

FIRE DEPARTMENT OF THE CITY OF NEW YORK

FDNY Business

Tests/Inspections Requests and Cancellations

User Guide

March 2022

TABLE OF CONTENTS

IMP	ORTA		2
INT	RODU	ICTION	3
	Abou	t this Guide	3
	1.	Request a Test / Inspection	4
	2.	Request an Inspection Cancellation	34

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

The *Tests/Inspections Requests and Cancellations* User Guide is designed to assist users in submitting a Request for Test/Inspection online via FDNY Business.

Submitting a Request for Test/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 09/07/2021, all Requests for Tests/Inspections <u>must be submitted online</u> on FDNY Business. Scheduling requests will <u>no longer be accepted via email</u>.

You should submit a Request for Test/Inspection under the following circumstances:

- You have received the Project Authorization on a Plan record
- You have a Plan from outside of FDNY and you need an Inspection done by FDNY in order to receive your Permit
- Your current Permit is expiring soon and you need to schedule a Test/Inspection
- You were issued Violations during an Inspection and need to request a Re-Inspection

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

Once you have received confirmation that your request for Cancellation has been accepted, you will need to create a new Request for Test/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 <u>FDNY.BusinessSupport@FDNY.nyc.gov</u>.

1. Request a Test/Inspection

You can now complete and submit a **Request for Test/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 Test/Inspection, or you will be notified if the test cannot be scheduled time pending additional information and/or work that needs to be done before the Test/Inspection can be scheduled.

NOTE: You <u>MUST</u> 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 <u>BEFORE</u> you can log in to FDNY Business.

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

If you do not have an **NYC ID**, go to <u>Register for an Account</u> to create your account. On the **Create Account** page, enter the required information. Then, click to "check" the checkbox to accept the **NYC ID Terms of Use** and click the **Create Account** button. See Figure 1.

Create Account	
All fields are required.	
EMAIL OR USERNAME Email Address or Username: Confirm Email Address or Username:	
PASSWORD Password: Confirm Password:	Password Strong
SECURITY Select a security question and provide an ant on a public computer, we recommend you mu Security Question: Answer: Display Answers:	ever to it. The answer is not case sensitive and must be between 3 and 255 characters. If you are sky your answers by selecting Hide below.
TERMS Check the box to indicate that you understand and agree to the NYC.ID Terms of Use, the overail Terms of Use for NYC.gov. and the Privacy Policy for NYC.gov.	CREATE ACCOUNT

Fig. 1: NYC ID — Create Your Account

Once you have created your account — or if you already have an account — begin your Application by clicking the Login button on the <u>FDNY Business Home Page</u>. See Figure 2.

FDNY Busin	ess	
FDNY Dashboard	Return to NYC Business	
Μγ Αςςοι	int	
Home	Announcements	Register for an Account Login
Advanced Search		1
We are pleased to offer	our citizens, businesses, and visitors access to government services online, 24 hou	urs a day, 7 days a week.
What would you like to do Search Applications/R Initiate Application/Re	today? equests quest	

Fig. 2: Click 'Login'

Enter your Email Address (your NYC ID) and Password. Then, click the Log In button. See

Figure 3.



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

Tests/Inspections Requests and Cancellations

Step 2. Start the Application

To begin, from your computer browse to the FDNY Business Home Page and 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.

Select Type of Application
Choose one of the following application types. Need help with FDNY Business? Please click here for more information.
What are you applying for today?
Public Request Public Request Public Request for Inspections 2
Certificate of Fitness
Emergency Planning and Preparedness
Design and Installation Application
Cancellation Request
Enforcements
Refund Request
Record Linking
Continue Application »

Fig. 5: Select and Click 'Continue Application'

Step 3. Complete the 'Building Information' Page

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

Most addresses already exist in the system. To search for the Address, select "No" for the

Is this a New Address? field and enter the address information. All fields marked with an asterisk ^(*) must be completed. Then, click the **Search** button. See Figure 6.

NOTE: If the address is <u>NOT</u> 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 click on Continue Application. If you do not find your address 1. Search with different criteria 2. If the address is still not four 3. If search result is incorrect, Address Type: Building/Address Building No.:	r the address, please click , these are your options: , or add more criteria for th nd, you can add the addres please click clear and sear Address/Landm	Search. If your address is already the specific address search. Is to our registry by selecting "Yes ch with different criteria.	available in the system, it will disp " next to New Address and then o	olay in the list. Please select the ad	dress and		
City / Borough:	State:	Zip:					
*BIN:	Block:	Lot:					
Is This a New Address?: Yes No Search Clear Save and Resume Later	⑦ → 3 ④ → 3 ④ → 100000000000000000000000000000000000	application periodically to avoid lo	sing your work by clicking on	Confinue Appl	ication *		

Fig. 6: Enter/Search the Address

The **Address Search Result List** window will open and display the top matches. Here, the system has returned two (2) addresses. One is the correct address. Click to select it and click **Continue**. See Figure 7.

Address Search Result List						
Ado	dresses					
SHOWN	Address	City	State	Zip		
۲	10000000000000000000000000000000000000	000000				
0	at several sectors are not the	-	10	100		

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.

Building Information	2 Contact Information	3 Request Information	4 Supporting Documents	5 Review and Submit	6
n 1 · Ruilding I	nformation > Address				
te:	mormation > Address				
ndicates a required ou will be able to e	d field. dit the details in this applicati	on from the "Review and Sub	omit" page prior to final submis	sion.	
remises Addres	.e				
	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,				
After entering all the o	iteria for the address, please click	Search. If your address is alread	y available in the system, it will disp	alay in the list. Please select the a	ddress and
lick on Continue Appl	ication.				
f you do not find your	address, these are your options:				
 Search with different If the address is still 	not found, you can add the addre	ne specific address search. ss to our registry by selecting "Ye	s" next to New Address and then o	licking Search.	
 If search result is included. 	correct, please click clear and sea	rch with different criteria.		acting occurrent.	
Address Type:					
Building/Address	•				
*Building No.:	Address/Landr	nark:			
City / Borough:	State:	Zip:	_		
	NY				
*BIN:	Block:	Lot:			
Is This a New Addre	HSS?: (7)				
O Tes INO					
Search	ear			•	
ave and Desume	Tip: Save you	application periodically to avoid le	osing your work by clicking on	Continue App	lication -

Fig. 8: Continue Application

Step 4. Complete the Applicable Sections on the 'Contact Information' Page

You are taken to the **Contact Information** page. It contains eight (8) sections, as follows. See Figures 9–10.

