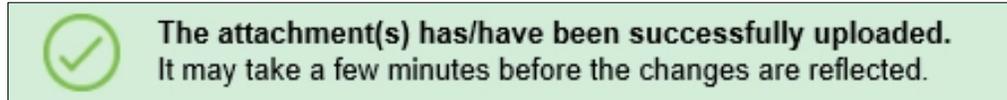


Fig. N2: File Successfully Uploaded

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

The screenshot displays a web interface for document management. At the top, there is a table with columns: Name, Type, Size, Modified Date, Document Status, and Action. Below the table, it states "No records found." The main section is titled "File:" and shows a file named "No. [redacted] (1).docx" with a progress bar at 100%. Below the file name is a text box for "Description and/or additional details about this document and its contents (Optional)", containing the highlighted text "Importance of cancelled check". At the bottom, there are several buttons: "Upload" (highlighted with a blue box and a blue circle with the number 1), "Select from My Account", "Add", and "Remove All". At the very bottom, there is a "Save and Resume Later" button, 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 a "Continue Application »" button (highlighted with a blue box and a blue circle with the number 2).

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

Explosives Unit Requests and Cancellations

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.

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.

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.



Explosives Unit Requests and Cancellations

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 form titled "Digital Signature" with an "Edit" button in the top right. The form contains the following fields and text:

- * First Name : [blurred]
- * Last Name : [blurred]
- * Title/Roles: Other
- Specify Other: Sponsor
- By checking this box, I acknowledge submitting this request. Once submitted, I will not be able to make any changes.: Yes

A scrollable text area contains a certification statement: "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 any 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 work shown thereon comply with the provisions of the NYC Administrative Code, including the New York City Fire Code and other applicable laws, codes and rules. I acknowledge that I have read and complied with all instructions pertaining to this application and with supplementary schedules submitted."

Below the text area, there is a checked checkbox with the text "By checking this box, I agree to the above certification and electronic signature." and a date field "Date: 02/03/2022". A blue circle with the number "1" points to the checkbox.

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". The "Submit Application" button 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 blurred area containing the Request Record ID. At the bottom left, there is a button labeled "REQUEST-".

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.

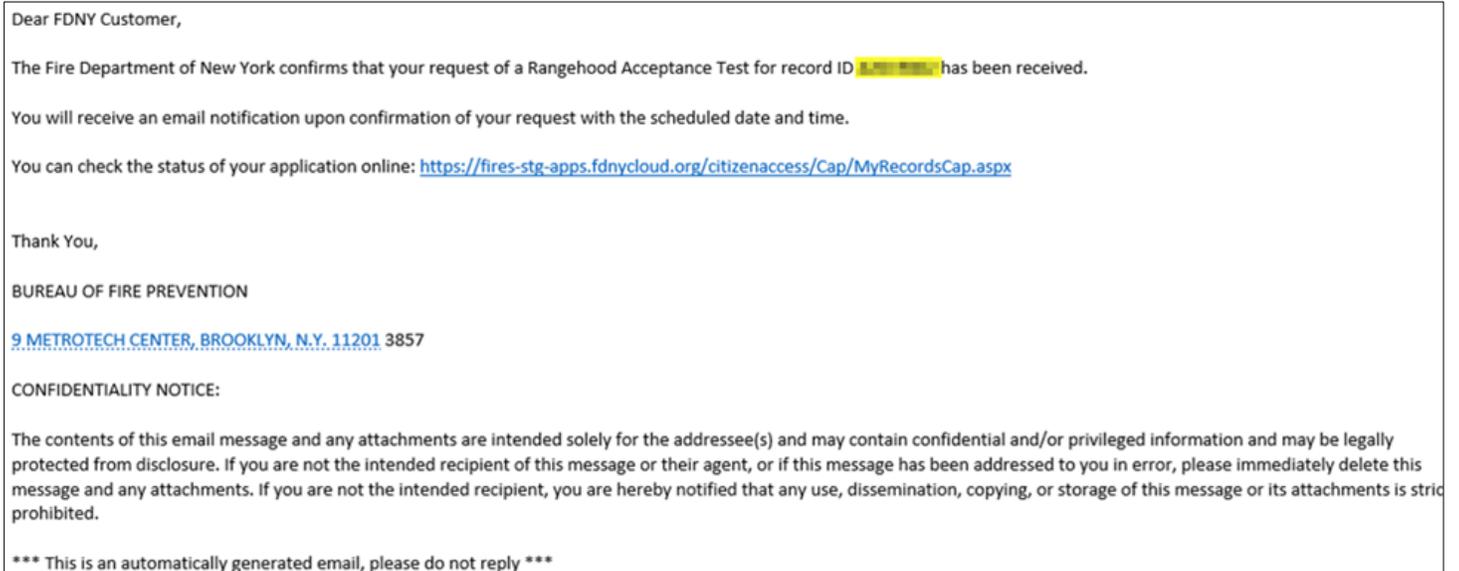


Fig. 42: Request for Inspection — Sample Receipt Email

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.