- Licensed Professional
- Permit/LOA Contact
- Billing Contact
- Business Owner
- Building Owner
- Building Representative
- Authorized Agent
- COF Holder
- **NOTE # 1:** The "Permit/LOA Contact" section <u>MUST BE</u> completed for <u>ALL</u> Requests for Tests/Inspections. This Contact is the person **whose name will appear on the permit**, and to whom the Permit/LOA will be emailed. If you do not complete this section, you <u>WILL NOT</u> receive your Permit/LOA.
- **NOTE #2:** If you have questions about the sections you may need to complete for your Request for Test/Inspection type, dial 311 and ask for the FDNY Customer Service Center or email <u>FDNY.BusinessSupport@FDNY.nyc.gov</u>.

	Disines owner
	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.
1 Building 2 Contact 3 Request 4 Supporting 5 Submit	Selectrom by Account Add New If Applicable
Step 2: Contact Information > Contact 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.	Building Owner 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
Licensed Professional To add a State Licensed Professional contact, click the Add a State License button. To add a DOB Licensed Professional contact, click the Look Up DOB License button. If you have already added a Licensed Professional contact to this section, click the Edit link to edit the contact or click the Remove link to remove the contact.	Select from My Account Add New If Applicable 5
OR If Applicable 1 Showing 0-0 of 0 License Number License Type Contact Nume Business Nume Business License # Home Phone Fax Action	Building Representative 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. OR
No records found.	Select from My Account Add New
Permit / LOA Contact To add new contacts, dick 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. OR Select from My Account Add New	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. OR If Applicable 7
Billing 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 to remove. OR Select from My Account Add New If Applicable 3	COF Holder 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. GR Select from My Account Add New If Applicable Style and Resume Later Continue Application periodically to avoid losing your work by clicking on Continue Application
Eig. 9: 'Contact Information' Page	Fig. 10: Contact Information Page (Continued)

Scenario #1: Using an Existing Contact

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." In this example, we will select a Contact for the "Permit/LOA Contact" section. See Figure 11.

NOTE: If a Contact does <u>NOT</u> exist in your **NYC ID** account, you will need to add a new Contact. See **Scenario #2** for instructions.

Permit / LOA Contact	
To add new contacts, click the remove.	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

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.

In the below example, the **Billing Address** and the **Mailing Address** exist. To simultaneously select both of them, "check" the checkbox located in the header — this will select all listed addresses. To confirm your selection(s), click the **Continue** button. See Figure 12.

NOTE: The **Mailing Address** is the <u>ONLY</u> 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 requesting the Test/Inspection.

Select Contact from Account ×							
100 C							
Select contact ad	dresses for t	this contact to attach to	the record.				
Showing 1-2 of	2						
Addres	s Type	Recipient	Address				
Billing A	ddress						
Mailing .	Address						
Continue Cancel							

Fig. 12: Select the Desired Address(es)

The Contact Information window will open and the Contact's details will be provided. As

indicated in the lower half of the window, the address(es) you just selected will be present.

Review the information and when you are ready to attach this Contact's information to your

Application, 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 Test/Inspection <u>will be sent to this email address</u>.

Additionally, depending on whether the Test/Inspection passes, the LOA and/or Permit (as applicable) will be sent to this email address.

Contact Informatio	n		×
		PRO .	
Legal Business Name:			
theat inc.			
*Business Phone:	Mobile Phone:	Business Fax:	
District anno 19100			
*E-mail:			
SSN:	EIN #: (2	
✓ Contact Addresses			
Add Contact Address			
Add Contact Address			
above. For all other contacts, or	ly the mailing address must be provided	siness Owners using the "Add Contact Ad ded.	daress" button
Showing 1-2 of 2			
Address Type Addres	is	Action	
Billing Address		Actions -	
Mailing Address		Actions 🗸	
Continue			

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

Tests/Inspections Requests and Cancellations

You will return to the **Contact Information** page. As indicated below, the Contact you just selected (in this example, the Permit/LOA Contact) and their address information is now added to your Application. See Figure 14.

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		Actions -					
Mailing Address	Mailing Address Actions -						

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

Scenario #2: Adding a New Contact

If a Contact does <u>NOT</u> exist in your **NYC ID** account, you will need to manually add the Contact's information. In this example, we will add a Contact to the "Permit/LOA Contact" section.

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

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 to remove.



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. In this example, since we are adding a person, we will select "Individual." See Figure 16.

ndividual/Organization/City Ag Select City Agency	ency:		
Individual Organization	ime:	Last Name:	
egal Business Name:			
n : n	Mark 2. 04		
Business Phone:	Mobile Phone:	Business Fax:	
E-mail:			
SN:			
	1		
	_		
ontact Addresses			

Next, enter the Contact's information. <u>ALL</u> sections marked with an asterisk ^(*) <u>must</u> be

completed. When you are ready, 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 Test/Inspection <u>will be sent to this email address</u>.

Additionally, depending on whether the Test/Inspection passes, the LOA and/or Permit (as applicable) will be sent to this email address.

Contact Information		
A mailing and a billing address must be	provided for Building and Business Ow	ners using the "Add Addresses" section below. For all other
contacts only the mailing address must	be provided.	
Individual/Organization/City Agen	cy:	
Individual	•	
* First Name:	Middle Name:	* Last Name:
		1000
Legal Business Name:		
* Business Phone:	Mobile Phone:	Business Fax:
* E-mail:		0
SSN:	EIN #: (2)	
✓ Contact Addresses		
	_	
Add Contact Address 🔫		
A mailing and a billing address mus	t he provided for Building and Burlin	ere Owners using the "Add Contract Address" butter
above. For all other contacts, only th	he mailing address must be provided	
		•

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 <u>ONLY</u> 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 Test/Inspection.

* Address Type: Select Billing Address Mailing Address	* Street Name:	1	
Floor#/Apt#/Suite#:	* City/Borough:	*State:	*Zip:
Country/Region: United States]		
Save and Close	Save and Add Another	Clear	2

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.



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.

Contact Addresses	ess	
A mailing and a billing a above. For all other con	ddress must be provided for Building and Bui	siness Owners using the "Add Contact Address" button led.
Contact address ad	ded successfully.	
Showing 1-1 of 1		
Address Type	Address	Action
Mailing Address		Actions 🔻
Continue		

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.

Permit / LOA Conta	ict			
To add new contacts, click remove.	the Select from my Account	or Add New button. If you already have	added the contact, click Edit to edit your co	ntact details or click Remove to
Edit Remove Contact Addresses				
Add Contact Add A mailing and a billing a above. For all other con	ress address must be provided f ntacts, only the mailing add	or Building and Business Owners us	sing the "Add Contact Address" button	
Address Type	Address		Action	
Mailing Address	100000000		Actions -	

Fig. 21: Contact Information Added

In this example, we are completing a Request for Rangehood Inspection — <u>Rangehood</u> <u>Inspections require that the "Business Owner" section to be completed</u>.

Complete the "Business Owner" section by selecting an existing Contact (see **Scenario #1** above) or by adding a new Contact (see **Scenario #2** above). See Figure 22.

Business Owner
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. OR
Select from My Account Add New

Fig. 22: Complete the 'Business Owner' Section

REMEMBER: The "Business Owner" section requires that you provide a **Mailing Address** <u>AND</u> a **Billing Address** — You will need to enter <u>both</u> addresses.

After you have completed all applicable sections on the **Contact Information** page, scroll

down to the bottom of the page and click **Continue Application**. See Figure 23.



Fig. 23: Click 'Continue Application'

Step 5. Complete the Request for Test/Inspection Details

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

Test/Inspection you are requesting (in this example, a Rangehood Inspection).

It contains several sections, including "Inspection Request Details," "Requestor" and

"Additional Request Information."

You will need to complete <u>ALL</u> of the information in each section. All fields marked with an

asterisk ^(*) must be completed. See Figure 24.

NOTE #1: You can only submit a Request for Test/Inspection for one (1) Inspection Unit at a time. For example, if you need to request a Rooftop Inspection <u>and</u> a Rangehood Inspection, you need to submit two (2) different Request for Test/Inspection Applications.

However, if you have more than one (1) Request for Test/Inspection, and they are all for the <u>same Inspection Unit</u> [e.g., three (3) Requests for Rangehood Inspections], you can use the same Request for Test/Inspection Application for all three (3) [Rangehood] Inspections.

NOTE #2: ARCS Electrical tests <u>AND</u> ARCS Operational tests must be scheduled <u>at</u> <u>the same time</u> — use the same Request for Test/Inspection Application.