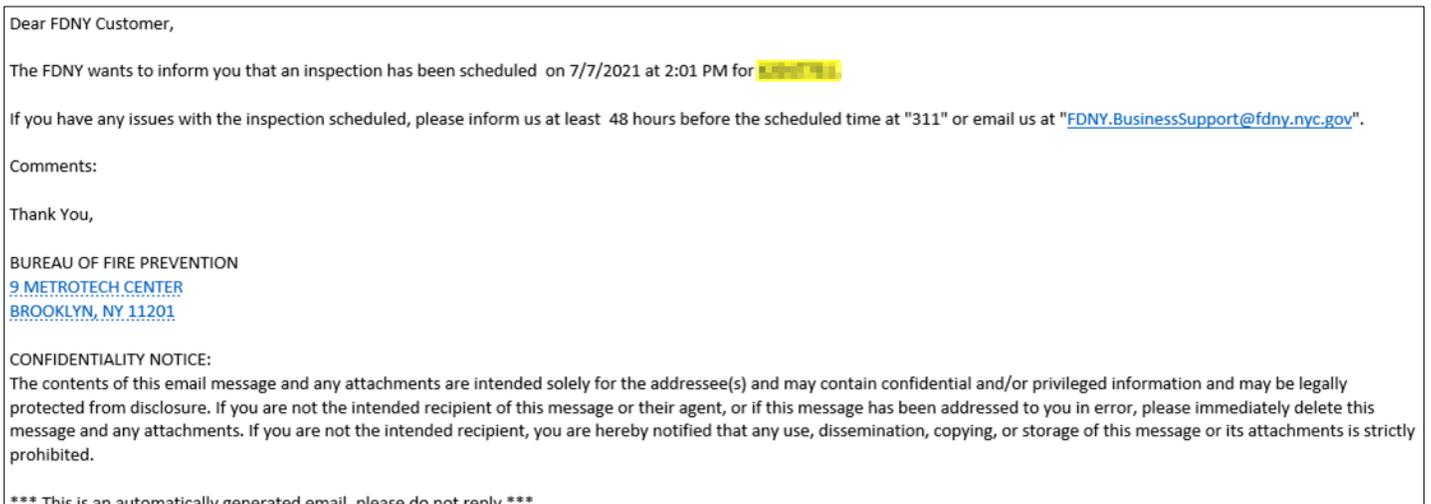


Fig. 43: Scheduled Request for Inspection — Sample Confirmation Email

Explosives Unit Requests and Cancellations

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**.