ep 3: Rec ite: Indicates a fou will be i	required fie able to edit	ormation Id. The details	> Inspe	ection Re	quest De	etails	Submit" pe	ige prior to	final subm	ission.		
spection	Request	Details										
Showing 0-0	of 0											
	Inspection Unit	Inspection Type	System Type	Requested Test Date	Requested Start Time	Alternate Date	Alternate Time	Number of Cylindere	Manpower (minimum 1)	Time and Justification for Off Hours Request	Type of hazardous materials transported and/or used citywtde	Type of Vehicle(s), Plate Sumber(s), State(s) of Registration
No records	found.											
Add a Roy	Edit	elected	Delete 3	Selected								
				_				_	_	_	_	_
equestor												
equestor				-								
equestor To add new o	ontacts, click	the Select fi	rom my Ac	scount or Add	New button.	If you alrea	dy have add	ied the cont	act, dick Edi	t to edit your or	ntact details o	r click Remove
equestor Fo add new o emove.	ontacts, click	the Select fi	rom my Ac	count or Add	New button.	If you alrea	dy have add	ded the cont	act, dick Edi	t to edit your o	ntact details o	r click Remove
equestor Fo add new o emove.	ontacts, olick	the Select fi	rom my Ac	count or Add	New button.	if you alrea	dy have add	ded the cont	act, dick Edi	t to edit your or	ntact details o	r click Remove
equestor Fo add new o emove. Select fi	ontacts, click rom My Ac	the Select fr	rom my Ac Add N	count or Add	New button.	If you alrea	dy have add	ded the cont	act, olick Edi	t to edit your or	ntact details o	r click Remove
equestor Fo add new o emove. Select f	ontacts, click rom My Ac	the Select fi	rom my Ac Add N	count or Add	New button.	if you airea	dy have add	ded the cont	act, dick Edi	t to edit your o	ntact details o	r click Remove
lequestor Fo add new o emove. Select f	ontacts, click rom My Ac	the Select fr	rom my Ac Add N	count or Add	New button.	If you alrea	dy have add	ded the cont	act, click Edi	t to edit your or	ntact details o	r click Remove
equestor Fo add new o emove. Select fi dditional	ontacts, click rom My Ac	the Select fi	rom my Ac Add N	ccount or Add	New button.	lf you airea	dy have add	ded the cont	act, click Edi	t to edit your or	ntact details o	r click Remove
equestor fo add new o emove. Select fr dditional	ontacts, click om My Ac Request	the Select fr count	rom my Ac Add N	ccount or Add	New button.	If you alrea	dy have add	ded the cont	aet, oliok Edi	t to edit your or	ntact details o	r click Remove
equestor Fo add new o emove. Select fr dditional	ontacts, click room My Ac Request	the Select fi count	rom my Ac Add N	count or Add	New button.	if you alrea	dy have add	ded the cont	act, céck Edé	t to edit your or	ntact details or	r click Remove
equestor fo add new o emove. Select fi dditional	ontacts, olick rom My Ac Request Contact Nat	the Select fi count	rom my Ac Add N	count or Add	New button.	if you alrea	dy have add	ded the cont	act, click Edi	t to edit your or	ntact details o	r click Remove
equestor fo add new o emove. Select fi dditional Emergency	ontacts, click room My Ac Request Contact Nar	the Select fi count Informat me:	rom my Ac Add N	ew	New button	if you alrea	dy have add	ded the cont	act, olick Edi	t to edit your o	ntact details o	r click Remove
equestor fo add new d emove. Select fr dditional Emergency Emergency	ontacts, click room My Ac Request Contact Nar Contact Nar	the Select fi count	rom my Ac Add N	ew	New button	If you alrea	dy have add	ded the cont	act, olick Edd	t to edit your o	ntact details o	r dick Remove
equestor fo add new d emove. Select f dditional Emergency Emergency Name of th	ontacts, click om My Ac Request Contact Na Contact Na	the Select fi count	rom my Ac Add N tion	count or Add	New button	If you alrea	dy have add	ded the cont		t to edit your or	ntact details o	r click Remove
equestor fo add new o emove. Sefect fi dditional Emergency Name of th	ontacts, click om My Ac Rèquest Contact Na Contact Na Contact pe	the Select fi count	nom my Ac Add N	ew	New button	If you alrea	dy have add	ded the cont		t to edit your or	ntact details o	r olick Remove
equestor fo add new o emove. Select fr dditional Emergency Rame of th LocationFile	iontacts, click room My Ac Request Contact Nar Contact Nar Contact Nar contact Nar	the Select fi count	rom my Ac Acd N iion	ew	New button	If you alrea	dy have add	ded the cont	act, olick Edi	t to edit your or	ntact details o	r click Remove
equestor Foadd new d umove. Select fi dditional Emergency Rame of th Location/Fic	ontacts, olick com My Ac Request Contact Na Contact Na Contact Na contact Pa contact pe cor of Reque	the Select fi count	nom my Ac Acd N iion	count or Add	New button	If you alread	dy have add	ded the cont	act, olick Edd	t to edit your or	ntact details o	r click Remove
Equestor Foadd new emove. Select f Emergency Name of th Location/Fic	ontacts, oliok com My Ac Request Contact Na Contact Na Contact Pe or of Request tification:	the Select fi count Information me: mber: rson that wi sted inspect	rom my Ac Add N iion	count or Add		If you alteas	dy have add	ded the control of th	act, click Edi	t to edit your o	ntact details o	r dick Remove

Fig. 24: 'Request Information' Page

To add your Test/Inspection information to the "Inspection Request Details" section, click the **Add a Row** button. See Figure 25.

te: ndicates a required field. ou will be able to edit the d	tails in this a	pplication fro	quest De	etalis						
ndicates a required field. ou will be able to edit the d	tails in this a	pplication fro								
ou will be able to edit the d	tails in this à	pplication fro			5. A		5	· ·		
			om the "Re	view and \$	submit" pa	age prior to	finai subm	ISSION.		
Description Description (Def		_	_			_	_		_	
spection Request Det	ils									
howing 0-0 of 0										
								Time and	Type of	Type of
inspection insp	ction System	Requested	Requested	Alfernate	Alternate	Number	Manpower	Justification	hazardoua	Vehicle(s), Plate
Unit Type	Type	Test Date	Start Time	Date	Time	of	(minimum	for Off	transported	Sumber(s)
						Cylinders	1)	Hours	and/or used	State(s) of
								Rednesr	citywide	Registratio
No records found.										
	d Delete	Selected								

Fig. 25: Click 'Add a Row'

The **Select Inspection Unit** window will open. Choose the appropriate Inspection Unit for your Request.

In this example, we are going to request a Rangehood Inspection. If you don't see the Inspection Unit you are looking for, click the **Next** tab (where indicated below) to scroll to the next page. See Figure 26.

	Inspection Unit
Э	Auxiliary Radio Communications System
С	Bulk Fuel
0	Construction, Demolition and Abatement (CDA)
С	District Office (Storage, Handling, Use or Sell of Hazardous Material)
О	Fire Alarm
С	Hazardous Cargo
С	High Rise
С	Laboratory
С	Public Assembly
0	Public Buildings
	< Prev 1 2 Next>

Fig. 26: Locate the Inspection Unit

Once you have found the Inspection Unit you are looking for, click to select it. Then, click the **Next** button (located in the bottom-left corner of the window). See Figure 27.

Selec (Selec	Search Search
Select	Inspection Unit
۲	Rangehood
0	Rooftop Access
0	Suppression System – Mechanical Sprinkler/Standpipe
0	Vacate Requests
Ne	<pre>< Prev 1 2 Next > Cancel</pre>

Fig. 27: 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 28.

Selec (Selec	Inspection Type Search Search
Rangel	od
	Inspection Type
\circ	Microswitch Test
0	Rangehood Acceptance Test
۲	Rangehood Annual
0	Re-Inspection
0	Rangehood Re-Test
« B	ck Finish » Cancel
Fig. 28	Select the Inspection Unit/Click 'Finish'

Next, enter all the applicable system and scheduling information. All fields marked with an

asterisk ^(*) are mandatory and <u>must</u> 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.

You can select your preferred start time. If you are requesting an Inspection outside of normal

business hours (i.e., an Inspection that will be billiable as an Overtime Inspection), select "Off Hour

Testing" from the **Requested Start Time** and **Alternate Time** drop-down lists. See Figure 29.

- **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.
- **NOTE #2:** If, in the **Requested Start Time / Alternate Time** field(s), you select "Off Hour Testing," you <u>MUST</u> enter the details for your Overtime request (e.g., "Need to start at 10:00 a.m. Saturday," in the **Time and Justification for Off Hours Request** text box. If you are <u>NOT</u> requesting "Off Hours Testing," leave this section blank.

			×
* Inspection Unit:	* Inspection Type:	*System Type:	
Rangehood 🔻	Rangehood Annual	Dry Chemical 🔻	
Requested Test Date: (?)	Requested Start Time: (?)	Alternate Date: (7)	
⁴ July, 2021 ▶	Select	↓ July, 2021	
Su Mo Tu We Th Fr Sa 27 20 20 30 1 2 3 4 5 6 7 8 9 10	8:00 AM 10:30 AM 12:30 PM 2:30 PM	Su Mo Tu We Th Fr Sa 27 28 29 30 1 2 3 4 5 6 7 8 9 10	
11 12 13 14 15 16 17] ^{-J} Time and Justification for Off Hours Request:	[Off Hour Testing] ←	11 12 13 14 15 16 17	
Submit			

Fig. 29: Enter the Test/Inspection Details - 1

Next, complete all remaining required sections and then click **Submit**. See Figure 30.



Tests/Inspections Requests and Cancellations

In the "Inspection Request Details" section, you will now see a line item for the Test/Inspection you just entered. If you need to add another Test/Inspection for the <u>same Inspection Unit</u>, click the **Add a Row** button and repeat the above instructions. See figure 31.

I	Inspection Request Details													
	Showing 1-1 of 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 Sumber(s), State(s) of Registration	
		Rangehood	Rangehood Acceptance Test	Dry Chemical	07/23/2021	8:00 AM	07/26/2021	10:30 AM	2	1				Act
	< Add a	Row Ed	it Selected	Delete	Selected									>

Fig. 31: 'Inspection Request Details' Section — Completed

If you need to edit or remove an Inspection, "check" the checkbox at the beginning of the row and use the **Edit Selected** or **Delete Selected** buttons. The **Edit Selected** button will allow you to update the Inspection and the **Delete Selected** button will delete the Inspection. See Figure 32.

In	Inspection Request Details													
S	Showing 1-1 of 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 Sumber(s), State(s) of Registration	
[Rangehood	Rangehood Acceptance Test	Dry Chemical	07/23/2021	8:00 AM	07/26/2021	10:30 AM	2	1				Act
	<		:4 C-141		C-1									>
	Add a	Row	2	Delete	3									

Fig. 32: Edit/Delete the Information (as Applicable)

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 and follow the directions in Step 4,

Scenario #1.

Otherwise, click Add New and follow the instructions in Step 4, Scenario #2. See Figure 33.

NOTE: The Requestor is the person who is signed in to FDNY Business and who is completing this Request for Test/Inspection (i.e., you).

Requestor
To add new contacts, click the Select from my Account or Add New button. If you already have added the contact, click Edit to edit your contact details or click Remove to remove.
Select from My Account Add New

Fig. 33: 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.

When you are ready, click Continue Application. See Figure 34.

NOTE: If you requested "Off Hours Testing" when completing the "Inspection Request Details" section (refer to Figure 29), you <u>MUST</u> "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 Test/Inspection.

Additional Request Informat	ion		
* Emergency Contact Name:			
* Emergency Contact Number:			←0
* Name of the Contact person that w	ill be the on-site:		
Location/Floor of Requested Inspect	tion/Test:		
Off Hour Certification:			
			2
	Tin: Save your application of	eriodically to avoid losing your work by clicking	
Save and Resume Later	on 'Save and Resume Later	" button.	Continue Application »

Fig. 34: Complete 'Additional Request Information' Section/Continue

The **Request Information** page will refresh. Next, you will need to complete the "Inspection Information," Project Information," "Plan Information" and, if applicable, the "Violation Information" sections.

For the "Inspection Information" section, enter the **Inspection Record ID/Account #**. This is the 8-digit number you received when the Project Authorization was issued and your Plan Application was approved. See Figure 35.

NOTE: Below is a sample email that contains this 8-digit number (as highlighted in "green"). As highlighted in "blue," the Title shows that this email provides the confirmation of an approved Plan Application. See Figure N1.

Importance	Sent	Status	Event
From		Jen	DIT_CON_NEW_NOTEONON_
FDNY Business [noreply@fdny.nyc.gov]			
То			
Cc			
Bcc			
Title			
Plan Review Application TMRGHD	PLAN Approved		
Attachment(s)			
Content			
Dear FDNY Customer,			
FDNY has approved the plan record aven't added a Licensed Master Fire St	TMRGHD PLAN. Your Inst uppression Contractor to your record, y	pection record ID is 7 Pleas you may do so by using the 'Edit' but	e use this ID to request a test upon installation of th on besides your Inspection record in My Records.

Fig. N1: Sample Email — Approved Plan Application

Public Request for Inspections									
1 Building Information	2 Contact Information	3 Request Information	4 Supporting Documents	5 Review and Submit					
Step 3: Request Information > Inspection Info *Note: 1. *Indicates a required field. 2. You will be able to edit the details in this application from the "Review and Submit" page prior to final submission. Inspection Information									
Inspection Record ID/Account #:									

Fig. 35: Enter the Inspection Record ID/Account #

Tests/Inspections Requests and Cancellations

Next, complete the "Project Information" section by following the listed directions (bordered in "red" in the below example). Click inside the text box and enter the Project name, and a <u>detailed</u> <u>description</u> of the Test / Inspection you are requesting. See Figure 36.