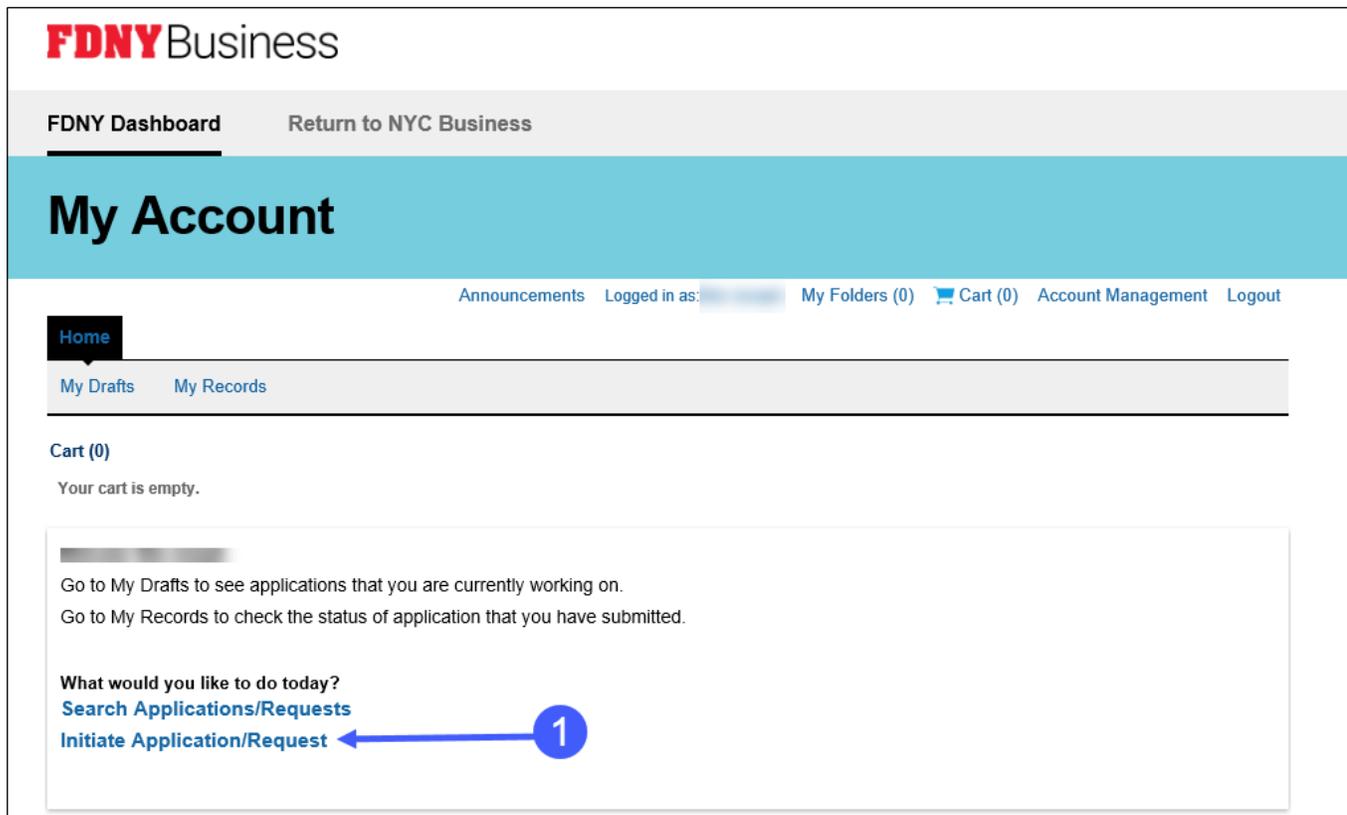


Fig 44: Click Initiate Application Request

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.

The screenshot shows a web interface for selecting an application type. At the top, there is a 'Home' link and two buttons: 'Search Applications' and 'Create an Application'. Below this is a section titled 'Select Type of Application' with the instruction 'Choose one of the following application types. Need help with FDNY Business? Please click [here](#) for more information.' A search bar contains the placeholder text 'What are you applying for today?' and a 'Search' button. A list of application types is shown with expandable arrows: 'Public Request', 'Certificate of Fitness', 'Emergency Planning and Preparedness', 'Design and Installation Application', 'Cancellation Request', 'Refund Request', and 'Record Linking'. The 'Cancellation Request' option is expanded, and the 'Request for Inspection Cancellation' option is selected with a radio button. At the bottom, there is a 'Continue Application »' button. Three blue callout boxes with numbers 1, 2, and 3 point to the 'Cancellation Request' dropdown, the 'Request for Inspection Cancellation' radio button, and the 'Continue Application' button, respectively.

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

On the **Inspection Cancellation** page, under the “Cancellation Information” section, select the “Inspection Unit” 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

Explosives 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.

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"/>		Annual	Hi-Rise	03/15/2022	3:00 PM			Actions ▼
<input type="checkbox"/>		Vendor	Explosives	03/17/2022	1:00 PM			Actions ▼
<input type="checkbox"/>		Special Effects	Explosives	03/20/2022	12:45 PM			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 »**

Fig. 47: Select Inspection/Onsite Exam to Cancel

Explosives 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.

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.

Inspection Record Id: [Redacted]

Inspection Type: Annual

Inspection Unit: Hi Rise

Inspection Date: 03/15/2022 [Calendar icon]

Inspection Time: 3:00 PM

Requestor Comments: [Redacted]

Justification: [Text area]

Confirm

Submit

1 points to the Justification text area.

2 points to the Confirm checkbox.

3 points to the Submit button.

Fig. 48: The Inspection to Be Cancelled Is Shown

Explosives Unit Requests and Cancellations

Next, under the “Applicant Certification” section, enter your **First Name** and your **Last Name** and select your **Title Role** from the drop-down list. Then, read and affirm the certification by “checking” the checkbox. When you are ready, click **Continue Application**. See Figure 50.

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 **Continue Application »**

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

Fig. 50: Complete the ‘Applicant Certification’ Section

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 51.

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

- Click the Add button below, then click Add again.
- Select the file(s) from your computer you want to add, then click Continue.
- 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.
- 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. 51: Click ‘Continue Application’

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.

The screenshot displays a web interface for managing inspection cancellations. At the top, a progress bar shows three steps: '1 Inspection Cancellation' (green), '2 Review and Submit' (yellow, currently active), and '3 Confirmation' (grey). Below the progress bar, the page title is 'Request for Inspection Cancellation'. A section titled 'Cancellation Information' includes an 'Edit' button and the following details: Inspection Unit: Hi-Rise, From Date: 03/13/2022, and To Date: 03/20/2022. Below this is a 'List of Scheduled Inspections' section with an 'Edit' button. A table lists the scheduled inspections with columns for Inspection Record Id, Inspection Type, Inspection Unit, Inspection Date, Inspection Time, Requestor Comments, Justification, and Confirm.

Inspection Record Id	Inspection Type	Inspection Unit	Inspection Date	Inspection Time	Requestor Comments	Justification	Confirm
	Annual	Hi-Rise	03/15/2022	3:00 PM			Yes

Fig. 52: Review Your Request for Inspection Cancellation

Explosives Unit Requests and Cancellations



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

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.

Search Applications Create an Application

1 Select item to pay 2 Payment information 3 Receipt/Record issuance

Step 3: Receipt/Record issuance

Receipt

✓ Your application(s) has been successfully submitted.

[REDACTED]

CANCEL-INSP

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.