Project Information	
Describe the system or equipment to be inspected or test as possible. For LABS, describe all hazardous materials	ed. For Hazardous Cargo, describe all hazardous materials transported and/or used Citywide. Be as detailed s and/or occupancy to be inspected
Project Name and Description:	Enter your Project Information here.

Fig. 36: Enter the Project Name and Description

Finally, complete the "Plan Information" section. Enter your Approved Plan Application's **Record ID** (highlighted in "yellow" in the sample email shown above in Figure N1) and **DOB Job #**, if applicable, into the respective fields. See Figure 37.

NOTE: Not all Inspection Units require the **DOB Job #**. You only need to enter this if you have previously received this number on your Plan Record.

Plan Information	
Record ID: DOB Job#:	

Fig. 37: Enter 'Record ID' and (if Applicable) the 'DOB Job#'

Now, scroll to the bottom of the page and click Continue Application. See Figure 38.



Step 6. 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 and attach a new document that you have saved on your computer, as applicable.

In this example, we will click the **Add** button to upload and attach a supporting document that is saved on your computer. See Figure 39.

1	2 Contact Information	3 Rec 3 Info	quest rmation	4 Supporting Documents	5	Review and Submit	6 Confirmation			
Stej * Note 1. *In 2. Yo	Step 4: Supporting Documents > 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.									
Do	cuments									
*F Do 1. 2. 3. su 4. M	Required Section Documents "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.									
P	lame	Туре	Size N	Iodified Date	Document Statu	s Action				
	No records found.									
	Select from My Account Add									

Fig. 39: Click the 'Add' Button

The File Upload window opens. Click the Add button. See Figure 40.

File Upload		×
Continue	Add Remove All	
		

Fig. 40: Click 'Add'

Tests/Inspections 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 41.

Choose File to Upload				×
← → • ↑ 🗖 • Th	is PC > Desktop >		∨ ె ,	arch Desktop
Organize 👻 New fold	er	0		BE 🕶 🛄 (
	^ Name		Date modified	Туре
a second		Located Destriction St. 10	». 2/1/2021 2:08 PM	Microsoft Word D
				and the second second
	=			
		a start and		
		a passe il ter-		the second s
		a start to be		
				and the second second
the set of the	ALC: NOT THE OWNER.			
	and the second second	and the second second		
		_		~
	v <	Ш		>
File n	ame: Horn and Look - Canadina I	land for far the distance in	All Files	(*.*)
			2 Dp	en Cancel

Fig. 41: 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 42.



Fig. 42: Click 'Continue'

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.



The attachment(s) has/have been successfully uploaded. It may take a few minutes before the changes are reflected.

Fig. N2: File Successfully Uploaded

Once the file has been successfully uploaded, click Continue Application. See Figure 43.

Name	Туре	Size	Modified Date	Document Status	Action
No records fo	ound.				
File:					Remove
First and the	ck - Cancelled One	okris Plan			
No. III and	.docx				
1009	6				
Description a	and/or additional de	tails about this docu	ment and its contents (Optional)	
Report Plants of	Canadial Charles			~	
				~	
Upload	Soloct from M				
Upioad	Select from My	Account	d Remove All		
Save and Re	sume Later	Tip: Save your app	lication periodically to avoid	d losing your work by click	
		'Save and Resume	Later' button.		

Fig. 43: Complete the Upload/Click 'Continue Application'

You will be taken to the "Digital Signature" section. Here, you will provide your digital signature to acknowledge that you are submitting a Request for Test/Inspection.

Enter your **First Name** and your **Last Name**. Then, make your selection from **Title/Roles** drop-down list. In this example, we will select "Building Owner."

Then, "check" the checkbox to acknowledge submission of your Application. Finally, click

Continue Application. See Figure 44.

Public Request	for Inspections			
1 2 Contact Information	3 Request Information	4 Supporting Documents	5 Review and Submit	6 Confirmation
Step 4: Supportin * Note: 1. *Indicates a require 2. You will be able to e Digital Signature	ng Documents > Digital Sigr ed field. edit the details in this application fro	nature	age prior to final submission.	
The On-Line Represe	ntative is the person who is logged in to t	the FDNY Business and entering th	is information.	
* First Name :		Lorency .		
* Last Name :	0			
* Title/Roles :		Building Owner	•	
* By checking this bo Once submitted, I wi	ox, I acknowledge submitting this required in this required in the able to make any changes.:	iest. 🔽		
Save and Resume	Later Tip: Save your applic on 'Save and Resum	cation periodically to avoid losing ye e Later' button.	our work by clicking 2	Continue Application »

Fig. 44: Complete the 'Digital Signature' Section

Step 7. Review and Submit

You will be taken to the **Review and Submit** page. Here, you will be able to review and edit your information before you submit your Request for Test/Inspection.

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 45.

Public Request for Inspections								
1 ² Contact Information	3 Request Information	4 Supporting Documents	5 Review a Submit	and	6 Confirmation			
Step 5: Review and	Submit							
Record Type								
		Public Request for	Inspections					
Premises Address					Edit			
Construction of the second sec	A							
Record and the second s								
Licensed Professio	nal				Edit			
License Number Li	cense Type Contact Nar	me Business Name	Business License #	Home Phone Fa	x Action			
An ann an Annail								
Permit / LOA Conta	ct				Edit			
	4 1							

Fig. 45: Review your Request for Test/Inspection Information



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



Tests/Inspections 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 46.

Digital Signature	Edit	
* First Name :	1	
* Last Name :	here:	
* Title/Roles:	Building Owner	
By checking this box, I acknowledge submitting this request. Once submitted, I will not be able to make any changes.:	Yes	
exchange for special consideration. Violation is punishable by imprisonment fine or imprisonment, or both. I understand that if I am found after hearing to allowed to be falsified any certificate, form, signed statement, application, rep Code, including the New York City Fire Code or of a rule of any agency. I ma am authorized by the owner named herein, to file this application on their bell or supervised the preparation of this application, and the plans, documents a documente, and work shown thereon comply with the previous of the NVC	or fine or both. I understand that falsification of any statement is a misdemeanor and is punishable by a have knowingly or negligently made a false statement or to have knowingly or negligently falsified or port or certification of the correction of a violation required under the provisions of the NYC Administrative by barred from filing further applications or documents with the Fire Department. I hereby certify that I half. I hereby certify that I, or a qualified employee, or authorized agent under my direct consent, prepared and/or specifications herewith submitted and to the best of my knowledge and belief, the plans and Administrative Code, including the New York City Fire Code and other applicable laws, and and a statement is a misdement of the correction of the Code and other applications of the New York City Fire Code and other applications and statement of the code and other applications and statement of the code and other applications and the complexity of the laws and the code and other applications and the complexity of the laws and the code and other applications and the complexity of the laws and the code and the complexity of the laws and the code and th	•
By checking this box, I agree to the above certification and elect	ronic signature. Date: 06/09/2021	_
Save and Resume Later Tip: Save your application on 'Save and Resume Later	periodically to avoid losing your work by clicking er button.	

Fig. 46: Digitally Acknowledge, Sign and Submit the Application

Step 8. Submission Confirmation

You will receive confirmation that your Request for Test/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 47.



Fig. 47: Request Submission Confirmation / Record ID

After Your Submission

You will receive an email confirmation that your Request for Test/Inspection has been

submitted. See Figure 48.

Dear FDNY Customer,
The Fire Department of New York confirms that your request of a Rangehood Acceptance Test for record ID
You will receive an email notification upon confirmation of your request with the scheduled date and time.
You can check the status of your application online: https://fires-stg-apps.fdnycloud.org/citizenaccess/Cap/MyRecordsCap.aspx
Thank You,
BUREAU OF FIRE PREVENTION
9 METROTECH CENTER, BROOKLYN, N.Y. 11201 3857
CONFIDENTIALITY NOTICE:
The contents of this email message and any attachments are intended solely for the addressee(s) and may contain confidential and/or privileged information and may be legally protected from disclosure. If you are not the intended recipient of this message or their agent, or if this message has been addressed to you in error, please immediately delete this message and any attachments. If you are not the intended recipient, you are hereby notified that any use, dissemination, copying, or storage of this message or its attachments is strict prohibited.
*** This is an automatically generated email, please do not reply ***

Fig. 48: Request for Test/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 49.

Dear FDNY Customer,
The FDNY wants to inform you that an inspection has been scheduled on 7/7/2021 at 2:01 PM for
If you have any issues with the inspection scheduled, please inform us at least 48 hours before the scheduled time at "311" or email us at "FDNY.BusinessSupport@fdny.nyc.gov".
Comments:
Thank You,
BUREAU OF FIRE PREVENTION 9 METROTECH CENTER BROOKLYN, NY 11201
CONFIDENTIALITY NOTICE: The contents of this email message and any attachments are intended solely for the addressee(s) and may contain confidential and/or privileged information and may be legally protected from disclosure. If you are not the intended recipient of this message or their agent, or if this message has been addressed to you in error, please immediately delete this message and any attachments. If you are not the intended recipient, you are hereby notified that any use, dissemination, copying, or storage of this message or its attachments is strictly prohibited.
*** This is an automatically generated email. please do not renly ***

Fig. 49: Scheduled Request for Test/Inspection — Sample Confirmation Email

If you did <u>NOT</u> 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 <u>AND</u> FDNY needs to reschedule, you will be contacted by email or phone with a new date and time.

If your Request for Test/Inspection has been rejected (e.g., the Project Authorization has not yet been submitted), you will need to submit a new Request for Test/Inspection on FDNY Business once all prerequisites are complete.

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

2. Request an Inspection Cancellation

Once a Test/Inspection has been requested <u>and</u> scheduled by FDNY, if you need to cancel it you <u>MUST</u> request the cancellation via FDNY Business. The Request for Inspection Cancellation should be requested *at least* three (3) business days <u>before</u> your scheduled Test/Inspection or you may be charged the Test/Inspection Fee.

- **NOTE #1**: You will <u>NOT</u> be able to submit a Request for Inspection Cancellation until you receive an email confirmation with the scheduled date and time of your Test/Inspection (refer to the sample email shown in Figure 49).
- NOTE #2: Only the person who requested the Inspection (i.e., the Requestor Contact for the scheduled Inspection) can request a Cancellation.
 If you are <u>NOT</u> the Requestor and your company needs to request a Cancellation, contact FDNY Business Support for assistance.

To begin your Request for Inspection Cancellation, you will need to Login to your NYC ID account from the <u>FDNY Business Home Page</u>. 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 50.

Home
Search Applications Create an Application
Select Type of Application
Choose one of the following application types. Need help with FDNY Business? Please click here for more information.
What are you applying for today?
Public Request
Certificate of Fitness
Emergency Planning and Preparedness
Design and Installation Application
Cancellation Request < 1
Request for Inspection Cancellation
Refund Request 2
Record Linking
Continue Application »

Fig. 50: 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 51. Click **Continue Application.**

Request for Inspection Car	cellation	
1 Inspection Cancellation	2 Review and Submit	3 Confirmation
Step 1: Inspection Cancellati *Note: 1. *Indicates a required field. 2. You will be able to edit the details i	on>Cancellation Information	mit" page prior to final submission.
Cancellation Information Enter the "From Date" of your scheduler fields blank.	d inspection and/or enter a "To Date" if you want to	search for a range of dates. To see all scheduled inspections, leave the date
*Inspection Unit: From Date:	Select	
To Date:		
Save and Resume Later	Tip: Save your application periodically to avoid lo 'Save and Resume Later' button.	sing your work by clicking on Continue Application »

Fig. 51: Enter Inspection Cancellation Search Information

Next, check the box to select the inspection you want to cancel from the **List of Scheduled Inspections**. Then, click **Edit Selected**. See Figure 52.

1 Inspection Cancellat	n tion			2 Review Submit	and	3 Confirma	ition		
Step 1: Ir *Note: 1. *Indicate: 2. You will t	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 S	Scheduled	Inspectior	าร				-		-
Enter a ju	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.								
	I-3 of 3 Inspection Record Id	Inspection Type	Inspection Unit	Inspection Date	Inspection Time	Requestor Comments	Justification	Confirm	
		Annual	Hi-Rise	03/15/2022	3:00 PM				Actions 🗸
	-	Vendor	Explosives	03/17/2022	1:00 PM				Actions
		Special Effects	Explosives	03/20/2022	12:45 PM				Actions 🔻
Edit Se	Edit Selected								
Save and	d Resume La	ater	Tip: Save y 'Save and F	our applicatio Resume Later	n periodically f ' button.	to avoid losing your work by clicking on	Co	ntinue Ap	plication »

Fig. 52: Select Inspection to Cancel

Γ

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 53.

Click to "Select" the inspection you	want to cancel and click "Edit Selected"	button to continue.
Inspection Record Id:	Inspection Type:	Inspection Unit:
	Annual	Hi Rise
Inspection Date:	Inspection Time:	Requestor Comments:
03/15/2022	3:00 PM	^
Justification:	Confirm	
Submit -3		

Fig. 53: The Test/Inspection to Be Cancelled Is Shown

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

Figure 54.

1 Inspection Cancellation		2 Review Submit	and	3 Confirmati	on			
Step 1: Inspection Cancellation > Cancellation information Note: . *Indicates a required field. . You will be able to edit the details in this application from the "Review and Submit" page prior to final submission.								
List of Scheduled Ins Click to "Select" the inspection	List of Scheduled Inspections Click to "Select" the inspection you want to cancel and click "Edit Selected" button to continue.							
Showing 1-3 of 3	,							
Record Id Ty	nspection Inspection Type Unit	Inspection Date	Inspection Time	Requestor Comments	Justification	Confirm		
A	Annual Hi-Rise	03/15/2022	3:00 PM			Yes	Actions -	
	endor Explosives	03/17/2022	1:00 PM				Actions 🔻	
SI Ef	ipecial Explosives iffects	03/20/2022	12:45 PM				Actions 🔻	
Edit Selected								
Save and Resume Late	Tip: Save yo 'Save and R	our applicatior Resume Later	n periodically t button.	o avoid losing your work by clicking on	Cor	ntinue Ap	plication »	

Fig. 54: 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. Then, read and affirm the certification by "checking" the checkbox. When you are ready, click **Continue Application**. See Figure 55.

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:	(Basjed)							
*Last Name:	10100							
*Title Role:	Building Ov	/ner 🔻	•					
* By checking this box, I acknowledge that my inten	t is to submit							
any changes.:	be able to make							
L								
Save and Resume Later	ar application periodically to avoid sume Later' button.	d losing your work by clicking o	Continue Application »					

Fig. 57: Complete the 'Applicant Certification' Section

Next, upload and attach any Supporting Documents, as applicable. For instructions on how to upload and attach documents, refer to **Step 6 (Figures 39–43)** in the **Request a Test/Inspection** section.

When you are ready, click Continue Application. See Figure 56.



Fig. 56: Click 'Continue Application'

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 57.

Request for Inspection Cancellation									
1 Inspection Cancellation	2 Review and Submit				3 Confirmat	3 Confirmation			
Step 2 : Reviev	v and Submit								
Record Type									
	Request for Inspection Cancellation								
Cancellation I	nformation						Edit		
Inspection Unit:			Hi-Rise						
From Date:			03/13/20	22					
To Date:			03/20/20/	22					
List of Sched	List of Scheduled Inspections								
Inspection Record	Inspection Type	Inspection Unit	Inspection Date	Inspection Time	Requestor Comments	Justification	Confirm		
	Annual	Hi-Rise	03/15/2022	3:00 PM			Yes		

Fig. 57: Review Your Request for Inspection Cancellation

Tests/Inspections Requests and Cancellations



The following step will complete your Cancellation Request and can <u>NOT</u> 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 Test/Inspection date and time, your Cancellation Request <u>may</u> <u>be rejected</u> and you may be charged the Test/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 58.

Applicant Certification		
First Name:		
Last Name:		
Title Role:	Building Owner	
By checking this box, I acknowledge that my intent is cancellation request. Once submitted, I will not be ab changes.:	submit this Yes to make any	
I understand that it is unlawful to give to a city employed exchange for special consideration. Violation is punisha or imprisonment, or both. I understand that if I am found be falsified a putificate, form, signed statement, appli including the university of the Code or of a rule of an authorized by the owner named herein, to file this appliis supervised the preparation of this application, and the p	or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in a by imprisonment or fine or both. I understand that falsification of any statement is a misdemeanor and is punishable by a fine fiter hearing to have knowingly or negligently made a false statement or to have knowingly or negligently falsified or allowed to tion, report or certification of the correction of a violation required under the provisions of the NYC Administrative Code, igency, I may be barred from filing further applications or documents with the Fire Department. I hereby certify that I am ion on their behalf. I hereby certify that I, or a qualified employee, or authorized agent under my direct consent, prepared or is, documents and/or specifications herewith submitted and to the best of my knowledge and belief, the plans and documents, NOA deviate the New Yerk Oth. Fire Code and the best of my knowledge and belief, the plans and documents, Date:	
Save and Resume Later	your application periodically to avoid losing your work by clicking on 2 Submit Application	

Fig. 58: 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 59.

Search Applications	Create an Application
1 Select item to pay Step 3: Receipt/F	2 Payment information 3 Receipt/Record issuance Record issuance
Receipt Your a	pplication(s) has been successfully submitted.
-	
CANCEL- INSP	

Fig. 59: 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 Cancelation 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 Test/Inspection Fee.